



State of Louisiana

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

BOARD MEETING MINUTES June 17, 2021 Bienville Building - Baton Rouge, LA

IN ATTENDANCE

Justin Gremillion, RS – Chair
Dane Thibodeaux, RS, Vice-Chair
Chasity Cheramie, RS - Member
Janet Merritt, Recorder

With 3 of 5 Board members in attendance, a quorum was determined. Board Chair Justin Gremillion called the meeting to order at 9:00 am. The minutes of the February 24, 2021 meeting were disseminated to members prior to the meeting; motion made by Chasity Cheramie to accept the minutes, seconded by Dane Thibodeaux--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 Chasity Cheramie--the report was approved.

Old Business:

The next Board Meeting and RS Exam is scheduled for Wednesday, October 13, 2021. The location will be Rm. 118 at the Bienville Bldg; the room reservation has been made.

Regarding continuing education criteria, Justin Gremillion will upload the criteria to the LSBES website.

Chasity Cheramie discussed a proposal to move to an online environmental science course through Tulane University to replace the current CDC course book being used. Justin Gremillion agreed to set up a meeting with Tulane University to discuss available resources and options.

New Business:

The annual election of officers was held. The officers for the upcoming FY22 beginning July 1, 2021 are Justin Gremillion, Chair; Dane Thibodeaux, Vice-Chair; and Chasity Cheramie, Secretary/Treasurer.

Regarding communication protocols, it was agreed that outgoing communications from the Board members should be reviewed by each member and agreed upon as a team prior to sending. It was also agreed that Board members should meet at least every six months with LDH Sanitarian Services administration. Discussion on having emails for Board members that are separate from state/personal emails; Janet Merritt will check with the website hosting company about creating email accounts ending with @lsbes.org .

The Board members reviewed/discussed the process for applying for Inactive Status by retired and/or non-working Registered Sanitarians, and the procedures and fees for reactivation of an Inactive Status license and a license that has been revoked. Also discussed were the requirements for granting a reciprocal license to an individual who holds a Registered Sanitarian or equivalent license in another state that has a State Board administered exam and similar educational requirements as the LSBES.

Having no further business to discuss, the meeting adjourned at 10:00am.

Submitted by: Janet Merritt, Recorder



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AGENDA

LSBES Board Meeting

June 17, 2021

8:30 – 10:00 AM

Rm. 118, Bienville Bldg.. - Baton Rouge, LA

1. Call to Order and Determination of Quorum
2. Review/Approval of Minutes of 02/24/21 Meeting
3. Report of the Secretary/Treasurer
 - Financial Report
 - 2021 Revocations List
4. Old Business:
 - Schedule October Meeting/RS Exam
 - Continuing Education
 - CDC Self-Study Course
5. New Business:
 - Election of Officers for FY-22
 - FY-22 Budget
 - Board Communications
 - Review of Procedures: Inactive Status and Reactivation



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REPORT OF THE SECRETARY-TREASURER June 17, 2021

The following information is provided as June 14, 2021 for FY-21:

- Temporary Permits Issued = 49
- Temporary Permits Renewed = 23
- Sanitarian Licenses Issued = 10
- Sanitarian Licenses Renewed = 273
- Sanitarian Licenses Reactivated = 3
- Reciprocal License Issued = 3
- Late Fees (for Renewals) = 23
- Temporary Permit Applications Rejected = 8
- CDC Self Study Workbooks Purchased = 13
- RS Exam Fee = 15
- Duplicate License Issued = 0
- Inactive Status Requests = 15
- Revocations = 11

The following information is for FY-21 as of June 14, 2021 (see expenditure report attached):

Certificate of Deposit	\$ 18,230.46	Operating Income	\$ 12,087.82
Savings Account	\$ 1,128.04	Interest Income	\$ 27.66
Checking Account	\$ <u>16,051.91</u>	Operating Expenses	\$ <u>8,449.47</u>
Total Assets =	\$ 35,410.41	Profit/Loss	\$ 3,666.01

Submitted by: Patrice Clark, RS – Secretary/Treasurer

FY21 Budget Expenditures as of 6/14/21

	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			-100.00					100.00
Hon/Vice	500.00	-100.00			-100.00	-100.00			-100.00					100.00
Hon/Sec	500.00	-100.00			-100.00	-100.00			-100.00					100.00
Hon/Mbr	300.00					-100.00			-100.00					100.00
Acct./Sec.	4,800.00	-400.00	-400.00	-400.00	-400.00	-400.00	-800.00	-800.00	-400.00	-400.00	-400.00		-800.00	0.00
Travel/In-S	1,000.00	-274.32			-98.60				-90.72					536.36
Office Sup	300.00					-82.22			-145.72					72.06
Printing	1,000.00					-270.00		-255.48			-405.00			69.52
Insurance	200.00		-181.00											19.00
Postage	600.00			-85.56	-16.06	-110.00					-70.82		-83.98	233.58
Bd Spons	1,700.00													1,700.00
Prof Svcs	650.00							-69.99						580.01
Fees/Refur	0.00							-5.00				-5.00		-10.00
Total	12,050.00	-974.32	-581.00	-485.56	-814.66	-1,262.22	0.00	-1,130.47	-1,036.44	-405.00	-875.82	0.00	-883.98	3,600.53



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2021 REVOKED LICENSES

1. Lynette Abshire, #1312
2. Joan G. Adams, #0669
3. Victor Alex, #1258
4. Tru C. Davis, #3211
5. John Higgs III, #0706
6. Ainsley Hodgeson, #3191
7. Elliot Shea Johnson, #3198
8. George Peltier, #1272
9. Tiffany Roberson, #3018
10. Vicky Toups, #0906
11. Valton Wood, #3149

LA State Board of Examiners for Sanitarians Proposed FY 22 ~ Supporting Expenditure Detail

I. SALARIES (Honorariums and Personal Services)

<i>Honorarium Recipients:</i>	
Chairman	400.00
Vice Chairman	400.00
Secretary-Treasurer	400.00
Member	400.00
Member	.00
Member	.00
Member	.00
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
TOTAL SALARIES	\$ 6,400.00

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	2,200.00
Office Supplies	300.00
Miscellaneous	0.00
TOTAL OPERATING EXPENSES	\$ 4,800.00

III. PROFESSIONAL SERVICES

Website Hosting & Development/Legal Services	850.00
TOTAL PROFESSIONAL SERVICES	\$ 850.00
GRAND TOTAL	\$ 12,050.00