



# STATE OF LOUISIANA

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

## BOARD MEETING MINUTES

June 17, 2014

### IN ATTENDANCE

Don Riser, RS, Chair  
Tenney Sibley, RS, Vice-Chair  
Butch Martin, RS, Secretary-Treasurer (via telephone)  
Tessa R. Dixon, RS, Member  
Janet Merritt, Recorder

The meeting was held at the OPH Region 2 Office at 7173-A Florida Blvd. - Baton Rouge, LA in Conference Room A. After determining a quorum was present, Mr. Riser called the meeting to order at 9:30 am.

Prior to the meeting Board members received copies of the Agenda (see Attachment 1), Minutes from the February 19, 2014 board meeting (see Attachment 2), Report of the Secretary-Treasurer (see Attachments 3 and 3-A), proposed FY 2014-2015 Budget (see Attachments 4 and 4-A).

Mr. Riser called for a motion to accept the Minutes. Mr. Martin offered the motion and Ms. Sibley seconded; motion carried.

Mr. Riser called for a motion to accept the report; Ms. Sibley offered the motion, seconded by Ms. Dixon; motion carried.

The next order of business was the election of officers. Mr. Riser called for a motion/nomination for the office of Chair; Ms. Sibley made motion to nominate Don Riser as Chair; Mr. Martin seconded the motion; Mr. Riser was re-elected as Chair. Mr. Riser called for a motion/nomination for the office of Vice-Chair; Ms. Dixon made motion to nominate Tenney Sibley for Vice-Chair; Mr. Martin seconded the motion; Ms. Sibley was re-elected as Vice-Chair. Mr. Riser called for a motion/nomination for the office of Secretary-Treasurer; Ms. Sibley made motion to nominate Butch Martin for Secretary-Treasurer; seconded by Ms. Dixon; Butch Martin was re-elected to as Secretary-Treasurer.

The next order of business was the approval of the proposed FY 2014-2015 budget. Mr. Martin (Sec.-Treasurer) made a motion to amend the proposed budget to reduce the Honorariums by \$600.00, reduce Travel by \$3,500.00, reduce Professional Services by \$2,100 and thereby change projected deficit to \$150. Ms. Sibley motioned to accept the amendments outlined by Mr. Martin; Ms. Dixon seconded the motion; motion carried and amended FY 2014-2015 Budget was approved (see Attachments 5 and 5-A).

Mr. Martin asked about the verification of the training program of new Sanitarians. Discussion followed that relative to eligibility to take the Registered Sanitarian Exam, the Board Bylaws only require that applicants have a temporary Sanitarian license, pass the CDC self-study course and associated final exam, have recommendation from their supervisor, and have at least 10 months on-the-job experience. Any changes to the eligibility requirements would require changes to the Statutes.

Motion to adjourn meeting made by Ms. Sibley, seconded by Ms. Dixon; meeting adjourned at 10:00am.



# State of Louisiana

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

## AGENDA

### LSBES Board Meeting

**June 17, 2014**

**9:00-10:00 a.m.**

**7173-A Florida Blvd. – Baton Rouge, LA**

- 1. Call to Order and Determination of Quorum**
- 2. Review of Minutes from Feb. 19, 2014 Meeting**
- 3. Report of the Secretary/Treasurer**
- 4. Election of Officers**
- 5. New Business**
  - Review/Approve FY 14/15 Budget**



# State of Louisiana

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

## BOARD MEETING MINUTES February 19, 2014

### In Attendance

Don Riser, RS, Chair  
Tenney Sibley, RS, Vice-Chair  
Butch Martin, RS, Secretary/Treasurer (via telephone)  
Tessa R. Dixon, RS, Member

The meeting was held at OPH Region 2 Office at 7173-A Florida Blvd. - Baton Rouge, LA in Conference Room B. The meeting was called to order by Don Riser (Chair) at 9:00 a.m. and a quorum was determined.

