



Louisiana Board of Examiners in Dietetics and Nutrition

AGENDA

Friday, August 14, 2020

10:00 a.m.

Conference Room, Board Office
Zoom Meeting ID: 818 9451 9543

Prairieville, LA

Call Meeting to Order & Read Mission Statement (Chair)

Mission Statement

Our mission is to assure the consumer of qualified licensed professionals. In pursuing our goal, we provide a process by which consumers may file complaints against our licensees or persons practicing dietetics/nutrition without a license.

Roll Call (Secretary/Treasurer)

Public Comments

10:00 – 10:05 Agenda

10:05 – 10:10 Minutes

1. Meeting of April 17, 2020
2. Meeting of June 24, 2020

10:10 – 10:15 Financial

1. Financial Statement for the quarters ended December 30, 2019 – March 31, 2020

10:15 – 10:30 Administrative Review

1. Board Operations
2. Executive Director Update
3. Update on Board Nominations
4. Update on 2020 Regular and Special Legislative Sessions

10:30 – 10:45 Correspondence

1. Letter dated May 11, 2020, from the Louisiana Board of Ethics, regarding a scholarship fund relative to the Healthcare Professionals Foundation of Louisiana (HPFL)
2. Email dated June 25, 2020, from Casey Brue, requesting a reduction in the licensure reinstatement fee
3. Email dated August 3, 2020, from Kenrese Carter, requesting a refund of application fee

10:45-11:00 Compliance Hearing with Mary Day

11:00 – 12:00 Executive Session

1. Discussion regarding Compliance Hearing
2. Review of Pending Complaints
 - a. Complaint #2020-03
 - b. Complaint #2020-07
 - c. Complaint #2020-08
 - d. Complaint #2020-0
 - e. Complaint #2020-10 & 2020-12
3. Review of New Complaints
 - a. Complaint #2020-13
 - b. Complaint #2020-14
 - c. Complaint #2020-01
 - d. Complaint #2021-02
 - e. Complaint #2021-03
 - f. Complaint #2021-04
4. Review of Applications
 - Applications for LDN license
 - Applications for Provisional LDN license
 - Upgrades
 - Reinstatements

VIRTUAL MEETING ETIQUETTE GUIDE

While virtual meetings are not ideal, Zoom is a way to conduct face to face meetings, and we need to ensure that meetings are professional, efficient and productive. This Etiquette Guide sets out the Board's expectations of all participants and guests when using Zoom.

Standard meeting etiquette:

- Be on time. Try to log in a few minutes before your meeting time to test your audio and video settings.
- Minimize background noise and movement. If you do not have a quiet area at home in which to conduct meetings, and/or you have children, pets and partners around you, put yourself on mute when you are not speaking to limit the background noise.
- Talk only when you have a relevant point, ensuring that you are not interrupting the host, or any other attendees.
- Wait until called on to speak, to help avoid dominating voices/interruptions and talking over each other. The host should poll attendees periodically to allow comments on topics being discussed.
- Be respectful to whoever is speaking and pay attention. Please don't be on your mobile phone or respond to texts while in a virtual meeting.
- Use the video function whenever possible. Maintain eye contact. Position your web camera and monitor at eye level with appropriate lighting. The host may ask attendees to use the Active Speaker View to help attendees determine who is speaking.
- Put your phone on silent and turn off notifications from messaging applications and applications running on your desktop.
- Drinking coffee, water or tea is fine but try to avoid eating (unless it is a working lunch).
- Ensure that you have a clean, work-appropriate background and position your camera to eliminate distractions behind you.
- It is not appropriate to conduct or participate in a meeting from your bed, bathroom, or similar location.
- Appropriate attire must be worn at all times.
- If you have young children, from time to time they might pop up beside you. This is OK, but if it happens repeatedly, please excuse yourself from the meeting, mute your microphone, and step out of view to care for your child.
- Stay connected until the meeting ends whenever possible to limit interruptions to the flow of the meeting.
- Remember this is a professional board meeting. You must remain professional in all interactions, like you would if you were sitting in a board meeting at the office. All meetings remain open to the public.
- If you are attending the meeting as an 'observer' only, please mute your microphone.

Board members and staff must conduct themselves in compliance with the Board's Code of Conduct during the entire meeting.