

**MINUTES**  
**May 14, 2025**  
**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. Teddy Ray Price
Mr. Jack Sanders	Mr. Randall Myers
Dr. Charlotte Hurst	

**Board Members Absent:**

Dr. Susan Nelson  
Mr. Eddie Borland  
Mr. Cullen Brewer

**Others Present:**

Mr. Joseph Townsend Executive Director	Ms. Kristie Mascarella Assistant Executive Director
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**I. CALL TO ORDER**

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

**II. MINUTES**

Chair Shelton presented the minutes for the meeting conducted on February 14, 2025, for approval. Minutes amended to correct attendance. Mr. Crabtree made a motion to accept the minutes, as amended; Mr. Naquin seconded. Minutes were accepted, as amended, unanimously.

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. EXECUTIVE DIRECTOR REPORT**

Mr. Townsend, Executive Director, presented the *Executive Director Report*. Mr. Townsend updated the Board on:

- H.R. 603, which affects the Board.
- Signage for the office building is in the process of being refurbished.
- Contract for monthly housekeeping services at Board office.
- State mandated that the Executive Director complete a computer course by the end of June.

Mr. Townsend also requested Board approval to have the office parking lot power washed and re-striped. Mr. Price motioned to accept the bid from Tiger Striping; Mr. Sanders seconded. The board approved unanimously.

**V. FINANCE COMMITTEE REPORT**

Mr. Townsend presented the financial report. He noted that the revenue year-to-date exceeded that from the same period in 2024 and that expenses were lower than 2024 for the same reporting period. Mr. Naquin requested that the Executive Director visit with the bank to determine if there was an account to transfer funds into that would draw more interest than the current account. Mr. Townsend also reported that the Board was expecting a check from LNHA for its share of the joint LNHA/LABENFA conference. Ms. Anthony moved to accept the financial report; Ms. Robinson seconded. Motion carried unanimously.

**VI. 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.

**VII. LDH Referral**

Mr. Townsend noted that there has been one LDH referral since the last Board meeting.

**VIII. UNFINISHED BUSINESS**

Mr. Price informed the Board that LNHA has sent to the Governor's office a recommendation for a person to be appointed to the Board.

**IX. Executive Session**

Mr. Crabtree made a move into an executive session; Ms. Anthony seconded. Motion carried unanimously.

**X. Adjournment**

Board reconvened at the conclusion of the executive session. Ms. Anthony motioned to have the Board pay for the lunch meal. Mr. Myers seconded. Motion passed unanimously. Dr. Hurst made a motioned and Ms. Robinson seconded to adjourn the public meeting. Motion carried unanimously. Meeting adjourned at 1:05 p.m.

