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

October 13, 2017

Attending:
Martina Musmeci Salles, MPH, RDN, LDN, FAND, Chairperson
Lori Roy, MS, RD, LDN, Vice Chairperson
Meghan Kavanaugh, MS, RN, RD, LDN, CDE, Secretary/Treasurer
Howard Wetsman, MD, Medical Advisor

Absent:
Margaret Jones, RD, LDN, Board Member/Board Liaison
Jeanine Songy-Latham, MPH, RD, LDN, Board Member
Clare Miller, MS, RDN, LDN, Board Member

Martina Musmeci Salles called the meeting to order and read the board’s mission statement at 9:17 a.m. in the Conference Room of the Board office located at 37283 Swamp Road, Suite 3B, Prairieville, Louisiana. Jolie Jones, Executive Director, was present for the entire meeting.

PUBLIC COMMENTS:
No one was present at the meeting to provide public comments.

AGENDA:
Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to approve the agenda as amended to add 7. Update to Policy and Procedure Manual under Admin Review.

MINUTES:
1. Meeting of June 16, 2017
   Motion was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the June 16, 2017 meeting as presented.

2. Meeting of July 7, 2017
   Motion was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the July 7, 2017 meeting as presented.
FINANCIAL:

1. Financial Statement for the month ended May 30, 2017
   Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending May 30, 2017.

2. Financial Statement for the month ended June 30, 2017
   Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending June 30, 2017.

   Motion was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to accept the financial reports for the months ending May 30, 2017 and June 30, 2017.

3. Computer Quote
   Motion was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to purchase a Dell desktop computer for the lobby, after staff checks with InfinIT Technologies for security needs.

ADMINISTRATIVE REVIEW:

1. Board Operations
   Jolie Jones provided the board with a report showing that since July 6, 2017, the board has received and approved:
   Applications  39
   Upgrade Requests  10

   The board has offered 2 Consent Agreement and Orders for individuals practicing without a valid license since July 6, 2017.

   The board has received 1 new complaint since July 6, 2017.

   The board has received 74 late renewals through August 31, 2017.

2. Executive Director Update
   Jolie Jones informed the Board that the Annual Fiscal Report had been submitted and the Property Management Audit is scheduled.

3. Update on LBEDN Board Member Nomination Process
   The Board is awaiting two board member appointments.

4. 2018 Board Meeting Dates
   The 2018 board meetings are scheduled to begin at 9:00 a.m. at the Board office in Prairieville on the following dates:

   January 12, May 4, August 17, and November 2
5. Criteria for Individual Treatment Providers
   Board staff was asked to gather information from the Louisiana Board of Medical Examiners and use Dr. Howard Wetsman’s expertise to develop our own information for individual treatment programs/evaluation centers.

6. Election of Board Officers
   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to nominate Martina Musmeci Salles to continue to serve as Chairperson.

   Motion was made by Meghan Kavanaugh, seconded by Howard Wetsman and unanimously carried, to nominate Lori Roy to continue to serve as Vice Chairperson.

   Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to nominate Meghan Kavanaugh to continue to serve as Secretary/Treasurer.

   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to nominate Margaret Jones to serve as Board Liaison to Louisiana Academy of Nutrition and Dietetics (LAND).

7. Update to Policy and Procedure Manual
   Motion was made by Meghan Kavanaugh, seconded by Howard Wetsman and unanimously carried, to create a new policy that “A sitting board member will not hold any position, other than member, in the Academy of Nutrition and Dietetics (AND), Louisiana Academy of Nutrition and Dietetics (LAND), or the district dietetic associations.

CORRESPONDENCE:

1. Email dated July 26, 2017 from Ronald Millet Requesting Refund for Wife’s Renewal
   Motion was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to refund renewal fee of Karla Millet.

2. Letter dated July 13, 2017 from George Papale Regarding Consent Agreement and Orders
   The Board reviewed George Papale’s response regarding Consent Agreement and Orders. The Board would like legal counsel to review Consent Agreement and Orders annually.

   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to ask George Papale, Legal Counsel, to attend the Board’s next meeting.

CONFERENCES:
Council on Licensure, Enforcement & Regulation (CLEAR)
1. Report from CLEAR Annual Educational Conference on September 13-16, 2017

Martina Musmeci Salles provided the Board with an oral report related to her attendance at the CLEAR Annual Educational Conference on September 13-16, 2017. Ms. Salles felt that this was a helpful meeting. There was a lot of talk about individuals being fit to practice. Would like to consider adding inactive status to the Rules in the future.

Board members discussed being fit for practice and contacting the Healthcare Professionals Foundation of Louisiana, as well as, LSU’s Campus Assistance Program, to see if we can partner with them to offer options to licensees.

