

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

**January 17, 2020**

**Attending:**

**Martina Musmeci Salles, MPH, RDN, LDN, FAND, Chairperson  
Monica Pierson-McDaniels, MS, RDN, LDN, Vice Chairperson  
Stephenie Marshall, MS, RDN, LDN, Secretary/Treasurer  
Dr. Jennifer Jackson, EdD, RD, LDN, Board Member, Board Liaison  
April Cintron, MS, RD, LDN, Board Member  
Dr. Susan F. Julius, MD, Medical Advisor  
Meghan Kavanaugh, APRN, FNP-C, RD, LDN, CDE, BC-ADM, Board Member  
Vacant, Consumer Member**

Martina Musmeci Salles, Board Chairperson, called the meeting to order and read the board's mission statement at 8:25 a.m. in the Conference Room of the board office located at 37283 Swamp Road, Suite 3B, Prairieville, Louisiana. Jolie Jones, Executive Director, and Tracy Jeanmarie, Executive Assistant, were present for the entire meeting.

**PUBLIC COMMENTS:**

No one was present for the public portion of the meeting.

**AGENDA:**

**Motion** was made by Monica Pierson-McDaniels, seconded by Stephenie Marshall and unanimously carried, to approve the agenda as amended to add "f. Complaint #2019-09 under" Pending Complaints in "Executive Session".

**MINUTES:**

**1. Meeting of November 15, 2019**

**Motion** was made by Dr. Jennifer Jackson, seconded by Dr. Susan Julius and unanimously carried, to approve the minutes of the November 15, 2019 meeting, as presented.

**FINANCIAL:**

**1. Financial Statement for the Quarter Ended September 30, 2019**

Members of the board reviewed the financial statements prepared by Champagne and Associates, for the quarter ended September 30, 2019.

**2. Updates on Maturing CD**

Jolie Jones provided Board members with an update that the Board's Certificate

of Deposit (CD) is nearing maturity and that she is planning to add an additional \$5,000 to the CD and renew it.

**3. Computer Purchase Consideration**

**Motion** was made by April Cintron, seconded by Meghan Kavanaugh and unanimously carried, to approve the purchase of a new office computer for Tracy Jeanmarie, as the old version is no longer being supported.

**4. Calligraphy Price Increase**

**Motion** was made by April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to approve the price increase for calligraphy certificates at the rate of \$6.00 each. The Board anticipates that this will be an increase of approximately \$100.00 annually.

**5. Healthcare Professionals' Foundation of Louisiana Contract Renewal**

**Motion** was made by Dr. Jennifer Jackson, seconded by Meghan Kavanaugh and unanimously carried, to approve a contract renewal with Healthcare Professionals' Foundation of Louisiana for \$2,000.00 for implementation of the Board's Practitioner Health Program.

**6. Professional Contracts 2020-2021**

**Motion** was made by Dr. Jennifer Jackson, seconded by Meghan Kavanaugh and unanimously carried, to offer George Papale a legal contract at the rate of \$225.00 per hour for a maximum amount of \$7,000.00 for the fiscal year 2020-2021.

**Motion** was made by April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to offer Champagne and Company an accounting contract for a maximum amount of \$4,000.00 for the fiscal year 2020-2021.

**7. Budget 2019-2020**

**Motion** was made by April Cintron, seconded by Meghan Kavanaugh and unanimously carried, to approve the 2020-2021 budget as follows:

<b>LBEDN</b>	<b>Approved Budget 7/1/2020-6/30/2021</b>
<b>Revenues</b>	
License Appl Fees - LDNs	\$ 14,250.00
License Appl Fees - PL-LDNs	\$ 2,250.00
License Fees - Upgrade	\$ 2,000.00
Renewal Fees	\$ 100,000.00
Renewal Fees - Inactive	\$ 2,400.00
Renewal Fees - Delinquent	\$ 15,500.00
Bank Charges	\$ 3,000.00
Interest (Checking & CD)	\$ 1,000.00
Mailing Lists	\$ 200.00

