

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

**January 26, 2019**

**Attending:**

**Martina Musmeci Salles, MPH, RDN, LDN, FAND, Chairperson  
Lori Roy, MS, RD, LDN, Vice Chairperson  
Stephenie Marshall, MS, RDN, LDN, Board Member, Board Liaison  
April Cintron, RD, LDN, Board Member  
Monica Pierson-McDaniels, RD, LDN, Board Member  
Howard Wetsman, MD, Medical Advisor  
Vacant, Consumer Member**

**Absent:**

**Meghan Kavanaugh, MS, RN, RD, LDN, CDE, Secretary/Treasurer**

Martina Musmeci Salles called the meeting to order and read the board's mission statement at 12:50 p.m. in the Wine Cellar of The Palace Cafe located at 605 Canal Street, New Orleans, Louisiana. Jolie Jones, Executive Director, was present for the entire meeting. Meghan Kavanaugh was excused from this meeting.

**PUBLIC COMMENTS:**

No one was present at the meeting to provide public comments.

**AGENDA:**

**Motion** was made by Lori Roy, seconded by Monica Pierson-McDaniels and unanimously carried, to approve the agenda as presented.

**MINUTES:**

**1. Meeting of August 30, 2018**

**Motion** was made by April Cintron, seconded by Stephenie Marshall and unanimously carried, to approve the minutes of the August 30, 2018 meeting, as presented.

**EXECUTIVE SESSION:**

**Motion** was made by Howard Wetsman, seconded by April Cintron and unanimously carried, to move into Executive Session at 12:56 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 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 Howard Wetsman, seconded by Monica Pierson-McDaniels and unanimously carried, to come out of Executive Session at 1:56 p.m. to make the following motions:

**1. Review of Pending Complaints**

**a. Complaint #2018-10**

**Motion** was made by Howard Wetsman, seconded by April Cintron and unanimously carried, to send a follow up letter thanking respondent for the response, and noting that he answered the concerns about the title protection, but not scope of practice. The letter should note that he cannot provide nutrition counseling.

**b. Complaint #2018-13**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to dismiss complaint #2018-13.

**c. Complaint #2019-01**

**Motion** was made by Howard Wetsman, seconded by Monica Pierson-McDaniels and unanimously carried, to dismiss complaint #2019-01.

**2. Receipt of New Complaints**

**a. Complaint #2019-04**

**Motion** was made by Lori Roy, seconded by Howard Wetsman and unanimously carried, to send a letter we have been made aware of a concern and as a result, we wanted to provide information on the state regulations. The letter should inquire if there is a dietitian employed/contracted with. This encroaches on the scope of practice within the law and there is no requirement noted for a license.

**b. Complaint #2019-05**

**Motion** was made by April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to ask George if the licensee was charged or convicted of a crime.

The Board will consider adding a requirement for criminal background checks at the Board's next meeting.

**3. Review of Applications**

**Motion** was made by Stephenie Marshall, seconded by April Cintron and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

Noe, Megan	2949	Baker, Angeline	2950
Rodrigue, Amanda	2951	Shaddock, Kasie	2952
Matthewson, Angela	2953	Fowles, Karen	2955

Diaz, Jessica	2957	Hurst, Morgan	2958
Hu, Yini	2959	Penick, Danielle	2960
Adhin, Nirmala	2961	Sawyer, Bailee	2962
McBride, Megan	2963	Ferguson, Katie	2964
Hollenbaugh, Anne	2965	Smith, Katherine	2966
Madore, Renee	2967	Brooks, Kelly	2968
Todd, Lisa	2969	Steck, Dana	2970
Wilson, Joleen	2971	Domenick, Jordan	2972
Petracca, Nicole	2973	Capritto, Brooke	2975
Gillett, Chantel	2980	Vardai, Lauren	2982
Mullins, Barbara	2983	Langlois, Crystal	2984
Eshelman, Dana	2985	Anderson, Toni	2987
Meehan, Kathleen	2988	Lore, Nathan	2990
Voth, Alyssa	2991	O'Shaughnessy, Connor	2992
Sandercock, Angele	2994	Elich, Heidi	2995

**Motion** was made by April Cintron, seconded by Lori Roy and unanimously carried, to accept and approve the applications for the **Provisional LDN License** for the following:

