

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

**October 13, 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  
Howard Wetsman, MD, Medical Advisor**

**Absent:**

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

Martina Musmeci Salles called the meeting to order and read the board's mission statement at 9:17 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 Howard Wetsman, seconded by Lori Roy and unanimously carried, to approve the agenda as amended to add 7. Update to Policy and Procedure Manual under Admin Review.

**MINUTES:**

**1. Meeting of June 16, 2017**

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the June 16, 2017 meeting as presented.

**2. Meeting of July 7, 2017**

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to approve the minutes of the July 7, 2017 meeting as presented.

**FINANCIAL:**

**1. Financial Statement for the month ended May 30, 2017**

Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending May 30, 2017.

**2. Financial Statement for the month ended June 30, 2017**

Members of the board reviewed the financial statements prepared by Susan Sevario, CPA, for the month ending June 30, 2017.

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to accept the financial reports for the months ending May 30, 2017 and June 30, 2017.

**3. Computer Quote**

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to purchase a Dell desktop computer for the lobby, after staff checks with InfinIT Technologies for security needs.

**ADMINISTRATIVE REVIEW:**

**1. Board Operations**

Jolie Jones provided the board with a report showing that since July 6, 2017, the board has received and approved:

Applications	39
Upgrade Requests	10

The board has offered 2 Consent Agreement and Orders for individuals practicing without a valid license since July 6, 2017.

The board has received 1 new complaint since July 6, 2017.

The board has received 74 late renewals through August 31, 2017.

**2. Executive Director Update**

Jolie Jones informed the Board that the Annual Fiscal Report had been submitted and the Property Management Audit is scheduled.

**3. Update on LBEDN Board Member Nomination Process**

The Board is awaiting two board member appointments.

**4. 2018 Board Meeting Dates**

The 2018 board meetings are scheduled to begin at 9:00 a.m. at the Board office in Prairieville on the following dates:

January 12, May 4, August 17, and November 2

**5. Criteria for Individual Treatment Providers**

Board staff was asked to gather information from the Louisiana Board of Medical Examiners and use Dr. Howard Wetsman's expertise to develop our own information for individual treatment programs/evaluation centers.

**6. Election of Board Officers**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to nominate Martina Musmeci Salles to continue to serve as Chairperson.

**Motion** was made by Meghan Kavanaugh, seconded by Howard Wetsman and unanimously carried, to nominate Lori Roy to continue to serve as Vice Chairperson.

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to nominate Meghan Kavanaugh to continue to serve as Secretary/Treasurer.

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to nominate Margaret Jones to serve as Board Liaison to Louisiana Academy of Nutrition and Dietetics (LAND).

**7. Update to Policy and Procedure Manual**

**Motion** was made by Meghan Kavanaugh, seconded by Howard Wetsman and unanimously carried, to create a new policy that "A sitting board member will not hold any position, other than member, in the Academy of Nutrition and Dietetics (AND), Louisiana Academy of Nutrition and Dietetics (LAND), or the district dietetic associations.

**CORRESPONDENCE:**

**1. Email dated July 26, 2017 from Ronald Millet Requesting Refund for Wife's Renewal**

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to refund renewal fee of Karla Millet.

**2. Letter dated July 13, 2017 from George Papale Regarding Consent Agreement and Orders**

The Board reviewed George Papale's response regarding Consent Agreement and Orders. The Board would like legal counsel to review Consent Agreement and Orders annually.

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to ask George Papale, Legal Counsel, to attend the Board's next meeting.

**CONFERENCES:**

**Council on Licensure, Enforcement & Regulation (CLEAR)**

**1. Report from CLEAR Annual Educational Conference on September 13-16, 2017**

Martina Musmeci Salles provided the Board with an oral report related to her attendance at the CLEAR Annual Educational Conference on September 13-16, 2017. Ms. Salles felt that this was a helpful meeting. There was a lot of talk about individuals being fit to practice. Would like to consider adding inactive status to the Rules in the future.

Board members discussed being fit for practice and contacting the Healthcare Professionals Foundation of Louisiana, as well as, LSU's Campus Assistance Program, to see if we can partner with them to offer options to licensees.

**Federation of Associations of Regulatory Boards (FARB)**

**1. Report from FARB Regulatory Law Seminar, October 5-8, 2017**

Lori Roy provided the Board with an oral report related to her attendance at the FARB Regulatory Law Seminar on October 5-8, 2017. The Federal Trade Commission presentation was interesting. There was a lot of discussion regarding working on licensure portability across state lines, reviewing occupational licensing, records retention, and time limits for revocation.

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to send Meghan Kavanaugh, Margaret Jones, and Martina Musmeci Salles to the FARB Conference and Comprehensive Regulatory Training in January 2018, and pay related expenses.

