



# State of Louisiana

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

## BOARD MEETING MINUTES November 16, 2020 Bienville Building - Baton Rouge, LA

### IN ATTENDANCE

*Justin Gremillion, RS – Chair*

*Dane Thibodeaux, RS – Vice-Chair*

*Patrice Clark, RS – Secretary/Treasurer*

*Chasity Cheramie, RS – Board Member*

*Janet Merritt, Recorder*

After determining a quorum was present, Board Chair Justin Gremillion called the meeting to order at 3:30pm. New members Dane Thibodeaux and Chasity Cheramie were welcomed/acknowledged.

The Report of the Secretary/Treasurer (copy attached) was disseminated to members prior to the meeting; motion made by Dane Thibodeaux to accept the report, seconded by Chasity Cheramie – the report of the Secretary/Treasurer was approved.

The proposed budget for FY21 was disseminated to members prior to the meeting; after review and having no changes to be made Chasity Cheramie made the motion to approve the FY21 budget, motion seconded by Dane Thibodeaux – FY21 budget was approved (copy attached).

It was agreed/confirmed that FY21 officers are Justin Gremillion, Chair; Dane Thibodeaux, Vice-Chair; and Patrice Clark, Secretary/Treasurer.

Continuing education approval criteria was discussed. Justin Gremillion will draft the written criteria for review by the Board members.

Future meetings and exam dates were scheduled as follows: Wednesday, February 24<sup>th</sup> and Wednesday, June 16<sup>th</sup>.

The oral test process was discussed, and it was agreed that for future oral exams a Pass or Fail grading system will be used.

Having no further business to discuss, motion made by Chasity Cheramie and seconded by Patrice Clark to adjourn at 4:25pm.

*Submitted by Janet Merritt, Recorder*



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## AGENDA

### LSBES Board Meeting

November 16, 2020

3:30 – 4:30 PM

Bienville Bldg. - Baton Rouge, LA

1. Call to Order and Determination of Quorum
2. Welcome New Board Members / Roles and Responsibilities
3. Report of the Secretary/Treasurer and Fiscal Year Budget
4. New Business:
  - Confirmation of Current Officers for FY20-21
  - Set Future Meeting and Exam Dates
  - Continuing Education Criteria



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## REPORT OF THE SECRETARY-TREASURER

As of June 30, 2020

The following information is provided as the final for FY-20 as of June 30, 2020:

- Temporary Permits Issued = 50
- Temporary Permits Renewed = 18
- Sanitarian Licenses Issued = 10
- Sanitarian Licenses Renewed = 288
- Sanitarian Licenses Reactivated = 1
- Reciprocal License Issued = 1
- Late Fees (for Renewals) = 19
- Temporary Permit Applications Rejected = 5
- CDC Self Study Workbooks Purchased = 15
- RS Exam Fee = 11
- Duplicate License Issued = 2
- Inactive Status Requests = 3
- Revocations = 7

The following information is for FY-20 as of June 30, 2020 (see expenditure report attached):

Certificate of Deposit	\$ 18,202.94	Operating Income	\$ 9,742.94
Savings Account	\$ 1,127.76	Interest Income	\$ 82.44
Checking Account	\$ <u>12,381.52</u>	Operating Expenses	\$ <u>-7,711.71</u>
Total Assets =	\$ 31,712.22	Profit/Loss	\$ 2,113.67

