

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

**January 10, 2014**

**Attending:**

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

Paula Weeks called the meeting to order at 12:52 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 meeting.

Roll call was conducted by Terry Compton.

**WELCOME EXECUTIVE DIRECTOR**

Paula Weeks and members of the Board welcomed Jolie Jones as the Board's new Executive Director. Mrs. Jones officially began employment with LBEDN and LBESPA on November 27, 2013.

Motion was made by Beth Fontenot, seconded by Martina Musmeci Salles and unanimously carried, to grant Jolie Jones authority to act on the Board's behalf as Executive Director effective November 27, 2013.

**PUBLIC COMMENTS:**

There was no public present to make comments.

**AGENDA:**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to approve the agenda as amended to add "Summary of Complaints" to Executive Session.

**MINUTES:**

**Motion** was made by Jeanine Songy Latham, seconded by Beth Fontenot and unanimously carried, to approve the minutes of the October 18, 2013 meeting as presented.

**FINANCIAL:**

**a. Financial statement for the period ending September 30, 2013**

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

**b. Financial statement for the period ending October 31, 2013**

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

Jolie Jones informed the Board that they will notice a significant cost savings in salaries and benefits. The Board has budgeted for \$4,488.34 per month for salaries and benefits; however, the Board is paying 25% of the Executive Director's salary which is \$1,020.83 per month plus benefits, which have not all begun yet to give an accurate total. Ms. Jones projected that the savings per month will be at least \$2,500.00. When Mrs. Jones does hire an Administrative Specialist she plans to hire a part-time employee with less than 20 hours per week, to whom only leave benefits are required.

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to accept financial reports from September 30, 2013 through October 31, 2013.

**BOARD/STAFF ISSUES:**

**a. Calligraphy Certificates**

**Motion** was made by Lori Roy, seconded by Martina Musmeci Salles and unanimously carried, to use Gina Cox as the Board's new calligrapher. Services will be provided at the rate of \$4.00 per certificate.

**b. Update on Meeting of Board Chairs at SSA Consultants on 11/09/13 & Update on Separation of 3 Boards**

• **Continuation of Shared Expenses**

Paula Weeks informed members of the board that the office building located at 18550 Highland Road, Suite B, Baton Rouge, will continue to be shared through April 2016, until the lease ends. Rent, database, office equipment will also continue to be shared. The Boards will not share a receptionist. LABSWE has decided to continue with Heather Jones as their receptionist and she will willingly notify Jolie Jones and/or proper staff of visitors, without the requirement to share the salary. The Boards discussed their intent to relocate at the end of the lease and requested that Jolie Jones begin searching for a new place to occupy at the end of the lease.

• **New Board Staff**

Jolie Jones was hired as the Executive Director for LBEDN and LBESPA on November 27, 2013. Mrs. Jones informed the board that she is planning to delay hiring an Administrative Specialist for the Board as long as possible to assist in saving salary expenses. Board members were in support of Mrs. Jones hiring an assistant for the Board when she feels it is necessary.

• **Status of office equipment – need for additional equipment and separation of assets**

Shared office equipment will need to be split between Jolie Jones and Emily Efferson, LBEDN's former Administrator, at the end of the building lease in April 2016.

- **Modifications to Telephone System**  
Board members previously discussed an automated telephone system to assist with the smaller staff in the office. Jolie Jones recommended that the Board wait to see how the phones work out as is.
  - **Website to be Updated**  
Board members requested that the About Us section be updated and organized with current board members and that phone numbers be replaced with email addresses. Mrs. Jones also informed the Board that she has updated the Enforcement Action tab of the website.
  - **Legal Counsel**  
Members of the board expressed concerns of a conflict of interest with George Papale, the board's legal counsel. In the process of the board separation, Paula Weeks requested legal advice on the shared building lease and was told that Mr. Papale could not provide legal advice on this matter, as he had already advised the Social Work Board. Board members decided to keep George Papale as the Board's legal counsel for the time being.
- c. **Review of 2014 Meeting Dates**  
**Motion** was made by Jeanine Songy Latham, seconded by Lori Roy, and unanimously carried to change the Board's previously scheduled April 4<sup>th</sup> meeting to April 3<sup>rd</sup>, to change the Board's October 10<sup>th</sup> meeting to October 24<sup>th</sup>, as well as to change the meeting time of the board's future meetings to 12:30 p.m.
- d. **Policy Changes**
- **Conference Travel Policy for Board Members and other Suggested Policies**  
**Motion** was made by Terry Compton, seconded by Beth Fontenot and unanimously carried, to adopt the following new policy regarding board member travel reimbursement: "A board member approved for travel is responsible for immediately notifying board staff if he/she will not be able to travel. Monies expended for travel that cannot be refunded shall be the responsibility of the board member. The board member shall reimburse the board within 30 days. By majority vote of the board, extenuating circumstances such as severe illness or the death of an immediate family member may excuse the responsibility of reimbursement."
- Motion** was made by Howard Wetsman, seconded by Beth Fontenot and unanimously carried, to adopt the following policy regarding hotel stay: "Board members and staff are eligible for reimbursement (or to have room paid for) only for the days a hotel stay is required for official board business. Extended days are the responsibility of the board member or board staff person."

