

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

January 27, 2023

Attending:

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

Absent:

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

Martina Musmeci Salles, 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. Marie Simpson joined the meeting at 10:20 a.m. Jennifer Duhon left the meeting at 1:30 p.m.

PUBLIC COMMENTS:

Fran White was present for a portion of the open meeting.

AGENDA:

Motion was made by Jennifer Duhon, seconded by Monica Pierson-McDaniels and unanimously carried, to approve the agenda as amended to add a. Complaint #2022-12 to Review of Pending Complaints in Executive Session, add 5. Calligraphy changes to Financial, and 8. Certified Dietary Manager and Certified Food Protection Professional to Administrative Review.

MINUTES:

1. Meeting of November 4, 2022

Motion was made by Monica Pierson-McDaniels, seconded by Jennifer Duhon and unanimously carried, to approve the minutes of the November 4, 2022 meeting, as presented.

2. Amend Minutes from Meeting of July 22, 2022

Motion was made by Jennifer Duhon, seconded by Anita Ferdinand and unanimously carried, to amend the Minutes from the July 22, 2022 to include a statement that the monthly budgetary to actual comparisons are attached.

FINANCIAL:**1. Financial Statements for the months ended September 30, 2022 – November 30, 2022**

Members of the board reviewed the financial statements prepared by Griffin and Furman, through the months ended November 30, 2022. Monthly budget to actual comparisons are attached.

2. Estimate from InfinIT Technology Group for new router

Motion was made by Anita Ferdinand, seconded by Monica Pierson-McDaniels and unanimously carried, to approve the purchase of a new router as quoted by InfinIT Technology Group.

3. Professional Contracts 2023-2024

Motion was made by Anita Ferdinand, seconded by Jennifer Duhon 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 \$7,000.00 for the fiscal year 2023-2024.

Motion was made by Jennifer Duhon, seconded by Monica Pierson-McDaniels and unanimously carried, to offer Griffin and Furman, a CPA contract at the rate of \$250.00 per month for a maximum of \$4,000.00 for the fiscal year 2023-2024.

4. Proposed Budget 2023-2024

Motion was made by Jennifer Duhon, seconded by Anita Ferdinand and unanimously carried, to approve the following budget for fiscal year 2023-2024:

	LBEDN 2023-2024	Approved Budget 7/1/2023-6/30/2024
	Revenues	
601	License Appl Fees - LDNs	\$ 22,000.00
601	License Appl Fees - PL-LDNs	\$ 3,500.00
610	License Fees - Upgrade	\$ 2,000.00
602	Renewal Fees	\$ 105,000.00
602	Renewal Fees - Inactive	\$ 3,000.00
608	Renewal Fees - Delinquent	\$ 11,000.00
864	Bank Charges	\$ 3,000.00
611 & 606	Interest (Checking & CD)	\$ 200.00
607	Mailing Lists	\$ 200.00
604	Miscellaneous	\$ 100.00
609	Open Book Exams	\$ 1,000.00
603	Restitution	\$ 2,000.00
605	Verifications	\$ 4,500.00
	Total	\$ 157,500.00

	Total Revenues	\$ 157,500.00
	Salaries	
702	Executive Director (20%)	\$ 18,000.00
702	Executive Assistant (80%)	\$ 38,000.00
	Total	\$ 56,000.00
	Related Employee Benefits	
703	Retirement (40.4% ER portion for 20% ED + 80% Exec Asst)	\$ 19,500.00
706	Health Insurance (20% Exec Director + 80% Exec Asst)	\$ 8,500.00
769	OPEB	\$ 15,000.00
708	Compensated Absences	\$ 2,800.00
705	Medicare	\$ 700.00
	Total	\$ 46,500.00
	Total Salaries & Benefits	\$ 102,500.00
	Expenses/Travel	
721	Administrative (in-state mileage)	\$ 125.00
722	Administrative (in-state other)	\$ 50.00
723	Board (in-state mileage)	\$ 2,500.00
724	Board (in-state other)	\$ 300.00
728	Board (out-state other)	\$ 200.00
729	Conferences/CE/Board Training	\$ 2,000.00
	Total	\$ 5,675.00
	Meeting Expenses	
740	Hotel, Food, etc.	\$ 2,000.00
	Total Travel & Meeting Expenses	\$ 7,675.00

	Expenses/Operating	
864	Bank Charge Fees	\$ 2,000.00
884	Equipment Rental (copier/storage)	\$ 500.00
853	Insurance - Liability	\$ 800.00
	Maintenance	\$ 100.00
	Merchant Fees (authorize.net)	\$ 900.00
863	Miscellaneous (plaques, etc)	\$ 700.00
888	Office Supplies	\$ 1,000.00
902	Payroll Services	\$ 1,300.00
859	Postage & Delivery	\$ 300.00
852	Printing (env, ltrhd, certifs)	\$ 400.00
858	Professional Membership/Dues	\$ 200.00
855	Rent	\$ 6,750.00
906	Rules Revisions + Licensee Notification	\$ 2,000.00
862	Security	\$ 200.00
860	Telephone/Internet	\$ 800.00
861	Utilities	\$ 500.00
	Total	\$ 18,450.00
	Total Operating Expenses	\$ 18,450.00
	Professional Services	
901	Accounting	\$ 4,000.00
904	Auditor/AFR Prep	\$ 500.00
907	Computer - IT Consultants	\$ 2,500.00
903	Legal Counsel	\$ 7,000.00
913	Scanning	\$ 500.00
	Total	\$ 14,500.00
	Total Professional Services	\$ 14,500.00
	Acquisitions/Equipment	
952	Computer Software/Database	\$ 9,000.00
953	Computer Software/DB upgrades	\$ 2,000.00
951	Office Equipment	\$ 300.00
	Total	\$ 11,300.00

