**MINUTES**

**August 14, 2024**

**Quarterly Board Meeting**

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on August 15, 2024, in accordance with law and gubernatorial proclamation(s).

**Members Present:**

Mr. Jamie Shelton, Chair Dr. Susan Nelson

Ms. Barbara Anthony Mr. Scott Crabtree

Mr. Jack Sanders Mr. Teddy Ray Price

Mr. Randall Myers Mr. Marcus Naquin

**Board Members Absent:**

Mr. Cullen Brewer

Ms. Tizi Robinson

Mr. Eddie Borland

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. **Oath of Office**

Mr. Myers and Mr. Naquin recited the *Oath of Office* so to become Board Members.

1. **MINUTES**

Chair Shelton presented the minutes for the meeting conducted on May 13, 2024, for approval. Dr. Nelson 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 number of administrators who did not re-register and thus had their licenses suspended. They have until January 1, 2025, to renew. To do so, they must remit the licensure fee, late fee, CEU verification, and registration application.
* The board office will be sending a blast email to all administrators informing them of upcoming continuing education programs.
* The requirement to submit the FY2026 budget to the state by February 1, 2025.

1. **FINANCE COMMITTEE REPORT**

Mr. Townsend presented the financial report. He addressed the revenue shortfall from FY 23 to FY24, specific to revenue centers to application packets and fees, state test, initial registration fees, and the NAB review program. He also discussed expenses, citing that legal expenses were lower than the prior year. Mr. Crabtree motioned to accept the Executive Director Report; Mr. Sanders seconded. Motion passed unanimously.

1. **EDUCATION COMMITTEE REPORT**

Ms. Mascarella presented the Education Committee Report. She 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 cost of the Preceptor Certification program was discussed. It was decided that the cost be increased from $200 to $300. Dr. Nelson motioned to approve the increase; Mr. Price seconded. Motion passed unanimously.

1. **LDH Referral**

Mr. Townsend noted that the office had received 17 LDH referrals in the calendar year 2024 and one consumer referral.

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

There was no new business discussed.

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.