Miscellaneous	\$ 500.00
Open Book Exams	\$ 400.00
Restitution	\$ 1,500.00
Verifications	\$ 4,000.00
<b>Total</b>	<b>\$ 147,000.00</b>
<b>Total Revenues</b>	<b>\$ 147,000.00</b>
<b>Salaries</b>	
Executive Director (20%)	\$ 15,300.00
Administrative Coordinator Specialist	\$ 36,000.00
<b>Total</b>	<b>\$ 51,300.00</b>
<b>Related Employee Benefits</b>	
Retirement (37.9% ER portion for 20% ED + 80% Admin)	\$ 19,500.00
Medicare for 20% ED + Admin (1.45%)	
Social Sec (6.2%)	
Health Insurance (20% Exec Director + 80% Admin)	\$ 8,200.00
OPEB	\$ 15,000.00
Compensated Absences	\$ 2,800.00
Medicare	\$ 700.00
<b>Total</b>	<b>\$ 46,200.00</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$ 97,500.00</b>
<b>Expenses/Travel</b>	
Administrative (in-state mileage)	\$ 125.00
Administrative (in-state other)	\$ 50.00
Board (in-state mileage)	\$ 3,000.00
Board (in-state other)	\$ 300.00
Board (out-state other)	\$ 200.00
Conferences/CE/Board Training	\$ 2,000.00

<b>Total</b>	<b>\$ 5,675.00</b>
<b>Meeting Expenses</b>	
Hotel, Food, etc.	<b>\$ 2,000.00</b>
<b>Total Travel &amp; Meeting Expenses</b>	<b>\$ 7,675.00</b>
<b>Expenses/Operating</b>	
Bank Charge Fees	\$ 3,500.00
Equipment Rental (copier/storage)	\$ 500.00
Insurance - Liability	\$ 400.00
Maintenance	\$ 100.00
Merchant Fees (authorize.net)	\$ 900.00
Miscellaneous (plaques, etc)	\$ 600.00
Office Supplies	\$ 1,200.00
Payroll Services	\$ 1,100.00
Postage & Delivery	\$ 300.00
Printing (env, ltrhd, certifs)	\$ 400.00
Professional Membership/Dues	\$ 200.00
Public Licensure Awareness	\$ -
Rent	\$ 6,750.00
Rules Revisions + Licensee Notification	\$ 4,000.00
Security	\$ 180.00
Telephone/Internet	\$ 800.00
Utilities	\$ 500.00
<b>Total</b>	<b>\$ 21,430.00</b>
<b>Total Operating Expenses</b>	<b>\$ 21,430.00</b>
<b>Professional Services</b>	
Accounting	\$ 3,600.00
Auditor/AFR Prep	\$ 500.00
Calligrapher	\$ 600.00
Computer - IT Consultants	\$ 1,500.00
Legal Counsel	\$ 7,000.00
Investigators	\$ 500.00
Scanning	\$ 500.00
<b>Total</b>	<b>\$ 14,200.00</b>

<b>Total Professional Services</b>	<b>\$ 14,200.00</b>
<b>Acquisitions/Equipment</b>	
Computer Software/Database	\$ 9,000.00
Computer Software/DB upgrades	\$ 3,000.00
Office Equipment	\$ 300.00
<b>Total</b>	<b>\$ 12,300.00</b>
<b>Total Acquisitions/Equipment</b>	<b>\$ 12,300.00</b>
<b>Total Expenditures</b>	<b>\$ 153,105.00</b>
<b>Total Revenue over Expenditures</b>	<b>\$ (6,105.00)</b>
<b>Other Assets (Cash in Checking &amp; CD)</b>	<b>\$ 167,650.00</b>
<b>Total Unfunded Liability</b>	<b>\$ 15,000.00</b>
<b>Total Available Funds over Expenditures</b>	<b>\$ 176,545.00</b>

**ADMINISTRATIVE REVIEW:**

**1. Board Operations**

The Board reviewed data for October 1 through November 12, 2019 (Quarter 2 of fiscal quarter 2019-2020). The summary is as follows:

LDN Applications Received	15
PL-LDN Applications Received	9
Reinstatement Requests	6
Upgrade Requests	3
LDN Applications Approved	15
PL-LDN Applications Approved	5
Reinstatement Requests Approved	7

Upgrades Approved	4
Renewals	N/A
Inactive Renewals	N/A
Delinquent Renewals	N/A
Delinquent Inactive Renewals	N/A
Verifications Requested	15
Abandoned Applications	0
Complaints Received	2

**2. Executive Director Update**

Jolie Jones, Executive Director, informed the Board that she recently attended the Council on Licensure, Enforcement and Regulation National Certified Investigators/Inspectors Training Basic Program and passed the exam to become a Certified Investigator/Inspector. Jolie Jones also informed board members that the January Newsletter was recently sent out to all licensees. Jolie Jones notified board members that she will be out of the office February 5-10, 2020 for vacation.

