

**MINUTES**  
**February 8, 2023 QUARTERLY BOARD MEETING**

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on February 8, 2023, in accordance with applicable law and gubernatorial proclamation(s).

**Board Members Present:**

Mr. Jamie Shelton, Chair	Mr. Cullen Brewer	Mr. Delbert Wilbanks
Mr. Jack Sanders, (Vice Chair)	Mr. Scott Crabtree	Mr. Kemp Wright
Mr. Eddie Borland	Dr. Charlotte S. Hurst	Ms. Shirley Barbara Anthony
Dr. Susan Nelson		

**Board Members Absent:**

Mr. Al Breaux  
Mr. Teddy Ray Price

**Others Present:**

Mr. Joseph E. Townsend Executive Director	Ms. Kristie Mascarella Assistant Executive Director	Amy Groves Lowe Board Attorney
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**I. CALL TO ORDER**

This meeting was called to order at 12 noon by Chair Shelton, who also conducted a roll call. See attendance detailed above.

**II. MINUTES**

Chair Shelton presented the agenda in addition to the minutes for the meeting conducted on November 9, 2022, for review and approval. Dr. Nelson made a motion to adopt the minutes for the November meeting, with motion seconded by Mr. Wilbanks and unanimously approved.

**III. NEW BOARD APPOINTEE**

Chair Shelton introduced Ms. Shirley Barbara Anthony, RN, LNC. Ms. Anthony was appointed to the Board to represent the Louisiana State Nurses Association. Ms. Anthony was sworn at this time.

**IV. EXECUTIVE DIRECTOR REPORT**

Mr. Townsend, Interim Executive Director, presented a brief Executive Director Report. Mr. Townsend reported that the Louisiana Legislative Audit investigation was concluded and that he and Chair Shelton attended an exit interview on January 27, 2023. The details of the report

were later discussed in an Executive Session. Mr. Townsend also reported the latest updates on the website issues. Ms. Mascarella and Mr. Townsend met with Connie Parsons, the President and COO of IlluminAge. She recommended that LABENFA apply for a .org site. The Board directed Mr. Townsend to follow through with this recommendation. Mr. Townsend also stated that LABENFA was in full compliance with the Louisiana Board and Commissions requirements. He announced that Ms. Mascarella had developed an Excel spreadsheet listing all administrators, their license numbers, and the type of license they held. Lastly, he announced that 33 administrators had allowed their license to lapse effective January 1, 2023. There was a discussion regarding the need to upgrade the board's data base of administrators and to have the capability to send a blast email to all licensed administrators. It was decided to pursue a data base software that would allow that capability. It was suggested that the Board upgrade its Microsoft to include Microsoft Access. Mr. Wilbanks made a motion to upgrade the program and was seconded by Dr. Nelson. Mr. Townsend will proceed.

Mr. Kemp asked if an administrator had the ability to pay registration fees via a credit card. Ms. Mascarella advised the Board that she can send a link to administrators, and they can pay on-line.

Dr. Hurst questioned if there was a grace period after an administrator's license had been suspended. Mr. Townsend explained the process.

## **V. EDUCATION COMMITTEE REPORT**

Ms. Mascarella presented the Education Committee Report. In the Second Quarter of FY 2023, five (5) professionals were licensed as administrators. Six (6) persons requested application packages and 5 returned them. One (1) of those who returned the application has applied for a waiver. Of the 5 who returned their applications, one (1) was a provisional license requesting reciprocity to Louisiana. Three (3) administrators requested verification of their license be sent to other states as they have applied for reciprocity to those states. Ten applicants sat for the NAB exams; nine for the CORE, and a tenth was a repeat on the LOS. Six passed both exams; one failed both the Core and the LOS; and two passed the Core but failed LOS.

Mr. Townsend advised the Board that NAB now has an on-line study program and that he would recommend applicants consider subscribing to it, as it may help increase the pass rate.

Ms. Mascarella reported that LABENFA has had seven (7) requests for continuing education reviewed and approved since the last regular meeting. Six (6) were requests to take and one (1) was to offer a program. She noted that LABENFA currently has 16 annual CEU providers that are not included in the aforementioned numbers.

Fourteen (14) persons registered for the NAB review program. Nine (9) administrators have registered for the Preceptor Training program.

There are 617 licensed administrators in Louisiana. Of those, 564 have an active license and 53 have an inactive one.

## **VI. FINANCE COMMITTEE**

Mr. Wright, Chairperson of the Finance Committee, gave the report. He confirmed that LABENFA was on track, if not a bit ahead. He reported that expenses were in line with years 2020 and 2021. He also stated that the expenses were notably less than in 2019, as in that year the travel expenses were abnormally high. Mr. Wright explained that revenue was accrued for the 12-month period as the bulk of revenue came from re-registration fees that typically were collected in April, May, and June. Mr. Wright recognized the fact that the financials were being sent to the Finance Committee more timely than in the past. Mr. Crabtree also mentioned that fact. Mr. Townsend explained that Kristie and he had set up a protocol where LABENFA and the accounting firm, Baxley & Associates, have established time lines which should ensure financials are completed by the middle of each month.

Mr. Wright also expressed a need for random financial checks at the operations level. The board agreed with this recommendation.

Mr. Wilbanks moved to accept the financial reports; Mr. Brewer seconded.

## **VII. EXECUTIVE SESSION**

Mr. Crabtree made a motion for the Board to go into Executive Session; Mr. Brewer seconded. At the conclusion of the Executive Session, Mr. Wilbanks motioned to re-convene the regular session; Ms. Anthony seconded.

**VIII.** Board reconvened at the conclusion of the Executive Session. Motions were made and seconded for items discussed in Executive Session. The motions were for the purpose of approving an investigative committee for four complaints and one for the approval to employ a civil law attorney should the need to present itself should any of the complaints result in a disciplinary hearing:

- a. Complainant 2022-1 Committee members Mr. Townsend and Ms. Anthony: Motion made by Dr. Nelson; seconded by Mr. Crabtree. Motion passed with a Board vote of 9 for, 0 against, 1 abstained.
- b. Complainant 2023-1 Committee members Mr. Townsend and Dr. Nelson. Motion made by Mr. Wilbanks, seconded by Mr. Borland. Motion passed by a Board vote of 9 for, 0 against, and 1 abstained.
- c. Complainant 2023-2 Committee members Mr. Townsend and Mr. Borland. Motion made by Mr. Sanders; seconded by Mr. Wilbanks. Motion passed by a Board vote of 9 for; 0 against, 1 abstained.
- d. Motion to suspend the investigation of Complainant 2023-2 until the Informal Dispute Resolution process with LDH staff, Health Standards Section is settled. Motion made by Mr. Brewer; Mr. Wright seconded. Board vote unanimously approved.
- e. To employ, on an hourly basis, a civil law attorney. Motion made by Mr. Brewer; Seconded by Mr. Crabtree.

## **IX. APPLICATIONS**

Due to the Executive Session, application review was tabled until the May quarterly meeting.

**X. ADJOURNMENT**

Mr. Sanders made a motion to adjourn the meeting and it was seconded by Mr. Borland.  
Meeting adjourned at 2:45 p.m.