

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

**January 7, 2011**

**Attending:**

**Eve Dansereau Harmeyer, M.S., RD, LDN, Chairperson  
Teena Doxey, RD, LDN, Public Member, Vice Chairperson  
Paula Weeks, RD, LDN, Secretary/Treasurer  
Debra L. Hollingsworth, Ph.D., RD, LDN, Board Member  
Terry Compton, APRN, RN, MS, CDE, Board Member  
Tavis Piattoly, RD, LDN, Board Member**

**Absent:**

**Robert Colligan, MD, Medical Advisor**

Paula Weeks called the meeting to order at 1:05 p.m. in the Conference Room of the Board office located 18550 Highland Road, Suite B, Baton Rouge, Louisiana. Emily Efferson, Administrator, and Jolie Jones, Administrative Assistant, were present for the meeting.

Roll call was conducted by Paula Weeks. Tavis Piattoly entered the meeting at 1:25 p.m.

**PUBLIC COMMENTS:**

Martina Salles, MPH, RD, LDN, was present for the public portion of the meeting.

**AGENDA:**

**Motion** was made by Debra Hollingsworth, seconded by Eve Harmeyer and unanimously carried, to add "11.g. Complaint #2010-13 to Executive Session", "7.d. Board Member Attendance, 7.e. Written Job Descriptions for Board Members/Positions, and 7.f. Notice Prior to Meeting to Board/Staff Issues" and adopt the agenda as amended.

**MINUTES:**

**Motion** was made by Terry Compton, seconded by Debra Hollingsworth and unanimously carried, to approve the minutes of the October 22, 2010 meeting as presented.

**EXECUTIVE SESSION:**

**Motion** was made by Debra Hollingsworth, seconded by Teena Doxey and unanimously carried, to move in to Executive Session at 1:20 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 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 Debra Hollingsworth, seconded by Teena Doxey and unanimously carried, to move out of Executive Session at 1:55 p.m.

**Motion** was made by Eve Harmeyer, seconded by Debra Hollingsworth and unanimously carried, to grant Mr. Papale authority to file a provisional suit against LASERS on the Board's behalf if necessary.

**BOARD/STAFF ISSUES:**

**a. Injunction**

**Motion** was made by Teena Doxey, seconded by Terry Compton and unanimously carried, to post the Injunction against Catherine Wilbert on the Board's website.

**b. Election of Officers (reappoint LDN to Vice Chair position)**

**Motion** was made by Debra Hollingsworth, seconded by Eve Harmeyer and unanimously carried, to rescind vote electing Paula Weeks as Chairperson and Terry Compton as Vice Chairperson. Motion was also made to elect Teena Doxey as Chairperson and Paula Weeks as Vice Chairperson. Tavis Piattoly will remain Secretary/Treasurer and Debra Hollingsworth will be the LDA Liaison.

**c. Posting Board Meeting Minutes to Website**

**Motion** was made by Debra Hollingsworth, seconded by Tavis Piattoly and unanimously carried, to post a statement on the Board's website noting that the Board's meeting Minutes are available upon written request.

**d. Board Member Attendance**

Board members discussed board member attendance. Emily Efferson advised that she included a section in the rule promulgation that allows the board to ask members with two consecutive unexcused absences to resign their position.

**e. Written Job Descriptions for Board Members/Positions**

**Motion** was made by Eve Harmeyer, seconded by Teena Doxey and unanimously carried, to have job descriptions for board member positions written and brought to the March meeting for adoption.

**f. Notice prior to meeting**

Board members made a request for consideration and advance communication regarding meeting attendance.

**FINANCIAL:**

**a. Financial statements for the periods ending July 31, 2010, August 31, 2010, September 30, 2010, and October 31, 2010**

Emily Efferson presented an overview of the finances thus far for the 2010-2011 fiscal years.

**b. Proposed Budgets for FY2001-2012 and FY 2012-2013**

**Motion** was made by Debra Hollingsworth, seconded by Tavis Piattoly and unanimously carried, to approve the proposed budget for the FY 2011-2012.

