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

April 27, 2018

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
Margaret Jones, RD, LDN, Board Member/Board Liaison
April Cintron, RD, LDN, Board Member
Stephanie Marshall, MS, RDN, LDN, Board Member
Absent:
Howard Wetsman, MD, Medical Advisor

Martina Musmeci Salles called the meeting to order and read the board’s mission statement at 8:15 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 Meghan Kavanaugh, seconded by Lori Roy and unanimously carried, to approve the agenda as amended to add “Correspondence 1. Email dated April 19, 2018 from the Attorney General’s Office regarding training” and “3. Renewal Application” in Execution Session.

MINUTES:
1. Meeting of January 12, 2018
   Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the January 12, 2018 meeting as presented.

CONFERENCES:
Council on Licensure, Enforcement & Regulation (CLEAR)
1. CLEAR’s Annual Educational Conference, September 26-29, 2018
   Board members reviewed information regarding CLEAR’s Annual Educational Conference.
2. Membership Renewal

Motion was made by Lori Roy, seconded by April Cintron and unanimously carried, to not renew the board’s membership at this time.

EXECUTIVE SESSION:

Motion was made by Margaret Jones, seconded by Stephenie Marshall and unanimously carried, to move in to Executive Session at 8:26 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 Margaret Jones, seconded by Lori Roy and unanimously carried, to come out of Executive Session at 10:08 a.m. to make the following motions:

1. Review of Pending Complaints
   a. Complaint #2018-03
      Motion was made by April Cintron, seconded by Margaret Jones and unanimously carried, to dismiss Complaint #2018-03.

   b. Complaint #2018-07
      Motion was made by Stephenie Marshall, seconded by Lori Roy and unanimously carried, to revise the Consent Agreement and Order to allow monthly screenings until we have a contract with Healthcare Professionals’ Foundation of Louisiana and we will follow their recommendations, and continue everything else as previously listed.

   c. Complaint #2016-06
      Motion was made by April Cintron, seconded by Margaret Jones and unanimously carried, to keep the fines per the original Consent Agreement and Order on a quarterly basis, since the Amended Consent Agreement and Order with monthly payments was not accepted. In the future, non-compliance will result in an immediate suspension, notification to employer, CDR, and the National Practitioner DataBank (NPDB). If payments are not made timely and result in a suspension, the suspension will not be lifted until the next board meeting. Respondent must immediately pay what was owed and then quarterly again starting June 12, 2018.

   d. Complaint #2018-04
      Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to dismiss Complaint #2018-04.
e. **Complaint #2018-05**  
**Motion** was made by Margaret Jones, seconded by Meghan Kavanaugh and unanimously carried, to dismiss Complaint #2018-05.

f. **Complaint #2018-06**  
**Motion** was made by Lori Roy, seconded by April Cintron and unanimously carried, to dismiss Complaint #2018-06.

2. **Receipt of New Complaints**  
   a. **Complaint #2018-09**  
      **Motion** was made by Stephenie Marshall, seconded by Margaret Jones and unanimously carried, to have George Papale send a letter to respondent and Ideal Protein Headquarters.

   b. **Complaint #2018-10**  
      **Motion** was made by April Cintron, seconded by Margaret Jones and unanimously carried, to send a letter that there is a licensure law with scope and title protection.

3. **Renewal Application**  
   Board members discussed an issue that a licensee raised in regards to a physical condition which she felt she had to respond yes to on the renewal application. Board members decided to remove question 3 under other history regarding physical disease or condition from the renewal application.

4. **Review of Applications**  
   **Motion** was made by Margaret Jones, seconded by Meghan Kavanaugh and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

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<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Name</th>
<th>Code</th>
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<tbody>
<tr>
<td>Hardy, Vanessa</td>
<td>2872</td>
<td>Gordon, Hope</td>
<td>2876</td>
</tr>
<tr>
<td>Scallan, Abigail</td>
<td>2877</td>
<td>Ayres, Amy</td>
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<tr>
<td>Zagorski, Catherine</td>
<td>2879</td>
<td>Jason, Deanna</td>
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</tr>
<tr>
<td>Ackart, Elizabeth</td>
<td>2881</td>
<td>Pietrogallo, Courtney</td>
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<tr>
<td>Fulmer, LaDana</td>
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<td>Fox, Kimberly</td>
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<tr>
<td>Lamy, Katelyn</td>
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<td>Ambrose, Kelsey</td>
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<tr>
<td>Passalaqua, Megan</td>
<td>2887</td>
<td>Oar, Lindsay</td>
<td>2888</td>
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<tr>
<td>Tubbs, Lacy</td>
<td>2889</td>
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**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:

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<th>Name</th>
<th>Code</th>
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<th>Code</th>
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</thead>
<tbody>
<tr>
<td>White, Natalie</td>
<td>2873</td>
<td>Crowton, Sarah</td>
<td>2874</td>
</tr>
<tr>
<td>Darwish, Rafah</td>
<td>2875</td>
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</tbody>
</table>
Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to upgrade the following licenses:

Breaux, Maureen 2752

FINANCIAL:
1. Financial Statements for the months ended November 30, 2017 – January 31, 2018
Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for November 30, 2017 through January 31, 2018.