Board members received copies of the minutes from the June 28, 2013 board meeting – after review Mr. Riser called for a motion to accept the minutes. Ms. Sibley offered the motion and Ms. Dixon seconded; motion carried.

Board members received copies of the Report of the Secretary/Treasurer dated February 13, 2014. Mr. Riser called for a motion to accept the report; Ms. Sibley offered the motion and it was seconded by Ms. Dixon. Motion carried.

Board members received copies of the list of registered sanitarians requesting Inactive Status. After review the Board agreed to grant inactive status to the following Sanitarians:

- Kuiana Brown
- Danny Doucet
- Jeremy Paul Dugas
- Jody Guidry
- Robin Hamaker
- Brent Hoggatt
- Jo McLean
- Celia Turner

Board members received copies of the list of Registered Sanitarians who failed to renew their R. S. licenses for 2014. After reviewing this listing, the Board agreed to revoke the licenses for the following sanitarians:

- 1355 – Jennifer Armentor
- 1031 - Twala Bezue
- 0795 - Michael Deason
- 2071 - Latarsha Doze
- 1872 - David Fox

- 0401 - Richard Graham
- 1863 - Brandon Graugnard
- 0780 - Rachel Harrington
- 1215 - Gerald Lane
- 0492 - Emile Molinel
- 1387 - Alan Pogue
- 1820 - Angela Scott-Johnson
- 0837 - James C. Smith
- 0923 - Jimmy Walker
- 1394 - Glenda Young

The next meeting and test dates are tentatively scheduled for June 17, 2014 and October 21, 2014.

Tenney Sibley gave an update on the Sanitarian Training Seminar that is in the planning stages--will possibly be held in October 2014, and LSBES will be requested to provide funding in support of the training seminar to possibly cover costs of a speaker. It was noted that LSBES has been budgeting \$2,500 annually to sponsor training and that the funds for FY2014 were approved for a sponsorship for the LPHA Annual Conference.

The Board discussed and agreed on blanket approvals for the following continuing education offerings: FEMA's ICS and NIMS trainings; CDC-sponsored on-line and classroom trainings; FDA-sponsored online and classroom trainings; NEHA-sponsored trainings; and LRWA-sponsored trainings.

As there was no further business, Ms. Sibley offered a motion to adjourn, seconded by Ms. Dixon, and meeting adjourned at 10:00 a.m..

Recorded by Janet Merritt



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## REPORT OF THE SECRETARY-TREASURER June 10, 2014

1. The following information is provided for FY14 as of June 10, 2014:

- Temporary Licenses Issued = 42
- Temporary Licenses Renewed = 16
- Sanitarian Licenses Issued = 6
- Sanitarian Licenses Renewed = 272
- Late Fees (for Renewals) = 15
- Temporary License Application Rejected = 8
- CDC Self Study Workbook = 10

2. The following financial information is current as of June 10, 2014:

|                           |                                 |
|---------------------------|---------------------------------|
| Certificate of Deposit -- | \$ 17,838.43                    |
| Savings Account --        | \$ 1,124.12                     |
| Checking Account --       | \$ 3,481.44 (checkbook balance) |
| <u>Total Assets =</u>     | <u>\$ 22,543.99</u>             |

|                       |               |
|-----------------------|---------------|
| Operating Income --   | \$ 9,625.66   |
| Operating Expenses -- | - \$ 9,361.05 |
| Profit/Loss           | \$ 264.61     |

3. Copies of the current expenditures for FY 14 are attached.

Butch Martin, R.S.  
Secretary-Treasurer

**LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS**

**BUDGET FY15 (July 1, 2014 – June 30, 2015)**

**EXPENDITURES:**

*Salaries:*

Personal Services 4,800.00  
 Honorariums 2,100.00

**Total Salaries: 6,900.00**

*Operating Expenses:*

Travel 4,100.00  
 Operating Services 1,850.00  
 (Includes Postage & Printing)  
 Board Sponsored Ed 2,500.00  
 Office Supplies 200.00

