**MINUTES**

**May 16, 2024**

**Quarterly Board Meeting**

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on May 16, 2024, in accordance with law and gubernatorial proclamation(s).

**Members Present:**

Mr. Jamie Shelton, Chair Ms. Tizi Robinson

Ms. Barbara Anthony Mr. Scott Crabtree

Mr. Eddie Borland

Mr. Jack Sanders

Dr. Charlotte Hurst

**Board Members Absent:**

Dr. Susan Nelson

Mr. Cullen Brewer

Mr. Delbert Wilbanks

Mr. Teddy Ray Price

**Others Present:**

Mr. Joseph Townsend Ms. Kristie Mascarella

Executive Director Assistant Executive Director

1. **CALL TO ORDER**

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

1. **MINUTES**

Chair Shelton presented the minutes for the meeting conducted on February 14, 2024, for approval. Mr. Borland made a motion to accept the minutes; Mr. Crabtee seconded. Minutes were accepted unanimously.

1. **PUBLIC COMMENTS**

There were no public comments.

1. **EXECUTIVE DIRECTOR REPORT**

Mr. Townsend presented the Executive Director report. He addressed:

* The rule that allows the Board to waive the educational requirements for administrators in certain cases when published in the May 20, *Louisiana Register*.
* The proposed amendment to clarify the number of Continuing Education Units an administrator is required to complete each Fiscal Year has been submitted to the State for approval.
* Re-registration renewal invoices were or will be emailed to administrators the fist day of April, May, and June.

1. **FINANCE COMMITTEE REPORT**

Mr. Townsend presented the financial report. He addressed the discrepancy in revenue from 2023 and 2024 as an input error by the accounting firm that handles LABENF financial reports. Cost controls over office supplies was discussed. Mr. Townsend alerted the board that the supply cost would be higher in April due to the purchase of needed items. Mr. Crabtree moved to accept the financial report; Ms. Anthony seconded. Motion carried unanimously.

1. **EDUCATION COMMITTEE REPORT**

Mr. Borland presented the Education Committee Report. He discussed the number of active administrators, new applicants, the number of Continuing Education providers, and the number of participants for the NAB review program and the preceptor seminar. Ms. Mascarella presented the applicants for board approval and reciprocity to and from Louisiana. She also discussed the pass/fail rate of those who took the NAB and State exams. The board discussed in detail the notable decline in test scores during this quarter and possible causes for such. They also discussed means to track the success rate of candidates per preceptor.

Chair Shelton discussed the upcoming LNHA/LABENFA seminar. Ways to increase attendance were discussed. Additionally, the board discussed the possibility of teaming up with LSU-A to conduct a two-day seminar. Mr. Borland offered his input. Mr. Shelton will follow up with Mr. Borland.

Mr. Crabtree motion to accept the report; Mr. Sanders seconded. Motion approved unanimously.

1. **LDH Referral**

Mr. Townsend noted that LDH referrals were on the increase.

1. **UNFINISHED BUSINESS**

Mr. Townsend informed the board that the Louisiana Hospital Association has named Randall Myers as their representative on the board. Mr. Myers was unable to attend the meeting due to a conflict in his schedule. He will be sworn in the August meeting. The last board vacancy is a governor appointment for a person who is at least 60 years old who is a representative of the elderly consumers of the State of Louisiana.

Mr. Townsend asked the Board members to submit to the office verification of the required Tier 2.1 disclosure. He added that the board office is not privy to their financial status but only needs verification that it was completed. Thumb drives with the State sexual harassment seminar was handed to each board member. The completion of this, as the Ethics training, is required by all members and staff prior to the end of calendar year 2024.

1. NEW BUSINESS

Mr. Borland chaired the nomination committee and gave its recommendations for the Chair and Vice-chair position. Mr. Shelton was nominated for the Chair and Mr. Sanders for the Vice-chair position. The recommendation was approved unanimously. They will serve a two-year term, starting July 1, 2024.

Mr. Townsend advised that members that he was concerned about the safety of administrator records, as the building is not sprinkled, thus in case of a catastrophic event records could be destroyed. Board recommended that Mr. Townsend and Ms. Mascarella research the scanning of the records to cloud as well as researching the cost and benefits of converting to on-line registrations.

Mr. Townsend announced that the Board needed to approve the current rate of registration and registration, setting that at $495 annually. Mr. Sanders motioned to approve the verbiage in the Rules to clarify the rate. Dr. Hurst seconded.

1. Adjournment

Mr. Borland motioned to adjourn; Ms. Anthony seconded. Meeting ended at 12:45 p.m.