

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

February 7, 2025

Attending:

**Monica Pierson-McDaniels, MS, RDN, LDN, Chairperson
Jennifer Duhon, MS, RDN, LDN, Vice Chairperson, Board Liaison
Marie Simpson, BSN, RN, CDCES, Secretary/Treasurer
Martina Musmeci Salles, MPH, RDN, LDN, FAND, Board Member
Anita Ferdinand, MS, RD, LDN, Board Member**

Absent:

**Vacant, Medical Advisor
Vacant, Board Member
Vacant, Consumer Member**

Monica Pierson-McDaniels, Board Chairperson, called the meeting to order and read the board's mission statement at 10:00 a.m. via in person meeting. Jolie Jones, Executive Director, was present for the entire meeting. Luke Piontek, Legal Counsel, participated in a portion of the meeting virtually. The meeting was open to the public via electronic means. Marie Simpson joined the meeting at 10:15 a.m.

PUBLIC COMMENTS:

No member of the public was present for the open meeting.

AGENDA:

Motion was made by Anita Ferdinand, seconded by Jennifer Duhon and unanimously carried, to adopt the agenda as amended to add 4. Professional Contracts FY 2025-2026 to Financial(s).

EXECUTIVE SESSION:

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to move into Executive Session at 10:05 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 Jennifer Duhon, seconded by Marie Simpson and unanimously carried, to come out of Executive Session at 10:54 a.m. to make the following motions:

1. Review of New Complaints

a. Complaint #2025-09

Motion was made by Anita Ferdinand, seconded by Marie Simpson and unanimously carried, to send a letter regarding scope of practice and title protection.

b. Complaint #2025-10

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to combine Complaint #2025-10 with #2025-11. Respondent has another pending complaint as well. The Assistant Attorney General has requested, and will be provided, more information on the pending case.

c. Complaint #2025-11

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to combine Complaint #2025-11 with Complaint #2025-10.

d. Complaint #2025-12

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to not accept Complaint #2025-12, as it is not in the Board's jurisdiction.

e. Complaint #2025-13

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to not accept Complaint #2025-13, as it is not in the Board's jurisdiction.

f. Complaint #2025-14

Motion was made by Anita Ferdinand, seconded by Marie Simpson and unanimously carried, to have legal counsel send a letter regarding scope of practice and title protection.

2. Review of Pending Complaints

a. Complaint #2025-01

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order, based on successful completion.

b. Complaint #2025-02

Motion was made by Martina Musmeci Salles, seconded by Jennifer Duhon and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order, based on successful completion.

c. **Complaint #2025-03**

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order, based on successful completion.

d. **Complaint #2025-04**

Motion was made by Anita Ferdinand, seconded by Marie Simpson and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order, based on successful completion.

e. **Complaint #2025-07**

Motion was made by Martina Musmeci Salles, seconded by Jennifer Duhon and unanimously carried, to send a letter to Respondent that there are discrepancies and infringement of title and scope and the Board recommends that you thoroughly review the law and become compliant.

f. **Complaint #2024-06**

Board members reviewed the status of Complaint #2024-06 and will continue to pursue it.

3. **Review of Applications**

a. **CL**

Motion was made by Martina Musmeci Salles, seconded by Anita Ferdinand and unanimously carried, to approve CL for a Provisional Licensed Dietitian/Nutritionist license.

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to create a new policy that misdemeanor arrests over five years old are to be considered by the Executive Director and a board member. Application will be placed on the next Agenda for review.

Motion was made by Marie Simpson, seconded by Anita Ferdinand and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Mena, London	3901	Grimwood, Jonathan	3902
Guidry, Gavin	3903	McGarry-Cernak, Rachel	3904
Ashley, Kerrienne	3905	Myszewski, Kelly	3906
Washburn, Whitney	3907	Mindiola, Tracy	3908
Acey, Abby	3909	White, Jennifer	3910
Croxton, Celia	3911	Jiwani, Gulrukhsar	3912
Lopez, Nadia	3913	Kirchofer, Emily	3914
Jimenez, Tammy	3915	Fay, Elizabeth	3917
Schneider, Elizabeth	3918	Laret, Martha	3919
Frushour, Katie	3921	Roberts, Shery	3923
Curtis, Cassie	3924	Montz, Raylea	3926
Gunathilaka, Dilhari	3927	Dubrovsky-Razam, Ilana	3928

Gomez, Kelly	3929	King, Kelly	3930
McClellan, Rinda	3931	Arata, Bryn	3934
Cruz, Cecilia	3935	Marchand, Elise	3936
Skotek, Rebecca	3938	Hynek, Juliana	3939
Mirchandani, Anita	3940	Rich, Sundae	3941
Kuscin, Jennifer	3942	Hebert, Kaylan	3943
Vogrin, Karena	3944		

