**LOUISIANA STATE BOARD OF ELECTROLYSIS EXAMINERS**

**MEETING MINUTES**

DATE AND TIME: Monday February 13, 2017, 8:00 AM

LOCATION: East Jefferson General Hospital 4200 Houma Blvd. Dreyfus Room 1 Metairie LA 70006

The meeting was called to order by Tonya Freeman at 8:10 AM

**Roll Call:**

Tonya Freeman, Chair

Julie Bennett, Treasurer

Nicole Rogers, Physician to the board

No public was present

**Reading of the Minutes:**

Minutes from 8/1/16 meeting were read. Ms. Bennett moved to approve them and all voted to approve.

**Treasurer’s Report:**

Ending balance of $19,846.85. In reviewing the November bank statement, there was a $300 check, a $100 check and a $94 check. There was a $50 petty cash withdrawal and $3500 deposit for license renewals (estimated $100 each x 35 renewals), dated 11/30/16. There are still 10 checks that are awaiting deposit once SS#s have cleared to be sure they don’t owe back child support or student loans. There was a motion by Dr. Rogers to approve the treasurer’s report pending updated information from the most recent checks. All voted in favor.

**Report from Board Members:**

Ms. Freeman reported that there was an electrologist who was very upset that she had to provide her SS# on her form, that she would only provide her last four digits. Ms. Freeman wrote her back saying she would bring it up at today’s meeting. The board unanimously agreed not to change the form in order to accommodate her request.

Ms. Freeman brought up the fact that the Quicken program needs to be replaced. It is 2013 and the cost to update is about $60. Ms. Bennett moved to purchase a new Quicken and Dr. Rogers seconded. All voted in favor.

Ms. Freeman said there are several applicants whose mailed information was post-marked as late. The deadline is December 31st, 2016 and some people have sent them postmarked as late January 3rd. Ms. Bennett recommended accepting them but with a warning, recommending that they send it earlier next year. Dr. Rogers and Ms. Freeman unanimously agreed.

Ms. Freeman said that there is a license applicant to renew with CEUs that are not state approved. Her license was last set to expire in June, Ms. Freeman sent a letter saying her CEU’s were not compliant. She has continued to send CEU’s that are not appropriate. Ms. Freeman suggested we send her a letter summarizing her habitual submission of inappropriate CEUs, informing her that she will receive an immediate cease and desist, and to inform her that we are going to turn her name over to the Attorney General’s office in 14 days for further enforcement if appropriate CEU’s are not submitted.

Ms. Freeman stated that one of our new licensees did not renew her license.

Ms. Freeman stated that our physical year is from June 1st to June 1st. So far we have only had 2 meetings (August 1st 2016) and this will be our second. We need to set up two more meetings before June 1st.

Ms. Freeman received an email about our website that we took down. She liked that they could get their renewal licenses from it. Now she unfortunately has to mass email them to everyone.

**New Business:**

Ms. Freeman discussed CEU’s for new license renewals. She said that a new student can test any time during the year, and renewals are required in December. An electrologist suggested that if they just graduated from school that the person would not need to submit 3 hours of CEU’s that year.

Ms. Freeman discussed how the board recently spent over $100 to repair the old computer. She suggested purchasing a new desktop and printer through Best Buy and use Geek Squad in order to transfer over the old information. We need to keep the cost of the new hardware to under $1300 which the board discussed should be easy.

She has 2 late renewals that both paid their $50 late fees. Their CEU’s were up to date. Dr. Rogers moved that their reinstatement be approved and Ms. Bennet seconded. The group voted in favor to approve both late renewals.

The next meeting date set was for April 3rd, 2017 at 8am in Metairie. Then if an attorney is needed for the May 22nd meeting it can be in Baton Rouge.

Meeting was recessed at 8:56am.

Addendum: Ms. Freeman contacted Dr. Rogers on 2/14/17 with the current bank account balance of $23,729.85