



State of Louisiana

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

BOARD MEETING MINUTES December 18, 2019 Bienville Building - Baton Rouge, LA

IN ATTENDANCE

Tenney Sibley, RS – Chair
Justin Gremillion, RS – Acting Vice-Chair
Patrice Clark, RS – Acting Secretary/Treasurer
Alexander Billieux, MD – OPH Assistant Secretary
Janet Merritt, Recorder

After determining a quorum was present, Board Chair Tenney Sibley called the meeting to order at 9:20am. The minutes of the February 27, 2019 meeting were disseminated to members prior to the meeting; motion made by Tenney Sibley to accept the minutes, seconded by Justin Gremillion -- minutes were approved. The Report of the Secretary/Treasurer (copy attached) was disseminated to members prior to the meeting; motion made by Justin Gremillion to accept the report, seconded by Patrice Clark -- the report of the Secretary/Treasurer was approved.

Election of Officers:

Justin Gremillion nominated Tenney Sibley for the position of Chair and Patrice Clark seconded the nomination; Tenney accepted and will continue serving as the Board's Chair for FY20 but she wanted it to be noted that her current term on the Board expires in July of 2020. Tenney Sibley nominated Justin Gremillion for the position of Vice-Chair and Dr. Billieux seconded -- Justin accepted and will serve as Vice-Chair for FY20. Justin Gremillion nominated Patrice Clark for the position of Secretary/Treasurer and the nomination was seconded by Tenney Sibley -- Patrice accepted the nomination and will serve as Secretary/Treasurer for FY20.

Old Business:

The current CDC Environmental Health Sciences self-study course book will continue to be used by Sanitarians-in-Training and a new supply of books will be ordered from the printer. Tenney and Justin will review the current CDC course book and the online CDC courses for a possible change in the future.

New Business:

The Board members reviewed the proposed FY-20 budget which was similar to the FY-19 budget. Dr. Billieux advised members that he did not want to accept an honorarium for his participation at meetings. Discussion was held regarding increasing the funding for the Board Sponsored Educational Offering from \$1,150 to \$2,800. To cover the cost of the additional education funding, the Miscellaneous line item of \$1,000 was eliminated, the \$300 honorarium for the OPH Assistant

Minutes of LSBES Board Meeting
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Secretary's position on the Board was eliminated at his request, and the line item for Website Hosting & Development/Legal Services was reduced from \$1,000 to \$650.00. With the changes to the referenced line items, the total budget remains at \$12,050. Dr. Billioux made the motion to accept the FY-20 revised proposed budget; motion seconded by Tenney Sibley – motion carried and FY-20 budget was approved. A copy of the approved FY-20 budget and supporting expenditure detail are attached.

The following 2020 Board meeting and Registered Sanitarian exam dates were scheduled – Wednesday, February 12th and Wednesday, June 10th.

The meeting was adjourned at 10:00 AM.

Submitted by: Janet Merritt, Recorder



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REPORT OF THE SECRETARY-TREASURER As of December 11, 2019

The following information is provided for FY-20 as of December 11, 2019:

- Temporary Permits Issued = 18
- Temporary Permits Renewed = 15
- Sanitarian Licenses Issued = 7
- Sanitarian Licenses Renewed = 93
- Sanitarian Licenses Reactivated = 0
- Late Fees (for Renewals) = 3
- Temporary Permit Applications Rejected = 2
- CDC Self Study Workbooks Purchased = 10
- RS Exam Fee = 7
- Duplicate License Issued = 2

The following information is for FY-20 as of Dec. 11, 2019 (see expenditure report attached):

Certificate of Deposit	\$ 18,175.79	Operating Income	\$ 4,472.00
Savings Account	\$ 1,127.34	Interest Income	\$ 27.72
Checking Account	\$ <u>10,203.03</u>	Operating Expenses	\$ <u>3,108.12</u>
Total Assets =	\$ 29,506.16	Profit/Loss	\$ 1,391.60

Submitted by: Janet Merritt, Administrative Representative



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FINANCIAL REPORT As of June 30, 2019

The following information is provided for FY-19 as of June 30, 2019:

