**MINUTES**

**December 11, 2024**

**Quarterly Board Meeting**

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on December 11 , 2024, in accordance with law and gubernatorial proclamation(s).

**Members Present:**

Mr. Jamie Shelton, Chair Dr. Susan Nelson

Mr. Cullen Brewer Mr. Scott Crabtree

Mr. Jack Sanders Mr. Teddy Ray Price

Mr. Randall Myers Mr. Marcus Naquin

Mr. Eddie Borland Ms. Tizi Robinson

**Board Members Absent:**

Ms. Barbara Anthony

Dr. Charlotte Hurst

**Others Present:**

Mr. Joseph Townsend Ms. Kristie Mascarella

Executive Director Assistant Executive Director

1. **CALL TO ORDER**

This meeting was called to order at 12:00 noon by Chair Shelton. See attendance detailed above.

1. **MINUTES**

Chair Shelton presented the minutes for the meeting conducted on August 14, 2024, for approval. Mr. Naquin made a motion to accept the minutes; Dr. Nelson 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:

* Physical plant issues, i.e., hot water tank, leaking roof, and air conditioner thermostat. Mr. Townsend also informed the Board that the parking lot was in dire need to cleaning and re-striping.
* A brief on the annual State audit (details presented in the Financial report).
* The transition from LABENFA.com to LABENFA.org. and an explanation for new board members on the Board’s decision to make that transition.
* Mr. Townsend attended the annual NAB meeting in November and informed the Board that the main topic at the meeting was the declining number of licensed administrators nationwide.
1. **FINANCE COMMITTEE REPORT**
* Board approved amending the FY25 budget to correct two typographical errors. Mr. Sanders motioned to approve; Mr. Borland seconded. Motion carried unanimously.
* Board approved the FY26 budget with amendments. Mr. Price motioned to approve; Mr. Myers seconded. Motion carried unanimously.
* Mr. Townsend gave a summary of the state audit. There were a total of 5 cites, all minor. Two were repeats from the year before. It is a State requirement that the Board provide proof that its employees completed an annual sexual harassment program. Mr. Townsend has been able to identify where to send that report to, thus it will be submitted to the Division of Administration in January 2025. A second cite as a repeat as the Board employees are not *bonded.* The board declined to purchase the bonds in 2024 as there is no cash handled. However, the auditors explained that credit card transactions fall under the cash requirement. Board discussed giving Mr. Townsend the authority to purchase the bonds. Mr. Sanders motioned to purchase the bonds; Mr. Crabtree 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.

There was also discussion regarding the LNHA/LABENFA symposium. This is to be conducted on February 27 at LSU-Alexandria.

Mr. Naquin opened a discussion on the need to offer and require administrators to attend an annual ethics seminar.

1. **LDH Referral**

Mr. Townsend noted that the office had received 22 LDH referrals in the calendar year 2024 and one consumer referral. Most referrals concerned resident elopements.

1. **UNFINISHED BUSINESS**

Mr. Townsend reminded board members of the required ethic training, sexual harassment training and the Tier 2.1 requirements.

1. **NEW BUSINESS**

Mr. Townsend stated that the check-writing policy was restrictive and suggested increasing the limits for the Executive Director from $500 to $1000 and for the Chair from $1000 to $2000. All checks still required a second signature regardless of the amount. Mr. Borland motioned to make the policy changes; Mr. Brewer seconded. Motion carried unanimously.

1. **MEALS**

Dr. Nelson motioned for the Board to pay for the meals; Mr. Crabtree seconded. Motion passed unanimously.

1. **ADJOURNMENT**

Mr. Price motioned to adjourn; Mr. Myers seconded. The meeting ended at 1:00 p.m.