

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

January 12, 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
Stephenie 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 9:03 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 via telephone conference for the entire meeting. George Papale, the Board's Legal Counsel was present for a portion of the meeting. Meghan Kavanaugh left the meeting at 3:23 p.m.

WELCOME NEW BOARD MEMBERS:

Martina Musmeci Salles welcomed new board members, April Cintron and Stephenie Marshall to the Board.

PUBLIC COMMENTS:

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

AGENDA:

Motion was made by Meghan Kavanaugh, seconded by Margaret Jones and unanimously carried, to approve the agenda as amended to add "8. Rescheduling of May Meeting" under Admin Review, in addition to adjusting the time that George Papale met with the Board to 9:00 a.m. instead of 9:30 a.m.

MEETING WITH GEORGE PAPALE, LEGAL COUNSEL

George Papale, Legal Counsel, discussed the disciplinary process, the board's impaired professionals program, and other matters with the board members.

EXECUTIVE SESSION:

Motion was made by Margaret Jones, seconded by Lori Roy and unanimously carried, to move in to Executive Session at 11:18 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 #2017-13

Motion was made by April Cintron, seconded by Stephenie Marshall and unanimously carried, to refer Complaint #2017-13 to the Attorney General's office for title protection violations.

b. Complaint #2017-14

Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to dismiss Complaint #2017-14. Recused – Martina Musmeci Salles.

c. Complaint #2017-18

Motion was made by Margaret Jones, seconded by Lori Roy and unanimously carried, to dismiss Complaint #2017-18. Recused – Martina Musmeci Salles.

d. Complaint #2018-01

Motion was made by April Cintron, seconded by Meghan Kavanaugh and unanimously carried, to refer Complaint #2018-01 to the Midwifery Board.

e. Complaint #2018-03

Motion was made by Meghan Kavanaugh, seconded by April Cintron and unanimously carried, to send a letter that there is a licensure law with scope and title protection.

f. Complaint #2018-07

Motion was made by Meghan Kavanaugh, seconded by Stephenie Marshall and unanimously carried, to offer a Private Consent Agreement and Order that will require: no less than bi-weekly screenings for the first 2 months and monthly screenings for an additional 10 months, as well as weekly attendance at self-help group meetings, such as AA. Consent will remain in effect except and unless it is amended as per recommendations by the Healthcare Professionals of Louisiana. Individual will be suspended immediately upon receipt of any positive screen.

g. Complaint #2016-06

Motion was made by Stephenie Marshall, seconded by Margaret Jones and unanimously carried, to amend the original Consent Agreement and Order signed on July 8, 2016, to require monthly payments, due to violation of the original Consent Agreement and Order.

2. Receipt of New Complaints

a. Complaint #2018-04

Motion was made by Stephenie Marshall, seconded by April Cintron and unanimously carried, to send a letter that there is a licensure law with scope and title protection.

b. Complaint #2018-05

Motion was made by Margaret Jones, seconded by Meghan Kavanaugh and unanimously carried, to send a letter that there is a licensure law with scope and title protection.

c. Complaint #2018-06

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.

d. Complaint #2018-08

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint #2018-08, as the Board has no jurisdiction in this matter.

3. Review of Applications

a. GB

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to issue reinstatement of GB's Licensed Dietitian/ Nutritionist license.

4. Executive Director Performance Evaluation

Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to grant a 4% raise, in conjunction with the Louisiana Board of Examiners for Speech-Language Pathology and Audiology, to Jolie Jones, Executive Director, based on the Performance Evaluation.

