



State of Louisiana

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

BOARD MEETING MINUTES June 14, 2022 – 8:30 AM Bienville Building - Baton Rouge, LA

IN ATTENDANCE: Justin Gremillion, RS – Chair; Dane Thibodeaux, RS-Vice-Chair; Chasity Cheramie, RS – Secretary/Treasurer; Vickie Collins, RS – Member; Janet Merritt, Recorder

After determining a quorum was present, Board Chair Justin Gremillion called the meeting to order at 8:30 AM. The minutes of the February 16, 2022 meeting were disseminated to members prior to the meeting; motion made by Chasity Cheramie to accept the minutes, seconded by Vickie Collins—minutes were approved. The Financial Report (copy attached) was disseminated to members prior to the meeting; motion made by Dane Thibodeaux to approve the financial report; motion seconded by Vickie Collins—the financial report was approved. Members also reviewed the list of RS licenses revoked March 17, 2022 (copy attached).

Old Business:

The course bundle developed by Tulane University for new Sanitarians will be ready by July 1st. Discussion on the RS exam that will be scheduled for October and whether to continue with one of the current exams used or to use a new exam developed by Tulane University. It was agreed that for new sanitarians who will be eligible to test in October that they complete the CDC self-study course book and one of the current exams will be used. Any new sanitarians hired would take the course from Tulane and the February 2023 exam would be one of the new exams. Janet Merritt will review the list of those new sanitarians who have been issued the CDC self-study course book and provide the names to Board members.

Discussion on clarifying with Office of State Civil Service the requirements for eligibility for new Sanitarian job applicants; some applicants get denied due to not having a temporary sanitarian license at the time they submit their Civil Service application – the temporary license is not required at the time of making application, only required before hiring. Discussed whether a letter from the LSBES should be written to Civil Service or should the matter be addressed with OPH's Human Resources representative and Sanitarian Services Chief. Agreed to table the matter until the next meeting. Board Members agreed to email each other with recommended wording for the proposed letter.

New Business:

Election of Officers: Vickie Collins made a motion that the current officers remain in their positions. Chasity Cheramie seconded the motion – motion approved. Justin Gremillion will remain as Chairman; Dane Thibodeaux will remain as Vice-Chairman; and Chasity Cheramie will remain as Secretary/Treasurer.

Members were provided copies of the FY-23 proposed budget and budget detail for review prior to the meeting. Vickie Collins made the motion to approved the proposed budget/budget detail; motion was seconded by Justin Gremillion – motion passed and the proposed budget with the budget detail for FY-23 was approved (copies attached).

Having audited 28 of the 2022 RS license renewals, there were 4 audit responses that needed review by Board members to determine acceptance or non-acceptance. Three were accepted, but one was not accepted due to not having provided verification of participation in any of the continuing education contact hours listed on the individual's renewal application. The Sanitarian with the disapproved audit response will be sent a letter advising that her license is being placed on Provisional status and she will have to obtain 16 continuing education contact hours by 12/31/22 in order to renew her license for 2023.

Justin Gremillion agreed to write something to post on the LSBES website about acceptable forms of verification to provide in response to an LSBES license renewal audit.

Discussion about a recent request from an analyst in the Human Resources Office for a copy of the transcript LSBES used to issue a temporary license to someone Sanitarian Services was in the process of hiring. The job applicant in question provided HR with a transcript that proved her college degree awarded but it did not include information on all her college courses (she had provided LSBES transcripts from several colleges). Board members agreed that the HR Office should not be questioning LSBES's issuance of a temporary license—their responsibility should be to verify the applicant has a college degree and a temporary sanitarian license

2022 Legislation – no new legislation that affects the LSBES. Discussed some legislation that affects Sanitarian Services..

Having no further business to discuss, Chasity Cheramie made the motion to adjourn – seconded by Vickie Collins -- meeting adjourned at 9:45 AM.

