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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

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Quarterly Board Meeting Minutes

august 9, 2017

The LA Board of Examiners of Nursing Facility Administrators met August 9, 2017, at LABENFA, 5647 Superior Drive, Baton Rouge. LA.

**Board Members Present:**

Teddy R. Price– Chairman Margie Huguet – DHH Jack Sanders

Earl Thibodaux – Vice Chairman Patricia LaBrosse Delbert Wilbanks

Scott Crabtree Bill Ledbetter Kemp Wright

**Also present:**

Mark Hebert, Executive Director H. David Smith – Board attorney

MaryAlice Durham, Asst. Executive Director

**Absent:**

Ronnie Goux Dr. Sharon Hutchinson Dr. Susan Nelson

**Call to Order**

The meeting was called to order at 1:10 PM by Mr. Price, Chairman.

**Review/Approval of Agenda/Minutes**

The Board reviewed today’s agenda (Tab 1). Motion was made by Mr. Thibodaux to approve the Agenda, seconded by Mr. Wilbanks and unanimously approved. After a brief review of the revised February 8, 2017 minutes and the May 10, 2017, minutes (Tab 2), Mr. Crabtree made a motion to approve the minutes, seconded by Mr. Thibodaux and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director’s report (Tab 3). In presenting the Executive Directors report a discussion began concerning the NAB test prep Seminar that the Board hosts before the AIT takes the NAB tests. Questions were raised, now that the test is divided into two tests, if an AIT passes only one test and has to reschedule only one test; do they have to pay the for the entire two-day NAB Seminar? After a brief discussion, it was decided that because the class is not divided in to the two different test studies, the applicant would have to attend both days. While discussing the NAB test Seminar, Mr. Hebert informed the Board that we had allowed some of our AIT’s to review with Stan Mucinic but the last few of our applicants had not scored well. As a result, it was decided not to recommend him again at this time. Mr. Wright said we may need to review Mr. Mucinic’s or any others before recommending future test prep services.

Mr. Wilbanks made a motion to accept the Executive Report. It was seconded by Mr. Wright and unanimously approved.

**Education Committee Report**

Mr. Wright presented the Education Report (tab 4). After a brief discussion, motion was made by Ms. LaBrosse to accept the education reports as presented, seconded by Mr. Ledbetter and unanimously approved.

**Finance Committee Report**

Mr. Wright presented the Finance report (Tabs 5 & 6). Mr. Wright guided the Board members to the Trended Income Statements from Baxley and Associates, our CPA. After a brief review, Mr. Wilbanks made a motion to accept the Financial Committee reports; seconded by Mr. Crabtree and unanimously approved.

Motion was made by Mr. Wright to move to Executive Session. It was seconded by Mr. Crabtree and unanimously approved. Mark Hebert and MaryAlice Durham left the room.

Mr. Hebert and Ms. Durham returned to the quarterly Board meeting. Mr. Wright, on behalf of the Finance committee and the Board thanked Mr. Hebert and Ms. Durham for their continued service and told them that the Board unanimously granted a 5% raise effective September 2017 by the Board. The Board then charged Mr. Hebert to look into securing Ms. Young (classified) a raise, as well.

**Policy and Procedures Committee report**

The Policies and Procedures committee met July 26, 2017. Mr. Crabtree, Chair, thanked the committee for their time and informed the Board that the committee made some revisions to the LA Administrative Code, to simplify and clean up language and make it more transparent. The members were given the LA Administrative Code with the suggested amended areas highlighted. After a brief discussion, motion was made by Mr. Crabtree to approve the revisions, seconded by Mr. Thibodaux and unanimously approved.

**Review of Applicants**

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

T 3485 **Andrew Lessig** ……….. Training at Woldenberg Village in N. O. with Joe Townsend

T 3486 **Kathleen Randall** .…… Training at LaSalle in Alexandria with Phyllis Bryan’

T 3487 **Kerry Montz** …..…….. Plans to train

T 3488 **Bronson Dauzat** …….… Training at Jefferson manor in Baton Rouge with Todd Ford

T 3489 **Asima Naeem** ………….. Training at Harvest Manor in Denham Springs with Larry Kelly

T 3490 **Matthew Karam** …….… Training at Plantation Manor in Winnsboro with Keith Ferrington

T 3491 **Paige Grady** ….....…….. Training at Olive Branch in Tallulah with Wayne Morris

T 3492 **Connie Abdur-Rahman** … Training at Uptown HC in New Orleans with Cleveland Obey

T 3494 **Trevor Tamboli** ….….. Training at Landmark of Hammond with Ames Bankston

**Waiver Exam Report:**

3482 **Don Flint**…..Waiver requested in Nursing, only. Interview conducted with Mr. Thibodaux.

A waiver was requested by Don Flint (3482) in Nursing, only. Mr. Flint had been the DON at Highland Place Rehab for five years. Mr. Thibodaux recommended that the Board grant Mr. Flint the full Nursing Waiver. After a brief discussion, Mr. Thibodaux made a motion to grant a full Nursing Waiver, it was seconded by Mr. Wilbanks and unanimously approved.

**Reciprocity TO Louisiana: none**

**Reciprocity FROM Louisiana**

Reciprocity from LA requests from three Administrators reviewed; no motion necessary.

3447 **Ken Holcomb** (to CT)…………………….….. Licensed in LA 3/20/2017 – 6/30/2018

3447 **Ken Holcomb** (to FL)…………………….….. Licensed in LA 3/20/2017 – 6/30/2018

3022 **Richard Kelly Barber** (to TX)…….……….. Licensed in LA 1/14/1997 – 6/30/2018

**New Business:**  **none**

**Unfinished / Old Business:**

Mr. Hebert informed the Board that he was re-contacted by Angela Johnson. Earlier Ms. Johnson sent in two formal complaints of which were brought to the Ad Hoc committee. After review, the Ad Hoc Committee requested additional information. As of this date, she has not sent in the information requested.

**Adjourn/Pay for Meeting Expenses**

Motion by Mr. Wilbanks and seconded by Mr. Thibodaux and unanimously approved to pay for the meeting expenses.

**Approval of Next Meeting**

The next scheduled Board meeting to be Wednesday, December 13, 2017, at LABENFA, 5647 Superior Drive, Baton Rouge.

There being no further business, motion was made by Mr. Wilbanks to adjourn; seconded by Mr. Thibodaux and unanimously approved at 2:15PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director