Submitted by: Patrice Clark, RS – Secretary/Treasurer

**FY20 Budget Expenditures 6/30/20 (FINAL)**

	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													300.00
Acct./Sec.	4,800.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	0.00
Travel/In-State	500.00							-196.04						303.96
Office Sup	300.00			-70.49					-75.87					153.64
Printing	1,000.00	-80.00						-517.00						403.00
Insurance	200.00		-186.00											14.00
Postage	600.00	-55.00				-242.66		-240.25	-56.40			-20.64	-55.00	-81.32
Bd Spons Ed	2,800.00													2,800.00
Prof Svcs	650.00					-37.50		-337.50		-69.99		-37.50	-287.50	-119.99
Fees/Refunds	0.00				-25.00			-10.00						-35.00
<b>Total</b>	<b>12,050.00</b>	<b>-535.00</b>	<b>-586.00</b>	<b>-481.86</b>	<b>-425.00</b>	<b>-680.16</b>	<b>-400.00</b>	<b>-2,000.79</b>	<b>-532.27</b>	<b>-469.99</b>	<b>-400.00</b>	<b>-458.14</b>	<b>-742.50</b>	<b>4,338.29</b>



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## REPORT OF THE SECRETARY-TREASURER November 16, 2020

The following information is provided as November 14, 2020 for FY-21:

- Temporary Permits Issued = 12
- Temporary Permits Renewed = 5
- Sanitarian Licenses Issued = 8
- Sanitarian Licenses Renewed = 26
- Sanitarian Licenses Reactivated = 1
- Reciprocal License Issued = 1
- Late Fees (for Renewals) = 1
- Temporary Permit Applications Rejected = 3
- CDC Self Study Workbooks Purchased = 3
- RS Exam Fee = 6
- Duplicate License Issued = 0
- Inactive Status Requests = 1
- Revocations = 0

The following information is for FY-21 as of Nov. 14, 2020 (see expenditure report attached):

Certificate of Deposit	\$ 18,230.46	Operating Income	\$ 2,457.66
Savings Account	\$ 1,127.90	Interest Income	\$ 27.66
Checking Account	\$ <u>11,983.64</u>	Operating Expenses	\$ <u>2,854.94</u>
Total Assets =	\$ 31,342.00	Profit/Loss	\$ (369.62)

Submitted by: Patrice Clark, RS – Secretary/Treasurer



# LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY-21 (July 1, 2020– June 30, 2021)

## EXPENDITURES:

### *Salaries:*

Personal Services 4,800.00  
Honorariums 1,800.00

Total Salaries: \$ 6,600.00

### *Operating Expenses:*

Travel 1,000.00  
Operating Services 1,800.00  
(Includes Postage, Telephone,  
Insurance, and Printing)  
Board Sponsored Ed 1,700.00  
Office Supplies 300.00

Total Operating Expenses: \$ 4,800.00

### *Professional Services*

Other 650.00  
(Includes Website Development/Hosting,  
Legal, etc.)

Total Professional Services: \$ 650.00

TOTAL EXPENDITURES \$ 12,050.00

## REVENUES:

License, temporary permit, exam fee \$ 12,000.00  
Interest on CD \$ 50.00

TOTAL REVENUES \$ 12,050.00

**PROJECTED SURPLUS/DEFICIT \$ 0.00**

Approved 11/16/2020

**LA State Board of Examiners for Sanitarians  
FY 21 ~ Supporting Expenditure Detail**

<b>I. SALARIES (Honorariums and Personal Services)</b>	
<i>Honorarium Recipients:</i>	
Chairman	500.00
Vice Chairman	500.00
Secretary-Treasurer	500.00
Member	300.00
Member	.00
Member	.00
Member	.00
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
<b>TOTAL SALARIES</b>	<b>\$ 6,600.00</b>
<b>II. OPERATING EXPENSES</b>	
Travel (Board Members Only)	
Routine In-State Travel	1,000.00
Out-of-State Travel	.00
Operating Services	
Printing (Renewal Notices, Licenses, CDC Books)	1,000.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	200.00
Dues & Subscriptions	0.00
Postage	600.00
Board Sponsored Educational Offering	1,700.00
Office Supplies	300.00
Miscellaneous	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,800.00</b>
<b>III. PROFESSIONAL SERVICES</b>	
Website Hosting & Development/Legal Services	650.00
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 650.00</b>
<b>GRAND TOTAL</b>	<b>\$ 12,050.00</b>