Submitted by: Janet Merritt, Recorder



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AGENDA

LSBES Board Meeting

June 14, 2022

9:00 – 10:00 AM

Rm. 118, Bienville Bldg. - Baton Rouge, LA

1. Call to Order and Determination of Quorum
2. Review/Approval of Minutes of 2/16/22 Meeting
3. Report of the Secretary/Treasurer
4. Old Business:
 - Tulane University Self-Study Course Block
 - Board Letter to Office of State Civil Service Regarding New Sanitarian Eligibility Requirements
5. New Business:
 - Election of Officers
 - Review/Approval of FY23 Proposed Budget
 - Audits/Continuing Education Acceptable Verification
 - LDH Human Resources Permit/License Inquiries
 - 2022 Legislation Affecting LSBES
 - Next Board Meeting/RS Exam Date



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BOARD MEETING MINUTES February 16, 2022 Bienville Building - Baton Rouge, LA

IN ATTENDANCE: Justin Gremillion, RS – Chair; Dane Thibodeaux, RS-Vice-Chair; Chasity Cheramie, RS – Secretary/Treasurer; Vickie Collins, RS – Member; Janet Merritt, Recorder

After determining a quorum was present, Board Chair Justin Gremillion called the meeting to order at 9:00 AM. The minutes of the October 20, 2021 meeting were disseminated to members prior to the meeting; motion made by Chasity Cheramie to accept the minutes, seconded by Dane Thibodeaux—minutes were approved. The Financial Report (copy attached) was disseminated to members prior to the meeting; motion made by Vickie Collins to approve the report; motion seconded by Dane Thibodeaux—the report was approved.

Members reviewed the list of currently delinquent RS license renewals. Dane Thibodeaux made the motion that any delinquent licenses will be revoked on March 17, 2022. Justin Gremillion seconded the motion – motion carried.

Old Business:

Discussion on the online package of courses that Tulane University has developed to replace the CDC self-study course book for new Sanitarians. Chasity Cheramie and Dane Thibodeaux have reviewed the test questions and submitted edits to Tulane. The Board will contact Tulane to let them know we are ready to move on activating the course.

New Business:

Dane Thibodeaux brought up that there should not be any waivers to the eligibility requirements for taking the Registered Sanitarian exam. All Board members agreed.

An agenda item to be added to the next meeting's agenda is to have the Board submit a letter to the State Office of Civil Service clarifying the eligibility requirements for new Sanitarian job applicants.

Board members discussed having the LSBES pay for fees associated with job fairs if money is in the budget. Justin Gremillion made the motion that the LSBES accept requests from Sanitarian Services Central Office for LSBES to pay fees for job fairs up to \$1000 annually. Dane Thibodeaux seconded the motion – motion carried.

The next Board meeting and RS exam will be on Tuesday, June 14, 2022 at the Bienville Building, Rm. 118 (room reservation was made).

Having no further business to discuss, Chasity Cheramie made the motion to adjourn – seconded by Vickie Collins – meeting adjourned at 10:00 AM.

Submitted by: Janet Merritt, Recorder



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FINANCIAL REPORT

June 14, 2022

The following information is provided as June 8, 2022 for FY-22:

- Temporary Permits Issued = 38
- Temporary Permits Renewed = 15
- Temporary Permits Applications Rejected = 4
- Sanitarian Licenses Issued = 10
- Sanitarian Licenses Renewed = 276
- Provisional License Issued = 1
- Late Fees for Renewals = 22
- Inactive Status Requests = 10
- Licenses Revoked for Non-Renewal = 11
- Sanitarian Licenses Reactivated = 0
- Reciprocal License Issued = 0
- CDC Self Study Workbooks Purchased = 14
- RS Exam Fee = 15
- Duplicate License Issued = 0

The following information is for FY-22 as of June 8, 2022 (see expenditure report attached):

