

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

January 6, 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
Margaret Jones, RD, LDN, Board Member/Board Liaison
Clare Miller, MS, RDN, LDN, Board Member
Jeanine Songy-Latham, MPH, RD, LDN, Board Member**

Absent:

Howard Wetsman, MD, Medical Advisor

Martina Musmeci Salles called the meeting to order at 9:20 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:

Bridget Scott, Department Head at Nicholls University appeared at the board meeting, along with a former student.

AGENDA:

Motion was made by Clare Miller, seconded by Lori Roy and unanimously carried, to approve the agenda as amended to move number "6. Required Documentation for Application" under Administrative Review to number 1 and renumber accordingly.

MINUTES:

1. Meeting of September 30, 2016

Motion was made by Clare Miller, seconded by Lori Roy and unanimously carried, to approve the minutes of the September 30, 2016 meeting as presented.

FINANCIAL:

1. Financial Statement for the period ending July 31, 2016

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending July 31, 2016.

2. Financial Statement for the period ending August 31, 2016

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending August 31, 2016.

Motion was made by Clare Miller, seconded by Margaret Jones and unanimously carried, to accept the financial reports for July – August 2016.

ADMINISTRATIVE REVIEW:

1. Required Documentation for Application

Bridget Scott, Department Head at Nicholls University discussed concerns regarding the Board's new requirement to submit verification statements directly from the Program Director. Ms. Scott mentioned that most university staff works on nine month contracts and often there is no one there during the summer. Ms. Scott also wanted to ensure that the Board has considered what happens when internships close down.

Jolie Jones will check with the Board of Higher Education on their policies regarding record keeping and documentation for internship verifications.

Motion was made by Clare Miller, seconded by Margaret Jones and unanimously carried, to form a committee to consider a possible change of renewal date. Lori Roy will chair the committee and Martina Musmeci Salles and Meghan Kavanaugh will participate. The committee will also review dates of CDR renewal and discuss time frames for the process.

Clare Miller will contact ACEND to inquire about verification statements, specifically how does one get proof of an internship from a closed program. Martina called CDR during the board meeting to inquire if a dietitian can request their verification statement from CDR. CDR said it is the university and student's responsibility to keep track of their records and noted that students are given five copies of their verification statement upon completion of the program.

Motion was made by Clare Miller, seconded by Jeanine Songy-Latham and unanimously carried, to create the following policy:

If an applicant is unable to obtain their verification statement from the internship directly, the Board will accept a copy from the applicant of the actual verification statement or other documentation such as a notarized statement to verify the internship.

2. Board Operations

Jolie Jones provided the board with a report showing that since September 30, 2016, the board has received:

Applications	19
Upgrade Requests	6

Since September 30, 2016, the board has approved:

Applications	8
Upgrades	6

The board has offered no Consent Agreement and Orders for individuals practicing without a valid license since September 30, 2016.

The board has received 2 new complaints since September 30, 2016.

3. Executive Director Update

Jolie Jones informed the board members that the audit has now been completed and preparation for renewals are underway.

4. Update on Board Appointments

Jolie Jones sent a letter to LAND requesting board member nominations for Jeanine Songy-Latham and Clare Miller's board member positions. LAND has submitted a letter to the Governor requesting appointments.

5. Update on Task Force Meeting related to SCR 65 of the 2016 Regular Session

Martina Musmeci Salles provided the board members with a copy of the final report of recommendations to the legislature from the Task Force Committee.

Margaret Jones will request to be added to LAND's agenda to mention the Board's concerns regarding future LBEDN board member positions being open to all licensees.

6. Hospital Licensing Standards Updated

The Department of Health amended the provisions governing hospital licensing standards in order to comply with Acts 351 and 451.

7. Continuing Education Requirements

Board members discussed continuing education requirements. The Board will consider a policy for a designated board member to review continuing education for renewals. Jolie Jones will find out a price from Covalent Logic to record continuing education for Provisional LDNs. The board staff will research continuing education from other states, more specifically what is the continuing education requirement and how do they submit their hours to the Board.

Martina Musmeci Salles informed the board members that she gave a presentation to the New Orleans Dietetic Association recently, discussing the bills that were passed through the legislature and what the legislative process looks like.

CONFERENCES:

LAND 2017 Partnership Opportunities

Motion was made by Lori Roy, seconded by Clare Miller and unanimously carried, to exhibit at the 2017 LAND Conference and pay related exhibit fee.

EXECUTIVE SESSION:

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to move in to Executive Session at 1:06 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 Clare Miller, seconded by Jeanine Songy-Latham and unanimously carried, to come out of Executive Session at 1:55 p.m. to make the following motions:

1. Review of Pending Complaints

a. Complaint #2017-01

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint number 2017-01.

2. Receipt of New Complaints

a. Complaint #2017-03

Motion was made by Clare Miller, seconded by Meghan Kavanaugh and unanimously carried, to send a letter to complainant notifying them that until someone is convicted of a crime, the Board cannot take any formal action; however, if the status changes, they should feel free to contact the Board.

b. Complaint #2017-04

Motion was made by Lori Roy, seconded by Jeanine Songy-Latham and unanimously carried, to send a letter that there is a licensure law with scope and title protection.

c. Complaint #2017-05

Motion was made by Lori Roy, seconded by Clare Miller and unanimously carried, to send a letter that there is a licensure law with scope and title protection.

d. Complaint #2017-06

Motion was made by Margaret Jones, seconded by Clare Miller and unanimously carried, to send a letter that there is a licensure law with scope and title protection, as well as refer this complaint to the Board of Medical Examiners.

e. Complaint #2017-07

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

3. Executive Director Annual Review

Motion was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to grant Jolie Jones a 3% salary increase and meet the Louisiana Board of Examiners for Speech-Language Pathology and Audiology in the middle with the increase (3.5 or 3.75%).

4. Review of Applications

Motion was made by Margaret Jones, seconded by Clare Miller and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Schaub, Dana	2772	Champagne, Callie	2773
Garvey, Katherine	2774	Rajakumar, Alice	2775
Peterson, Tammy	2776	Brooks, Shiquita	2778
Seymour, Tara	2779		

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

Kusch, Rebecca	2777
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Motion was made by Lori Roy, seconded by Margaret Jones and unanimously carried, to **upgrade** the following licenses:

DeLee, Tara	2391	Smith, BreAnne	2724
Guillory, Joseph	2721		

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

Lutz, Bretta	1207	Bradford, Michelle	2459
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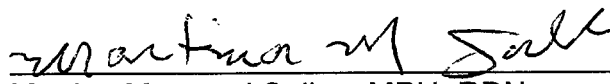
Booth, Brittany
Ochsner, Reese

1601
2517

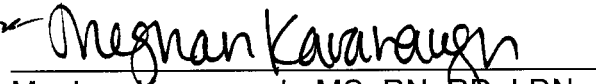
Sabourin, Jennifer

1669

Motion was made by Clare Miller, seconded by Lori Roy and unanimously carried, to adjourn the meeting at 2:00 p.m.



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



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