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:

Camillo, Jennifer	2855	Elizondo, Joan	2856
Marucci, Lauren	2857	Butler, Jeanne	2858
Haynes, Charity	2859	Young, Rochelle	2860
Campbell, Amy	2861	Guan, Ying Ying	2862

Dutsch, Abigail	2863	Biggs Chavez, Melissa	2864
Gallagher, Abby	2865	Paulovich, Jennifer	2866
Simon, Kelley	2868	Settaducato, Terrah	2869
Bach, Katherine	2870	Peralta, Angela	2871

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:

Bourque, Emily 2867

Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to **upgrade** the following licenses:

Telford, Shana 2820

Motion was made by Meghan Kavanaugh, seconded by Margaret Jones and unanimously carried, to **reinstate** the following licenses:

Brogdon, Georganna 493 Batson, Kati 2106

MINUTES:

1. Meeting of October 13, 2017

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the October 13, 2017 meeting as presented.

2. Meeting of October 14, 2017

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the October 14, 2017 meeting as presented.

CONFERENCES:

Federation of Associations of Regulatory Boards (FARB)

1. Comprehensive Regulatory Training

Motion was made by Margaret Jones, seconded by April Cintron and unanimously carried, to send all board members, staff, and legal counsel to the FARB Comprehensive Regulatory Training to be scheduled in Baton Rouge, and pay related travel expenses.

CORRESPONDENCE:

- 1. Letter dated January 4, 2018, from Governor John Bel Edwards re: expediting licensure applications for military spouses**
Board members reviewed the letter from the Governor regarding expediting licensure applications for military spouses.
- 2. Letter to George Papale dated December 21, 2017**
Board members reviewed and discussed the letter sent to George Papale listing their concerns from the previous meeting.

FINANCIAL:

- 1. Financial Statement for the month ended July 31, 2017**
Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending July 31, 2017.
- 2. Financial Statement for the month ended August 31, 2017**
Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending August 31, 2017.
- 3. Financial Statement for the month ended September 30, 2017**
Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending September 30, 2017.
- 4. Financial Statement for the month ended October 31, 2017**
Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending October 31, 2017.

Motion was made by Meghan Kavanaugh, seconded by Stephenie Marshall and unanimously carried, to accept the financial reports for the months ending July 31, 2017 through October 31, 2017.

5. Budget 2018-2019

Motion was made by Meghan Kavanaugh, seconded by April Cintron and unanimously carried, to approve the following budget for 2018-2019.

Revenues	
License Fees - LDNs	\$ 14,000.00
License Fees - PL-LDNs	\$ 1,000.00
Upgrade Fees	\$ 1,000.00
Renewal Fees - LDNs	\$ 75,000.00
Renewal Fees - PL-LDNs	\$ 300.00
Restitution	\$ 1,250.00
Interest (Checking)	\$ 160.00
Miscellaneous	\$ 800.00
Total	\$ 93,510.00

Total Revenues	\$ 93,510.00
Salaries	
Executive Director (20%)	\$ 14,000.00
Administrative Specialist	\$ 36,400.00
Total	\$ 50,400.00
Related Employee Benefits	
Retirement (37.9% ER portion for 20% ED + 100% Admin)	\$ 19,100.00
Medicare for 20% ED + Admin (1.45%)	\$ 750.00
Social Sec (6.2%)	\$ -
Health Insurance (20% Exec Director + 100% Admin)	\$ 8,000.00
OPEB	\$ 15,000.00
Compensated Absences	\$ 2,800.00
Total	\$ 45,650.00
Total Salaries & Benefits	\$ 96,050.00
Expenses/Travel	
Administrative (in-state mileage)	\$ 200.00
Administrative (in-state other)	\$ 100.00
Board (in-state mileage)	\$ 3,200.00
Board (in-state other)	\$ 1,000.00
Board (out-state other)	\$ 1,000.00
Conferences/CE/Board Training	\$ 2,500.00
Total	\$ 8,000.00
Meeting Expenses	
Hotel, Food, etc.	\$ 2,200.00
Total Travel & Meeting Expenses	\$ 10,200.00
Expenses/Operating	
Rent	\$ 6,750.00
Payroll	\$ 975.00

