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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

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Quarterly Board Meeting Minutes

APRIL 11, 2018

The LA Board of Examiners of Nursing Facility Administrators met April 11, 2018, at the LABENFA office, 5647 Superior Drive, Baton Rouge, LA 70816 for their quarterly meeting.

**Board Members Present:**

Earl Thibodaux – Vice Chair Patricia LaBrosse Jack Sanders

Scott Crabtree Bill Ledbetter Delbert Wilbanks

Margie Huguet – DHH Dr. Susan Nelson Kemp Wright

Sharon Hutchinson

**Also present:**

Mark Hebert, Executive Director MaryAlice Durham, Asst. Executive Director

**Absent:**

Teddy R. Price– Chairman Ronnie Goux

H. David Smith – Board attorney

**Call to Order**

The meeting was called to order at 1:20PM by Earl Thibodeaux, Vice Chair.

**Review/Approval of Agenda/Minutes**

The Board reviewed today’s agenda (Tab 1). Motion was made by Mr. Wilbanks to approve the Agenda, seconded by Dr. Nelson, and unanimously approved. After a review of the February 21, 2018, minutes (Tab 2), Mr. Crabtree made a motion to approve the minutes, seconded by Dr. Nelson, and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director’s report (Tab 3). Mr. Hebert began by reminding the Board members that they are obligated to complete the Tier 2.1 by May annually and do the Ethics video annually by December 31, 2018. He informed the members that inside their binders they will find that information with the exception of Mr. Crabtree who has completed both and sent verification to LABENFA. Mr. Crabtree commented to the Board that he noted the Ethics training was different than last year.

The LNHA/LABENFA conference held in Alexandria last February was a tremendous success with 310 attendees. The presenters even commented that this was the largest group they have taught.

Mr. Hebert informed the Board that the Exit/Waiver Committee chaired by Mr. Wilbanks will be meeting in conjunction with the LNHA Spring Conference as we expect to have the majority of the committee already there. Mr. Wilbanks added that he will keep the Board updated as they proceed.

Mr. Hebert formally thanked Margie Huguet on behalf of the Board for her time and input while serving on our Board. With her change in position at DHH, this is her last meeting to attend, receiving a round of applause and thanks from the members.

Realizing that all members expected were present, Mr. Hebert stopped his report to update the Board members of the declining health of Mr. David Smith, our Board attorney for over 35 years. In remembering Mr. Smith’s longevity with the Board, Mr. Hebert complemented Mr. Smith’s vast knowledge, and his unending, continued support and personal friendship. After a brief moment, Dr. Nelson led the members in an uplifting prayer for those who were not able to attend.

There was a discussion regarding the two attorneys who were interviewed out of a list submitted from other Boards as well as House and Senate suggestions. A folder with information on the two attorneys, William E. Scott, III and Thomas Devillier was handed out to the all members leading into a brief discussion of each attorney’s credentials and area of practice. Mr. Crabtree said it was important to him to know who Mr. Hebert would recommend. Ms. LaBrosse asked why the Executive Director doesn’t handle the contracts; why do we have to have a Board decision if this is a vendor contract. Mr. Crabtree stated, for one reason, there is an increase in cost of the contract. Then Mr. Thibodaux stopped the discussion and made a motion to go into Executive Session. This was seconded by Mr. Wright and unanimously approved. Mr. Hebert and Ms. Durham left the meeting.

Upon Mr. Hebert and Ms. Durham returning to the Board meeting, Mr. Wright made a motion to return from Executive Session, seconded by Mr. Thibodaux, and unanimously approved. Dr. Nelson made a motion to accept Thomas Devillier as our new Board attorney, seconded by Ms. LaBrosse. With a show of hands, Thomas Devillier was elected Board attorney by a majority of votes. Dr. Nelson made a motion to write a three year contract at a rate of $175.00/hour. This would lock the rate for three years. The motion was seconded by Mr. Crabtree and approved. Ms. LaBrosse asked if we had a performance evaluation in place. Mr. Hebert said if the Board chooses we could do that but noted that the contract has a 30 day termination in place if we are not satisfied.

Ms. LaBrosse made a motion to accept the Executive Directors report, seconded by Mr. Wilbanks, and unanimously approved.

**Education Committee Report**

Mr. Hebert presented the Education Report (tab 4). After a brief review, motion was made by Dr. Nelson to accept the education reports as presented, seconded by Mr. Wright, and unanimously approved.

**Finance Committee Report**

Mr. Wright presented the Finance report (Tabs 5 & 6). He asked the Board members to note that on the back of the third page we are still looking financially well. Mr. Crabtree made a motion to accept the Financial Committee reports; seconded by Ms. LaBrosse, and unanimously approved.

In the absence of Mr. Goux, Chair of the nominating committee, and after a brief discussion that there were no specific recommendations from the nominating committee, Mr. Sanders made a motion to nominate Delbert Wilbanks as Vice Chair for our Board. This was seconded by Mr. Wright, and unanimously approved. With there being no other nominations, Delbert Wilbanks was named the new Vice Chair.

Mr. Sanders made a motion to nominate Mr. Thibodaux as Chairman of the Board. This was seconded by Dr. Nelson, and unanimously approved. With there being no other nominations, Mr. Thibodaux was named the new Chair.

**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. Wright; seconded by Dr. Nelson, motion carried unanimously.

T 3517 **Lisa Davis** ………..…… Plans to train

T 3518 **Jason Fritz**…………...… Plans to train

T 3519 **Tamara Vincent** ……... Trained at New Iberia North with Al Breaux

T 3521 **Terry Gros**…………..… Plans to train

T 3522 **Guy Burch**………….….. Plans to train

T 3523 **Kay Wilkerson** …..… Training at Deerfield Nursing in Delhi with Delbert Wilbanks

T 3524 **Mallory Bordelon**….….. Trained through LSUA at Avoyelles Manor with Philip Pepiton

T 3525 **D. Lee Bullock** …… Training at Spring Lake in Shreveport with Stephen Peterson

**Waiver Exam Report:** There were no waiver exams to report to the Board.

**Reciprocity TO Louisiana**: There were no reciprocity applicants to report to the Board.

**Reciprocity FROM Louisiana:** Reciprocity from LA requests; no motion necessary.

1626 **Daniel Mathis** (to NM)……………….….. Licensed in LA 12/12/1989 – 12/31/1999

**Unfinished Business:** none

**New Business:**

Allen McCartney applied to the Board on June 23, 2016, requesting a full waiver. He passed both the State Exam and NAB Exam by August 2016. Due to circumstances, he did not go through the Waiver Exam process. He asked for a one year extension to complete licensure. After a brief discussion with his file distributed to the members, Mr. Wright made a motion to allow the one year extension through June 23, 2019. This motion was seconded by Dr. Nelson and unanimously approved.

Dr. Nelson informed the Board that the Advanced Directive can now be uploaded after registering electronically on a stand-alone website making it more easily accessible. More will be forthcoming.

**Approval of Next Meeting**

The next scheduled Board meeting is proposed to be Wednesday, August 8, 2018 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. Wright; seconded by Dr. Nelson and unanimously approved to pay for the meeting expenses and to adjourn at 2:12PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director