**LOUISIANA STATE BOARD OF ELECTROLYSIS EXAMINERS**

**MEETING MINUTES**

DATE AND TIME: Monday July 22, 2019, 7:30 AM

LOCATION: East Jefferson General Hospital 4200 Houma Blvd. Dreyfus Room 2 Metairie LA 70006

The meeting was called to order by Tonya Freeman at 7:37 AM

**Roll Call:**

Tonya Freeman, Chair

Julie Bennett, Treasurer

Nicole Rogers, Physician to the board

Public Present: Dee Vallette

**Reading of the Minutes:**

Minutes were read from 4-29-19. Dr. Rogers suggested some minor changes. Ms. Bennett moved to accept the minutes as amended. Dr. Rogers seconded. All voted in favor.

**Treasurer’s report:**

Ending balance of 17,718.01. There were no additions, just three debits. Rent check was sent for $325, and Office of Risk Management for $103 (insurance) and Office of Telecommunications Management ($114.48). Ms Bennett moved to approve the treasurer’s report and Dr Rogers seconded and all voted in favor.

**Business from Board Members**

Ms. Freeman reported that the phones were fixed.

However we are having problems with our mail. When it is put outside the building it is not getting picked up. Our rent check and Dee’s application for instructor license and our computer application were not received. The state did not receive their letter. Apparently the suite next door had mail put out on Friday but when she went back Tuesday it was still there. Their neighbor Michael is also having problems and Friday Ms. Freeman is going to file a complaint together with him with the local post office. So far the landlord has been forgiving and is not fining us for the late fee since we have always been on time in the past.

Dr Rogers reported receiving a letter from the Louisiana Property Assistance Agency saying we failed to send the proper certification in time for November 21st, 2018. It was not received until June 24th 2019 so it was ‘disapproved.” Ms Freeman explained that a different form was sent last June which was apparently not acceptable but we were not given notice of this until now. We will mark our calendar for next year (October) so we make sure to get it done by the deadline of November 21st, 2020.

Ms Freeman reported that Ms. Valette did pay her $150 licensing fee and that all of her application was correct. She left the application at the office by accident but as Chariman of the board verified that her application was complete. Ms Freeman moved to accept Ms Vallete’s application for the instructor test. Dr Rogers seconded. All voted to move forward with Ms. Valette’s testing today.

Ms Valette presented her floor layout and lesson plans and course outline. Dr Rogers moved that the board recess for student testing. Ms. Bennett seconded and all voted in favor.

Dr Rogers made a motion to come out of recess for student testing. Ms. Bennett seconded. All voted in favor. Ms Bennett voted we go into executive session to discuss Ms. Vallette’s application. Dr Rogers seconded and all voted in favor.

The board came out of executive session and decided on the next meeting for Monday October 21st 2019 at East Jefferson General Hospital.

The meeting was adjourned at 9:05am.