

**Minutes of the Meeting of the
Louisiana Board of Examiners in Dietetics and Nutrition**

April 3, 2014

Attending:

**Paula Weeks, RD, LDN, Chairperson
Terry Compton, APRN, RN, MS, CDE, Secretary-Treasurer
Martina Musmeci Salles, MPH, RDN, LDN, FAND, Board Member/LDA Liaison
Clare Miller, MS, RD, LDN, Board Member
Lori Roy, MS, RD, LDN, Board Member
Howard Wetsman, MD, Medical Advisor**

Absent:

Jeanine Songy Latham, MPH, RD, LDN, Vice Chairperson

Paula Weeks called the meeting to order at 12:30 p.m. in the Conference Room of the Board office located at 18550 Highland Road, Suite B, Baton Rouge, Louisiana. Jolie Jones, Executive Director, was present for the entire meeting.

Roll call was conducted by Terry Compton. Dr. Howard Wetsman joined the meeting at 1:00 p.m.

WELCOME NEW BOARD MEMBER

Paula Weeks and members of the Board welcomed Clare Miller as the Board's newest member.

PUBLIC COMMENTS:

Dr. Carol O'Neil was present at the meeting, but did not have any public comments.

AGENDA:

Motion was made by Lori Roy, seconded by Terry Compton and unanimously carried, to approve the agenda as amended to add "h. Annual Hospital Memo and i. LDA Liaison" under Board/Staff Issues.

MINUTES:

Motion was made by Lori Roy, seconded by Terry Compton and unanimously carried, to approve the minutes of the January 10, 2014 meeting as presented.

FINANCIAL:

a. Financial Statement for the Period Ending November 30, 2013

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending November 30, 2013.

b. Financial Statement for the Period Ending December 31, 2013

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending December 31, 2013.

c. Financial Statement for the Period Ending January 31, 2014

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending January 31, 2014.

Motion was made by Martina Musmeci Salles, seconded by Lori Roy and unanimously carried, to accept financial reports from November 30, 2013 through January 31, 2014.

d. Payroll Company Change

Jolie Jones informed the Board that we are no longer using Netchex for payroll due to costs. Payroll expenses were budgeted at \$1,500.00 per year.

e. Proposed Budget for Fiscal Year July 1, 2014 – June 30, 2015

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to approve the proposed budget as amended, increasing legal to \$10,000.

Revenues

LDN Initial Fees (Based on 75)	\$ 6,750.00
PL-LDN Initial Fees (Based on 10)	950.00
Upgrade Fees (Based on 10)	450.00
Renewal Fees: LDNs (1,215)	72,900.00
Provisional LDNs (10)	300.00
Restitution	2,000.00
Interest Income from Checking Account	200.00
Miscellaneous Income	500.00

TOTAL BUDGETED REVENUE **\$84,050.00**

Available Assets

Cash in Checking Account **\$125,000.00**

TOTAL ASSETS **\$209,050.00**

Expenses

Salaries and Benefits

Salaries and Benefits:	
25% Exec Director	\$13,000.00
Admin Specialist – PT	11,000.00
Health insurance - 25% Exec Director	2,200.00
State retirement – 25% Exec Director	4,825.00
Medicare taxes – 25% Exec Director	180.00
Medicare & SS taxes – Admin Specialist	840.00

SUBTOTAL **\$32,045.00**

Travel

Administrative in-state – mileage	500.00
Administrative in-state – other	300.00
Board in-state – mileage	3,000.00
Board in-state – other	500.00
Board out-of-state – other	1,000.00
Conference Registrations	2,000.00

SUBTOTAL **\$ 7,300.00**

Operating Expenses

Rent	\$ 5,730.00
Printing	1,000.00
Postage	5,000.00
Dues & Subscriptions	100.00
Maintenance	500.00
Insurance	500.00
Security	100.00
Equipment Rental	1,000.00
Bank Charges/Credit Card Fees	4,000.00
Miscellaneous	200.00
Telephone/Internet	500.00
Board Meeting Expense	2,000.00
Supplies	1,500.00

SUBTOTAL **\$ 22,130.00**

Professional Services

Audit Services	\$ 1,000.00
Calligrapher	400.00
Legal Counsel	10,000.00
Computer Consultants	5,000.00
Other Consultants	5,000.00
Accounting	2,100.00
Investigator	2,500.00

SUBTOTAL **\$ 26,000.00**

Equipment

Office/Computer Equipment	1,500.00
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SUBTOTAL **\$ 1,500.00**

TOTAL BUDGETED EXPENSES **\$ 88,975.00**

REVENUE OVER EXPENSES **\$ (4,925.00)**

TOTAL ASSETS OVER EXPENSES **\$ 120,075.00**

f. Professional Service Contracts for Fiscal Year July 1, 2014 – June 30, 2015

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to approve the professional service contracts as amended, increasing legal to \$10,000.

g. Request to Purchase New Computer

Motion was made by Lori Roy, seconded by Clare Miller and unanimously carried, to approve the purchase of a new desktop computer with necessary software, in the amount of \$1,175.53.

