 State of Louisiana

 Board of Examiners for Sanitarians

 7173-A Florida Boulevard

 Baton Rouge, LA 70806

BOARD MEETING MINUTES

 December 3, 2014

*IN ATTENDANCE ON CONFERENCE CALL MEETING*

Don Riser, RS, Chair

Tenney Sibley, RS, Vice-Chair

Butch Martin, RS, Secretary-Treasurer

Tessa R. Dixon, RS, Member

Janet Merritt, Recorder

The meeting was held via telephone conference call at 9:00 a.m.; after determining a quorum was present, Board Chair Don Riser called the meeting to order at 9:15am. Prior to the meeting Board members received copies of the Agenda, Minutes from the June 17, 2014 board meeting, and Report of the Secretary-Treasurer.

Mr. Riser called for a motion to accept the Minutes of the June 17th meeting; Mr. Martin offered the motion and Ms. Sibley seconded; motion carried.

Mr. Riser called for a motion to accept the Report of the Secretary/Treasurer; Mr. Martin offered the motion and Ms. Sibley seconded; motion carried.

The next item on the agenda was under New Business regarding meeting and testing dates for 2015.

Mr. Riser proposed the following dates for 2015 meetings and Registered Sanitarian tests:

Wednesday, February 4th; Wednesday, June 17th; and Wednesday, October 14th. Ms. Sibley offered the motion to accept the specified dates and motion was seconded by Ms. Dixon; motion carried.

The next item on the agenda was under New Business regarding the 2015 LPHA Annual Educational Conference. Mr. Martin made a motion that the LSBES be a sponsor of the 2015 LPHA Conference at the $1,500 level; Ms. Sibley seconded the motion and the motion carried.

Mr. Riser called for any additional new business. Ms. Sibley began discussion on need to revise the R.S. exams and seek feedback from Regional Sanitarians and Program Specialists on content. After discussion, it was agreed that Ms. Sibley will provide Mr. Riser with a list of the specialists to be contacted and he will send an email to them and request their feedback by January 5th. The Board will need to complete review of feedback by January 19th. Ms. Dixon agreed to prepare all test questions and answers in a spreadsheet format and will send template to Board members; this would allow for questions/answers to be sorted by category for use in preparing future test versions. Ms. Sibley made a motion that the Board review current test questions and create a bank of questions to be used for future tests and this project to be completed by June 30, 2015; the motion was seconded by Mr. Martin and motion carried.

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Discussion followed on reviewing by-laws for any possible revisions, specifically relative to qualifications to be a Sanitarian. It was agreed that this would be discussed at the next Board meeting.

Ms. Sibley made a motion to adjourn the meeting and was seconded by Mr. Martin; motion carried and meeting adjourned at 10:19am.