**MINUTES**

**February 12, 2025**

**Quarterly Board Meeting**

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on February 12, 2025, in accordance with law and gubernatorial proclamation(s).

**Members Present:**

Mr. Jamie Shelton, Chair Ms. Tizi Robinson

Mr. Cullen Brewer Mr. Scott Crabtree

Mr. Eddie Borland Mr. Marcus Naquin

Mr. Jack Sanders Mr. Randall Myers

Dr. Charlotte Hurst

**Board Members Absent:**

Dr. Susan Nelson

Ms. Barbara Anthony

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 December 11, 2024, for approval. Mr. Crabtree made a motion to accept the minutes; Mr. Brewer seconded. Minutes were accepted unanimously.

1. **PUBLIC COMMENTS**

There were no public comments.

1. **EXECUTIVE DIRECTOR REPORT**

Mr. Townsend, Executive Director, presented the *Executive Director Report.* He reported that Ms. Mascarella had started preparation for the upcoming re-registration period. Ms. Mascarella has prepared the registration notebook. He also announced that the office would be emailing invoices on the first day of April, May, and June. Additionally, Mr. Townsend reported that 30 administrators allowed their license to lapse. Lastly, he gave an update on the physical plant repairs, including the rehab of its sign.

1. **FINANCE COMMITTEE REPORT**

Mr. Townsend presented the financial report. Mr. Naquin recommended that the Board research the possibility of transferring some funds into a money market account. A discussion followed. Mr. Naquin motioned to move forward with the recommendation. Mr. Sanders seconded. Motion carried unanimously. Ms. Robison motioned to accept the Financial Report. 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.

1. **LDH Referral**

Mr. Townsend noted that the two Louisiana Department of Health referrals on administrators were sent to the Board. These referrals were results of survey findings. One has been closed; the other is still under review.

1. **UNFINISHED BUSINESS**

Mr. Townsend reported that one board position was still vacant.

Mr. Townsend reminded the Board members that the State-required Tier 2.1 disclosure must be completed by May 1. He added that the board office does not receive their financial status but only needs verification that it was completed. Mr. Townsend reminded the members of the required to take the state’s Ethics and Sexual Harassment continuing education before the end of the calendar year.

1. NEW BUSINESS

Mr. Brewer made a motion to move the Board to an Executive Session to discuss Ms. Mascarella’s annual performance evaluation and pay increase. Mr. Sanders seconded. Motion passed unanimously. Ms. Mascarella was dismissed from the boardroom. Upon the completion of the Executive session, Mr. Sanders motioned to adjourn and return to the open meeting. Mr. Crabtree seconded. Motion carried unanimously.

Upon return to the open meeting, Ms. Mascarella was notified that a pay increase was approved, and that Mr. Crabtree suggested that the Board review her pay rate in comparison to similar positions within the State.

Mr. Naquin opened a discussion on the feasibility of adding a third employee to the Board office.

1. Adjournment

Mr. Crabtree motioned to approve the payment for the meals; Mr. Naquin seconded. Motion carried unanimously. Mr. Borland moved to adjourn the meeting; Mr. Crabtree seconded. Motion carried unanimously. Meeting adjourned at 1 p.m.