Printing	\$ 1,500.00
Postage & Delivery	\$ 3,000.00
Public Licensure Awareness	\$ -
Professional Membership/Dues	\$ -
Maintenance	\$ 150.00
Insurance	\$ 450.00
Bank Charges/Credit Card Fees	\$ 1,000.00
Telephone/Internet	\$ 850.00
Equipment Rental	\$ 750.00
Miscellaneous	\$ 600.00
Office Supplies	\$ 2,000.00
Rules Revisions + Licensee Notification	\$ 2,000.00
Utilities	\$ 600.00
Security	\$ 180.00
Total	\$ 20,805.00
Total Operating Expenses	\$ 20,805.00
Professional Services	
Accounting	\$ 3,600.00
Auditor/AFR Prep	\$ 600.00
Calligrapher	\$ 500.00
Computer - IT Consultants	\$ 2,000.00
Legal Counsel	\$ 8,000.00
Other Consultants	\$ -
Investigators	\$ 1,000.00
Scanning	\$ 500.00
Total	\$ 16,200.00
Total Professional Services	\$ 16,200.00
Acquisitions/Equipment	
Computer Software/Database	\$ 23,000.00
Office Equipment	-
Total	\$ 23,000.00
Total Acquisitions/Equipment	\$ 23,000.00
Total Expenditures	\$ 166,255.00

Total Revenue over Expenditures	\$ (72,745.00)
Other Assets (Cash in Checking)	\$ 21,280.00
Total Available Funds over Expenditures	\$ (51,465.00)

6. Proposals from CPA

Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to allow Jolie Jones, Executive Director, to make the decision on which CPA to offer the contract to, not to exceed \$300 per month.

7. Professional Contracts 2018-2019

Motion was made by Stephenie Marshall, seconded by April Cintron and unanimously carried, to offer George Papale a legal contract at the rate of \$225.00 per hour for a maximum amount of \$8,000.00 for the fiscal year 2018-2019.

Motion was made by Lori Roy, seconded by Stephenie Marshall and unanimously carried, to offer Statewide Surveillance an investigation contract at the rate of \$50.00 per hour plus expense reimbursement at the state rate for a maximum amount of \$1,000.00 for the fiscal year 2018-2019.

ADMINISTRATIVE REVIEW:

1. Board Operations

Jolie Jones provided the board with a report showing that since October 11, 2017, the board has received and approved:

Applications	18
Upgrade Requests	1

The board has offered 0 Consent Agreement and Orders for individuals practicing without a valid license since October 11, 2017.

The board has received 4 new complaints since October 11, 2017.

2. Executive Director Update

Jolie Jones informed the Board that Margaret Jones' board member term expires March 19, 2018 and she has sent a letter to LAND requesting a call for nominations for the position.

3. Update on LBEDN Board Member Nomination Process

The Board is awaiting one board member appointment.

4. Board Election for LBEDN Liaison to LAND

Motion was made by April Cintron, seconded by Lori Roy and unanimously carried, to nominate Stephenie Marshall as LBEDN Liaison to LAND since Margaret Jones' term is ending soon.

5. Review Information re: Impaired Professionals Program

This item was tabled.

6. Update on Rules and Regulations revisions

Motion was made by April Cintron, seconded by Lori Roy and unanimously carried, to move forward with rules promulgation to include a proposed fee increase, but no significant changes to continuing education.

7. Revisions to Open Book Examination

On the Board's Open Book Examination, the question regarding provisional licenses, will be changed to reflect the change in timeframe from five years to two years.

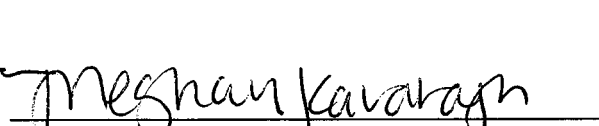
8. Rescheduling May Meeting

Motion was made by April Cintron, seconded by Margaret Jones and unanimously carried, to reschedule the May board meeting to April 27, 2018, beginning at 8:00 a.m. All board meetings moving forward will begin at 8:00 a.m.

Motion was made by Lori Roy, seconded by April Cintron and unanimously carried, to adjourn the meeting at 4:10 p.m.



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



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