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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

[**www.labenfa.com**](http://www.labenfa.com)

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Quarterly Board Meeting Minutes

FEBRUARY 13, 2019

The Louisiana Board of Examiners of Nursing Facility Administrators (“LABENFA”) met February 13, 2019, at the LABENFA office, 5647 Superior Drive, Baton Rouge, LA 70816 for their quarterly meeting.

**Board Members Present:**

Earl Thibodaux – Chairman Patricia LaBrosse Jack Sanders

Scott Crabtree Bill Ledbetter Kemp Wright

Dr. Sharon Hutchinson Dr. Susan Nelson

**Also present:**

Mark Hebert, Executive Director MaryAlice Durham, Asst. Executive Director

Cheryl Young, Executive Assistant Thomas Devillier, General Counsel

Joseph Townsend, NFA

**Absent:**

Delbert Wilbanks – Vice Chair Teddy R. Price Lashonda Watts – DHH

Ronnie Goux Frank Opelka, LDH

**Call to Order**

The meeting was called to order at 1:00PM by Earl Thibodeaux, Chairman.

A motion was made by Mr. Crabtree to amend the agenda to allow a guest, Mr. Joseph E. Townsend, Louisiana NFA, to address the Board. Motion was seconded by Mr. Wright and unanimously approved.

Mr. Townsend introduced himself indicating his current position as Administrator at Woldenberg Village and detailing his professional history as a Louisiana NFA back to 1979. He informed the Board he appreciated being allowed to speak on behalf of Rachel Salehi, his employee, who applied to LABENFA in November 2017 but was initially denied for failure to submit evidence satisfactory to LABENFA that she has completed a bachelor’s degree from an accredited institute of higher learning. The board was unable to determine whether Ms. Salehi’s educational background satisfied Louisiana’s minimum requirements. Mr. Townsend presented substantive information related to Ms. Salehi’s qualifications and education. He concluded his presentation by offering to answer any questions and respectfully asking for reconsideration of Ms. Salehi’s application.

Mr. Townsend left the board room to allow the members an opportunity to privately consider Ms. Salehi’s qualifications for licensure. After substantive discussion in open session, the Board agreed the only issue relative to Ms. Salehi’s qualifications is whether she meets the educational requirement of a bachelor’s degree from an accredited institute of higher learning. The Board asked Mr. Townsend to return to the meeting. Mr. Thibodaux made a motion to direct Mr. Hebert and Mr. Devillier to issue correspondence to Ms. Salehi and to Mr. Townsend to give notice of the following:

1. The Board’s decision to require additional information relative to Ms. Salehi’s qualifications.
2. Applicable laws, rules, and regulations.
3. Credential evaluation services available to Ms. Salehi offered by local accredited universities and national organizations.
4. The Board’s request that any credential evaluation analyses or reports be forwarded to LABENFA as “satisfactory evidence” regarding Ms. Salehi’s completion of the minimum education requirements.

The motion was seconded by Ms. Labrosse. Dr. Hutchinson recused herself from the vote. Motion was approved by the remaining Board members vote. Mr. Townsend thanked the Board for their time and consideration and left the meeting.

**Review/Approval of the Minutes**

The Board was instructed to review the November 14, 2018 minutes (Tab 2). After a brief review, Mr. Crabtree made a motion to approve the minutes, seconded by Mr. Wright, and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director’s report (Tab 3). Mr. Hebert began his report by informing the Board of the upcoming LNHA/LABENFA Seminar set for February 19, 2019, to be held in Alexandria. The 2018 annual report provided was reviewed and the number of licensees in comparison to last year was noted.

Mr. Hebert instructed our Board members to participate in the one-hour training required by Act 270 of the 2018 Regular Session and to send a copy of their certificate of completion to the LABENFA office.

Mr. Hebert concluded his report by informing the Board of the downward trend in the number of Nurse Aide ID cards being purchased through our office and by indicating the Board may want to consider discontinuing the Nurse Aide ID Card program if the production does not improve. Mr. Wright suggested a cost analysis be conducted and to share the findings at a later date. Mr. Crabtree made a motion to accept the Executive Director’s report, seconded by Mr. Ledbetter, and unanimously approved.

**Finance Committee Report**

Mr. Wright presented the Finance report (Tabs 5 & 6) for the months of November and December 2018 and January 2019. He informed the Board these reports indicate LABENFA’s finances are “in good shape.” He noted some minor fluctuations but nothing of current concern. Mr. Wright opened the floor for any questions. After a short review, Mr. Sanders made a motion to accept the Financial Committee reports; seconded by Dr. Nelson, and unanimously approved.

**Education Committee Report**

Mr. Hebert presented the Education Report (tab 4). Mr. Hebert noted some of the NAB test scores were exceptional. After a brief review, Mr. Sanders made a motion to accept the education reports as presented, seconded by Mr. Crabtree, and unanimously approved.

**Review of Applicants**

Applications were made available for review (Tab 11). Applicant 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. Crabtree; seconded by Mr. Wright, motion carried unanimously.

