



State of Louisiana

*Board of Examiners for Sanitarians
7173-A Florida Boulevard
Baton Rouge LA 70806*

BOARD MEETING MINUTES

March 1, 2011

Region 2 Office, 7173-A Florida Blvd
Baton Rouge, LA 70806

www.lsbcs.org

In Attendance

Gary Lincecum, RS, Chair
Don Riser, RS, Vice Chair
Butch Martin, RS, Secretary/Treasurer
Jerry Green, RS, Member

Unable to Attend

Clayton Williams, Assistant Secretary/OPH
Dean, LSU
Dean, Tulane University

After determination of a quorum, Gary Lincecum called the March 1, 2011, Board meeting to order.

Copies of the minutes from the October 15, 2010, meeting were distributed and reviewed by the members present. Butch Martin noted that the Louisiana Public Health Association sent its heartfelt thanks for the Board's participation and sponsorship. Don Riser offered a motion to accept the minutes; Butch Martin seconded and the motion carried.

Board members then reviewed the Report of the Secretary/Treasurer (attached). The Board members then reviewed the current expenditures and budget (attached). Jerry Green then offered a motion for the Report to be accepted. Don Riser seconded and the motion carried.

New Business

Copies of the proposed SFY12 budget were distributed. After a line by line review, Don Riser offered a motion to accept the proposed budget; Jerry Green seconded and the motion carried.

At this time the Board members conducted an audit of the Continuing Education forms submitted by 32 registered sanitarians (representing approximately a 10% sampling). The audit resulted in 100% compliance.

The Board members discussed attendance by one or more Board members to the National Environmental Health Association's Annual Meeting in June 2011. Butch and Jerry were tasked with reviewing/estimating costs for one or both to attend. The conference is to be held in Columbus, Ohio.

No licensing exam to be administered today.

There being no further business, Butch offered a motion to adjourn; Jerry seconded and the motion carried.

Respectfully submitted:



Butch Martin, RS
Secretary/Treasurer



Debbie Kuhns
Recorder



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REPORT OF THE SECRETARY-TREASURER March 1, 2011

1. The following information is provided for the period October 15, 2010 through February 28, 2011:

- Temporary Licenses Issued = 7
- Temporary Licenses Renewed = 5
- Rejected Temporary Licenses = 1
- Application for Test = 0
- CDC Workbooks Ordered = 1
- Registered Licenses Renewed = 333
- Late Fees = 6

2. The following financial information is current as of

Certificate of Deposit -- \$17,555.89 (interest rate is 1%)
Savings Account – balance \$3,117.62
Checking Account – balance of \$7,206.97
Total Assets = \$27,880.48

3. A copy of the current expenditures for FY 11 is attached.

4. Inactive requests received from:

Eddie Landeche
Kathryn Liuzza
John Warrington

Dorothy Small
Gene Sylvester

William McConnell
J D Myers

5. The following licenses are revoked as of February 15, 2011:

Floyd Jones
Marsinah Mayfield

Chadney Glover
Kylie White

Maria Marshall

Butch Martin, R.S.
Secretary-Treasurer

SFY10/11
BUDGET AT A GLANCE

Prepared 02/28/2011

	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	\$300.00				-\$100.00									\$200.00
Hon/Vice	\$300.00				-\$100.00									\$200.00
Hon/Sec	\$300.00				-\$100.00									\$200.00
Hon/Mbr	\$300.00				-\$100.00									\$200.00
Hon/Mbr	\$300.00													\$300.00
Hon/Mbr	\$300.00													\$300.00
Hon/Mbr	\$300.00													\$300.00
Sal/Scty	\$6,000.00	-\$500.00	-\$500.00	-\$500.00	-\$400.00	-\$400.00	-\$400.00	-\$400.00	-\$400.00					\$2,500.00
Travel/In-State	\$1,600.00				-\$338.73			-\$208.32						\$1,052.95
Travel/Out-State	\$2,000.00													\$2,000.00
Office Sup	\$500.00	-\$191.93			-\$10.00									\$298.07
Printing	\$2,000.00					-\$793.00								\$1,207.00
Insurance	\$500.00	-\$378.00												\$122.00
Dues/Subs	\$500.00			-\$90.00										\$30.00
Postage	\$1,800.00							-\$380.00						\$1,440.17
Bd Sponsored	\$2,500.00								-\$2,000.00					\$500.00
Prof Svcs	\$3,300.00													\$3,300.00
Fees/Refunds														
Total	\$22,800.00	-\$1,069.93	-\$500.00	-\$600.00	-\$1,138.73	-\$1,193.00	-\$400.00	-\$1,348.15	-\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,150.19

LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY 11/12 (July 1, 2011 – June 30, 2012)

EXPENDITURES:

Salaries:

Personal Services 4,800.00
Honorariums 2,100.00

Total Salaries: 6,900.00

Operating Expenses:

Travel 3,600.00
Operating Services 2,200.00
(Includes Postage & Printing)
Board Sponsored Ed 2,500.00
Office Supplies 350.00

Total Operating Expenses: 8,650.00

Professional Services

Other 3,300.00

(Includes Website Development/Hosting

Legal, etc.)

Total Professional Services: 3,300.00

TOTAL EXPENDITURES 18,850.00

REVENUES:

License, temporary permit, exam fee 15,500.00
Interest on CD 400.00

TOTAL REVENUES 15,900.00

PROJECTED DEFICIT

2,950.00

Approved 3/1/2011

**LA State Board of Examiners for Sanitarians
FY 11/12 ~ 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
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
TOTAL SALARIES	6,900.00
II. OPERATING EXPENSES	
Travel (Board Members Only)	
Routine In-State Travel	1,600.00
Out-of-State Travel	2,000.00
Operating Services	
Printing (Renewal Notices, Licenses, Newsletters, etc.)	700.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	500.00
Dues & Subscriptions	500.00
Postage	500.00
Board Sponsored Educational Offering	2,500.00
Office Supplies	350.00
TOTAL OPERATING EXPENSES	8,650.00
III. PROFESSIONAL SERVICES	
Website Hosting & Development/Legal Services	3,300.00
TOTAL PROFESSIONAL SERVICES	3,300.00
GRAND TOTAL	18,850.00