Certificate of Deposit	\$ 18,339.90	Operating Income	\$ 10,620.41
Savings Account	\$ 1,128.74	Interest Income	\$ 73.56
Checking Account	\$ <u>16,200.65</u>	Operating Expenses	\$ <u>- 6,733.14</u>
Total Assets =	\$ 35,669.29	Profit/Loss	\$ 3,960.83

	FY22 Budget Expenditures													
	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	500.00				-100.00				-100.00					300.00
Hon/Vice	500.00				-100.00				-100.00					300.00
Hon/Sec	500.00				-100.00				-100.00					300.00
Hon/Mbr	300.00				-100.00				-100.00					100.00
Acct./Sec.	4,800.00	-400.00			-1,200.00	-400.00			-1,200.00	-400.00	-400.00	-400.00		400.00
Travel	1,000.00				-97.44				-69.60					832.96
Office Supp	300.00				-83.72	-81.71					-113.00			21.57
Printing	1,000.00													1,000.00
Insurance	200.00													4.00
Postage	600.00	-26.46				-180.00			-188.79		-8.00			9.50
Bd Spons Ed	1,700.00													1,428.83
Prof Svcs	650.00													650.00
Fees/Refunds	0.00								-30.00					-30.00
Total	12,050.00	-426.46	-467.17	0.00	-1,968.41	-661.71	0.00	0.00	-1,888.39	-400.00	-521.00	-400.00		5,316.86

LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY-23 (July 1, 2022– June 30, 2023)

EXPENDITURES:

Salaries:

Personal Services 4,800.00
 Honorariums 1,600.00

Total Salaries: \$ 6,400.00

Operating Expenses:

Travel 500.00
 Operating Services 1,800.00
 (Includes Postage, Telephone,
 Insurance, and Printing)
 Board Sponsored Ed 2,200.00
 Office Supplies 300.00

Total Operating Expenses: \$ 4,800.00

Professional Services

Other 850.00
 (Includes Website Development/Hosting,
 Legal, etc.)

Total Professional Services: \$ 850.00

TOTAL EXPENDITURES \$ 12,050.00

REVENUES:

License, temporary permit, exam fee \$ 12,000.00
 Interest on CD \$ 50.00

TOTAL REVENUES \$ 12,050.00

PROJECTED SURPLUS/DEFICIT \$ 0.00

Approved 6/14/2022

**LA State Board of Examiners for Sanitarians
FY 23 ~ Supporting Expenditure Detail**

I. SALARIES (Honorariums and Personal Services)	
<i>Honorarium Recipients:</i>	
Chairman	400.00
Vice Chairman	400.00
Secretary-Treasurer	400.00
Member	400.00
Member	.00
Member	.00
Member	.00
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
TOTAL SALARIES	\$ 6,400.00
II. OPERATING EXPENSES	
<i>Travel (Board Members Only)</i>	
Routine In-State Travel	500.00
Out-of-State Travel	.00
<i>Operating Services</i>	
Printing (Renewal Notices, Licenses, CDC Books)	1,000.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	200.00
Dues & Subscriptions	0.00
Postage	600.00
Board Sponsored Educational Offering	2,200.00
Office Supplies	300.00
Miscellaneous	0.00
TOTAL OPERATING EXPENSES	\$ 4,800.00
III. PROFESSIONAL SERVICES	
Website Hosting & Development/Legal Services	850.00
TOTAL PROFESSIONAL SERVICES	\$ 850.00
GRAND TOTAL	\$ 12,050.00



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2022 REVOKED LICENSES

1. Victor Alex #1258
2. Vickie Arnouville #1224
3. Lance Broussard #0895
4. Brittany Cargo #3152
5. Dusty Fontenot #3226
6. Shannon Harris #3167
7. Danielle Hernandez #3085
8. Danielle Morris #3192
9. Stacen Morris #3224
10. DonMonique Thompson #3223
11. Stacy Williams #1021