	Total Acquisitions/Equipment	\$ 11,300.00
	Total Expenditures	\$ 154,425.00
	Total Revenue over Expenditures	\$ 3,075.00
	Other Assets (Cash in Checking & CD)	\$ 225,000.00
	Total Unfunded Liability (OPEB)	\$ 15,000.00
	Total Available Funds over Expenditures	\$ 243,075.00

5. Calligraphy Changes

Motion was made by Monica Pierson-McDaniels, seconded by Anita Ferdinand and unanimously carried, to move from physical license certificates to digital license certificates and grant authority to Jolie Jones, Marie Simpson and Martina Musmecici Salles to work out the logistics with Covalent Logic.

ADMINISTRATIVE REVIEW:

1. Board Operations

The Board reviewed data by Fiscal Quarter for 2023.

The totals for FY 2022-2023, Quarter 2, are as follows:

LDN Applications Received	52
Provisional LDN Apps Received	6
Reinstatement Requests	3
Upgrade Requests	3
LDN Applications Approved	49
Provisional LDN Apps Approved	2
Reinstatement Requests Approved	4
Upgrades Approved	3
Renewals	0
Inactive Renewals	0
Delinquent Renewals	1
Delinquent Inactive Renewals	0
Verifications Requested	74

Abandoned Applications	3
Complaints Received	4
Requests to return to Active	0

The totals for FY 2022-2023, the first portion of Quarter 3, from January 1, 2023 through January 22, 2023, are as follows:

LDN Applications Received	11
Provisional LDN Apps Received	2
Reinstatement Requests	2
Upgrade Requests	1
LDN Applications Approved	6
Provisional LDN Apps Approved	2
Reinstatement Requests Approved	1
Upgrades Approved	0
Renewals	0
Inactive Renewals	0
Delinquent Renewals	0
Delinquent Inactive Renewals	0
Verifications Requested	8
Abandoned Applications	0
Complaints Received	0
Requests to return to Active	0

2. Out of State Dietitians Report

Jolie Jones presented board members with a list of licensed dietitians/nutritionists with their state of residence, as follows:

Alaska	1	Mississippi	24
Alabama	7	Missouri	6
Arizona	3	Nebraska	1
Arkansas	10	New Hampshire	1
California	15	New Jersey	7
Colorado	10	New Mexico	2
Connecticut	4	New York	9
Delaware	1	North Carolina	12
Florida	20	Ohio	12
Georgia	15	Oklahoma	7
Illinois	11	Pennsylvania	7
Indiana	1	South Carolina	4
Iowa	5	South Dakota	3
Kansas	3	Tennessee	9
Kentucky	3	Texas	69
Louisiana	1323	Utah	6
Maine	1	Virginia	6
Maryland	1	Washington	5
Massachusetts	7	Washington DC	1
Michigan	7	Wisconsin	4

Minnesota	8	Wyoming	1
Out of Country	2		

3. Executive Director Update

Jolie Jones reminded board members about the upcoming Regulatory Academy workshop on Friday, February 10, 2023, that the Board is hosting in Baton Rouge. Additionally, Jolie Jones reminded board members about the state training requirements and asked them to have all trainings completed by January 31, 2023.

4. Update regarding legislative changes for entry level degree requirements

The Board recently received a letter from the Louisiana Academy of Nutrition and Dietetics (LAND) stating that they needed more time to review and discuss the proposed law revisions with their legal counsel. Martina Musmeci Salles and Jolie Jones recently had a call with Martha Stevens and Carrie Kiley of LAND to discuss their concerns. Another meeting has been scheduled between LBEDN and LAND, along with their legal counsel, to discuss concerns in further detail.

Based on the committees that were formed with LBEDN and LAND members, it is the Board's position that they want to keep the revisions that were proposed. In the interest of consumer protection, the Board also thinks it is in the best interest to keep the global scope of practice that currently exists and not narrow the scope to Medical Nutrition Therapy only. The Board has consulted with legal counsel and the terminology presented is legally defensible.

5. Plans for April 2023 Newsletter

Board members discussed the following to be included in the April 2023 Newsletter:

Telehealth article with the report listing licensed dietitians/nutritionists with their state of residence (pie graph). Monica Pierson-McDaniels will write this article.

Status of the legislative law changes – Martina Musmeci Salles and Jennifer Duhon will collaborate on this article.

