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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

AUGUST 8, 2018

The LA Board of Examiners of Nursing Facility Administrators met August 8, 2018, at the LABENFA office, 5647 Superior Drive, Baton Rouge, LA 70816 for their quarterly meeting.

**Board Members Present:**

Earl Thibodaux; Chairman Sharon Hutchinson Jack Sanders

Delbert Wilbanks; Vice Chair Bill Ledbetter LaShonda Watts; LDH

Scott Crabtree

**Also present:**

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

Thomas Devillier; Board attorney Margaret Huguet; LDH

**Absent:**

Ronnie Goux Dr. Susan Nelson Teddy R. Price

Patricia LaBrosse Frank Opelka, DHH Kemp Wright

**Call to Order**

The meeting was called to order at 1:00PM by Earl Thibodeaux, Chairman. Margie Huguet, former Board member from DHH, introduced our new DHH representative, LaShonda Watts. Mr. Hebert introduced our new Board attorney, Thomas Devillier with Daigle Fisse & Kessenich, PLC.

**Review/Approval of Agenda/Minutes**

The Board reviewed today’s agenda (Tab 1). Motion was made by Mr. Crabtree to approve the Agenda, seconded by Mr. Sanders, and unanimously approved. After a review of the April 11, 2018, minutes (Tab 2), Mr. Wilbanks made a motion to approve the minutes, seconded by Mr. Sanders, and unanimously approved.

**Executive Director’s Report**

Mr. Hebert presented the Executive Director’s report (Tab 3). Mr. Hebert began with his account of his recent State rounds. While visiting the nursing home in Lake Charles he was told the administrator was at another facility. According to his records, the last time he came on rounds, the administrator, who is the administrator at two facilities, was “at the other facility”. Mark tried to call him without success. In confronting the AIT it was obvious she was nervous about being questioned. She said she wanted to finish her AIT rotations. Finally she admitted that the administrator was not in the facility the proper number of hours. Mark contacted the regional (in Texas) and informed them of the situation. Since that time, the AIT has attended the NAB class; the administrator has been at the facility the appropriate amount of time, guiding and instructing the AIT as he should be. The regional has clearly stepped in handling the situation well.

Mr. Crabtree asked if the administrator will be receiving any consequences. Mark said that he initially wanted to ensure the AIT was able to finish her training well and then make a recommendation to the Board on the next step. The Board continued with a lengthy discussion regarding “this being falsifying regulations” “LABENFA’s ability to monitor administrators at two facilities” “violations of minimum standards” “consequences”. Tom Deviller had drafted a change in our Administrative code which was also discussed. It was noted that as of this date, we have only four (4) administrators working at two facilities and in the last 13 years we have only had one issue before this. Since all administrators are required to notify the Board, in writing, within 10 days of a change, our Board staff can monitor who is an administrator of record at two facilities. Mr. Sanders noted that he has a home where the administrator has managed two homes with no problems for 20 years. He also stated that our regulations should catch those doing wrong like the administrator in Lake Charles. Mr. Crabtree asked if LDH could pull a report from their system. Ms. Watts was not sure but would check.

Mr. Sanders made a motion to update the re-registration form to ask “Are you serving at more than one facility as the administrator of record at this time? Have you served at two facilities at the same time as the administrator of record since your last re-registration?” Mr. Ledbetter seconded the motion and it was unanimously approved.

Mr. Hebert continued by stating that the Board has completed their Tier 2.1 but reminded them that the ethics training has to be done prior to December 31, 2018. Those who had not completed the Ethics training will find the instructions in their notebook for their convenience.

Mr. Crabtree made a motion to accept the Executive Directors report, seconded by Dr. Hutchinson, and unanimously approved.

**Education Committee Report**

Mr. Hebert presented the Education Report (tab 4). After a brief review, motion was made by Mr. Wilbanks to accept the education reports as presented, seconded by Mr. Sanders, and unanimously approved.

**Finance Committee Report**

Mr. Hebert presented the Finance report (Tabs 5 & 6). He informed the Board that these reports were previously sent to the Finance Committee chairman, Mr. Wright, for review. Overall we are not bad. He suggested a few changes in the category descriptions to be more accurate and making a few changes in placing some expenses. Mr. Wright said that closing June 30, 2018, at $-337.00, is pretty close. After a short review, Mr. Crabtree made a motion to accept the Financial Committee reports; seconded by Mr. Wilbanks, and unanimously approved.

