



# State of Louisiana

Board of Examiners for Sanitarians  
7515 Jefferson Hwy., Box 161  
Baton Rouge, LA 70806

## BOARD MEETING MINUTES October 18, 2017 OPH State Laboratory - Baton Rouge, LA

### IN ATTENDANCE

Don Riser, RS, Chair (by phone)  
Tenney Sibley, Vice-Chair  
Butch Martin, RS, Secretary-Treasurer  
Tessa Dixon, RS, Member  
Patrice Clark, RS  
Janet Merritt, Recorder

After determining a quorum was present, Board Chair Don Riser called the meeting to order at 9:05am. Patrice Clark was introduced and welcomed; she has started the application process to be appointed to the Board to replace Tessa Dixon who is not seeking re-appointment upon the end of her term later this month.

The minutes of the June 14, 2017 meeting were reviewed, and Butch Martin made the motion to accept the minutes; motion seconded by Tessa Dixon – minutes approved.

The Report of the Secretary/Treasurer (copy attached) was given by Butch Martin. Mr. Martin made the motion to approve the report; motion seconded by Tenney Sibley -- report approved.

Old Business: None

New Business:

The Board members discussed a request made by Tenney Sibley on behalf of the OPH Sanitarian Services for LSBES to be a sponsor to assist in paying for a speaker for the 2017 Sanitarian Services conference being held in Marksville the first week of December. Butch Martin made a motion that the LSBES expend \$1,000 towards the Sanitarian Services conference; the motion was seconded by Tessa Dixon -- motion carried. There was further discussion about whether or not retired Sanitarians could attend at their cost; Ms. Sibley will check on this and let the Board know. Sanitarian Services will be submitting a request to the Board for approval of approximately 12 hours of continuing education hours for the conference.

Tenney Sibley informed that she has been visiting colleges and universities to speak and recruit relative to the Sanitarian profession.

The Board agreed on the following meeting and exam dates for 2018: Wednesday, February 14; Wednesday, June 13<sup>th</sup>; and Wednesday, October 10<sup>th</sup>

Butch Martin discussed the NEHA membership for LSBES. The membership is on a yearly basis from the time joined. The Board's membership would allow for 10 people to be approved/eligible at any one time for participation in the E-Learning courses. The 10 names can change throughout the year. It was suggested that once the membership is in place that notices be sent to the Sanitarians and giving a 30-day time limit to take advantage of E-Learning.

Tessa Dixon introduced Patrice Clark. Ms. Clark has started the application process to be appointed to the Board to replace Tessa Dixon who is not seeking re-appointment upon the end of her term later this month. Don Riser thanked Tessa Dixon for serving on the Board and the work she has done, especially the work on revising and automating the exams.

Tessa Dixon made a motion to adjourn the meeting; the motion was seconded by Butch Martin. -- meeting adjourned at 9:55am.





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## REPORT OF THE SECRETARY-TREASURER For October 18, 2017 Board Meeting

The following is the final information for FY-17 that ended June 30, 2017; the expenditure report for the FY-17 operating expenses is attached :

- Temporary Permits Issued = 84
- Temporary Permits Renewed = 21
- Sanitarian Licenses Issued = 8
- Sanitarian Licenses Renewed = 267
- Sanitarian Licenses Reactivated = 3
- Sanitarian Licenses Revoked = 7
- Late Fees (for Renewals) = 23
- Temporary Permit Applications Rejected = 6
- CDC Self Study Workbook = 19
- RS Exam Fee = 9
- Duplicate License Issued = 1

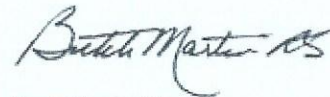
Certificate of Deposit	\$ 18,039.89	Operating Income	\$ 11,556.00
Savings Account	\$ 1,126.08	Interest Income	\$ 108.76
Checking Account	\$ 6,539.80	Operating Expenses	\$ (9,127.00)
Total Assets =	\$ 25,705.77	Profit/Loss	\$ 2,537.76

The following information is provided as of Oct. 14, 2017 for FY-18:

- Temporary Permits Issued = 16
- Temporary Permits Renewed = 5
- Sanitarian Licenses Issued = 1
- Sanitarian Licenses Renewed = 0
- Sanitarian Licenses Reactivated = 0
- Sanitarian Licenses Revoked = 0
- Late Fees (for Renewals) = 1
- Temporary Permit Applications Rejected = 0
- CDC Self Study Workbook = 12
- RS Exam Fee = 1
- Duplicate License Issued = 1

The following information is for FY-18 as of Oct. 14, 2017 (see FY-18 expenditure report attached):

Certificate of Deposit	\$ 18,067.17	Operating Income	\$ 1,116.50
Savings Account	\$ 1,126.22	Interest Income	\$ 27.92
Checking Account	<u>\$ 5,748.29</u>	Operating Expenses	<u>\$ (1,906.01)</u>
Total Assets =	\$ 24,941.68	Profit/Loss	\$ ( 761.59)



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**Butch Martin, R.S.**  
**Secretary-Treasurer**