



State of Louisiana

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

BOARD MEETING MINUTES

February 8, 2023

9:00 – 10:00 AM

7273 Florida Blvd. – Baton Rouge, LA

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

After determining a quorum was present, Board Chair Justin Gremillion called the meeting to order at 9:00 AM. The minutes of the October 26, 2022 meeting were disseminated to members prior to the meeting; motion made by Chasity Cheramie to accept the minutes, seconded by Dan Thibodeaux—minutes were approved. The Report of the Secretary/Treasurer included the Financial Report (copy attached), List of Delinquent RS License Renewals (copy attached), and List of Inactive Requests (copy attached). The documents were disseminated to members prior to the meeting; motion made by Vickie Collins to accept the financial report; motion seconded by Dane Thibodeaux – the Financial Report was approved.

Old Business:

The Board members agreed to table the issue of revising the application forms.

New Business:

The Board members discussed the problem of Sanitarians in training letting their temporary sanitarian permits expire. The temporary sanitarian permit letter states that it is the permit holder's responsibility to renew their permit before the expiration date (which is 1 year from the date issued). As a courtesy, Janet Merritt who manages the database will inform OPH Sanitarian Services and Human Resources when she discovers that an employee's temporary permit has expired. Discussion on the possibility of an automated database system and getting a proposal.

Members discussed the McNeese University Career Expo. Vickie Collins made motion, seconded by Dane Thibodeaux that the LSBES pay the booth fee of \$150 -- motion carried.

The next meeting/RS exam will be held in Lafayette if possible on Wednesday, June 21st. Vickie Collins will check on the facility availability.

Board members discussed their term ending dates and need for potential applicants to fill positions that will become vacant.

Having no further business to discuss the meeting adjourned at 10:00 AM.

Submitted by: Janet Merritt, Recorder



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AGENDA

LSBES Board Meeting

February 8, 2023

9:00 – 10:00 AM

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1. Call to Order and Determination of Quorum
2. Review/Approval of Minutes of 2/26/22 Meeting
3. Report of the Secretary/Treasurer
 - Financial Report/Expenditures
 - Delinquent License Renewals
 - Inactive Requests
4. Old Business:
 - Application and Forms Updates
5. New Business:
 - Expired Temporary Sanitarian Permits
 - McNeese State Univ. Career Expo – March 28, 2023
 - Review of Pending CE Requests
 - Next Board Meeting/RS Exam Date



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FINANCIAL REPORT

February 8, 2023

The following information is provided as February 5, 2023 for FY-23:

- Temporary Permits Issued = 20
- Temporary Permits Renewed = 17
- Temporary Permits Applications Rejected = 2
- Sanitarian Licenses Issued = 5
- Sanitarian Licenses Renewed = 262
- Provisional License Issued = 1
- Late Fees for Renewals = 19
- Inactive Status Requests = 3
- Licenses Facing Suspension/Revocation for Non-Renewal = 22
- Sanitarian Licenses Reactivated = 0
- Reciprocal License Issued = 0
- RS Exam Fee = 11

The following information is for FY-23 as of February 5, 2023 (see expenditure report attached):

Certificate of Deposit	\$ 18,367.63	Operating Income	\$ 8,597.42
Savings Account	\$ 1,129.16	Interest Income	\$ 55.74
Checking Account	\$ <u>20,251.98</u>	Operating Expenses	\$ <u>(4,762.37)</u>
Total Assets =	\$ 39,748.87	Profit/Loss	\$ 3,890.79

	FY23 Budget Expenditures													
	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	400.00				-100.00									300.00
Hon/Vice	400.00				-100.00									300.00
Hon/Sec	400.00				-100.00									300.00
Hon/Mbr	400.00			-1,200.00	-400.00		-800.00	-400.00						2,000.00
Acct./Sec.	4,800.00				-332.64									167.36
Travel	500.00							-96.07						34.03
Office Sup	300.00			-169.90										1,000.00
Printing	1,000.00							-167.16						9.84
Insurance	200.00			-23.00										392.28
Postage	600.00			-22.50	-65.22		-120.00							1,943.12
Bd Spons	2,200.00				-256.88									541.00
Prof Svcs	850.00						-250.00		-59.00					0.00
Fees/Refur	0.00													0.00
Total	12,050.00	0.00	0.00	-1,415.40	-1,454.74	0.00	-1,170.00	-663.23	-59.00	0.00	0.00	0.00	0.00	7,287.63



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DELINQUENT LICENSE RENEWALS (as of 2/5/23)

- ~~1. Keith Allen #3215~~ *inactive request*
2. Robin Basone #0903
3. Dalila Blanchard #3181
4. Sarah Booth #3211
5. Michael Bourgeois #1001
6. Edward Brunt IV #3037
7. Ivy Matthew Crawford #1874
8. Corinne Duplan #3189
9. Matthews Hagan #1418
10. Michael Hanberry #1404
11. Allen Hanna #1416
12. Kathryn Haugen #3019
13. Nicole Hazard #2043
14. Danielle Hernandez #3085
15. Brian Hurst #1539
16. Kylie Jones #3205
17. Albert Mancuso #0783
18. Connie McLaurin-Daniels #0875
19. Robin Reed #1184
- ~~20. Kourtney Signater #3248~~ *Active*
21. Raven Smith #3065
22. Deborah Trahan #1456



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2023 INACTIVE STATUS REQUESTS

1. Bailey Austin, #3159
2. Heather Bourg, #3110
3. Meca Irving, #1590
4. *Keith Allen*