

**Minutes of the Meeting of the
Louisiana Board of Examiners in Dietetics and Nutrition**

March 29, 2011

Attending:

**Teena Doxey, RD, LDN, Public Member, Chairperson
Paula Weeks, RD, LDN, Vice Chairperson
Beth Fontenot, MS, RD, LDN, Board Member
Jeanine Songy Latham, MPH, RD, LDN, Board Member
Terry Compton, APRN, RN, MS, CDE, Board Member**

Absent:

**Tavis Piattoly, RD, LDN, Secretary/Treasurer
Robert Colligan, MD, Medical Advisor**

Teena Doxey called the meeting to order at 1:15 p.m. in the Elmwood Room of the Hilton Lafayette Towers located at 1521 W. Pinhook, Lafayette, Louisiana. Emily Efferson, Administrator, and Jolie Jones, Administrative Assistant, were present for the meeting.

Beth Fontenot and Jeanine Songy Latham were welcomed as new board members.

Roll call was conducted by Paula Weeks.

PUBLIC COMMENTS:

There was no public present to make comments.

AGENDA:

Motion was made by Paula Weeks, seconded by Terry Compton and unanimously carried, to move "Open Book Examination" from Board/Staff Issues to Executive Session and adopt the agenda as amended.

MINUTES:

Motion was made by Paula Weeks, seconded by Jeanine Songy Latham and unanimously carried, to approve the minutes of the January 7, 2011 meeting as presented.

FINANCIAL:

- a. **Financial statements for the periods ending November 30, 2010, December 31, 2010, and January 31, 2011**

Emily Efferson noted that the Board is over budget on salaries and benefits because an employee elected not to use the health benefit and is no longer employed with us; however, the employee who replaced her has elected to receive health benefits. This change will be adjusted on the next budget.

Motion was made by Paula Weeks, seconded by Jeanine Songy Latham and unanimously carried, to accept the financial statements presented.

b. Professional Service Contracts

Motion was made by Terry Compton, seconded by Paula Weeks and unanimously carried, to offer George Papale a contract at \$175.00 per hour for a maximum of \$5,000.00.

Motion was made by Paula Weeks, seconded by Jeanine Songy Latham and unanimously carried, to offer the Department of Justice a contract at \$120.00 per hour for a maximum of \$1,000.00.

Motion was made by Beth Fontenot, seconded by Paula Weeks and unanimously carried, to offer Susan Sevario a contract at \$150.00 per month for a maximum of \$1,800.00.

Motion was made by Terry Compton, seconded by Jeanine Songy Latham and unanimously carried, to offer Investigations Unlimited a contract at \$50.00 per hour + expenses at state rate for a maximum of \$2,500.00.

Motion was made by Paula Weeks, seconded by Beth Fontenot and unanimously carried, to offer Crystal Clear Technologies a contract at \$100.00 per hour for website design and \$105.00 per hour for database design for a maximum of \$1,500.00.

Motion was made by Jeanine Songy Latham, seconded by Beth Fontenot and unanimously carried, to offer Balantz Systems a contract at \$85.00 per hour for a maximum of \$1,500.00.

c. Reminder regarding financial disclosure statement

Emily Efferson reminded board members that a financial disclosure statement must be submitted to the Board of Ethics by May 15th.

COMPLIANCE HEARINGS:

KELLI LEE

Ms. Kelli Lee was requested by the Board to appear for a compliance hearing relative to information obtained regarding her employment during the application process.

Motion was made by Paula Weeks, seconded by Terry Compton and unanimously carried to offer a Consent Agreement and Order to include: board will send letter to employer regarding what is expected from a newly hired dietitian, provisional or otherwise, \$250.00 fine, and notification to NPDB-HIPDB and ADA/CDR Ethics Committee, as well as publication by LBEDN.

VIRGINIA WIMBERLEY

Ms. Virginia Wimberley was requested by the Board to appear for a compliance hearing relative to information obtained regarding her employment during the application process.

Motion was made by Paula Weeks, seconded by Jeanine Songy Latham and unanimously carried to offer a Consent Agreement and Order to include: board will send letter to employer regarding what is expected from a newly hired dietitian, provisional or otherwise, \$500.00 fine, and notification to NPDB-HIPDB and ADA/CDR Ethics Committee, as well as publication by LBEDN.

