

MINUTES
August 9, 2023
QUARTERLY BOARD MEETING

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on June 14, 2023, in accordance with applicable law and gubernatorial proclamation(s).

Board Members Present:

Mr. Jamie Shelton, Chair	Mr. Cullen Brewer
Mr. Scott Crabtree	Mr. Teddy R. Price
Mr. Eddie Borland	Mr. Delbert Wilbanks
Dr. Susan Nelson	Ms. Tizi Robinson

Board Members Absent:

Mr. Jack Sanders
Ms. Barbara Anthony
Mr. Kemp Wright
Dr. Charlotte Hurst

Others Present:

Mr. Joseph E. Townsend Executive Director	Ms. Kristie Mascarella Assistant Executive Director	Ms. Amy Lowe Counsel
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I. CALL TO ORDER

This meeting was called to order at 12:05 p.m. by Chair Shelton. See attendance detailed above.

II. MINUTES

Chair Shelton presented the agenda in addition to the minutes for the meeting conducted on June 14, 2023, for review and approval. Mr. Crabtree made a motion to accept the proposed agenda. Mr. Wilbanks seconded the motion. Agenda was approved unanimously. Mr. Brewer moved to accept the June minutes; seconded by Mr. Borland. Motion carried unanimously.

III. OATH OF OFFICE

Ms. Tizi Robinson took the *Oath of Office*, representing the Bureau of Health Service Financing, Louisiana Department of Health.

IV. PUBLIC COMMENTS

There were no public comments.

V. EXECUTIVE DIRECTOR REPORT

Mr. Townsend, Executive Director, presented the *Executive Report*. Mr. Crabtree moved to accept the report. Mr. Price seconded and the report was accepted unanimously.

VI. FINANCE COMMITTEE REPORT

Mr. Crabtree presented the end of the year *Finance Committee Report*. He reported that the Board is in a strong financial position. Mr. Wilbanks moved to accept the report; Dr. Nelson seconded. Board approved the report unanimously.

VII. EDUCATION COMMITTEE REPORT

Mr. Borland, Chairperson of the *Education Committee* presented the committee report, regarding the number of administrator applicants, the pass rates on those who took the NAB exams, and reciprocity applications both to and from Louisiana.

Ms. Mascarella, Assistant Executive Director, reported on the number of persons applying for an Administrator-in-Training program. There were no requests for waivers. Dr. Nelson made a motion to accept the report; Ms. Brewer seconded. Motion carried unanimously.

VIII. LEGAL UPDATES

Ms. Lowe presented proposed revisions to the Louisiana Administrative Code Title 46 Part XLIX, the *Louisiana Revised Statute 37:2510*, and the *LABENFA Policies and Procedures Manual*. Mr. Crabtree motioned to accept the proposed revisions and authorize Ms. Lowe to start the process for the revisions. Mr. Price seconded and the Board approved the motion unanimously.

IX. LDH Referrals

The Board discussed the procedures on handling LDH referrals. The proposed revisions to the Board process were approved, with Mr. Crabtree making the motion and Mr. Price seconding it. Board approved unanimously.

X. UNFINISHED BUSINESS

Mr. Townsend announced that there is one board position still vacant. That position is be a representative for the elderly population (at least 60 years old and not engaged in nursing home management). He also updated the process in converting Board data from one server to another format.

XI. NEW BUSINESS

Chairperson Shelton asked the Board to consider moving future meetings to an offsite venue, as the office boardroom is small.

Mr. Townsend announced the NAB annual meeting is to be in New Orleans. Mr. Wright, in an email, had suggest having the meeting at the convention and to ask the President or CEO of NAB to make a brief presentation at the Board.

Mr. Borland made a motion to research the possibilities for Chair Shelton's proposal as well as Mr. Wright's suggestion. Mr. Wilbanks seconded. Motion passed unanimously.

XII. ADJOURNMENT

Mr. Crabtree motioned for adjournment; Mr. Brewer seconded it. Board approved the motion unanimously. Board adjourned at 2:20 p.m.