T 3552 **Allegra Marshall**............. Training at Pierremont Healthcare with Eddie “Buddy” Forrest

T 3553 **Robert Prehn**................... Plans to train at Poydras Home with Erin Kolb

T 3554 **Rosemary Guidry**……..... Training at Ellington of Rayne with David Grotefend

T 3556 **Victoria Sadler**................. Training at Forest Manor in Covington with Andrew Hughes

T 3558 **Miranda Green**................. LSUA trained at Heritage Manor of Ville Platte with Trey Prudhomme

T 3560 **Yiesha January**................ Plans to train at Gonzales Healthcare with Robert Rhea

T 3561 **Sonya Berry** .................... Training at Jefferson Health Care with Charles “Billy” White

**Waiver Exam Report:**

3557 **Emily Jones…..**A full waiver was requested by Emily Jones. She is a registered nurse who worked as the DON at Good Samaritan Living Center in Franklinton from March 2013 until application. She passed the state test and the NAB tests (CORS 146 and NHA 143). Earl Thibodaux conducted the full waiver exam and has his recommendation for the Board. After a brief discussion, Mr. Thibodaux made a motion to grant the full Waiver, it was seconded by Mr. Sanders and unanimously approved.

2286 **Donald Jambois**…..A full waiver was requested byDonald Jambois. Mr. Jambois was previously licensed in Louisiana 3/30/1999 and allowed his license to lapsed December 31, 2017. He reapplied with waivers. He passed the state test and the NAB tests (CORE 144 and NHA 140). Mr. Sanders conducted the Waiver exam and completed the Exit Interview in the remaining departments. After a brief discussion, Mr. Crabtree made a motion to grant the full waiver, seconded by Dr. Nelson and unanimously approved.

**Reciprocity TO Louisiana**:

Applications for reciprocity to Louisiana files were distributed and available for review (Tab 11). After a brief review of the applicants’ files, motion was made by Mr. Crabtree, seconded by Mr. Sanders and unanimously approved to accept Lindsey Killion’s application by reciprocity. Motion was made by Dr. Nelson, seconded by Mr. Wright, and unanimously approved to accept Kory Kottenbrook’s application by reciprocity, pending all other requirements are completed in the time allowed.

3555 **Lindsey Killion** (from TX) currently the Director of Skilled Nursing at Ochsner in Jefferson, LA. Waiting on Board approval, only.

3559 **Kory Kottenbrook** (from TX) Currently working as an administrator in Texas. Waiting on CBC, State test, Board approval and associated fees

**Reciprocity FROM Louisiana:**

Reciprocity from LA requests noted; no motion necessary.

1793 **Tonya Estes** (to TX)........................... Licensed in LA 09/11/1992 – 06/30/2019

3448 **Madelon Redmann** (to TX)............. Licensed in LA 03/14/2017 – 06/30/2019

3251 **Dan Rodriguez** (to MT).................... Licensed in LA 02/27/2012 – 06/30/2019

In accordance with La. R.S. 42:17, Mr. Thibodaux made a motion to go into Executive Session to discuss a notarized consent agreement executed by Mr. Robert Rodrigue. The motion to enter Executive Session was seconded by Mr. Wright and unanimously approved. Mr. Hebert, Ms. Durham, and Ms. Young left the meeting.

After a brief time, Mr. Hebert, Ms. Durham, and Ms. Young were called to return to the meeting. Mr. Wright made a motion for the Board to accept and execute the consent agreement. Mr. Sanders seconded the motion, and it was unanimously approved.

**Unfinished Business:**

Mr. Hebert reminded the Board of discussion from the November 14, 2018 Board regarding Mr. Harold Gamburg’s plan to retire January 2019. In preparation of his retirement, the Board discussed that, although he may be willing to continue to teach, it may be beneficial to consider a new instructor for the Preceptor Training course, specifically an administration who is currently operating a facility and who has substantial experience precepting AITs. Mr. Hebert advised the Board he had compiled a list of instructor qualifications which would potentially enhance the Preceptor Training course. As a result of his analysis, Mr. Hebert nominated Mr. Joseph Townsend, who meets or exceeds all of the proposed qualifications and teaches the Preceptor Training in several other states. Further, Mr. Townsend expressed an interest in the position.

Mr. Ledbetter left the meeting prior to the discussion and vote. Additionally, Mr. Thibodaux recused himself from the discussion noting he and Mr. Gamburg have worked together for many years. The Board recognized the Preceptor Training class as vital to the nursing facility administration industry. After the Board’s discussion, Ms. LaBrosse made a motion to formally recognize Mr. Hebert’s existing administrative authority, in his capacity as Executive Director, to hire any candidate he deems qualified to fill the Preceptor Training program instructor position. The motion was seconded by Mr. Sanders. Chairman Thibodaux asked for a show of hands to determine the vote. Four (4) of six (6) members present voted in favor of Ms. LaBrosse’s motion.

Ms. LaBrosse asked if we could use survey monkey to evaluate classes, Mr. Wright said that as small as our classes are, it would be more cost effective to provide our own paper survey. The staff will conduct evaluation surveys after classes we offer.

**New Business:** none.

**Approval of Next Meeting**

The next scheduled Board meeting was proposed to be Wednesday, May 15, 2019 at the Board office, 5647 Superior Drive, Baton Rouge, LA 70816.

**Adjourn/Pay for Meeting Expenses**

There being no further business, motion was made by Ms. LaBrosse; seconded by Mr. Crabtree and unanimously approved to pay for the meeting expenses and it was unanimously approved. Motion was made by Dr. Hutchinson; seconded by Ms. LaBrosse to adjourn and it was unanimously approved at 2:55PM.