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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

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Quarterly Board Meeting Minutes

November 14, 2018

The LA Board of Examiners of Nursing Facility Administrators met November 14, 2018, at the LABENFA office, 5647 Superior Drive, Baton Rouge, LA 70816 for their quarterly meeting.

**Board Members Present:**

Earl Thibodaux – Chairman Delbert Wilbanks – Vice Chair Jack Sanders

Scott Crabtree Dr. Susan Nelson Kemp Wright

Lashonda Watts – DHH

**Also present:**

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

Thomas Devillier – Board attorney

**Absent:**

Teddy R. Price– Chairman Ronnie Goux Sharon Hutchinson

Patricia LaBrosse Frank Opelka, LDH Bill Ledbetter

**Call to Order**

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

**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 August 8, 2018, minutes (Tab 2), Mr. Crabtree made a motion to approve the minutes, seconded by Mr. Sanders, 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 our Audit Report. There were two findings cited. The first finding indicated the Board incurred a late fee. The late fee was reversed. The second finding indicated the Board’s staff failed to enforce Board members’ personal obligation to complete annual ethics training. Mr. Heber issued a response to the Audit Report on October 1, 218. The response letter was also discussed.

Mr. Hebert updated the members on the NAB conference he attended in Tucson, AZ and his recent state AIT rounds, and matters concerning the change in administration of Hainkel Home.

Mr. Hebert indicated the LNHA/LABENFA co-sponsored Seminar will again be held in February 2019. This may be a good time for discussing OTIS reporting, new MDS process, and the Passar 142 and 148. Other topics of training were discussed.

Mr. Hebert commented that Mr. Harold Gamburg, who has been teaching our Preceptor Training class, plans to retire January 2019. Although Mr. Gamburg is willing and likes to teach, we may want to consider someone to teach that class quarterly who is currently running facilities and has many current years’ experience of precepting AIT’s.

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

**Education Committee Report**

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

**Finance Committee Report**

Mr. Wright presented the Finance report (Tabs 5 & 6). He informed the Board that these reports show that we are on target. The budget shows only a slight change from last year. After a short review, Mr. Crabtree made a motion to accept the Financial Committee reports; seconded by Dr. Nelson, 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. Crabtree; seconded by Mr. Wright, motion carried unanimously.

T 3537 **Isabel Elliott**................. Plans to train with Central Management

T 3538 **Julie Hook**................... LSUA trained at Naomi Heights in Alexandria with Theresa Wall

T 3539 **Sasha Harris**................ Plans to train, *no set place yet*

T 3540 **Chelsea Bundick**........... LSUA trained at Heritage Manor of Opelousas with Cody Begnaud

T 3541 **Keshuna Berber**........... LSUA trained at the Summit with Matthew Smart

T 3543 **Mark Fontenot**.............. Training at St. Frances Nursing in Oberlin with Scott Broussard

T 3544 **Allysan Simpson** ....... Training at Harmony House in Shreveport with Bryan Wann

T 3545 **Elizabeth Carney**......... LSUA trained at LaSalle Nursing in Jena with Phyllis Bryan

T 3546 **Lance Leone**............... Plans to train, *no set place yet*

T 3547 **Debra Crump**.............. Training at Progressive Care in Shreveport with Randall Myers, Jr.

T 3548 **JeMarcus Marshall...**... Training at Landmark of West Monroe with Beth Coplin

T 3549 **Kim Livecchi**............... Plans to train at Magnolia Estates in Lafayette with Lan Richardson

T 3550 **Erin Hardin**................ Plans to train

T 3551 **Daniel Temple** ............. Plans to train at Mansfield or DeSoto with Jim Henry

**Waiver Exam Report:** There were no waiver exams to report to the Board.

**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. Thibodaux and unanimously approved to accept Charles Vallier’s application by reciprocity. Motion was made by Mr. Wilbanks and seconded by Mr. Wright and unanimously approved to accept Cassandra Foster’s application by reciprocity, pending all other requirements are completed in the time allowed. Motion was made by Mr. Crabtree, seconded by Mr. Wright and unanimously approved to accept Tamara Prosper’s application by reciprocity

3535 **Charles Vallier** (from TX) currently in TX, moving to LA in near future, needs Board approval, only.

3542 **Cassandra Foster** (from TX) needs CBC, State test, Board approval, and associated fees.

3536 **Tamara Prosper** (from NC) Needs Board approval, only.

**Reciprocity FROM Louisiana:**

Reciprocity from LA requests noted; no motion necessary.

1626 **Daniel Mathis** (to AZ)........................... Licensed in LA 12/12/1989 – 12/31/1998

3292 **Rita Crabtree** (to TN)............................ Licensed in LA 12/26/2012 – 12/31/2014

3339 **Michelle Carroll** (to PA and DE).............. Licensed in LA 12/21/2014 – 12/31/2015

2275 **William Todd Ford** (to CO)..................... Licensed in LA 08/05/1999 – 06/30/2019

In accordance with La. R.S. 42:17, Mr. Wilbanks made a motion to go into Executive Session to discuss matters concerning Kevin Boisseau. This was seconded by Mr. Sanders and unanimously approved. Mr. Hebert and Ms. Durham were asked to leave the meeting.

After a brief time, Mr. Hebert and Ms. Durham were called to return to the Board meeting. Mr. Wright made a motion to accept the agreement executed by Kevin Boisseau. Mr. Sanders seconded the motion, and it was unanimously approved.

Mr. Hebert presented the updated Policy and Procedure Manual he and Mr. Deviller drafted. The manual was comprehensively revised to adhere to legislative and other regulatory mandates in addition to providing technical revisions. Mr. Hebert added that he is very comfortable with the revisions. After a brief review, Mr. Sanders made a motion to accept the revised Manual, seconded by Mr. Crabtree and unanimously accepted.

**Unfinished Business:**

Mr. Thibodaux updated the Board that in the April 2018 Board meeting, during the Executive session, a discussion was held related to an application for waiver submitted by a previously licensed administrator who had lapsed and re-applied. LABENFA is going to leave the waiver policy as it stands, “A previously licensed Louisiana administrator may request a full or partial waiver provided their license has not lapsed for more than a three-year period.” The administrator they spoke of in Executive session has passed both the NAB tests and the State test and is completing his 1040 hours of AIT training. Mr. Hebert said he visited him on state rounds and all was going well.

**New Business:**

none

**Approval of Next Meeting**

The next scheduled Board meeting was proposed to be Wednesday, February 13, 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 Mr. Wilbanks; seconded by Dr. Nelson and unanimously approved to pay for the meeting expenses and to adjourn at 2:25PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director