Federation of Associations of Regulatory Boards (FARB)
1. Report from FARB Regulatory Law Seminar, October 5-8, 2017

Lori Roy provided the Board with an oral report related to her attendance at the FARB Regulatory Law Seminar on October 5-8, 2017. The Federal Trade Commission presentation was interesting. There was a lot of discussion regarding working on licensure portability across state lines, reviewing occupational licensing, records retention, and time limits for revocation.

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to send Meghan Kavanaugh, Margaret Jones, and Martina Musmeci Salles to the FARB Conference and Comprehensive Regulatory Training in January 2018, and pay related expenses.

**EXECUTIVE SESSION:**
**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to move in to Executive Session at 11:25 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 Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to come out of Executive Session at 1:45 p.m. to make the following motions:

1. Review of Pending Complaints
   a. Complaint #2017-03
      **Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to make a note in Respondent’s file based on complaint file. Must appear before the Board before license can be reinstated.
b. Complaint #2017-06
   Motion was made by Meghan Kavanaugh, seconded by Lori Roy and unanimously carried, to not re-open the case, based on the additional information provided.

c. Complaint #2017-07
   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint #2017-07.

d. Complaint #2017-09
   Motion was made by Meghan Kavanaugh, seconded by Lori Roy and unanimously carried, to dismiss complaint #2017-09.

e. Complaint #2017-13
   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to ask George Papale to send a letter to this individual, as she did not respond to the Board’s letter.

f. Complaint #2017-14
   The Board expressed many questions related to scope of practice and will discuss their concerns with George Papale, the Board’s legal counsel, at the next meeting.

   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to leave this complaint open until the Board talks to legal counsel. Recused – Martina Musmeci Salles.

g. Complaint #2017-15
   Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to dismiss complaint #2017-15. Recused – Martina Musmeci Salles.

h. Complaint #2017-17
   Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to dismiss complaint #2017-17. Recused – Martina Musmeci Salles.

i. Complaint #2017-18
   Motion was made by Meghan Kavanaugh, seconded by Howard Wetsman and unanimously carried, to leave this complaint open until the Board talks to legal counsel. Recused – Martina Musmeci Salles.

j. Complaint #2017-19
   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint #2017-19.
k. **Complaint #2018-01**
   
   **Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to leave this complaint open until the Board talks to legal counsel.

l. **Complaint #2018-02**
   
   **Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to release from the terms of the Consent Agreement and Order, based on successful completion, pending reporting and notifications by the Board to the specified entities.

2. **Receipt of New Complaints**
   
a. **Complaint #2018-03**
   
   **Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to send a letter to George Papale requesting his legal opinion.

3. **Review of Applications**
   
a. **PS**
   
   **Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to send another letter to this individual and given him 30 days from receipt of this letter to have an agency submit an assessment/plan directly to the Board. If this individual does not respond, the Board will be compelled to take further action.

4. **Executive Director Performance Evaluation**
   
   Board members have not yet sent out the Executive Director evaluation.

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

   Vora, Kristin 2821  Fontenot, Stacey 2822
   Schneider, Kathleen 2823  Sternfels, Carlie 2825
   Lopez, Miguel 2826  Hall, Megan 2827
   Schlag, Emily 2828  Adams, Tiffany 2829
   Guzman, Jose 2830  Hill, Brooke 2831
   Gray, Ciera 2832  Sinkovitz, Julie 2834
   Cochrane, Samantha 2835  Moore, Rebecca 2836
   Hartley, Elizabeth 2837  Bruce, Alisha 2838
   Manuel, Wila 2839  Newton, Sarah 2840
   Graham, Aimee 2841  Latimer, Savanna 2842
   Lichter, Erin 2843  Geiger, Joan 2844
   Poling, Emma 2845  Augonis, Eileen 2846
   Lubeck, Kara 2847  Pate, Meredith 2848
   Juneau, Allie 2849  Schlecher, Haley 2850
Motion was made by Meghan Kavanaugh, seconded by Lori Roy and unanimously carried, to accept and approve the applications for the Provisional LDN License for the following:

Telford, Shana 2820  Williston, Morgan 2824
LeRouge, Laurie 2833

Motion was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to upgrade the following licenses:

Loewer, Olivia 2809  Patterson, Kendall 2803
Craft, Brittany 2811  Williston, Morgan 2824
Forman, Palmira 2815  Farlow, Christina 2814
Hasty, Autumn 2806  Kaja, Brittany 2812
Rocha, Giovanna 2818  Mansfield, Grace 2819
Galatas, Brittany 2813

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to reinstate the following licenses:

Reagan, Lauren 2677  Legier, Shanna 2229
Say, Suzette 904  Davis, Diana 599

Motion was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to adjourn the meeting at 5:05 p.m.

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

Meghan Kavanaugh, MS, RN, RD, LDN, CDE
Secretary/Treasurer