Motion was made by Jennifer Duhon, seconded by Marie Simpson and unanimously carried, to accept and approve the applications for the **Provisional LDN License** for the following:

Domingue, Rachel	3916	Anderson, Gabreille	3920
Pennywell, Martha	3922	Seicshnaydre, Catherine	3925
Edwards, Emerie	3932	Jenkins, Baleigh	3933
Chelette, Catherine	3937	Landry, Caroline	3945

Motion was made by Anita Ferdinand, seconded by Marie Simpson and unanimously carried, to **upgrade** the following licenses:

Ward, Emily	3829
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Motion was made by Jennifer Duhon, seconded by Anita Ferdinand and unanimously carried, to **reinstate** the following licenses:

O'Day, Jami	1746	Gibson, Amanda	3003
Ruggles, Katherine	2747	Noe, Megan	2949

PUBLIC COMMENTS:

No member of the public was present for the open meeting.

ADMINISTRATIVE REVIEW:

1. Executive Director Update

Jolie Jones reminded board members to complete the required annual training. Ms. Jones discussed Executive Order JML 25-008, which requires Welcome Home Act reporting by February 28, 2025, to include the number of licenses granted and denied, policies and rules adopted to implement, and all efforts that the Board has made to inform the public about the Welcome Home Act. The Executive Order also mentions LA R.S. 37:3612, which mandates that the Board publish annual data regarding license issuance, renewals and denials and categorized by parish. In addition, it mentions LA R.S. 37:3612 which requires the Board to submit a typed summary identifying the requirements for obtaining a license. The Board will include a link to the Welcome Home Act in the upcoming Newsletter.

2. Board Operations

The Board reviewed data by Fiscal Quarter for 2025. The totals for FY 2025, Quarter 2, are as follows:

LDN Applications Received	56
Provisional LDN Apps Received	7
Reinstatement Requests	9
Upgrade Requests	3
LDN Applications Approved	38
Provisional LDN Apps Approved	2
Reinstatement Requests Approved	15
Upgrades Approved	0
Renewals	N/A
Inactive Renewals	N/A
Delinquent Renewals	N/A
Delinquent Inactive Renewals	N/A
Verifications Requested	69
Abandoned Applications	3
Complaints Received	6
Requests to return to Active	2

3. Professional Health Program Reports

Board members reviewed the Professional Health Program Reports for Quarter 4 of 2024.

4. Discussion regarding Dual Track Licensure

Board members discussed adding licensure for Certified Nutrition Specialists (CNS). The board discussed that the requirement could be a CNS granted by the American Nutrition Association. The Board would consider calling them a Licensed Nutrition Specialist (LNS). The Board will revisit this discussion in January 2026. The Board would like to pursue this but would not move forward with legislation until after the compact is enacted in Louisiana. At that time, we will need to reconsider.

5. 2025 LBEDN Newsletter

Board members discussed topics for the 2025 LBEDN Newsletter. Jolie Jones will ask Covalent Logic if there is a way to see if licensees are reading the newsletter and if there are analytics on how much time is spent on each article. Monica Pierson-McDaniels will request that Alexis Motley of Southern University write an article on the community fridge to spotlight a local university who is making an impact. Anita Ferdinand will write an article regarding renal dietitians. Jennifer Duhon will revamp Meghan Kavanaugh's old article on cost saving tips that LDNs can pass along to their clients.

6. Update on LBEDN Board Nominations

Jolie Jones updated the board on the status of board appointments by the Governor.

7. Update from LBEDN Liaison from LAND Meeting(s)

Jennifer Duhon provided an update from the recent LAND board meetings.

MINUTES:

1. Meeting of November 15, 2024

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to approve the minutes of the November 15, 2024 meeting, as presented.

FINANCIAL(S):

1. Financial Statements for the months ended July 31, 2024 – September 30, 2024

Members of the board reviewed the financial statements prepared by Griffin and Furman, through the months ended September 30, 2024. Monthly budget to actual comparisons are attached.

2. Covalent Logic Retainer Renewal Proposal

Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to renew the Hosting Agreement with Covalent Logic for \$850 per month.

3. Budget FY 2025-2026

Motion was made by Martina Musmeci Salles, seconded by Anita Ferdinand and unanimously carried, to adopt the Budget for FY 2025-2026 as amended to include \$5,000.00 for accounting services.