**EXECUTIVE SESSION:**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to move in to Executive Session at 11:25 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 #2017-03**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to make a note in Respondent's file based on complaint file. Must appear before the Board before license can be reinstated.

**b. Complaint #2017-06**

**Motion** was made by Meghan Kavanaugh, seconded by Lori Roy and unanimously carried, to not re-open the case, based on the additional information provided.

**c. Complaint #2017-07**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint #2017-07.

**d. Complaint #2017-09**

**Motion** was made by Meghan Kavanaugh, seconded by Lori Roy and unanimously carried, to dismiss complaint #2017-09.

**e. Complaint #2017-13**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to ask George Papale to send a letter to this individual, as she did not respond to the Board's letter.

**f. Complaint #2017-14**

The Board expressed many questions related to scope of practice and will discuss their concerns with George Papale, the Board's legal counsel, at the next meeting.

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to leave this complaint open until the Board talks to legal counsel. Recused – Martina Musmeci Salles.

**g. Complaint #2017-15**

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to dismiss complaint #2017-15. Recused – Martina Musmeci Salles.

**h. Complaint #2017-17**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to dismiss complaint #2017-17. Recused – Martina Musmeci Salles.

**i. Complaint #2017-18**

**Motion** was made by Meghan Kavanaugh, seconded by Howard Wetsman and unanimously carried, to leave this complaint open until the Board talks to legal counsel. Recused – Martina Musmeci Salles.

**j. Complaint #2017-19**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to dismiss complaint #2017-19.

**k. Complaint #2018-01**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to leave this complaint open until the Board talks to legal counsel.

**l. Complaint #2018-02**

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to release from the terms of the Consent Agreement and Order, based on successful completion, pending reporting and notifications by the Board to the specified entities.

**2. Receipt of New Complaints**

**a. Complaint #2018-03**

**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to send a letter to George Papale requesting his legal opinion.

**3. Review of Applications**

**a. PS**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to send another letter to this individual and given him 30 days from receipt of this letter to have an agency submit an assessment/plan directly to the Board. If this individual does not respond, the Board will be compelled to take further action.

**4. Executive Director Performance Evaluation**

Board members have not yet sent out the Executive Director evaluation.

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

Vora, Kristin	2821	Fontenot, Stacey	2822
Schneider, Kathleen	2823	Sternfels, Carlie	2825
Lopez, Miguel	2826	Hall, Megan	2827
Schlag, Emily	2828	Adams, Tiffany	2829
Guzman, Jose	2830	Hill, Brooke	2831
Gray, Ciera	2832	Sinkovitz, Julie	2834
Cochrane, Samantha	2835	Moore, Rebecca	2836
Hartley, Elizabeth	2837	Bruce, Alisha	2838
Manuel, Wila	2839	Newton, Sarah	2840
Graham, Aimee	2841	Latimer, Savanna	2842
Lichter, Erin	2843	Geiger, Joan	2844
Poling, Emma	2845	Augonis, Eileen	2846
Lubeck, Kara	2847	Pate, Meredith	2848
Juneau, Allie	2849	Schlecher, Haley	2850

Stagg, Christina	2851	Moujir, Amira	2852
Bluto, Jessica	2583	Rieger, Jacklyn	2854

**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:

Telford, Shana	2820	Williston, Morgan	2824
LeRouge, Laurie	2833		

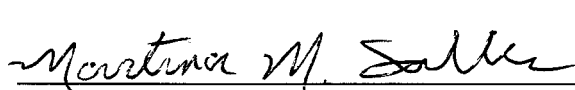
**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to **upgrade** the following licenses:

Loewer, Olivia	2809	Patterson, Kendall	2803
Craft, Brittany	2811	Williston, Morgan	2824
Forman, Palmira	2815	Farlow, Christina	2814
Hasty, Autumn	2806	Kaja, Brittany	2812
Rocha, Giovanna	2818	Mansfield, Grace	2819
Galatas, Brittany	2813		

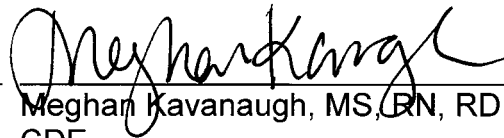
**Motion** was made by Lori Roy, seconded by Meghan Kavanaugh and unanimously carried, to **reinstate** the following licenses:

Reagan, Lauren	2677	Legier, Shanna	2229
Say, Suzette	904	Davis, Diana	599

**Motion** was made by Howard Wetsman, seconded by Meghan Kavanaugh and unanimously carried, to adjourn the meeting at 5:05 p.m.



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



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