



# STATE OF LOUISIANA

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

## BOARD MEETING MINUTES

June 14, 2017

OPH Laboratory – Leesville Ave. - Baton Rouge, LA

### IN ATTENDANCE

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

After determining a quorum was present, Board Chair Don Riser called the meeting to order at 9:05am.

The minutes of the February 15th meeting were reviewed; Butch Martin made the motion to accept the minutes; motion seconded by Tenney Sibley – minutes approved.

The Report of the Secretary/Treasurer (copy attached) was given by Butch Martin. Tessa Dixon made the motion to accept the report; motion seconded by Tenney Sibley – Secretary/Treasurer report approved.

### Old Business:

The Board tabled the old business regarding Title 46, Bylaws, and Fee Schedule.

### New Business:

Tessa Dixon informed that her Board membership expires Oct. 21, 2017 and she has chosen not to be re-appointed.

The FY-18 proposed budget was reviewed. Butch Martin proposed having a NEHA membership for the LSBES which would allow for Board members and other sanitarians to have access to on-line training offered by NEHA. Butch has looked into the membership for the Board and the estimated cost is \$400 annually. Discussion on having this expense fall under the Educational Sponsorship line item, and waiting until an individual is appointed to take Tessa's place on the Board. Butch Martin made the motion to accept the FY-18 proposed budget; the motion was seconded by Tessa Dixon – budget approved (copy attached).

Election of Officers was held. Butch Martin nominated Don Riser for Chairman; Tenney seconded the motion – Don Riser elected Chairman. Mr. Martin nominated Tenney Sibley for Vice-Chairman;

motion seconded by Don Riser – Tenney Sibley elected Vice-Chairman; Tessa Dixon nominated Butch Martin as Secretary/Treasurer; motion seconded by Tenney Sibley – Butch Martin elected Secretary/Treasurer.

It was discussed and clarified that it is not the LSBES's responsibility to notify individuals with temporary sanitarian permits of when their permit expires. Janet Merritt will continue, as a courtesy, to notify those who are employed along with their supervisor and the Chief Sanitarian. Tenney Sibley asked Janet to send her an email to remind her to send out a blast email to Sanitarian Managers to remind them to ensure temporary sanitarian permits are renewed timely.

Mr. Martin made a motion to adjourn the meeting; motion seconded by Ms. Sibley – meeting adjourned at 9:45am.



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## REPORT OF THE SECRETARY-TREASURER For June 14, 2017 Board Meeting

The following information is provided as of June 9, 2017 for FY17:

- Temporary Permits Issued = 73
- Temporary Permits Renewed = 13
- Sanitarian Licenses Issued = 6
- Sanitarian Licenses Renewed = 267
- Sanitarian Licenses Reactivated = 2
- Sanitarian Licenses Revoked = 7
- Late Fees (for Renewals) = 25
- Temporary Permit Applications Rejected = 5
- CDC Self Study Workbook = 17
- RS Exam Fee = 6

The following information is for FY 17 as of June 9, 2017 (see FY 17 expenditure report attached):

Certificate of Deposit	\$ 18,039.89	Operating Income	\$ 10,860.50
Savings Account	\$ 1,125.94	Interest Income	\$ 108.62
Checking Account	\$ 7,044.20	Operating Expenses	-\$ 7,455.86
Total Assets =	\$ 26,209.93	Profit/Loss	\$ 3,513.26

The following RS licenses were revoked on March 17, 2017 for non-renewal:

1. Sheryl Bradstreet, #0932
2. Susan Breaux Brodie, #1864
3. Luksamee Dyer, #2076
4. Tiffany Harris, #1008
5. James Newsom, Jr., #0622
6. Kacie Pitre, #3087
7. Karin Santangelo, #1254

Butch Martin, R.S.  
Secretary-Treasurer



# LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY-18 (July 1, 2017– June 30, 2018)

## EXPENDITURES:

### *Salaries:*

Personal Services 4,800.00  
Honorariums 1,500.00

**Total Salaries: 6,300.00**

### *Operating Expenses:*

Travel 500.00  
Operating Services 1,300.00  
(Includes Postage, Telephone,  
Insurance, and Printing)  
Board Sponsored Ed 1,000.00  
Office Supplies 200.00  
Equipment 900.00  
(Laptop Computer)

**Total Operating Expenses: 3,900.00**

### *Professional Services*

Other 1,800.00  
(Includes Website Development/Hosting,  
Legal, etc.)

**Total Professional Services: 1,800.00**

**TOTAL EXPENDITURES 12,000.00**

## REVENUES:

License, temporary permit, exam fee 10,860.00

Interest on CD 110.00

**TOTAL REVENUES 10,970.00**

<b>PROJECTED DEFICIT</b>	<b>\$ 1,030.00</b>
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Approved 06/14/17