Raines, Chantelle	2956	Langley, Gabrielle	2974
Greenwood, Brittany	2976	Mornay, Jacquelynn	2977
McCarble, Ashley	2978	Hyde, Allison	2979
DeJean, Amber	2981	Tyson, Sarah	2986
Turner, Lyell	2989	Comeaux, Julie	2993
Hebert, Emma	2996	Stigler, Lauren	2997

**Motion** was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to **upgrade** the following licenses:

Melancon, Taylor	2892	Raines, Chantelle	2956
Campesi, Victoria	2898	Till, Taylor	2934
Jochum, Jamie	2794	Pringle, Jennifer	2636
Knowles, Ashtyn	2894	Hibbard, Allison	2911
Serigny, Beth	2922	Greenwood, Brittany	2976
Turner, Lyell	2989	Lutz, Jacey	2913

**Motion** was made by Stephenie Marshall, seconded by Monica Pierson-McDaniels and unanimously carried, to **reinstate** the following licenses:

Ivy, Laura	1411	Mikdadi, Paula	1330
Eaves, Donna	1013	Collins, Shalean	2706
Randazzo, Lorene	533		

#### 4. Performance Evaluations for Board Staff

**Motion** was made by Lori Roy, seconded by Stephenie Marshall and unanimously carried, to grant Tracy Jeanmarie a one-time 10% raise, based on performance.

**Motion** was made by Lori Roy, seconded by April Cintron and unanimously carried, to grant Jolie Jones a 4% raise in conjunction with the Louisiana Board of Examiners for Speech-Language Pathology and Audiology (LBESPA), based on performance.

**COMPLIANCE HEARING:**  
**LYELL TURNER**

Lyell Turner requested and appeared for a compliance hearing to appeal the Board's decision to deny issuance of her dietitian/nutritionist license. The Board denied Ms. Turner's application for licensure based on informed provided on the application indicating that Ms. Turner worked from October 18, 2018 to the present, to include activities in the scope of practice of a dietitian/nutritionist, without the benefit of a valid license.

Ms. Turner testified that she has not started practicing as a dietitian yet. The Board sent her a letter in 2012, when she was working as an herbalist and providing wellness coaching. Since she received that original letter, she began going to school for dietetics/nutrition, completed her degree, and passed the exam, so she could practice legally in Louisiana. The job description provided was what she planned to do as a dietitian/nutritionist, but she has not begun providing those services yet.

**Motion** was made by April Cintron, seconded by Lori Roy and unanimously carried, to move in to Executive Session at 2:20 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 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 April Cintron, seconded by Monica Pierson-McDaniels and unanimously carried, to come out of Executive Session at 2:30 p.m. to grant Lyell Turner's LDN license.

**Motion** was made by April Cintron, seconded by Howard Wetsman and unanimously carried, to allow individuals to submit a notarized statement if minor clarifications are required on the application.

**FINANCIAL:**

**1. Financial Statements for the quarter ended September 30, 2018**

Members of the board reviewed the financial statements prepared by Champagne and Associates, for the quarter ended September 30, 2018.

**2. Covalent Logic 2019-2022 Retainer Renewal Proposal**

**Motion** was made by Monica Pierson-McDaniels, seconded by Lori Roy and unanimously carried, to enter into a two year contract with Covalent Logic using option 1 at \$750 per month. In the event that it proves not to be feasible, the Board delegates authority to Jolie Jones to upgrade the contract to meet the office needs. Ms. Jones should negotiate the programming rate from \$250/hour to \$175/hour.

**3. Professional Contracts 2019-2020**

**Motion** was made by April Cintron, seconded by Howard Wetsman and unanimously carried, to offer George Papale a legal contract at the rate of \$225.00 per hour for a maximum amount of \$7,000.00 for the fiscal year 2019-2020.

**Motion** was made by Monica Pierson-McDaniels, seconded by Lori Roy and unanimously carried, to offer Champagne and Company an accounting contract for a maximum amount of \$4,000.00 for the fiscal year 2019-2020.

