



State of Louisiana

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

BOARD MEETING MINUTES October 10, 2018 OPH State Laboratory - Baton Rouge, LA

IN ATTENDANCE

Tenney Sibley, Chair

Don Riser, RS, Vice-Chair (by phone)

Butch Martin, RS, Secretary-Treasurer (by phone)

Patrice Clark, RS

Janet Merritt, Recorder

After determining a quorum was present, Board Chair Tenney Sibley called the meeting to order at 9:05am. The minutes of the June 13, 2018 meeting were disseminated to members prior to the meeting; motion made by Don Riser to accept the minutes, seconded by Butch Martin – minutes were approved. The Report of the Secretary/Treasurer (copy attached) was disseminated to members prior to the meeting; motion made by Don Riser to accept the report, seconded by Butch Martin – the report of the Secretary/Treasurer was approved.

Old Business:

Tenney Sibley checked with CDC and they do not have a course book to replace the current one being used. She has reviewed the online courses offered by CDC that could replace the current self-study course book; she will send the link to Board members – she does not think there is a cost involved. Janet will bring a copy of the CDC course book to Tenney. The Board may need to increase the cost of the CDC course book if it is going to continue to be used, due to increase in printing costs and mailing costs.

New Business:

Tenney Sibley informed that the Sanitarian Services conference is being planned for March 2019 in Marksville at the Paragon Casino Resort. Members discussed that \$1,150 has been budgeted by the Board to help sponsor the Sanitarian conference.

Board members agreed on the following meeting and RS exam dates for 2019:

Wednesday, February 27th

Wednesday, June 19th

Wednesday, October 9th

The Board received a letter from Stephen Russo, General Counsel for the LA Dept. of Health regarding LDH oversight responsibility in regards to the LSBES. Janet will compile a letter for Tenney's signature in response to Mr. Russo's information request. The information requested includes a listing of Board members, current year budget, and purchasing policies.

The Board received an email request for information under the Public Records Act relative to licenses issued by the "Department". The email was addressed to "To Whom It May Concern" and did not list specific agency/department. Tenney forwarded the email to LDH Legal Section to determine if it is a legitimate request and for them to handle.

Under a new law, all Boards are mandated to have a consumer member, but the person will not have voting rights. The Governor will appoint the consumer members. The current statute provides for the removal of a regular Board member position to be replaced with a consumer member; however, this statute is going to be changed to allow the same number of Board members and add a consumer member.

Don Riser advised that his Board appointment ends in July 2019 and he does not want to be re-appointed.

Having no further business to discuss, Don made the motion to adjourn and Butch seconded; the meeting was adjourned at 10:00am.

Submitted by: Janet Merritt, Recorder



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AGENDA

LSBES Board Meeting
October 10, 2018
9:00-10:00 a.m.

OPH State Laboratory – Leesville Ave. - Baton Rouge, LA

1. Call to Order and Determination of Quorum
2. Review/Approval of Minutes from June 13, 2018 Meeting
3. Report of the Secretary/Treasurer
4. Old Business:
5. New Business:
 - Meeting and Exam Dates for 2019
 - LDH Oversight
 - Board Members -- Consumer and Statutory
 - Annual Sanitarian Conference



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REPORT OF THE SECRETARY-TREASURER For October 10, 2018 Board Meeting

The following information is provided for FY-19 as of October 8, 2018 :

- Temporary Permits Issued = 16
- Temporary Permits Renewed = 8
- Sanitarian Licenses Issued = 2
- Sanitarian Licenses Renewed = 0
- Sanitarian Licenses Reactivated = 0
- Late Fees (for Renewals) = 1
- Temporary Permit Applications Rejected = 1
- CDC Self Study Workbook = 1
- RS Exam Fee = 7
- Duplicate License Issued = 1

The following information is for FY-18 as of June 30, 2018 (see expenditure report attached):

Certificate of Deposit	\$ 18,067.17	Operating Income	\$ 12,558.50
Savings Account	\$ 1,126.50	Interest Income	\$ 55.07
Checking Account	<u>\$ 6,566.41</u>	Operating Expenses	<u>\$(12,459.79)</u>
Total Assets =	\$ 25,760.08	Profit/Loss	\$ 153.78

The following information is for FY-19 as of Oct. 8, 2018 (see expenditure report attached):

Certificate of Deposit	\$ 18,121.40	Operating Income	\$ 1,140.00
Savings Account	\$ 1,126.50	Interest Income	\$ 54.43
Checking Account	<u>\$ 5,646.32</u>	Operating Expenses	<u>\$ 2,060.32</u>
Total Assets =	\$ 24,894.22	Profit/Loss	\$ (865.89)

Butch Martin, R.S.
Secretary-Treasurer

FY-18 Budget/Expenditures as of 06/30/2018

	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
Acct./Sec.	4,800.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	0.00
Travel/In-State	500.00				-163.77				-92.22				-92.22	151.79
Office Sup	200.00				-13.96			-239.46	-24.09				-112.62	-190.13
Printing	500.00	-450.00				-174.00		-330.00						-454.00
Insurance	300.00	-174.00												126.00
Dues/Subs	0.00								-400.00	-25.00				-425.00
Postage	500.00	-57.09			-41.68		-164.58	-68.33	-12.68	-92.82	-7.57	-68.98	-7.36	-21.09
Telephone	0.00					-23.19								-23.19
Bd Spons Ed	1,000.00					-1,000.00	-124.17							-124.17
Equipment	900.00													900.00
Prof Svcs	1,800.00								-2,500.00					-700.00
Fees/Refunds	0.00													0.00
Total	12,000.00	-400.00	-1,081.09	-400.00	-1,019.41	-1,597.19	-688.75	-1,037.79	-3,828.99	-517.82	-520.19	-468.98	-899.58	-459.79