**Motion** was made by Beth Fontenot, seconded by Jeanine Songy Latham and unanimously carried, to adopt the following meal reimbursement policy: "Board members and staff shall be reimbursed actual expense of a meal if a receipt is submitted, as long as the total meal reimbursement does not exceed the day allowance. For example, Austin, Texas falls under Tier III for meal allowance. The total allowance is \$60.00. If a board member loses his/her receipt for breakfast, the maximum amount that can be reimbursed is \$12.00. If a board member spends more than \$60.00 on meals, regardless of submitting receipts, the maximum reimbursable amount is \$60.00. If meals are provided at the conference, reimbursement shall not be requested. Snacks and minibar charges are not reimbursable expenses. Board member and staff are required to reimburse the board for minibar charges."

- **Application Approval Process**

Jolie Jones discussed with the board, a new application review process utilizing an ftp site, which she feels will be a better process as it eliminates the need for files being saved to board members' computers. Mrs. Jones will prepare a policy to be reviewed at the Board's April meeting.

- e. **Law Change Update**

Board members discussed the need for a law change. Jolie Jones will research to see what needs to be changed and report back at the April meeting.

### **CORRESPONDENCE:**

- a. **Email dated 10/21/2013 from Lauren Prial regarding tele-health**

The Board reviewed Ms. Prial's email regarding tele-health. Board staff will respond that a Louisiana license is required to provide dietetic/nutrition services in Louisiana and that we are waiting on advisement from AND.

Martina Musmeci Salles will check with AND to see if they have a position on tele-health. Tele-health should be included in a future rule change.

- b. **Credentialing Update from Commission on Dietetic Registration**

This letter was submitted for informational purposes related to a new testing agency for examinations.

### **EXECUTIVE SESSION:**

**Motion** was made by Howard Wetsman, seconded by Beth Fontenot and unanimously carried, to move in to Executive Session at 2:40 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 Beth Fontenot and unanimously carried, to come out of Executive Session at 4:12 p.m. to make the following motions:

**a. Personnel Issues**

- **Memorandum of Understanding discussion regarding shared staff**

**Motion** was made by Terry Compton, seconded by Beth Fontenot and unanimously carried, that the Memorandum of Understanding will stand as written. LBEDN is not prepared to share staff for the month of December 2013 with the Social Work Board.

- **Annual Leave Payouts and Unemployment Tax Reimbursement**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, that the Board will reimburse LBESPA for its portion of unemployment tax reimbursement, 10% for Carmen Quebedeaux and 25% for Terry Martin, as invoices are received. According to Louisiana Workforce Commission, each applicant will be eligible for \$247 per week for a maximum of 26 weeks.

**Motion** was made by Howard Wetsman, seconded by Jeanine Songy Latham and unanimously carried, to reimburse LBESPA for its portion of annual leave payouts, 10% for Carmen Quebedeaux (\$258.66) and 25% for Terry Martin (\$435.11).

- **NPDB-HIPDB Reporting**

Jolie Jones informed the board that reporting to NPDB-HIPDB had not been done since she left in September 2011. The Entity Renewal was due in December 2011 and that renewal was never submitted. Jolie Jones has been in touch with NPDB-HIPDB and has begun the process of reinstating the Board's access. Considering this information, Mrs. Jones will give a summary of complaints since September 2011 to let the Board know where things stand.

Paula Weeks informed the Board members that LBESPA has written a letter for the former Administrator and Administrative Assistant's personnel files and she inquired if the Board would like to do the same. Paula Weeks will prepare the letter and be in touch with board members for their input.

**b. Complaints Summary**

- **Complaint #2012-02**

**Motion** was made by Terry Compton, seconded by Beth Fontenot and unanimously carried to release complainant pending the Board's report to NPDB-HIPDB, as per the Consent Agreement and Order.

- **Complaint #2012-05**

**Motion** was made by Howard Wetsman, seconded by Terry Compton and unanimously carried to release complainant pending the Board's report to NPDB-HIPDB, as per the Consent Agreement and Order.

- **Complaint #2013-01**

**Motion** was made by Beth Fontenot, seconded by Jeanine Songy Latham and unanimously carried to release pending the Board's report to NPDB-HIPDB, as per the Consent Agreement and Order.

- **Complaint #2013-03**

Lori Roy will check to see if this company is still in business and report back to the Board at the April meeting.

- **Complaint #2013-04**

**Motion** was made by Beth Fontenot, seconded by Howard Wetsman and unanimously carried to release pending the Board's report to NPDB-HIPDB, as per the Consent Agreement and Order.

- **Complaint #2014-01**

**Motion** was made by Martina Musmeci Salles, seconded by Beth Fontenot and unanimously carried to dismiss complaint.

**c. Complaint #2014-02 A. Metcalf**

**Motion** was made by Beth Fontenot, seconded by Jeanine Songy Latham and unanimously carried to offer a new Consent Agreement and Order with the following stipulations: \$500.00 fine, open book examination, publication by LBEDN, notification to NPDB-HIPDB, and CDR Ethics Committee, as well as to waive the appearance requested for today's meeting as complainant had surgery scheduled for this week.

**d. Review of Applications**

Jolie Jones presented the board with an application for license which was submitted on December 14, 2011. All information was submitted in a timely manner but the file had never been reviewed by the board for approval.

**Motion** was made by Terry Compton, seconded by Lori Roy and unanimously carried to contact applicant and inform her that in review of her records, it was noted that all requested information was submitted and offer to return the application fee to her or allow her to apply again at no cost.

Jolie Jones presented the board with an application for license in which the applicant checked yes to being convicted of a crime.

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to ask applicant for clarification. Notarized statement shows that she was arrested in 2001. Court documents show arrested on the same date in