**3. Update from LBEDN's Liaison to LAND**

No update at this time.

**4. Plans for April 2020 Newsletter**

Topics for the April 2020 Newsletter should include renewal, pricing, FAQs or burning questions regarding dietitians writing orders, fingersticks, etc.

Meghan Kavanaugh will create an email blast for National Nutrition Month in March.

The Board will send program and internship directors information in July asking that the Board be placed on the agenda for orientation to discuss licensure, as well as the end of the year program. The Board will also ask the program and internship directors for a list of student contact information to provide licensure information.

Board staff will create a flyer for the universities to send their students. Topics to be discussed include licensure and telehealth.

The Board staff will send an email to program and internship directors informing them that the Board is presenting at the LAND Conference and request that they require their students to attend.

Board members asked the Board staff to send the Newsletter to program and internship directors, LAND, and Dr. Julius. Tracy Jeanmarie will communicate with April Cintron to work on the list of program and internship directors.

Monica Pierson-McDaniels and Dr. Susan Julius both mentioned that they may have someone who is interested in serving as the consumer member of

the Board. Jolie Jones will send information for the Boards and Commissions to the board members.

#### **5. Board Appointments**

Meghan Kavanaugh's term expired on April 14, 2019, April Cintron's position expires October 26, 2020, and Stephenie Marshall's position expires December 14, 2020.

Jolie Jones will send a letter to LAND requesting nominations for the two Licensed Dietitian/Nutritionist positions. All District Dietetics Association representatives that are on the LAND Board will also receive a copy of the letter. A letter for Meghan Kavanaugh to be reappointed to the Board has been submitted by the Louisiana State Nurses Association.

#### **6. Revision of 2020 Board Meeting Schedule**

**Motion** was made by Monica Pierson-McDaniels, seconded by Dr. Jennifer Jackson and unanimously carried, to revise the January and April meetings to January 17<sup>th</sup> and April 17<sup>th</sup>. The Board changed the time of all future board meetings to 10:00 a.m. to save on expenses for the Board.

#### **7. Update from Senator Mills**

Senator Fred Mills was contacted on January 8, 2020 and the Board is awaiting a response to see if Senator Mills is willing to sponsor a bill to have the professional association removed from the Board member nomination process.

#### **8. Roles and Responsibilities of Board Members**

Martina Musmeci Salles, Board Chairperson discussed the roles and responsibilities of board members.

#### **9. Update to Policy Manual**

**Motion** was made by Dr. Jennifer Jackson, seconded by Stephenie Marshall and unanimously carried, to accept the revisions to the policy manual to include:

Adding a clause that when possible, a Board Chairperson should not serve more than two consecutive years at a time; edited the credential designations to be consistent with the Commission on Dietetic Registration (CDR); added under disciplinary actions that the board customarily imposes a fine of \$250 per quarter for working without a license; added that the Executive Director may request that board members not participate in out-of-state conferences, based on budget constraints, along with several other non-substantive changes. The Board also added to each job description that the Board communicates primarily via email. Each board member will receive a LBEDN email address and should check email daily.

**CONFERENCE(S):**

**LAND Conference Presentation**

The Board discussed details of the presentation for the LAND Conference.

**EXECUTIVE SESSION:**

**Motion** was made by Meghan Kavanaugh, seconded by April Cintron and unanimously carried, to move into Executive Session at 10:30 a.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 Dr. Susan Julius, seconded by Meghan Kavanaugh and unanimously carried, to come out of Executive Session at 1:20 p.m. to make the following motions:

The Board met with a Licensed Dietitian/Nutritionist, who is a former program participant of the Healthcare Professionals Foundation of Louisiana.

**Motion** was made by Stephenie Marshall, seconded by April Cintron and unanimously carried, to send a letter to the Healthcare Professionals Foundation of Louisiana (HPFL) to request the following: communicate better with the Board and the licensees, provide quarterly updates, notify the Board within 48 hours of someone graduating the program, and to add the Board to the HPFL website. The Board would have liked to receive a report with the contract renewal. Also, based on dietitians' salaries, are there other treatment centers that could be considered that meet the criteria? Please provide a list of treatment centers that will accept most insurance companies, Medicare, and Medicaid, including an outpatient program based on individual circumstances.

