



State of Louisiana

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

BOARD MEETING MINUTES

October 26, 2022

9:00 – 10:00 AM

220 W. Willow St. – Lafayette, LA

IN ATTENDANCE: Justin Gremillion, RS – Chair; Dane Thibodeaux, RS-Vice-Chair; Chasity Cheramie, RS – Secretary/Treasurer; Vickie Collins, RS – Member; Janet Merritt, Recorder

After determining a quorum was present, Board Chair Justin Gremillion called the meeting to order at 9:00 AM. The minutes of the June 14, 2022 meeting were disseminated to members prior to the meeting; motion made by Dane Thibodeaux to accept the minutes; seconded by Vickie Collins--minutes were approved. The Financial Report (copy attached) was disseminated to members prior to the meeting; motion made by Dane Thibodeaux to accept the financial report; seconded by Vickie Collins—the financial report was approved.

Old Business:

Regarding the course bundle from Tulane University for new sanitarians, Chasity reported that she is getting feedback from new sanitarians about the courses. The next RS exam will have to be inclusive of Sanitarians who completed the CDC self-study course and those who have completed the Tulane University course bundle.

New Business:

Board members discussed and reviewed the forms being used to request approval of courses/trainings for continuing education hours; there are edits which need to be made to the forms and edits that need to be made to other forms as well. Janet Merritt stated that she does not have the original fillable PDF forms that are on the website and may not have WORD versions of all of them. Justin Gremillion agreed to download all the forms and convert them to WORD documents so that they can be reviewed by board members and proposed changes submitted.

The next board meeting and RS exam is scheduled for Wednesday, February 8th and it is planned to be held in Lafayette; the June exam is scheduled for Wednesday, June 21st with the location to be determined.

Having no further business to discuss, Chasity Cheramie made the motion to adjourn; motion seconded by Vickie Collins -- meeting adjourned at 10:00 AM.

Submitted by: Janet Merritt, Recorder



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FINANCIAL REPORT

October 19, 2022

The following information is provided as October 19, 2022 for FY23:

- Temporary Permits Issued = 13
- Temporary Permits Renewed = 9
- Temporary Permits Applications Rejected = 0
- Sanitarian Licenses Issued =
- Sanitarian Licenses Renewed = 3
- Late Fees for Renewals = 4
- Sanitarian Licenses Reactivated = 0
- Reciprocal License Issued = 0
- RS Exam Fee = 4
- Duplicate License Issued = 0

The following information is for FY-23 as of October 19, 2022 (see expenditure report attached):

Certificate of Deposit	\$ 18,339.90	Operating Income	\$ 886.79
Savings Account	\$ 1,129.02	Interest Income	\$ 27.87
Checking Account	<u>\$ 18,342.88</u>	Operating Expenses	<u>\$ (1,672.28)</u>
Total Assets =	\$ 37,812.00	Profit/Loss	\$ (757.62)



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FINANCIAL REPORT FY-22 Final as of June 30, 2022

The following information is provided as June 30, 2022 for FY-22:

- Temporary Permits Issued = 39
- Temporary Permits Renewed = 16
- Temporary Permits Applications Rejected = 4
- Sanitarian Licenses Issued = 15
- Sanitarian Licenses Renewed = 276
- Provisional License Issued = 1
- Late Fees for Renewals = 22
- Inactive Status Requests = 10
- Licenses Revoked for Non-Renewal = 11
- Sanitarian Licenses Reactivated = 0
- Reciprocal License Issued = 0
- CDC Self Study Workbooks Purchased = 14
- RS Exam Fee = 16
- Duplicate License Issued = 0

The following information is for FY-22 as of June 30, 2022 (see expenditure report attached):

Certificate of Deposit	\$ 18,339.90	Operating Income	\$ 10,720.41
Savings Account	\$ 1,128.88	Interest Income	\$ 73.70
Checking Account	\$ <u>18,624.24</u>	Operating Expenses	\$ <u>- 7,706.56</u>
Total Assets =	\$ 38,093.02	Profit/Loss	\$ 3,087.55

FY22 Budget Expenditures - FINAL														
	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	500.00				-100.00				-100.00				-100.00	200.00
Hon/Vice	500.00				-100.00				-100.00				-100.00	200.00
Hon/Sec	500.00				-100.00				-100.00				-100.00	200.00
Hon/Mbr	300.00				-100.00				-100.00				-100.00	0.00
Acct./Sec.	4,800.00	-400.00			-1,200.00	-400.00			-1,200.00	-400.00	-400.00	-400.00	-400.00	0.00
Travel	1,000.00				-97.44				-69.60				-84.68	748.28
Office Sup	300.00				-83.72	-81.71					-113.00			21.57
Printing	1,000.00													1,000.00
Insurance	200.00		-196.00											4.00
Postage	600.00	-26.46			-187.25	-180.00			-188.79		-8.00		-88.74	-79.24
Bd Spns Ed	1,700.00		-271.17											1,428.83
Prof Svcs	650.00													650.00
Fees/Refunds	0.00								-30.00					-30.00
Total	12,050.00	-426.46	-467.17	0.00	-1,968.41	-661.71	0.00	0.00	-1,888.39	-400.00	-521.00	-400.00	-973.42	4,343.44