



State of Louisiana

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

BOARD MEETING MINUTES February 27, 2019 OPH State Laboratory - Baton Rouge, LA

IN ATTENDANCE

Tenney Sibley, Chair

Don Riser, RS, Vice-Chair (by phone)

Butch Martin, RS, Secretary-Treasurer (by phone)

Patrice Clark, RS

Janet Merritt, Recorder

After determining a quorum was present, Board Chair Tenney Sibley called the meeting to order at 9:20am. The minutes of the October 10, 2018 meeting were disseminated to members prior to the meeting; motion made by Butch Martin to accept the minutes, seconded by Patrice Clark – minutes were approved. The Report of the Secretary/Treasurer (copy attached) was disseminated to members prior to the meeting; motion made by Don Riser to accept the report, seconded by Patrice Clark – the report of the Secretary/Treasurer was approved.

Old Business:

Tenney Sibley sent a link to Board members to view the online CDC courses, review them to see which ones are in alignment with Sanitarian duties, and then the test question bank will need to be updated.

New Business:

Requests for Inactive status were reviewed; motion made by Don Riser to approve the requests, seconded by Tenney Sibley. The following Registered Sanitarians are now approved to be placed on Inactive status: Stanley Clause (#0864), Denise Leche (#1701), Daniel Miller (#3005), Janet Piper (#0832), Shirley Russell (#0946), Jerry Smith (#0390), Margaret Stokes (#0765), Kami Turner (#1294), Susan Welch (#0786), and Victoria Ono (#3042). Relative to delinquent licenses, Tenney Sibley made the motion that any delinquent licenses not resolved as of March 17, 2019 will be revoked on that date; Don Riser seconded the motion – motion carried.

Regarding continuing education courses, Don Riser made the motion to give blanket approval in 2019 for all courses that received blanket approval in 2018; Tenney Sibley seconded the motion – motion carried.

With no further business to discuss, Don Riser motioned to adjourn with Butch Martin seconding the motion. The meeting adjourned at 9:45am.

Submitted by: Janet Merritt, Recorder



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REPORT OF THE SECRETARY-TREASURER For February 27, 2019 Board Meeting

The following information is provided for FY-19 as of February 24, 2019:

- Temporary Permits Issued = 33
- Temporary Permits Renewed = 17
- Sanitarian Licenses Issued = 9
- Sanitarian Licenses Renewed = 278
- Sanitarian Licenses Reactivated = 1
- Late Fees (for Renewals) = 10
- Temporary Permit Applications Rejected = 1
- CDC Self Study Workbook = 10
- RS Exam Fee = 21

The following information is for FY-19 as of Feb. 24, 2019 (see expenditure report attached):

Certificate of Deposit	\$ 18,148.35	Operating Income	\$ 10,455.47
Savings Account	\$ 1,126.92	Interest Income	\$ 79.60
Checking Account	\$ <u>10,167.79</u>	Operating Expenses	\$ <u>6,686.57</u>
Pending Deposit	\$ <u>180.00</u>		
Total Assets =	\$ 29,623.06	Profit/Loss	\$ 3,848.50

Butch Martin, R.S.
Secretary-Treasurer

FY19 Budget Expenditures 2/27/19

	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	300.00				-100.00									200.00
Hon/Vice	300.00				-100.00									200.00
Hon/Sec	300.00				-100.00									200.00
Hon/Mbr	300.00				-100.00									200.00
Hon/Mbr	300.00													300.00
Hon/Mbr	0.00													0.00
Hon/Mbr	0.00													0.00
Acct./Sec.	4,800.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00				1,600.00
Travel/In-State	500.00				-87.48									412.52
Office Sup	300.00		-35.27				-32.49		-160.11					72.13
Printing	1,000.00	-570.00				-175.00								255.00
Insurance	200.00		-203.00											-3.00
Dues/Subs	0.00													0.00
Postage	600.00		-52.05			-57.36	-217.43	-121.40						151.76
Telephone	0.00													0.00
Bd Spons Ed	1,150.00							-1,200.00						-50.00
Equipment	1,000.00													1,000.00
Prof Svcs	1,000.00							-139.98						860.02
Fees/Refunds	0.00							-25.00	-10.00					-35.00
Total	12,050.00	-970.00	-690.32	-400.00	-887.48	-632.36	-649.92	-1,886.38	-570.11	0.00	0.00	0.00	0.00	5,363.43