**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. Wilbanks; seconded by Mr. Sanders, motion carried unanimously.

T 3526 **C. Scott Conner**……...… Training at SE War Veterans in Reserve with Brian Fremin

T 3527 **Thomas Little**………...… Training at chateau D’Ville in Donaldsonville with Casey Kennedy

T 3529 **Doug Blevins**……….…... Training at Camelot Brookside in Jennings with Paula Richardson

T 3531 **Amy Sprout**…………..… Training at St. Margaret’s in New Orleans with Marianna Dion

T 3532 **Jacob Beene**…….….….. Plans to train

T 3533 **Nicole Thomas**…….....… Training at Ringgold Nursing with Allen Jenkins

T 3534 **Paul Kevin Lee, Jr.** ….... Plans to train

**Waiver Exam Report:**

3442 **Allen McCartney…..**A full waiver was requested by Allen McCartney but he proactively trained in Administration and Environmental at Tioga in Pineville with Donna Lee Beaubouef. Mr. McCartney had been the DON at Wyatt Manor since 2009. Mr. Thibodaux, who conducted the Exit Interview, recommended that the Board grant Mr. McCartney the full Waiver. After a brief discussion, Mr. Thibodaux made a motion to grant the full Waiver, it was seconded by Mr. Wilbanks and unanimously approved.

3467 **Kelly Haynes…..**Kelly Haynes requested waivers in Nursing, Social Services, and Medical Records. She had previously worked as the DON at Regency Place and St. Francisville Country Manor since 2014. She trained in the remaining departments with Jim Imhoff. Mr. Goux conducted the Waiver tests and completed the Exit Interview in the remaining departments. Mr. Goux recommended that the Board grant Ms. Haynes waivers in the departments requested and licensure. After a brief discussion, Mr. Wilbanks made a motion to grant the recommendation. It was seconded by Mr. Sanders and unanimously approved.

3516 **Kim Rigdon…..**Kim Rigdon requested waivers in Nursing and Dietary. She previously worked as the DON at Ringgold Nursing and Town and Country for over three years. Ms. Rigdon trained at Town and Country with Walter Ledig in the remaining departments then extended her training to include Dietary and Nursing. Mr. Wilbanks, who conducted the Waiver test, completed the Exit Interview on the remaining departments. Mr. Wilbanks recommended Ms. Rigdon waivers in Nursing and Dietary and licensure. After a brief discussion, Mr. Crabtree made a motion to grant the recommendation; it was seconded by Mr. Sanders and unanimously approved.

3520 **Cathy Gros**….. A full waiver was requested by Cathy Gros who had previously worked as the DON at Encore for over three years. Mr. Thibodaux, who conducted the Exit Interview, recommended that the Board grant Ms. Gros the full Waiver. After a brief discussion, Mr. Sanders made a motion to grant the full Waiver, it was seconded by Mr. Wilbanks 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. Wilbanks, seconded by Mr. Crabtree and unanimously approved to accept Mary Allen’s application by reciprocity. Motion was made by Mr. Sanders and seconded by Mr. Crabtree and unanimously approved to accept Kenneth Smith’s application by reciprocity. Motion was made by Dr. Hutchinson, seconded by Mr. Sanders and unanimously approved to accept Zeb Lander’s application by reciprocity

3528 **Mary Allen** (from TX)currently working as Administrator at Vivian HC, needs Board approval, only.

3530 **Kenneth Smith** (from MS)needs Board approval, only.

3177 **Zeb Landers** (from AL)currently working as Administrator at Colonial Oaks in Metairie, needs Board approval, only.

**Reciprocity FROM Louisiana:** Reciprocity from LA requests noted; no motion necessary.

3477 **Adriane Bates** (to TX & MS)…………….….. Licensed in LA 12/14/2017 – 06/30/2019

2064 **Jennifer Miciello** (to MS)……………….….. Licensed in LA 02/25/1996 – 06/30/2018

3484 **Cooper Eyre** (to TX)………………….….….. Licensed in LA 03/23/2018 – 06/30/2019

2290 **R. Boyd Bauder** (to FL)………………….….. Licensed in LA 09/26/2005 – 06/30/2019

3138 **J. Aaron Johnson** (to TX)……………….….. Licensed in LA 07/08/2010 – 06/30/2019

3350 **Andrea Ford** (to VA)………………….….….. Licensed in LA 02/02/2015 – 06/30/2019

**Unfinished Business:**

The Chairman, Mr. Thibodaux, made a motion to move to Executive Session to discuss an AIT licensing process. Seconded by Mr. Wilbanks and unanimously approved. At this time Mr. Hebert, Ms. Durham, and Mr. Devillier left the meeting.

Mr. Hebert, Ms. Durham, and Mr. Devillier were asked to return to the Board meeting. No decision was made on the AIT so it will be discussed at a later time.

**New Business:** none

**Approval of Next Meeting**

The next scheduled Board meeting is proposed to be Wednesday, November 14, 2018 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 Mr. Sanders; seconded by Dr. Hutchinson and unanimously approved to pay for the meeting expenses and to adjourn at 2:45PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director