



STATE OF LOUISIANA BOARD OF EXAMINERS OF NURSING FACILITY ADMINISTRATORS

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QUARTERLY BOARD MEETING MINUTES NOVEMBER 6, 2019

The Louisiana Board of Examiners of Nursing Facility Administrators (“LABENFA”) met November 6, 2019, at the LABENFA office, 5647 Superior Drive, Baton Rouge, LA 70816 for their quarterly Board meeting which was also an advertised Open Meeting.

Board Members Present:

Earl Thibodaux – Chairman	Scott Crabtree	Teddy R. Price
Delbert Wilbanks – Vice Chair	Dr. Sharon Hutchinson	Malcolm Tietje, LDH

Also present:

Mark Hebert, Executive Director	MaryAlice Durham, Asst. Executive Director
Cheryl Young, Executive Assistant	Thomas Devillier, General Counsel

Absent:

Ronnie Goux	Bill Ledbetter	Andrew Periloux, LDH
Patricia LaBrosse	Dr. Susan Nelson	Jack Sanders
Kemp Wright		

Call to Order

The meeting was called to order at 1:00PM by Earl Thibodaux, Chairman.

Review/Approval of Agenda/Minutes

The Board reviewed today’s agenda (Tab 1). Motion was made by Mr. Crabtree to approve the Agenda, seconded by Mr. Wilbanks, and unanimously approved.

After a brief review of the August 21, 2019, minutes (Tab 2), Mr. Crabtree made a motion to approve the minutes, seconded by Mr. Tietje, and unanimously approved.

Executive Directors Report

Mr. Hebert presented the Executive Director’s report (Tab 3). Mr. Hebert informed the Board of LABENFA’s legislative audit annual report. He continued his report by announcing our CPA, Hugh Baxley, retired this month. We have been assured that Baxley and Associates will continue as our CPA with business as usual.

Mr. Hebert and Mr. Devillier attended the (National Certified Investigator and Inspector Training – Basic Training) CLEAR training in Virginia in October 2019. Since they both passed their tests, they will be attending the CLEAR - Specialized Program in Baton Rouge in December.

Mr. Hebert continued by reminding the Board of the upcoming LNHA/LABENFA co-sponsored Seminar for February 2020. The topics for the six (6) hour Seminar needs to be decided. The

Board was encouraged to add any suggested topics to the ones already mentioned. Mr. Sanders suggested Corporate Compliance to be added.

Mr. Hebert ended his Executive Director's Report by reminding the Board members of their annual training requirements. Mr. Crabtree made a motion to accept the Executive Director's report, seconded by Mr. Wilbanks, and unanimously approved.

Education Committee Report

Mr. Hebert presented the Education Report (tab 4). Mr. Hebert updated the Board on the last quarters NAB test scores. After a brief review, Dr. Hutchinson made a motion to accept the education reports as presented, seconded by Mr. Wilbanks, and unanimously approved.

Finance Committee Report

Mr. Hebert presented the Finance report (Tabs 5 & 6) for the months of July, August, and September 2019. Although the September 2019 shows a loss, we are in better financial shape than September 2018 reports. Mr. Devillier addressed the question from our August 2019 meeting on establishing a contingency fund. In speaking with other Boards, he concluded that we cannot guarantee the State could not 'sweep' additional funds. His suggestion was to designate funds for a specific purpose.

After a short review, Dr. Hutchinson made a motion to accept the Financial Committee reports; seconded by Mr. Wilbanks, and unanimously approved.

Motion was made by Mr. Wilbanks to amend the order of the Agenda to discuss two applicants concerning the Criminal Background reports. Seconded by Mr. Thibodaux and unanimously approved.

Before addressing the two individuals, Mr. Devillier informed the Board that the State/Agency cannot blindly refuse an applicant based only on a loan default or felony; it would require more justification. LABENFA still needs to consider any records that would include working with minors, the elderly, elder abuse, etc.

One applicant addressed had a felony in her records dating back over 20 years. The Board was informed of her CBC report and her letter/statement was read to the Board. Mr. Hebert reminded the Board that an administrator is given a second chance through Board monitored rehabilitation (therapy/drug testing) if we receive a negative rap back or informed of a situation. If the Board approves an applicant with a prior record, there would be no second chance. Mr. Price's main concern is that being a NFA is a highly stressful commitment of which the Board and the applicant needs to be aware. He added that he had an administrator go through the Board monitored program and the results were positive. He also stated since we are deciding these records individually, he is satisfied. Motion was made by Mr. Wilbanks and seconded by Mr. Crabtree to approve the applicant's application. The applicant that was approved was invited to join our meeting. After being informed of her acceptance, she thanked the Board and asked if there were any additional questions or comments. Being no questions, she thanked the Board again and left the meeting.