Louisiana Board of Examiners in Dietetics & Nutrition

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Budget

For July 1, 2011 – June 30, 2012  
(Proposed January 2011)

Revenues

LDN Initial Fees (Based on 65)	\$ 5,850.00
PL-LDN Initial Fees (Based on 15)	1,425.00
Upgrade Fees (Based on 15)	675.00
Renewal Fees: LDNs (1,140)	68,400.00
Provisional LDNs (10)	300.00
Restitution	1,000.00
Interest Income from Checking Account	200.00
Miscellaneous Income	200.00

TOTAL BUDGETED REVENUE \$78,050.00

Available Assets

Cash in Checking Account \$135,000.00

TOTAL ASSETS \$213,050.00

Expenses

Salaries and Benefits

Salaries and Benefits:

1 FT, 1 PT	\$33,709.56
Health insurance	8,675.76
State retirement	7,416.10
Medicare taxes	489.00

SUBTOTAL \$50,290.42

Travel

Administrative in-state – mileage	500.00
Administrative in-state – other	500.00
Board in-state – mileage	3,000.00
Board in-state – other	500.00
Board out-state – other	1,000.00

Conference Registrations	2,000.00
SUBTOTAL	\$ 7,500.00
Operating Expenses	
Rent	\$ 6,408.24
Printing	1,000.00
Postage	3,000.00
Dues & Subscriptions	100.00
Maintenance	500.00
Insurance	500.00
Equipment Rental	1,000.00
Staff Continuing Education	500.00
Bank Charges/Disc Fees	2,000.00
Miscellaneous	200.00
Telephone/Internet	500.00
Board Meeting Expense	1,000.00
Supplies	1,000.00
SUBTOTAL	\$ 17,708.24
Professional Services	
Audit Services	\$ 1,000.00
Calligrapher	300.00
Department of Justice	1,000.00
Legal Counsel	3,500.00
Computer Consultants	1,500.00
Payroll Services	1,000.00
Accounting	1,800.00
Investigator	2,500.00
SUBTOTAL	\$ 12,600.00
Equipment	
Replacement costs (computer and/or printer)	1,500.00
SUBTOTAL	\$ 1,500.00
TOTAL BUDGETED EXPENSES	\$ 89,598.66
REVENUE OVER EXPENSES (\$11,548.66)	
TOTAL ASSETS OVER EXPENSES \$123,451.34	

**Motion** was made by Teena Doxey, seconded by Debra Hollingsworth and unanimously carried, to approve the proposed budget for the FY 2012-2013.

Louisiana Board of Examiners in Dietetics & Nutrition

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Budget

For July 1, 2012 – June 30, 2013

(Proposed January 2011)

Revenues

LDN Initial Fees (Based on 75)	\$ 6,750.00
PL-LDN Initial Fees (Based on 15)	1,425.00
Upgrade Fees (Based on 15)	675.00
Renewal Fees: LDNs (1,150)	69,000.00
Provisional LDNs (10)	300.00
Restitution	1,000.00
Interest Income from Checking Account	200.00
Miscellaneous Income	200.00

TOTAL BUDGETED REVENUE \$79,550.00

Available Assets

Cash in Checking Account	\$125,000.00
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TOTAL ASSETS \$204,550.00

Expenses

Salaries and Benefits

Salaries and Benefits:	
1 FT, 1 PT	\$35,057.94
Health insurance	8,675.76
State retirement	7,712.75
Medicare taxes	508.34
SUBTOTAL	\$51,954.79

Travel

Administrative in-state – mileage	500.00
Administrative in-state – other	500.00
Board in-state – mileage	3,000.00
Board in-state – other	500.00
Board out-state – other	1,000.00
Conference Registrations	2,000.00

