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

May 3, 2019

Attending:
Martina Musmeci Salles, MPH, RDN, LDN, FAND, Chairperson
April Cintron, RD, LDN, Board Member, Secretary/Treasurer
Monica Pierson-McDaniels, RD, LDN, Board Member, Board Liaison
Jennifer Jackson, EdD, RD, LDN
Meghan Kavanaugh, MS, RN, RD, LDN, CDE, Board Member
Vacant, Consumer Member
Absent:
Stephenie Marshall, MS, RDN, LDN, Vice Chairperson
Howard Wetsman, MD, Medical Advisor

Martina Musmeci Salles called the meeting to order and read the board’s mission statement at 8:40 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.

WELCOME NEW BOARD MEMBER:
Martina Musmeci Salles welcomed Dr. Jennifer Jackson as the board’s newest member.

AGENDA:
Motion was made by April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to approve the agenda as presented.

MINUTES:
1. Meeting of January 26, 2019
   Motion was made by Monica Pierson-McDaniels, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the January 26, 2019 meeting, as presented.
EXECUTIVE SESSION:
Motion was made by April Cintron, seconded by Meghan Kavanaugh and unanimously carried, to move into Executive Session at 8:46 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 April Cintron, seconded by Meghan Kavanaugh and unanimously carried, to come out of Executive Session at 9:45 a.m. to make the following motions:

1. Review of Pending Complaints
   a. Complaint #2018-07
      Motion was made by Monica Pierson-McDaniels, seconded by Jennifer Jackson and unanimously carried, to remove the confidential status and report suspension to the National Practitioner DataBank (NPDB) and send a letter requesting that the licensee remove the license and credentials listed on social media.

   b. Complaint #2018-10
      Motion was made by Meghan Kavanaugh, seconded by Monica Pierson-McDaniels and unanimously carried, to dismiss Complaint #2018-10.

   c. Complaint #2019-04
      Motion was made by Jennifer Jackson, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint #2019-04, as the Board has found no proof that the this individual has violated the Board's Rules or Practice Act.

   d. Complaint #2019-05
      Motion was made by Monica Pierson-McDaniels, seconded by Meghan Kavanaugh and unanimously carried, to dismiss Complaint #2019-05.

2. Receipt of New Complaints
   a. Complaint #2019-06
      Motion was made by Jennifer Jackson, seconded by Monica Pierson-McDaniels and unanimously carried, to send a letter regarding scope of practice and title protection.

   b. Complaint #2019-07
      Motion was made by Meghan Kavanaugh, seconded by Monica Pierson-McDaniels and unanimously carried, to send a letter regarding scope of practice and title protection.
3. Review of Applications

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

Sawatzki, Karen 2999 Reske, Kathryn 3000
Willis, Valerie 3001 Overstreet, Natalie 3002
Gibson, Amanda 3003 Vuylsteeke, Kirsten 3005
Rogers, Valerie 3006 Meyer, Lauren 3007
Huthwaite, Rhonda 3008 Johnson, Lauren 3009
Hamilton, Taylor 3010

Motion was made by April Cintron, seconded by Jennifer Jackson and unanimously carried, to accept and approve the applications for the Provisional LDN License for the following:

Sells, Kaitlyn 2998 Faucheux, Brandie 3004

Motion was made by Meghan Kavanaugh, seconded by April Cintron and unanimously carried, to upgrade the following licenses:

Stigler, Lauren 2997 DeJean, Amber 2981
Tyson, Sarah 2986 Hyde, Allison 2979
Comeaux, Julie 2993 Sells, Kaitlyn 2998

Motion was made by Jennifer Jackson, seconded by Monica Pierson-McDaniels and unanimously carried, to reinstate the following licenses:

Glass, Donna 2269 Olson, Julie 2405

FINANCIAL:
1. Financial Statements for the quarter ended December 31, 2018
Members of the board reviewed the financial statements prepared by Champagne and Associates, for the quarter ended December 31, 2018.

ADMINISTRATIVE REVIEW:
1. Board Operations
The Board reviewed data from January 23, 2019 – April 26, 2019. The summary is as follows:
Applications Received 19
 Upgrade Requests 8
Applications Approved 16
Upgrades Approved 9
Renewals 134
Late Renewals: N/A
Complaints Received: 2

2. Executive Director Update
Jolie Jones, Executive Director, provided board members with an update that Senator Mills was contacted and asked to carry a bill for the Board requesting to have the board nomination process revised; however, he had already reached his maximum number of bills for this session. Ms. Jones reminded board members to file their Tier 2.1 financial disclosure with the Louisiana Board of Ethics. Board members also discussed that Maine Board of Licensing of Dietetic Practice no longer provides verification of licensure, except through their licensee search on their website. Board members also discussed that the Board will either present or exhibit at the LAND Conference in the future, but it is not necessary to do both.

3. LBEDN Newsletter Update
The Board reviewed the April 2019 Newsletter.

4. Financial Transfer Policy
Motion was made by Jennifer Jackson, seconded by April Cintron and unanimously carried, to adopt the following policy:

“A bank account transfer may be made from LBEDN to LBESPA to reimburse for the Executive Director’s salary on a quarterly basis. All other transfers require written approval of the Executive Director and Secretary/Treasurer prior to initiation.”

5. Rules Update
Motion was made by April Cintron, seconded by Jennifer Jackson and unanimously carried, to create a policy that the Board will review rules bi-annually and policies annually.

6. Criminal Background Checks
Tabled for another time.

7. Update on Board Appointments
Dr. Jennifer Jackson was recently appointed to fill Lori Roy’s board member position. Dr. Howard Wetsman’s term has ended and we have submitted the information to advertise the position with the Louisiana Medical Society, but no nominees have been submitted. Meghan Kavanaugh has resubmitted her name for nomination, but no appointment has been made.

CORRESPONDENCE:
1. Email dated April 29, 2019, from Amy Hogan regarding proper use of credentials for Provisional LDNs
Board members reviewed an email from Amy Hogan. The Board will send a response that the information was current at the time and we were not aware it had been updated. The Board has revised the document to reflect this
change. Board staff will send an email to all licensees with the revised document regarding proper use of credentials for Provisional LDNs.

**Motion** was made by Monica Pierson-McDaniels, seconded by Meghan Kavanaugh and unanimously carried, to adjourn the meeting at 11:05 a.m.

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

April Cintron, MS, RD, LDN
Secretary/Treasurer