**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 12,300.00  
 Interest on CD 200.00

**TOTAL REVENUES 12,500.00**

|                          |                 |
|--------------------------|-----------------|
| <b>PROJECTED DEFICIT</b> | <b>6,350.00</b> |
|--------------------------|-----------------|

Approved \_\_\_\_\_

**LA State Board of Examiners for Sanitarians  
FY 15 ~ Supporting Expenditure Detail**

| <b>I. SALARIES (Honorariums and Personal Services)</b>      |                  |
|---|------------------|
| <i>Honorarium Recipients:</i>                               |                  |
| Chairman  | 300.00           |
| Vice Chairman   | 300.00           |
| Secretary-Treasurer   | 300.00           |
| Member  | 300.00           |
| Member  | 300.00           |
| Member  | 300.00           |
| Member  | 300.00           |
| <i>Personal Services:</i>                                   |                  |
| Accounting Assistance                                       | 2,400.00         |
| Secretarial Services  | 2,400.00         |
| <b>TOTAL SALARIES</b>                                       | <b>6,900.00</b>  |
| <b>II. OPERATING EXPENSES</b>                               |                  |
| Travel (Board Members Only)                                 |                  |
| Routine In-State Travel                                     | 1,600.00         |
| Out-of-State Travel   | 2,500.00         |
| Operating Services  |                  |
| Printing (Renewal Notices, Licenses, Newsletters, etc.)     | 350.00           |
| 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   | 200.00           |
| <b>TOTAL OPERATING EXPENSES</b>                             | <b>8,650.00</b>  |
| <b>III. PROFESSIONAL SERVICES</b>                           |                  |
| Website Hosting & Development/Legal Services                | 3,300.00         |
| <b>TOTAL PROFESSIONAL SERVICES</b>                          | <b>3,300.00</b>  |
| <b>GRAND TOTAL</b>  | <b>18,850.00</b> |



LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY15 (July 1, 2014 – June 30, 2015)

EXPENDITURES:

*Salaries:*

Personal Services 4,800.00  
Honorariums 1,500.00

Total Salaries: 6,300.00

*Operating Expenses:*

Travel 600.00  
Operating Services 1,850.00  
(Includes Postage & Printing)  
Board Sponsored Ed 2,500.00  
Office Supplies 200.00

Total Operating Expenses: 5,150.00

*Professional Services*

Other 1,200.00  
(Includes Website Development/Hosting  
Legal, etc.)

Total Professional Services: 1,200.00

TOTAL EXPENDITURES 12,650.00

REVENUES:

License, temporary permit, exam fee 12,300.00  
Interest on CD 200.00

TOTAL REVENUES 12,500.00

**PROJECTED DEFICIT 150.00**

Approved 06/17/14

**LA State Board of Examiners for Sanitarians  
FY 15 ~ Supporting Expenditure Detail**

| <b>I. SALARIES (Honorariums and Personal Services)</b>      |                  |
|---|------------------|
| <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         |
| <b>TOTAL SALARIES</b>                                       | <b>6,300.00</b>  |
| <b>II. OPERATING EXPENSES</b>                               |                  |
| <i>Travel (Board Members Only)</i>                          |                  |
| Routine In-State Travel                                     | 600.00           |
| Out-of-State Travel   | .00              |
| <i>Operating Services</i>                                   |                  |
| Printing (Renewal Notices, Licenses, Newsletters, etc.)     | 350.00           |
| 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   | 200.00           |
| <b>TOTAL OPERATING EXPENSES</b>                             | <b>5,150.00</b>  |
| <b>III. PROFESSIONAL SERVICES</b>                           |                  |
| Website Hosting & Development/Legal Services                | 1,200.00         |
| <b>TOTAL PROFESSIONAL SERVICES</b>                          | <b>1,200.00</b>  |
| <b>GRAND TOTAL</b>  | <b>12,650.00</b> |