- Temporary Permits Issued = 50
- Temporary Permits Renewed = 26
- Sanitarian Licenses Issued = 24
- Sanitarian Licenses Renewed = 282
- Sanitarian Licenses Reactivated = 0
- Late Fees (for Renewals) = 26
- Temporary Permit Applications Rejected = 4
- CDC Self Study Workbook = 7
- RS Exam Fee = 24
- Duplicate License Issued = 2

The following information is for FY-19 as of June 30, 2019 (see expenditure report attached):

Certificate of Deposit	\$ 18,148.35	Operating Income	\$ 12,615.08
Savings Account	\$ 1,126.92	Interest Income	\$ 82.09
Checking Account	\$ <u>9,448.13</u>	Operating Expenses	\$ <u>9,333.21</u>
Total Assets =	\$ 28,723.54	Profit/Loss	\$ 3,363.96

Submitted by: Janet Merritt, Administrative Representative

FY19 Budget Expenditures as of 6/30/19

	BEG BAL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BALANCE
Hon/Chair	300.00				-100.00					-100.00				100.00
Hon/Vice	300.00				-100.00					-100.00				100.00
Hon/Sec	300.00				-100.00					-100.00				100.00
Hon/Mbr	300.00				-100.00					-100.00				100.00
Hon/Mbr	300.00													300.00
Hon/Mbr	0.00													0.00
Hon/Mbr	0.00													0.00
Acct./Sec.	4,800.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	-400.00	0.00
Travel/In-State	500.00				-87.48					-87.48	-184.68			140.36
Office Sup	300.00	-570.00	-35.27			-175.00	-32.49		-160.11					72.13
Printing	1,000.00													255.00
Insurance	200.00		-203.00											-3.00
Dues/Subs	0.00													0.00
Postage	600.00		-52.05			-57.36	-217.43	-121.40		-18.62	-62.85			70.29
Telephone	0.00									-18.01				-18.01
Bd Spons Ed	1,150.00							-1,200.00						-50.00
Equipment	1,000.00													1,000.00
Prof Svcs	1,000.00													585.02
Fees/Refunds	0.00												-275.00	
Total	12,050.00	-970.00	-690.32	-400.00	-887.48	-632.36	-649.92	-1,886.38	-570.11	-924.11	-647.53	-400.00	-675.00	2,716.79

LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY-20 (July 1, 2019– June 30, 2020)

EXPENDITURES:

Salaries:
 Personal Services 4,800.00
 Honorariums 1,200.00
Total Salaries: \$ 6,000.00

Operating Expenses:
 Travel 500.00
 Operating Services 1,800.00
 (Includes Postage, Telephone,
 Insurance, and Printing)
 Board Sponsored Ed 2,800.00
 Office Supplies 300.00

Total Operating Expenses: \$ 5,400.00

Professional Services
 Other 650.00
 (Includes Website Development/Hosting,
 Legal, etc.)
Total Professional Services: \$ 650.00

TOTAL EXPENDITURES \$ 12,050.00

REVENUES:

License, temporary permit, exam fee \$ 12,000.00
 Interest on CD \$ 50.00

TOTAL REVENUES \$ 12,050.00

PROJECTED SURPLUS/DEFICIT	\$ 0.00
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Approved 12/18/2029

**LA State Board of Examiners for Sanitarians
FY 20 ~ Supporting Expenditure Detail**

I. SALARIES (Honorariums and Personal Services)	
<i>Honorarium Recipients:</i>	
Chairman	300.00
Vice Chairman	300.00
Secretary-Treasurer	300.00
Member	0.00
Member	300.00
Member	.00
Member	.00
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
TOTAL SALARIES	\$ 6,000.00
II. OPERATING EXPENSES	
<i>Travel (Board Members Only)</i>	
Routine In-State Travel	500.00
Out-of-State Travel	.00
<i>Operating Services</i>	
Printing (Renewal Notices, Licenses, CDC Books)	1,000.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	200.00
Dues & Subscriptions	0.00
Postage	600.00
Board Sponsored Educational Offering	2,800.00
Office Supplies	300.00
Miscellaneous	0.00
TOTAL OPERATING EXPENSES	\$ 5,400.00
III. PROFESSIONAL SERVICES	
Website Hosting & Development/Legal Services	650.00
TOTAL PROFESSIONAL SERVICES	\$ 650.00
GRAND TOTAL	\$ 12,050.00