COMPLIANCE HEARINGS:

Dr. Jennifer Jackson requested and appeared for a compliance hearing to appeal the Board's decision to deny reinstatement of her Dietitian/Nutritionist license. The Board denied Dr. Jackson's request to reinstate her license due to an email wherein she stated that she was working as a consultant dietitian/nutritionist since October 2013.

Dr. Jackson testified that she is working in a juvenile detention home where she is not required to be a Dietitian/Nutritionist. She has not done any charting or assessments and has not interactions with the youth.

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to move in to Executive Session at 1:50 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting,

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to come out of Executive Session at 1:55 p.m. and issue Dr. Jennifer Jackson a Licensed Dietitian/Nutritionist license.

Andrea Hargis appeared for a compliance hearing to appeal the Board's decision to deny issuance of her Dietitian/Nutritionist license. The Board denied Ms. Hargis' application for issuance of her license based on her application which stated that she had been working as a Dietitian since October 21, 2013.

Ms. Hargis testified that she was hired as a Sales Representative, but her job title was a Dietitian. She went into homes and educated individuals on pumps. Statement of medical necessity was done on patients, wherein she signed her name Andrea Hargis, RD.

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to move in to Executive Session at 3:20 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting,

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to come out of Executive Session at 3:30 p.m. and offer Andrea Hargis a Consent Agreement and Order to include a \$500.00 fine, open book examination, letter to employer, publication by the Board, as well as notifications to the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Ethics Committee, and the National Practitioner Data Bank (NPDB).

BOARD/STAFF ISSUES:

a. Executive Director Update

Jolie Jones updated board members on the following:

- A part time Administrative Specialist, Tracy Jeanmarie, was hired on March 12, 2014. Mrs. Jeanmarie will work Wednesdays and Fridays from 9:00 a.m. – 2:00 p.m. and will add hours as needed up to 19 hours per week.
- The National Practitioner Data Bank account has been renewed and all outstanding reports have been filed (2012-02, 2013-01, 2013-04).
- Met with a representative of Capital One and are exploring ways to save on our credit card fees.
- The Provisional LDN application has been updated as per the Board's previous request, pending approval.
- Netchex, payroll company, has been terminated and Susan Sevario, CPA, will do payroll taxes and quarterly reporting.
- Collaborated with Paula Weeks and the Board will no longer send copies of the Rules and Law to each new applicant, instead we will include a link to the website to save money.
- Mailed plaques to Tavis Piattoly and Beth Fontenot, former board members, with thank you notes for their service.
- Updated discipline list in the back of the meeting binders.

b. Financial Disclosure Forms Due May 15th

Jolie Jones reminded board members that their financial disclosure forms required by the Louisiana Board of Ethics is due by May 15, 2014.

c. Review Suggested Policy for Application Review and Signature Stamps

Motion was made by Martina Musmeci Salles, seconded by Lori Roy and unanimously carried to, adopt the following policy for the application review process:

"Board staff will scan and send licensure applications and upgrades to board members. In addition to pertinent documents, staff should

include a copy of the front of the file, in a pdf format that is password protected. Board staff will include a list of names of the individual applications in the email for record of each individual's name and approval when the email is printed out. Once a board member sends an email approval, board members and board staff should delete the files from their computer and email so as not to compromise the information. Board staff will print out the email to include in each approved licensee's paper file and process the application as usual. Board staff will hold licensure files that have been approved via email for board member signatures at the next board meeting. The email approval will be included in the file for board members to officially sign off on each applicant. Once a board member has signed the paper file, board staff will remove the email approval from the file."

Motion was made by Clare Miller, seconded by Martina Musmeci Salles and unanimously carried to, adopt the following policy for signature stamps:

"Signature stamps are to be held by a staff member who does not have the authority to issue checks."