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to accept the financial reports for November 30, 2017 through January 31, 2018.

ADMINISTRATIVE REVIEW:
1. Board Operations
Jolie Jones provided the board with a report showing that since January 9, 2018, the board has received and approved:
   Applications 17
   Upgrade Requests 2

The board has offered 0 Consent Agreement and Orders for individuals practicing without a valid license since January 9, 2018.

The board has received 2 new complaints since January 9, 2018.

2. Executive Director Update
Jolie Jones reminded the Board about the submission of Tier 2.1 disclosure to the Board of Ethics, which is due by May 15, 2018. She also reminded the board members about completing their annual requirements for sexual harassment, ethics, and defensive driving courses. Ms. Jones informed the board that she is in the process of switching checking accounts and that the FARB Comprehensive Regulatory Training will not be in Baton Rouge anymore, it will be held in conjunction with FARB’s next conference, which is in New Orleans on January 24-27, 2019.

3. Annual Memo to Louisiana Hospitals and Nursing Homes
The Board reviewed the Memo which is sent to all Louisiana Hospitals and Nursing Homes annually on May 1st.

Motion was made by April Cintron, seconded by Lori Roy and unanimously carried, to send the Memo annually to food service management companies as well. April Cintron will work with Jolie Jones to create a distribution list.
4. **Credential Designation**

*Motion* was made by Margaret Jones, seconded by Lori Roy and unanimously carried, to adopt the following Credential Designations as a new policy:

The Board recommends that a **Licensed Dietitian/Nutritionist, who is a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN)**, use the following order of listed credentials:

1. Graduate Academic degree (e.g. MS, MPH, M.Ed.)
2. RD or RDN
3. RDN specialty certifications with the Commission on Dietetic Registration (e.g. CSG, CSO, CSP, CSSD, CSR)
4. Licensure Designation (LDN)
5. Other certifications (e.g. CDE, CNS, CCHC, CNSD, etc.)
6. Fellow of the American Dietetic Association and/or Fellow of the Academy of Nutrition and Dietetics (FADA or FAND)

The recommended order of listed credentials for a Licensed Dietitian/Nutritionist who is a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) with the CDR Advanced Practice Certification in Clinical Nutrition is:

Graduate academic degree, RD-AP*, or RDN-AP* specialty certifications with the Commission on Dietetic Registration (e.g. CSG, CSO, CSP, CSSD, CSR), licensure designation, other certifications (e.g. CDR, CNS, etc), Fellow of the American Dietetic Association (FADA).

**Proper Use Examples:**

- Kerry Jones, MPH, RDN, LDN, CCHC, CDE, FADA
- E. White, MS, RD-AP, LDN, CNSD, CDR, FAND
- Sue Smith, M.Ed., RDN, LDN

**WRITTEN OR VERBAL COMMUNICATIONS**

When referring to your licensure status in written text or verbally, your license type is Licensed Dietitian/Nutritionist. Your certification status is Registered Dietitian or Registered Dietitian Nutritionist.

For example:

An introduction of a speaker might read: Jane Doe is a Licensed Dietitian/Nutritionist, as well as a Registered Dietitian or Registered Dietitian Nutritionist.

The Board recommends that a **Provisional Licensed Dietitian/Nutritionist** use the following order of listed credentials:
1. Graduate Academic degree (e.g. MS, MPH, M.Ed.)
2. Registered Dietitian Eligible
3. Licensure Designation (Provisional LDN)
4. Other certifications (e.g. CDM, CFPP, etc.)

**Proper Use Examples:**
J. Smith, MS, Registered Dietitian Eligible, Provisional LDN
Shannon Doe, MPH, Registered Dietitian Eligible, Provisional LDN, CDM

**WRITTEN OR VERBAL COMMUNICATIONS**
When referring to your licensure status in written text or verbally, your license type is Provisional Licensed Dietitian/Nutritionist. Your certification status is Registration Dietitian Eligible.

5. Review Legal Counsel’s Responses on proposed *Rules and Regulations revisions*
   Board members reviewed and discussed necessary changes to the proposed rules revisions, based on legal counsel’s recommendations.

6. Louisiana 2018 Regular Legislative Session
   Board members reviewed and discussed bills that may impact the board.

**CORRESPONDENCE:**
1. Email dated April 19, 2018, from the Attorney General’s office regarding training
   Board members reviewed the letter from the Attorney General’s office regarding training opportunities.

**Motion** was made by Meghan Kavanaugh, seconded by Stephenie Marshall and unanimously carried, to adjourn the meeting at 12:53 p.m.

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

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