**3. Budget 2019-2020**

**Motion** was made by April Cintron, seconded by Howard Wetsman and unanimously carried, to approve the 2019-2020 budget as follows:

<b>LBEDN APPROVED BUDGET</b>	<b>7/1/2019- 6/30/2020</b>
<b>Revenues</b>	
License Appl Fees - LDNs (95)	\$ 13,775.00
License Appl Fees - PL-LDNs (20)	\$ 1,900.00
License Fees - Upgrade (18)	\$ 810.00
Renewal Fees (1230)	\$ 98,400.00
Renewal Fees - Inactive (50)	\$ 2,250.00
Renewal Fees - Delinquent (100)	\$ 16,000.00
Restitution	\$ 1,500.00
Interest (Checking)	\$ 800.00
Miscellaneous	\$ 100.00
Verifications (80)	\$ 2,000.00
<b>Total</b>	<b>\$ 137,535.00</b>
<b>Total Revenues</b>	<b>\$ 137,535.00</b>
<b>Salaries</b>	
Executive Director (20%)	\$ 15,000.00
Administrative Specialist	\$ 38,500.00

Compensated Absences	
<b>Total</b>	<b>\$ 53,500.00</b>
<b>Related Employee Benefits</b>	
Retirement (37.9% ER portion for 20% ED + 100% Admin)	\$ 19,500.00
Health Insurance (20% Exec Director + 100% Admin)	\$ 7,000.00
OPEB	\$ 15,000.00
Compensated Absences	\$ 2,800.00
<b>Total</b>	<b>\$ 44,300.00</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$ 97,800.00</b>
<b>Expenses/Travel</b>	
Administrative (in-state mileage)	\$ 100.00
Administrative (in-state other)	\$ 50.00
Board (in-state mileage)	\$ 3,500.00
Board (in-state other)	\$ 500.00
Board (out-state other)	\$ 500.00
Conferences/CE/Board Training	\$ 2,000.00
<b>Total</b>	<b>\$ 6,650.00</b>
<b>Meeting Expenses</b>	
Hotel, Food, etc.	<b>\$ 1,800.00</b>
<b>Total Travel &amp; Meeting Expenses</b>	<b>\$ 8,450.00</b>
<b>Expenses/Operating</b>	
Rent	\$ 6,750.00
Payroll Services	\$ 1,100.00
Payroll Expenses	\$ 500.00
Printing	\$ 750.00
Postage & Delivery	\$ 1,500.00
Public Licensure Awareness	\$ -
Professional Membership/Dues	\$ 250.00
Maintenance	\$ 150.00

\*Non-expense/liability

Insurance - Liability	\$ 505.00
Telephone/Internet	\$ 800.00
Equipment Rental	\$ 750.00
Miscellaneous	\$ 400.00
Office Supplies	\$ 1,200.00
Rules Revisions + Licensee Notification	\$ 2,000.00
Utilities	\$ 700.00
Security	\$ 180.00
<b>Total</b>	<b>\$ 17,535.00</b>
<b>Total Operating Expenses</b>	<b>\$ 17,535.00</b>
<b>Professional Services</b>	
Accounting	\$ 3,600.00
Auditor/AFR Prep	\$ 500.00
Calligrapher	\$ 500.00
Computer - IT Consultants	\$ 2,000.00
Legal Counsel	\$ 7,000.00
Investigators	\$ 500.00
Scanning	\$ 650.00
<b>Total</b>	<b>\$ 14,750.00</b>
<b>Total Professional Services</b>	<b>\$ 14,750.00</b>
<b>Acquisitions/Equipment</b>	
Computer Software/Database	\$ 9,000.00
Computer Software/DB upgrades	\$ 5,000.00
Office Equipment	\$ -
<b>Total</b>	<b>\$ 14,000.00</b>
<b>Total Acquisitions/Equipment</b>	<b>\$ 14,000.00</b>
<b>Total Expenditures</b>	<b>\$ 152,535.00</b>

<b>Total Revenue over Expenditures</b>	<b>\$ -</b>
<b>Other Assets (Cash in Checking)</b>	<b>\$ 129,843.76</b>
<b>Total Unfunded Liability</b>	<b>\$ 15,000.00</b>
<b>Total Available Funds over Expenditures</b>	<b>\$ 129,843.76</b>

**ADMINISTRATIVE REVIEW:**

**1. Board Operations and LBEDN Processing**

Jolie Jones provided the board with a report showing that since August 22, 2018, the board has received and approved:

Applications	49
Upgrade Requests	12

Renewals	N/A
Late Renewals	N/A

The board has offered 0 Consent Agreement and Orders for individuals practicing without a valid license since April 23, 2018.