Certificate changes – Jolie Jones will write this article.

Top 5 fad diets with research supporting that is geared to dietitians and stressing the importance of providing research-based information. Jennifer Duhon will write this article.

6. Compliance Hearing Checklist Form

Motion was made by Marie Simpson, seconded by Jennifer Duhon and unanimously carried, to adopt the Compliance Hearing Checklist Form and begin using.

7. Reschedule November 2023 Board Meeting

Motion was made by Monica Pierson-McDaniels, seconded by Anita Ferdinand and unanimously carried, to move the November board meeting from November 10th to November 17th.

8. Certified Dietary Manager and Certified Food Protection Professional
Board members reviewed information regarding Certified Dietary Managers and Certified Food Protection Professionals. Board members asked Jolie Jones to research this matter and present more information at the next meeting.

CONFERENCE(S):

Council on Licensure, Enforcement & Regulation (CLEAR)

1. Report from CLEAR

Tabled until next meeting.

CORRESPONDENCE

1. Email from Martha Stevens regarding a dietitian internship pathway

Board members reviewed an email from Martha Stevens regarding an alternative dietitian internship pathway. Board members believe that a revision is needed to the Practice Act to add "ACEND accredited" to program of experience (3085.C.2.) and the language regarding 900 hours can be revised while changes are being made to this paragraph.

EXECUTIVE SESSION:

Motion was made by Monica Pierson-McDaniels, seconded by Jennifer Duhon and unanimously carried, to move into Executive Session at 12:57 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 Anita Ferdinand, seconded by Marie Simpson and unanimously carried, to come out of Executive Session at 1:40 p.m. to make the following motions:

1. Review of New Complaints
a. Complaint #2023-06

Motion was made by Monica Pierson-McDaniels, seconded by Anita Ferdinand and unanimously carried, to send a letter regarding the law and rules.

b. Complaint #2023-07

Motion was made by Anita Ferdinand, seconded by Marie Simpson and unanimously carried, to send a letter regarding the law and rules.

2. Review of Pending Complaints

a. Complaint #2022-12

Motion was made by Marie Simpson, seconded by Monica Pierson-McDaniels and unanimously carried, to have the Board's legal counsel send a letter to Respondent.

b. Complaint #2022-11

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

3. Review of Applications

Motion was made by Marie Simpson, seconded by Monica Pierson-McDaniels and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Davies, Amanda	3536	Avione, Marissa	3537
Widman, Jenna	3538	Julca, Andy	3539
Mitchell, Ania	3540	Sidun, Natalie	3541
Lawley, Tara	3542	Koliba, Austin	3543
Grgurich, Taylor	3544	Harris, Juvonia	3545
Ackley, Cynthia	3546	Gooch, Lori	3547
Hinderaker, Erin	3548	Ellingsen, Ashlen	3549
Scarsella, Heidi	3550	Smothers, Alexis	3551
Rose, Kyle	3552	Machmeier, Kelly	3553
Woodard, Brittany	3554	Mayo, Jessica	3555
Hebert, Justin	3556	Norgaard, Jennifer	3557
Rachelle, Kerri	3558	Jones, Alyssa	3559
Archiquette, Lindsay	3561	Justus, Haley	3562
Hoyle, Diane	3563	Holland, Jessica	3564
Moses, Mary	3565	Robinson, Christina	3566
Mayeux, Morgan	3568	Pryatel, Maureen	3569
Murray, Sara	3570	Perkins, Claudia	3571

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

Davis, Joshua	3560	Ragosta, Gianna	3567
---------------	------	-----------------	------

Motion was made by Monica Pierson-McDaniels, seconded by Marie Simpson and unanimously carried, to **upgrade** the following licenses:

St. Pierre, Taylor	3413	Dufresne, Ashley	3427
Morini, Erin	3447	Wong, Siau Yen	3402

Motion was made by Anita Ferdinand, seconded by Monica Pierson-McDaniels and unanimously carried, to **reinstate** the following licenses:

Hardin, Kavana	3194	Melancon, Janelle	3218
Smith, Rebecca	2910	Ludwig, Tylynn	3306
Molden, Tamisha	3231		

4. Board Staff Evaluations

Motion was made by Marie Simpson, seconded by Monica Pierson-McDaniels and unanimously carried, to grant Tracy Jeanmarie a 5% raise based on her annual Performance Evaluation and cost of living.

Motion was made by Monica Pierson-McDaniels, seconded by Anita Ferdinand and unanimously carried, to grant Martina Musmeci Salles the authority to grant salary increase as per discussions and motion with Erica Chatelain of the Louisiana Board of Examiners for Speech-Language Pathology and Audiology.

Motion was made by Monica Pierson-McDaniels, seconded by Marie Simpson and unanimously carried, to adjourn the meeting at 1:42 p.m.

Martina M. Salles, MPH, RDN, LDN, FAND

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

DocuSigned by:

Marie M. Simpson, BSN, RN, CDCES

EDB564A06183468...

Marie Simpson, BSN, RN, CDCES
Secretary/Treasurer