



State of Louisiana

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

BOARD MEETING MINUTES October 20, 2021 Bienville Building - Baton Rouge, LA

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

After determining a quorum was present, Board Chair Justin Gremillion called the meeting to order at 8:45 AM. The minutes of the June 17, 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 Patrice Clark to approve the report; motion seconded by Dane Thibodeaux—the report was approved.

Old Business:

Justin Gremillion, Dane Thibodeaux, and Chasity Cheramie met by conference call with representatives of Tulane University regarding development of courses to replace the current CDC self-study course. Tulane University is agreeing to develop the courses, host the courses on their website, allow participants to print certificates of completion, provide for LSBES Board members and other LSBES designated persons to review status of course completions, and provide all services at no charge. It may take a year for completion of the course development and then allow for reviews and testing by LSBES. A new bank of RS exam questions will be developed based on the new online courses and RS exams will be able to be generated. Board members discussed the options for handling the RS exams should there be applicants who have completed different courses—CDC course book or online courses. Discussed options of holding two separate exam dates or have one exam date with two different exam packets. It was agreed to discuss again at a future meeting closer to the implementation of the online courses.

New Business:

Regarding blanket approvals of continuing education courses, the motion was made by Dane Thibodeaux to discontinue blanket approvals for 2022; the motion was seconded by Chasity Cheramie—motion carried. The Board members agreed to review current courses offered online to determine which ones should be approved and posted on the website for 2022. There was discussion about notifying the agencies that had previously had blanket approval that they would have to submit sponsor applications for their trainings in 2022.

Regarding audits of continuing education contact hours listed on RS license renewal applications, it was agreed that the audit letters would be mailed to 10% of the Sanitarians on March 1, 2022 with a deadline of March 31, 2022 to submit audit responses/documentation. The Sanitarians to be audited will be selected by random number generation.

Patrice Clark's term on the LSBES ends this month. The Board Chair and members expressed their thanks to Patrice for her service. She will be submitting a formal resignation notice to the Boards and Commissions Office so that they can accept applications to fill the vacancy.

The next Board meeting and RS exam will be on Wednesday, February 16, 2022 in Rm. 118 at the Bienville Bldg. (Justin made the room reservation).

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

Submitted by: Janet Merritt, Recorder



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AGENDA

LSBES Board Meeting

October 20, 2021

8:30 – 10:00 AM

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

1. Call to Order and Determination of Quorum
2. Review/Approval of Minutes of 06/17/21 Meeting
3. Financial Report
4. Old Business:
 - CDC Self-Study Course
5. New Business:
 - Review of Current Continuing Education Blanket Approvals.
 - Audits of Continuing Education Contact Hours Reported
 - Upcoming Vacant Board Member Position



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FINANCIAL REPORT October 13, 2021

The following information is provided as October 13, 2021 for FY-22:

- Temporary Permits Issued = 7
- Temporary Permits Renewed = 8
- Sanitarian Licenses Issued = 0
- Sanitarian Licenses Renewed = 2
- Sanitarian Licenses Reactivated = 0
- Reciprocal License Issued = 0
- Late Fees (for Renewals) = 4
- Temporary Permit Applications Rejected = 1
- CDC Self Study Workbooks Purchased = 6
- RS Exam Fee = 4
- Duplicate License Issued = 0
- Inactive Status Requests = 0
- Revocations = 0

The following information is for FY-21 as of June 14, 2021 (see expenditure report attached):

Certificate of Deposit	\$ 18,312.66	Operating Income	\$ 916.50
Savings Account	\$ 1,128.46	Interest Income	\$ 46.18
Checking Account	<u>\$ 14,483.34</u>	Operating Expenses	<u>\$ 2,364.60</u>
Total Assets =	\$ 33,924.46	Profit/Loss	(\$ 1,401.92)



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REPORT OF THE SECRETARY-TREASURER June 30, 2021

The following information is provided as June 30, 2021 for FY-21:

- Temporary Permits Issued = 52
- Temporary Permits Renewed = 20
- Sanitarian Licenses Issued = 12
- Sanitarian Licenses Renewed = 273
- Sanitarian Licenses Reactivated = 3
- Reciprocal License Issued = 3
- Late Fees (for Renewals) = 23
- Temporary Permit Applications Rejected = 8
- CDC Self Study Workbooks Purchased = 19
- RS Exam Fee = 16
- Duplicate License Issued = 0
- Inactive Status Requests = 15
- Revocations = 11

The following information is for FY-21 as of June 14, 2021 (see expenditure report attached):

Certificate of Deposit	\$ 18,266.62	Operating Income	\$ 12,204.19
Savings Account	\$ 1,128.32	Interest Income	\$ 64.24
Checking Account	\$ <u>15,836.24</u>	Operating Expenses	\$ <u>8,749.47</u>
Total Assets =	\$ 35,231.18	Profit/Loss	\$ 3,518.96

Submitted by: Patrice Clark, RS – Secretary/Treasurer

FY21 Budget Expenditures - FINAL

	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/C hair	500.00	-100.00			-100.00	-100.00			-100.00				-100.00	0.00
Hon/Vice	500.00	-100.00			-100.00	-100.00			-100.00				-100.00	0.00
Hon/Sec	500.00	-100.00			-100.00	-100.00			-100.00				-100.00	100.00
Hon/Mbr	300.00					-100.00			-100.00				-100.00	0.00
Acct./Sec.	4,800.00	-400.00	-400.00	-400.00	-400.00	-400.00		-800.00	-400.00	-400.00	-400.00		-800.00	0.00
Travel/In-State	1,000.00	-274.32			-98.60				-90.72					536.36
Office Sup	300.00					-82.22		-255.48	-145.72		-405.00			72.06
Printing	1,000.00					-270.00					-405.00			69.52
Insurance	200.00		-181.00											19.00
Postage	600.00			-85.56	-16.06	-110.00					-70.82		-83.98	233.58
Bd Spots Ed	1,700.00													1,700.00
Prof Svcs	650.00							-69.99						580.01
Fees/Refunds	0.00							-5.00	-1,036.44	-405.00	-875.82	0.00	-1,183.98	-10.00
Total	12,050.00	-974.32	-581.00	-485.56	-814.66	-1,262.22	0.00	-1,130.47	-1,036.44	-405.00	-875.82	0.00	-1,183.98	3,300.53