The board has received 2 new complaints since August 22, 2018.

**2. Executive Director Update**

Jolie Jones updated the Board on the contract with the Healthcare Professionals Foundation, discussed adding FAQs for inactive status, discussed creating board records when taking notes at board meetings, and provided a rules update with a public hearing scheduled for January 28, 2019.

**Motion** was made by Howard Wetsman, seconded by Stephenie Marshall and unanimously carried, to discontinue sending renewal postcards on April 15<sup>th</sup> and certified letters that licensees are going to lapse, a savings of \$1,700 annually.

Jolie Jones also informed the Board is no longer paying for the postage meter since it discontinued mailing ID cards, initial license packets, and certified letters at the end of renewal.

**Motion** was made by Lori Roy, seconded by Stephenie Marshall and unanimously carried, to become a member of FARB, to receive the reduced member rate to send board members to the 2019 conference.

Jolie Jones also provided board members with an update on the board member positions: Dr. Howard Wetsman's term expired January 4, 2019. The Louisiana State Medical Society did not have anyone apply and indicated that they will readvertise the position in February. Meghan Kavanaugh's term expires April 14, 2019, and a letter has been sent notifying the Louisiana State Nursing Association of the vacancy. Ms. Kavanaugh is interested in serving another term, if selected. Lori Roy's term expires March 26, 2019, and the Louisiana Academy of Nutrition and Dietetics is accepting nominations until the spring meeting in April 2019.

**3. LBEDN January 2019 Newsletter**

The Board reviewed the January 2019 Newsletter.

**4. Discussion regarding Board Member Nomination Process**

Board members discussed the handling of board member nominations by the professional associations, and the hardship it has been to have a list of names submitted on time, to have board members in place when terms expire. The Board requested that board staff speak with Senator Mills about their concerns and request that he sponsor a bill that would be specific to our board.

**5. Schedule 2019 Board Meeting Dates**

**Motion** was made by Monica Pierson-McDaniels, seconded by April Cintron and unanimously carried, to schedule the 2019 board meetings to begin at 8:30 a.m. at the Board office in Prairieville on the following dates:

May 3, August 16, and November 11

**6. Election of Board Officers**

**Motion** was made by Monica Pierson-McDaniels, seconded by Lori Roy and unanimously carried, to nominate Martina Musmeci Salles to continue to serve as Chairperson.

**Motion** was made by Lori Roy, seconded by Monica Pierson-McDaniels and unanimously carried, to nominate Stephenie Marshall to serve as Vice Chairperson.

**Motion** was made by Stephenie Marshall, seconded by Lori Roy and unanimously carried, to nominate April Cintron to serve as Secretary/Treasurer.

**Motion** was made by Stephenie Marshall, seconded by April Cintron and unanimously carried, to nominate Monica Pierson-McDaniels to serve as Board Liaison to Louisiana Academy of Nutrition and Dietetics (LAND).

**PROFESSIONAL/CONFERENCE(S):**

**Louisiana Academy in Nutrition and Dietetics (LAND)**

**1. Exhibit Request for 2019 LAND Annual Conference**

**Motion** was made by Stephenie Marshall, seconded by Monica Pierson-McDaniels and unanimously carried, to exhibit at the 2019 LAND Annual Conference.

**Commission on Dietetic Registration (CDR)**

**1. Letter from CDR regarding change in entry-level registration eligibility requirements effective January 1, 2024**

Board members reviewed a letter from CDR regarding the change in entry-level registration eligibility requirements effective January 1, 2024. The Board will need to add consideration of changing the entry level requirements and grandfathering in current dietitians to future rules and/or law changes.

**Motion** was made by April Cintron, seconded by Stephenie Marshall and unanimously carried, to adjourn the meeting at 4:05 p.m.



Martina Musmecl Salles, MPH, RDN,  
LDN, FAND  
Chairperson



April Cintron, MS, RD, LDN  
Secretary/Treasurer