The Board will send an email to district dietetic associations notifying them about HPFL and letting them know that they can request a presentation that highlights the benefits and administration of the HPFL program.

The Board will request an opinion from the Louisiana Board of Ethics to see if the Board can offer a scholarship program for participation in HPFL for other dietitians.

**1. Review of Pending Complaints**

**a. Complaint #2019-03**

**Motion** was made by April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to dismiss complaint #2019-03.



**b. Complaint #2020-02**

**Motion** was made by Meghan Kavanaugh, seconded by April Cintron and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order for successful completion.

**c. Complaint #2020-03**

**Motion** was made by Dr. Susan Julius, seconded by Monica Pierson-McDaniels and unanimously carried, to forward complaint #2020-03 to the Attorney General's office and cc Respondent on the letter.

Board members asked Jolie Jones to send a letter annually to the Attorney General's office to follow up on the status of the complaints sent.

**d. Complaint #2020-04**

**Motion** was made by Monica Pierson-McDaniels, seconded by April Cintron and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order for successful completion.

**e. Complaint #2020-06**

**Motion** was made by Meghan Kavanaugh, seconded by Dr. Susan Julius and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order for successful completion.

**f. Complaint #2019-09**

**Motion** was made by April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to dismiss complaint #2019-09.

**2. Review of Applications**

**a. KR**

The Board discussed licensure exemptions. In the future, the Board would like to remove exemption #4, as it really does not apply to dietitians/nutritionists.

**b. MM**

**Motion** was made by Meghan Kavanaugh, seconded by Monica Pierson McDaniels and unanimously carried, to issue MM's Provisional LDN license.

**Motion** was made by Monica Pierson-McDaniels, seconded by Stephenie Marshall and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Junca, Allison	3077	Montz, Jennifer	3078
Wallace, Christy	3079	Keen, Christy	3080
Redondo, Paulina	3081	Ruyle, Katherine	3082
Mitchell, Randall	3083	Segura, Cameron	3089
Styczynski, Katie	3090		

**Motion** was made by Dr. Jennifer Jackson, seconded by Dr. Susan Julius and unanimously carried, to accept and approve the applications for the **Provisional LDN License** for the following:

Carpenter, Sarah	3084	Johnson, Brooke	3085
Wilkinson, Bethany	3086	Guilbeaux, Jamie	3087
Thompson, Valerie	3088	Miller, Carmen	3091
Moholland, Meghan	3092		

**Motion** was made by Dr. Susan Julius, seconded by Stephenie Marshall and unanimously carried, to **reinstate** the following licenses:

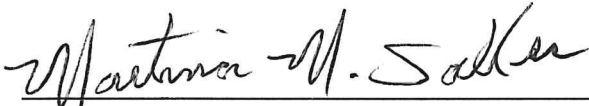
Johnson, DaJanae	2905	McGoey, Tiffany	2520
Rodriguez, Yvette	1186	Kiefer, Anna	2923

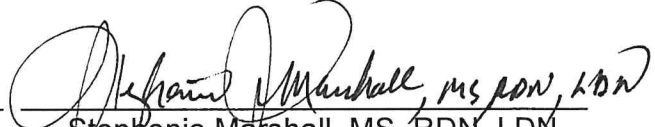
### 3. Performance Evaluations for Board Staff/changes

**Motion** was made by Dr. Susan Julius, seconded by Meghan Kavanaugh and unanimously carried, to promote Tracy Jeanmarie to Executive Assistant with an annual salary of \$45,000. Tracy Jeanmarie will take on some additional responsibilities for LBESPA as well, and LBESPA has agreed to pay 20% of Ms. Jeanmarie's salary and benefits.

**Motion** was made by April Cintron, seconded by Meghan Kavanaugh and unanimously carried, to grant Jolie Jones a 5% raise based on her annual performance evaluations.

**Motion** was made by Dr. Susan Julius, seconded by Monica Pierson-McDaniels and unanimously carried, to adjourn the meeting at 12:40 p.m.

  
Martina Musmeci Salles, MPH, RDN,  
LDN, FAND  
Chairperson

  
Stephenie Marshall, MS, RDN, LDN  
Secretary/Treasurer