



**STATE OF LOUISIANA  
BOARD OF EXAMINERS OF  
NURSING FACILITY ADMINISTRATORS**

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**QUARTERLY BOARD MEETING MINUTES  
JULY 27, 2016**

The LA Board of Examiners of Nursing Facility Administrators met July 27, 2016, at LABENFA, 5647 Superior Drive, Baton Rouge, LA.

**Board Members Present:**

Teddy R. Price – Chairman	Patricia LaBrosse	Lana Ryland – DHH
Earl Thibodaux – Vice Chairman	Jack Sanders	Delbert Wilbanks
Kemp Wright		

**Also present:**

Mark Hebert, Executive Director	H. David Smith – Board attorney
MaryAlice Durham, Asst. Executive Director	Cheryl Young, Executive Assistant

**Absent:**

Scott Crabtree	Margie Huguet – DHH	Dr. Sharon Hutchinson
Ronnie Goux	Bill Ledbetter	Dr. Susan Nelson

**Call to Order**

The meeting was called to order at 1:15 PM by Teddy R. Price, Chairman.

**Review/Approval of Agenda/Minutes**

The Board reviewed today's agenda (Tab 1). Motion to accept the Agenda was made by Mr. Wilbanks and seconded by Mr. Sanders and unanimously approved. After a brief review of the April 13, 2016, minutes, Mr. Wright made a motion to approve the minutes (Tab 2) as written. The minutes were seconded by Mr. Wilbanks and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director's report (Tab 3). Mr. Thibodaux and he attended the NAB convention in Ohio in June 2016. Mr. Hebert informed the board of a topic of discussion during the convention regarding states to consider adoption of the NAB Health Services Executive License. He went on to explain that while it would not likely impact our state for at least a few years should the Board choose to recognize the new license, we would need to amend our current language.

He continued his report instructing the members to note a chart in their binders showing the diversity of our Administrators and relevant statistics just for informational purposes.

The annual Legislative Audit has been completed. There was only one finding of which the correction has been implemented.

Mr. Hebert went on to inform the Board of the non-proprerty software software estimates he was able to obtain. The Board agreed that going with them would be cost prohibitive.

The Executive Director of Louisiana Assisted Living Association requested to have their link added to our LABENFA website. After some discussion, the Board decided to take no affirmative action.

Mr. Hebert announced to the Board that William Ledbetter, Jr. was appointed to replace Ray Naquin by the Governor, effective July 20, 2016, and Mr. Sanders and Mr. Thibodaux were reappointed to the Board by the Governor, effective July 20, 2016. Mr. Ledbetter was informed about our meeting today but was unable to attend due to an existing conflict prior to being appointed to the Board. He plans to join us at our next quarterly Board meeting in September.

Mr. Sanders made a motion to accept the Executive Report. It was seconded by Mr. Wilbanks and unanimously approved.

### **Education Committee Report**

Mr. Hebert presented the Education Report (tab 4). After a brief discussion of the number of application packets and the latest test scores, motion was made by Mr. Wright to accept the education reports as presented, seconded by Ms. Ryland and unanimously approved.

### **Finance Committee Report**

Mr. Wright presented the Finance report (Tabs 5 & 6). Mr. Wright informed the Board that steps are being taken to make a cleaner easier-to-read statement for our future financials provided by Baxley and Associates. Mr. Wright believes that financially we are a little ahead of schedule and sees no conflicts at this time. Mr. Wilbanks made a motion to accept the Financial Committee reports; seconded by Mr. Sanders and unanimously approved.

### **AD HOC Committee Report**

Mr. Wright informed the Board of the need to clarify the level of licensures more clearly in our Louisiana Administrative Code in section 1103. Upon realizing that this had not been defined in our LA Administrative Code, once the wording was agreed upon, we needed an Emergency Rule to get this in place. The Board received input from a number of licenses administrators that who currently do not meet the requirements for conditional licensure and who will not be able to renew their administrator license with the current active status due to financial restraints. This prompted the additional conditional status to include administrators who have 20 years experience working in a nursing home as the Administrator. He instructed the members to see the drafted version made available to them in the front of their binders. After much discussion, Mr. Sanders made a motion to accept the drafted version. Mr. Wilbanks seconded the motion and was unanimously approved.

Mr. Wright continued with a review of our current procedure regarding complaints received on Administrators. We do not accept anonymous complaints, only written, notarized complaints. Our Administrative Code section 1301 states the Chairman shall initiate an investigation and if it needs to go further he would designate three or more to investigate. The committee proposes to change the wording to read the Chairman designates an Ad Hoc Committee to report back to the Chairman eliminating having one person initially ruling on a complaint thus providing a buffer for the Chairman.

**Review of Applicants**

Applications were made available for review (Tab 11). Applicants’ files were distributed for review. After a brief discussion, motion to ratify the following individuals, individually, to sit for the examinations was made by Mr. Wright; seconded by Mr. Wilbanks, motion carried unanimously.

- T 3433 **Jacque Beebe**..... training at Oaks of Houma with Charles Lance LeBon
- T 3434 **Seth Guilbeaux**..... training at Encore Healthcare in Eunice with Cory Gatte
- T 3435 **Christelle Benade**..... training at Lexington House in Alexandria with Sherry Melton
- T 3436 **Misty Blanchard**..... LSU-A trained Heritage Manor Ville Platte (TreyPrudhomme)
- T 3437 **Betty Powell**..... LSUA trained HMVillePlatte(Prudhomme)Lexington(Melton)
- T 3438 **Torell Bridges**..... training at Nottingham in BR with Heather Bauder
- T 3440 **Steven Guillory**..... training at St. Luke’s in NO with Alec Lundberg
- T 3441 **Courtney McDaniel**..... LSUA trained Summit (Borland) Landmark in BR (Sadler)
- T 3443 **Jeff Schmitt**..... plans to train with Ames Bankston
- T 3444 **Krisshune Benjamin**..... plans to train
- T 3445 **Nicholas Polotzola**..... LSUA trained at Senior Village with Dale Hewitt

**Waiver Exam Report:** none

**Reciprocity TO Louisiana** none

**Reciprocity FROM Louisiana**

Reciprocity from LA requests from eight Administrators reviewed; no motion necessary.

- 3174 **Shonda Taylor** (to FL)..... Licensed in LA 2010 - 2011
- 3256 **Tamara Prosper** (to NC)..... Licensed in LA 2013 - 2016
- 2703 **Michael Chris Crump** (to MN)..... Licensed in LA 2006 - 2017
- 3315 **Joanna Bradford** (to AR)..... Licensed in LA 2007 - 2014
- 3162 **Mattson Kistrup** (to WA)..... Licensed in LA 2010 - 2017
- 3271 **Julie Cash** (to AR)..... Licensed in LA 2012 – 2017
- 707 **Al Breaux** (to TX)..... Licensed in LA 1976 - 2017
- 1950 **Myles Holyfield** (to TX)..... Licensed in LA 1994 - 2017

**Unfinished Business:** none

**New Business:** none

**Adjourn/Pay for Meeting Expenses**

There being no further business, at 2:25 PM, motion was made by Mr. Wilbanks; seconded by Mr. Thibodaux and unanimously approved to adjourn and pay for the meeting expenses.

**Approval of Next Meeting**

In coordination with the LNHA Fall convention in New Orleans, our next quarterly Board meeting is scheduled to be at 12:30 Wednesday, September 7, 2016, at the Marriott Hotel, 555 Canal Street, New Orleans, LA. Details to follow.

Minutes submitted by MaryAlice Durham, Assistant Executive Director