The Board was informed of the second applicant's CBC report and Mr. Hebert read her letter/statement of which the situation occurred over 30 years prior. Some staff and Board members commented on personally having known or employed the applicant. She has many years' experience in the Long Term Care industry with a wonderful reputation and no history of

Law Enforcement since. No one would ever suspect an old issue with her. Mr. Crabtree made a motion to accept her application and it was seconded by Mr. Wilbanks and unanimously approved except for Mr. Price recusing himself was she is his employee.

Review of Applicants

Applications were made available for review (Tab 11). Applicant files were distributed for review. After a brief discussion, a motion to ratify the following individuals, individually, to sit for the examinations was made by Mr. Crabtree; seconded by Dr. Hutchinson, motion carried unanimously.

- T 3588 **Corey Porter**.....Plans to train at Garden Park Nursing with Jennifer Peters
- T 3590 **Konswalo Taylor**.. Training at Waldon HC in Kenner with Patricia Taylor
- T 3591 **Jacob Stansberry**.... Plans to train at St. Margaret’s in N. O. with Marianna Dion
- T 3594 **Janne Benoit**..... LSUA trained at Matthews Memorial in Alexandria with Matthew Smart
- T 3595 **Kylie Raines**..... LSUA trained at Landmark of Lake Charles with Bart Pugh
- T 3596 **Lisa Deshotels**..... LSUA trained at Heritage Manor of Opelousas with Cody Begnaud
- T 3597 **Veronica Phillips**... Training at Meadowview Health in Minden with Rebecca Myles
- T 3599 **Brittany Gordon**... LSUA trained at Hilltop Nursing with Tracy Cummings
- T 3600 **Cristie Howell**..... LSUA trained at The Columns in Jonesville with Vanessa Houck

Waiver Exam Report:

3583 **Shelby Dunn**.....A full waiver was requested by Shelby Dunn. She previously worked as the Administrative Assistant at Avalon Place in Monroe from 2014 – 2018. She passed the state test (28/30) and the NAB tests (CORE 140 and NHA 119). Mr. Wilbanks conducted the full waiver exam and made his recommendation to the Board. He informed the Board that she was weak in finances under administration and recommended 3 – 4 weeks training. After a brief discussion, Mr. Crabtree made a motion to grant her Waivers with the exception of official AIT Training in Administration for four (4) weeks training with a specific concentration in finances. Motion was seconded by Mr. Tietje, and unanimously approved.

Reciprocity to Louisiana

Applications for ‘reciprocity to Louisiana’ files were distributed and available for review (Tab 11). After a brief review of the applicants’ files, motion was made by Mr. Price, seconded by Dr. Hutchinson and unanimously approved to accept Heather Caskey’s application by reciprocity. Motion was made by Mr. Crabtree, seconded by Mr. Wilbanks and unanimously approved to accept Eileen Storz’s application by reciprocity.

- T 3592 **Heather Caskey (OH)**...Provisional Letter issued 8/28/2019. Has moved to Ruston, LA and is currently looking for placement. Waiting on Board approval, only.
- T 3593 **Eileen Storz (MS)**.....Provisional License issued 9/02/2019. Currently working as an Administrator at Ridgecrest CommCare in West Monroe. Waiting on Board approval, only.

Reciprocity from Louisiana (no vote needed)

2183 Andrew Sadler (FL)	10/14/1997 – 12/31/2011
3427 Tamika Lipscomb (AR)	06/01/2017 – 06/30/2020
2261 Melinda Calaway (TN)	7/6/2001-12/60/2002 and 2/15/2006-12/30/2008

ACT 454 (2018) Hearing

LABENFA published notice for this November 2019 Board meeting to be an ‘Open Meeting’. The only comment received via email was from Marcus Naquin, read to the Board by Mr. Devillier. The suggestion was to mandate Administrators to take at least four hours Ethics Training, annually. Mr. Price suggested the Board to expressed thanks on behalf of Mr. Naquin’s suggestion and to continue the CE requirements as it stands. Mr. Devillier is to report to oversite committee on our open meeting.

Unfinished Business: none

New Business: none

Approval of Next Meeting

The next scheduled Board meeting was proposed to be Wednesday, February 12, 2020, at the Board office, 5647 Superior Drive, Baton Rouge, LA 70816.

Adjourn/Pay for Meeting Expenses

There being no further business, motion was made by Mr. Tietje; seconded by Mr. Wilbanks, to pay for the meeting expenses and adjourn. Unanimously approved at 2:50PM.