SUBTOTAL \$ 7,500.00

Operating Expenses	
Rent	\$ 6,408.24
Printing	1,000.00
Postage	3,000.00
Dues & Subscriptions	100.00
Maintenance	500.00
Insurance	500.00
Equipment Rental	1,000.00
Staff Continuing Education	500.00
Bank Charges/Disc Fees	2,000.00
Miscellaneous	200.00
Telephone/Internet	500.00
Board Meeting Expense	1,000.00
Supplies	1,000.00
<b>SUBTOTAL</b>	<b>\$ 17,708.24</b>
Professional Services	
Audit Services	\$ 1,000.00
Calligrapher	300.00
Department of Justice	1,000.00
Legal Counsel	3,500.00
Computer Consultants	1,500.00
Payroll Services	1,000.00
Accounting	1,800.00
Investigator	2,500.00
<b>SUBTOTAL</b>	<b>\$ 12,600.00</b>
Equipment	
Replacement costs (computer and/or printer)	1,500.00
<b>SUBTOTAL</b>	<b>\$ 1,500.00</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 91,263.03</b>

REVENUE OVER EXPENSES (\$11,713.03)  
TOTAL ASSETS OVER EXPENSES \$113,286.97

**CORRESPONDENCE:**

**a. Letter from Janie Smith received October 25, 2010**

**Motion** was made by Teena Doxey, seconded by Debra Hollingsworth and unanimously carried, to deny Janie Smith's request to make her license reinstatement retroactive to the date of lapse.

**CONFERENCES:**

**LDA**

**Motion** was made by Teena Doxey, seconded by Debra Hollingsworth and unanimously carried, not to exhibit at the LDA Convention.

**EXECUTIVE SESSION:**

**Motion** was made by Teena Doxey, seconded by Debra Hollingsworth and unanimously carried, to move in to Executive Session at 3:10 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 Teena Doxey, seconded by Eve Harmeyer and unanimously carried, to come out of Executive Session at 3:25 p.m. to make the following motions:

**a. License Problem(s)**

No license problems were presented at this meeting.

**b. Complaint #2010-08**

**Motion** was made by Debra Hollingsworth, seconded by Terry Compton and unanimously carried, to dismiss Complaint #2010-08.

**c. Complaint #2010-12**

**Motion** was made by Eve Harmeyer, seconded by Tavis Piattoly and unanimously carried, to release Respondent from terms of Consent Agreement and Order.

**d. Complaint #2011-02**

**Motion** was made by Eve Harmeyer, seconded by Teena Doxey and unanimously carried, to release Respondent from terms of Consent Agreement and Order.

**e. Complaint #2011-03**

**Motion** was made by Terry Compton, seconded by Teena Doxey and unanimously carried, to dismiss Complaint #2011-03.

**f. Review of Applications**

**Motion** was made by Tavis Piattoly, seconded by Eve Harmeyer, and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

<b>Wilson, Gloria</b>	<b>2277</b>	<b>Landry, Lynsey</b>	<b>2278</b>
<b>Goebel, Sandlin</b>	<b>2279</b>	<b>Cenac, Leslie</b>	<b>2280</b>
<b>Steffan, Katie</b>	<b>2281</b>	<b>Mathews, Alissa</b>	<b>2282</b>
<b>Conrad, Stefanie H.</b>	<b>2283</b>	<b>Greer, Victoria M.</b>	<b>2284</b>

**Motion** was made by Terry Compton, seconded by Debra Hollingsworth, and unanimously carried, to **upgrade** the following licenses to **Dietitian/Nutritionist**:

<b>Ortego, Bridget</b>	<b>2249</b>	<b>Frasier, Joette</b>	<b>2085</b>
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**Motion** was made by Teena Doxey, seconded by Debra Hollingsworth, and unanimously carried, to **reinstate** the following licenses:

<b>Craft, Debra</b>	<b>769</b>	<b>Pearce, Larisa</b>	<b>1772</b>
<b>Adams, Cherree</b>	<b>770</b>		

**g. Complaint #2010-13**

**Motion** was made by Teena Doxey, seconded by Eve Harmeyer, and unanimously carried to send for investigation.

**Motion** was made by Teena Doxey, seconded by Debra Hollingsworth and unanimously carried, to adjourn the meeting at 3:30 p.m.

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Paula Weeks, MS, RD, LDN  
Chairperson

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Terry Compton, APRN, RN, MS, CDE  
Vice-Chairperson