	BUDGET FY 2025-2026	Approved Budget 7/1/2025-6/30/2026
	Revenues	
	License Fees	
601	License Appl Fees - LDNs	\$ 31,500.00
601	License Appl Fees - PL-LDNs	\$ 3,500.00
610	License Fees - Upgrade	\$ 1,300.00
	Renewal Fees	
602	Renewal Fees	\$ 108,000.00
602	Renewal Fees - Inactive	\$ 4,000.00
608	Renewal Fees - Delinquent	\$ 15,000.00
864	Bank Charges	\$ 9,000.00
611 & 606	Interest (Checking & CD)	\$ 1,500.00
607	Mailing Lists	\$ 100.00

609	Open Book Exams	\$ 600.00
603	Restitution	\$ 3,000.00
605	Verifications	\$ 9,000.00
	Total	\$ 186,500.00
	Total Revenues	\$ 186,500.00
	Salaries	
702	Executive Director (20%)	\$ 21,000.00
702	Executive Assistant (80%)	\$ 44,000.00
	Total	\$ 65,000.00
	Related Employee Benefits	
703	Retirement (40.4% ER portion for 20% ED + 80% Exec Asst)	\$ 26,000.00
706	Health Insurance (20% Exec Director + 80% Exec Asst)	\$ 8,000.00
769	OPEB	\$ 15,000.00
708	Compensated Absences	\$ 3,000.00
705	Medicare	\$ 850.00
	Total	\$ 52,850.00
	Total Salaries & Benefits	\$ 117,850.00
	Expenses/Travel	
721	Administrative (in-state mileage)	\$ 100.00
722	Administrative (in-state other)	\$ 50.00
723	Board (in-state mileage)	\$ 3,000.00
724	Board (in-state other)	\$ 300.00
728	Board (out-state other)	\$ 500.00
729	Conferences/CE/Board Training	\$ 2,500.00
	Total	\$ 6,450.00
	Meeting Expenses	
740	Hotel, Food, etc.	\$ 2,000.00

	Total Travel & Meeting Expenses	\$ 8,450.00
	Expenses/Operating	
864	Bank Charge Fees/Merchant Fees	\$ 10,000.00
884	Equipment Rental (copier/storage)	\$ 900.00
853	Insurance - Liability	\$ 3,000.00
	Maintenance	\$ 100.00
863	Miscellaneous (plaques, etc)	\$ 500.00
888	Office Supplies	\$ 800.00
902	Payroll Services	\$ 1,500.00
859	Postage & Delivery	\$ 100.00
852	Printing (env, ltrhd, certifs)	\$ 100.00
858	Professional Membership/Dues	\$ 200.00
855	Rent	\$ 6,750.00
906	Rules Revisions + Licensee Notification	\$ 1,600.00
862	Security	\$ 150.00
860	Telephone/Internet	\$ 800.00
861	Utilities	\$ 500.00
	Total	\$ 27,000.00
	Total Operating Expenses	\$ 27,000.00
	Professional Services	
901	Accounting	\$ 5,000.00
904	Auditor/AFR Prep	\$ 600.00
907	Computer - IT Consultants	\$ 3,000.00
903	Legal Counsel	\$ 12,000.00
913	Scanning	\$ 500.00
	Total	\$ 21,100.00
	Total Professional Services	\$ 21,100.00
	Acquistions/Equipment	
952	Computer Software/Database	\$ 11,000.00
953	Computer Software/DB upgrades	\$ 5,000.00
951	Office Equipment	\$ 300.00
	Total	\$ 16,300.00

	Total Acquisitions/Equipment	\$ 16,300.00
	Total Expenditures	\$ 190,700.00
	Total Revenue over Expenditures	\$ (4,200.00)
	Other Assets (Cash in Checking & CD)	\$ 300,000.00
	Total Unfunded Liability (OPEB)	\$ 15,000.00
	Total Available Funds over Expenditures	\$ 310,800.00

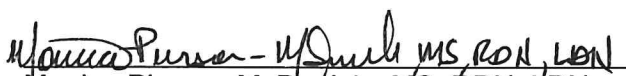
4. Professional Contracts FY 2025-2026

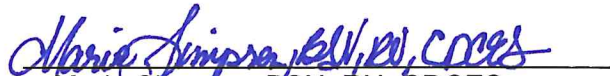
Motion was made by Jennifer Duhon, seconded by Martina Musmeci Salles and unanimously carried, to offer Roedel, Parsons, Koch, Blache, Fontana, Piontek & Pisano, a legal contract at the rate of \$225.00 per hour for a maximum amount of \$12,000.00 for the fiscal year 2025-2026.

Motion was made by Martina Musmeci Salles, seconded by Anita Ferdinand and unanimously carried, to offer a CPA contract at the maximum rate of \$350.00 per month for a maximum of \$5,000.00 for the fiscal year 2025-2026.

Motion was made by Martina Musmeci Salles, seconded by Jennifer Duhon and unanimously carried, to offer Kathie Pohlman a contract renewal for the Impaired Practitioners Program, for a maximum of \$3,000.00 for the fiscal year 2025-2026.

Motion was made by Marie Simpson, seconded by Jennifer Duhon and unanimously carried, to adjourn the meeting at 12:50 p.m.


 Monica Pierson-McDaniels, MS, RDN, LDN
 Chairperson


 Marie Simpson, BSN, RN, CDCES
 Secretary/Treasurer