



STATE OF LOUISIANA

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

BOARD MEETING MINUTES **June 29, 2016** **Bienville Bldg. - Baton Rouge, LA**

IN ATTENDANCE

Don Riser, RS, Chair (by phone)
Tessa Dixon, RS, 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 9:15am.

The minutes of the February 17th meeting were reviewed, and Butch Martin made the motion to accept the minutes. Tenney Sibley seconded the motion; all approved.

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

Members reviewed the proposed FY 2016-2017 budget (approved copy attached). Tenney Sibley made the motion to accept the budget; motion was seconded by Tessa Dixon--all approved.

The next order of business was nominations and election of officers for FY 2016-2017. The elected officers are:

Don Riser, Chair
Tessa Dixon, Vice-Chair
Butch Martin, Secretary/Treasurer

The meeting adjourned at 9:45 a.m.



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AGENDA

LSBES Board Meeting

June 29, 2016

9:00-10:00 a.m.

628 N. 4th Street – Baton Rouge, LA

1. Call to Order and Determination of Quorum
2. Review of Minutes from February 17, 2016 Meeting
3. Report of the Secretary/Treasurer
4. Old Business
5. New Business:
 - * Election of Officers for 2016-2017
 - * Review/Approval of Proposed Budget for FY17



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REPORT OF THE SECRETARY-TREASURER June 29, 2016

1. The following information is provided as of June 29, 2016 for FY16:

- Temporary Licenses Issued = 45
- Temporary Licenses Renewed = 22
- Sanitarian Licenses Issued = 10
- Sanitarian Licenses Renewed = 280
- Sanitarian Licenses Reactivated = 1
- Sanitarian Licenses Revoked = 7
- Late Fees (for Renewals) = 30
- Temporary License Application Rejected = 2
- CDC Self Study Workbook = 6
- RS Exam Fee = 12

2. The following information is for FY 16 as of June 29, 2016 (see FY 16 expenditure report attached):

Certificate of Deposit	\$ 17,931.97
Savings Account	\$ 1,125.24
Checking Account	<u>\$ 4,638.30</u>
Total Assets =	\$ 23,695.51

Operating Income	\$ 10,108.00
Interest Income	95.00
Operating Expenses	<u>\$ - 8,471.85</u>
Profit/Loss	\$ 1,731.15

Butch Martin, R.S.
Secretary-Treasurer

FY-16 Budget/Expenditures as of 06/29/16

	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	300.00				-100.00				-100.00				-100.00	0.00
Hon/Vice	300.00				-100.00				-100.00				-100.00	0.00
Hon/Sec	300.00				-100.00				-100.00				-100.00	0.00
Hon/Mbr	300.00				-100.00				-100.00				-100.00	0.00
Hon/Mbr	300.00													300.00
Hon/Mbr	0.00													0.00
Hon/Mbr	0.00													0.00
Sal/Scty	4,800.00	-400.00	-400.00		-800.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	0.00
Travel/In	600.00				-131.58				-210.20					258.22
Office Sup	200.00			-57.84					-34.71					107.45
Printing	350.00	-42.00				-204.00				-220.00				-116.00
Insurance	500.00	-226.00												274.00
Dues/Subs	500.00													500.00
Postage	500.00				-29.38	-147.00	-153.70		-66.44					103.48
Telephone	0.00													0.00
Bd Sponsored	2,350.00													2,350.00
Prof Svcs	1,200.00											-799.00		401.00
Fees/Refunds	0.00					-100.00			-50.00					-150.00
Total	12,500.00	-668.00	-400.00	-57.84	-1,360.96	-851.00	-553.70	-450.00	-1,111.35	-400.00	-620.00	-1,199.00	-800.00	4,028.15

LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY-17 (July 1, 2016 – June 30, 2017)

EXPENDITURES:

Salaries:

Personal Services 4,800.00
 Honorariums 1,500.00

Total Salaries: 6,300.00

Operating Expenses:

Travel 600.00
 Operating Services 1,500.00
 (Includes Postage, Insurance & Printing)
 Board Sponsored Ed 1,300.00
 Office Supplies 100.00

Total Operating Expenses: 3,500.00

Professional Services

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

Total Professional Services: 800.00

TOTAL EXPENDITURES 10,600.00

REVENUES:

License, temporary permit, exam fee 10,500.00
 Interest on CD 100.00

TOTAL REVENUES 10,600.00

PROJECTED DEFICIT 0.00

Approved **06/29/2016**

**LA State Board of Examiners for Sanitarians
PROPOSED FY 17 ~ Supporting Expenditure Detail**

I. SALARIES (Honorariums and Personal Services)	
<i>Honorarium Recipients:</i>	
Chairman	300.00
Vice Chairman	300.00
Secretary-Treasurer	300.00
Member	300.00
Member	300.00
Member	.00
Member	.00
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
TOTAL SALARIES	6,300.00
II. OPERATING EXPENSES	
Travel (Board Members Only)	
Routine In-State Travel	600.00
Out-of-State Travel	.00
Operating Services	
Printing (Renewal Notices, Licenses, Newsletters, etc.)	500.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	500.00
Dues & Subscriptions	0.00
Postage	500.00
Board Sponsored Educational Offering	1,300.00
Office Supplies	100.00
TOTAL OPERATING EXPENSES	3,500.00
III. PROFESSIONAL SERVICES	
Website Hosting & Development/Legal Services	800.00
TOTAL PROFESSIONAL SERVICES	800.00
GRAND TOTAL	10,600.00