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to remove the policy regarding uniform allowance for board staff.

d. Consent Agreement and Order Policy
Discussion tabled until the July meeting.

e. Update Applications and Consider Policy for Provisional LDNs
Motion was made by Lori Roy, seconded by Clare Miller and unanimously carried, to make an official policy to reflect the board's prior Minutes, as follows:

"Employment is no longer a precursor to obtain a Provisional LDN license. Supervision Forms must be completed and submitted to the board within 15 days of employment."

f. Document Scanning
Board members indicated that they may be interested in participating in a scanning project with the Speech Board, given the costs.

g. Law Change Update
This discussion was tabled until the July meeting.

h. Annual Hospital Memo
Jolie Jones informed the Board that the Annual Hospital Memo had not been sent out since 2011 and inquired if the Board would like for it to be sent out in May. The Board requested that it be sent out in May and that we look at new ways to do it for next time (e.g. email addresses).

i. LDA Liaison Position

Martina Musmeci Salles brought up several issues happening with LDA and the Liaison position.

CONFERENCE(S):

LDA

a. Board Presentation

Martina Musmeci Salles will be giving the Board's presentation at the LDA Convention.

CLEAR

a. Annual Educational Conference, September 11-13, 2014, New Orleans

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to send Martina Musmeci Salles to the CLEAR Annual Educational Conference and pay all related expenses.

b. Board Member Online Training Fee Increase

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to allow all new board members to go participate in the CLEAR Online Board Member Training, and pay all related costs.

c. Report from Lori Roy

Lori Roy gave an oral report to the board regarding the CLEAR New Board Member training. Ms. Roy felt like she learned the most regarding understanding when you have a conflict of interest and breach of confidentiality.

EXECUTIVE SESSION:

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to move in to Executive Session at 3:30 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting,

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to come out of Executive Session at 4:15 p.m. to make the following motions:

a. Transition Issues

Paula Weeks gave the Board an update on transition issues.

b. Executive Director 6 month Review

Motion was made by Lori Roy, seconded by Terry Compton and unanimously carried to raise Jolie Jones' salary by \$1,000 annually as per the original offer letter dated November 17, 2013.

c. Complaint #2013-03

Motion was made by Clare Miller, seconded by Howard Wetsman and unanimously carried to have George Papale, the Board's Legal Counsel send a letter to Respondent.

d. Complaint #2014-02

No new information was presented.

e. Consent Agreement & Order – AH

AH appeared for an unscheduled compliance hearing.

f. New Complaints

- Complaint #2014-03

Motion was made by Howard Wetsman, seconded by Terry Compton and unanimously carried to send a letter to Respondent for clarification.

- Complaint #2014-04

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried to send complainant a letter that Respondent is exempt from licensure through the Board's Practice Act, as long as he does not call himself a Nutritionist.

g. Review of Applications

Motion was made by Lori Roy, seconded by Terry Compton and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Porche, Rebecca	2502	Gibson, Jennifer	2503
Dillon, Janet	2504	Quebedeaux, Alison	2505
Johnston, Laura Robyn	2515	Smith, Sharla	2516
Ochsner, Reese	2517	Chittenden, Sherry	2518
Duncan, Sarah	2519	McGoey, Tiffany Zimmerman	2520
Khosravanipour, Mariam	2521	Jackson, Jennifer Hightower	2522
Jurgenson, Katherine	2523	Dias, Elizabeth	2524
Blanchard, Erika Shea	2525	Mahoney, Bridget	2526
Waylett, Gayle Gremillion	2527	Young, Max	2528
Rossi, Taylor	2529	Apura, Margaret	2530
Cavanaugh, Cristina Jean	2531	Burkhardt, Amanda	2532
Arroyo, Lizzandra Traverso	2533	Hurst, Jill	2534
Ishaq, Amany A.	2535	Santucci, Richard	2536
Caudillo, Cynthia	2537	Danzy, JoAnna Starks	2538
Calhoun, Katherine	2539	Comeaux, Gregory	2540

Motion was made by Howard Wetsman, seconded by Terry Compton and unanimously carried, to accept and approve the applications for the **Provisional LDN License** for the following:

Taylor, Autumn 2510


Motion was made by Terry Compton, seconded by Martina Musmeci Salles and unanimously carried, to **upgrade** the following licenses:

Boyd, Megan 2460 Cloud, Angelle 2493
Metcalf, Ashley 2230

Motion was made by Clare Miller, seconded by Lori Roy and unanimously carried, to **reinstate** the following licenses:

Crawford, Heather 2248 McDaniel, Jessica 1765
Burrell, Kamesha 2367 Ragusa, Shelley Duhe 1829
Metcalf, Ashley 2230 Germaine, Guy 2463

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to adjourn the meeting at 4:30 p.m.



Paula Weeks, MS, RD, LDN
Chairperson



Terry Compton, APRN, RN, MS, CDE
Secretary-Treasurer