Motion was also made by Jeanine Songy Latham, seconded by Beth Fontenot and unanimously carried to send a letter to internship programs alerting of increase of misunderstandings with new graduates and continue to send a similar letter annually.

BOARD/STAFF ISSUES:

a. Consider Application revision regarding employment exemptions

Motion was made by Paula Weeks, seconded by Jeanine Songy Latham and unanimously carried, to revise the licensure applications to include exemption documentation.

b. Comment on proposed rule changes

Motion was made by Beth Fontenot, seconded by Jeanine Songy Latham and unanimously carried, to use Paula Weeks' suggested new language "15 hours per year or an accumulation of 75 hours over a 5 year period" for rules based on the comment submitted.

c. Personal qualities of regulatory board members

Motion was made by Paula Weeks, seconded by Terry Compton and unanimously carried, to adopt the "Personal Qualities of Regulatory Board Members" from the FARB Model Code of Conduct as part of the new board member training manual and on the board's website.

Motion was also made by Paula Weeks, seconded by Terry Compton and unanimously carried, that if the board finances travel, hotel, meeting or conference attendance, board members will be personally responsible for the financial obligation if the commitment is not fulfilled for reasons other than extenuating circumstances.

d. Confidentiality Statement

Emily Efferson requested that all board members sign a Confidentiality Agreement that she presented based on George Papale's recommendation.

e. Job Descriptions for Board Positions

Board members reviewed the job descriptions submitted by Emily Efferson for board positions. The board will continue to develop job descriptions and requested that they be housed in the Policy Manual.

Motion was made by Terry Compton, seconded by Paula Weeks and unanimously carried, to appoint Beth Fontenot as LDA Liaison.

CORRESPONDENCE:

a. March 2011 letter from CDR regarding revised test specifications

The board reviewed a letter submitted by CDR relative to revised test specifications.

CONFERENCES:

FARB

Terry Compton submitted a report from the FARB Forum which was held on January 28-30, 2011 in New Orleans.

EXECUTIVE SESSION:

Motion was made by Paula Weeks, seconded by Terry Compton and unanimously carried, to move in to Executive Session at 2:45 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting,

for discussion in regard to the report, development, or course of action regarding security personnel, plans or devices,

for investigative proceedings regarding allegations of misconduct, or any other matter now provided for or as may be provided for by the legislature.

Motion was made by Terry Compton, seconded by Paula Weeks and unanimously carried, to come out of Executive Session at 4:00 p.m. to make the following motions:

a. License Problem(s)

No license problems were presented at this meeting.

b. Receipt of New Complaint #2011-04

Motion was made by Beth Fontenot, seconded by Paula Weeks and unanimously carried, not to accept complaint #2011-04, but to commend respondent for writing to the station and offering her services. There is no violation of the Board's licensure law if the individuals are not representing themselves as dietitians or nutritionists or practicing in the scope of practice.

c. Review of Applications

Motion was made by Beth Fontenot, seconded by Terry Compton, and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Koeniger, Charlotte O.	2286	Lewis, Amber L.	2289
Ledoux, Johanna	2290	Davidson, Katherine Ann	2291
Gowland, Brittany	2294		

Motion was made by Jeanine Songy Latham, seconded by Terry Compton, and unanimously carried, to accept and approve the applications for the **Provisional LDN License** for the following:

Freyer, Leslie	2285	Bourgeois, Lauren	2287
Lee, Kelli M.	2288	Stumpf, Ashley	2292
Sonnier, Brittany Laine	2293	Wimberley, Virginia Sherrill	2295

Motion was made by Terry Compton, seconded by Paula Weeks, and unanimously carried, to **reinstate** the following licenses:

Liddy, Christopher	718	Mitchell-Dixon, Donna	1264
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g. Open Book Exam

Beth Fontenot is a professional Item Writer with the American Dietetic Association and will take care of reworking the Open Book Examination.

Motion was made by Jeanine Songy Latham, seconded by Paula Weeks and unanimously carried, to adjourn the meeting at 4:15 p.m.

Teena Doxey, RD, LDN
Chairperson

Paula Weeks, MS, RD, LDN
Vice-Chairperson