



**STATE OF LOUISIANA
BOARD OF EXAMINERS OF
NURSING FACILITY ADMINISTRATORS**

www.labenfa.com

(225) 295-8571 Fax: (225) 295-8574

5647 Superior Drive, Baton Rouge, LA 70816-6049

**MINUTES
NOVEMBER 10, 2021 QUARTERLY BOARD MEETING**

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly-scheduled board meeting, via videoconference on November 10, 2021 in accordance with applicable law and / or gubernatorial proclamation(s).

Board Members Present:

Mr. Earl Thibodaux, Chair	Mr. Andrew Perilloux	Mr. Delbert Wilbanks
Mr. Jamie Shelton, Vice Chair	Mr. Teddy R. Price	Mr. Kemp Wright
Mr. Scott Crabtree	Mr. Jack Sanders	
Dr. Susan Nelson	Mr. Malcolm Tietje	

Board Members Absent:

Dr. Sharon Hutchinson
Ms. Patricia LaBrosse
Mr. Bill Ledbetter

Others Present:

Mr. Cullen Brewer, Louisiana Department of Health (LDH)
Mark A. Hebert, Executive Director
Kristie Mascarella, Assistant Executive Director
Thomas E. Devillier, General Counsel

I. CALL TO ORDER

The meeting was called to order at or about 1:00 p.m. by Chair Earl Thibodaux. On a point of personal privilege, Mr. Tietje announced he would be retiring from his position of state employment, effectively resigning his appointment as a Board member, and that LDH would be appointing Mr. Cullen Brewer as his replacement. Mr. Brewer attended the meeting *via*

videoconference and was welcomed by the members. The members also thanked Mr. Tietje for his Board service.

II. ROLL CALL

A roll call was conducted by Ms. Mascarella. *See*, attendance detailed above.

IV. DISPOSITION OF AGENDA AND AUGUST 11, 2021 MEETING MINUTES

Mr. Crabtree made a motion to approve the minutes of the August 11, 2021 board meeting, which was seconded by Mr. Tietje, and unanimously approved.

V. EXECUTIVE DIRECTOR REPORT

Mr. Hebert presented the Executive Director Report and first updated the members regarding Hurricane Ida and related matters. Specifically, Mr. Hebert detailed extensive damage to one of the Board's computer servers; however, he indicated that Louisiana Office of Risk Management (ORM) would be reimbursing the Board via recently submitted insurance policy claims

Mr. Hebert additionally informed the membership that the Louisiana Legislative Auditor (LLA) indicated the Board's audit would be completed by end of October 2021; however, no audit has been conducted as of this November 2021 meeting.

Mr. Hebert informed the Board relative to staff's September 11, 2021 submission of its Act 66 (2021 R.S.) cybersecurity plan and financial security policies to Ms. Laura Lapeze, Office of State Treasurer, Cash Management Review Board (CMRB).

Mr. Hebert informed the Board, relative to the Louisiana State Police's (LSP) September 21, 2021 *Compliance Report with Agency Responses*, including findings requiring the Board's adoption of new policies relating to criminal history records information (CHRI). On October 14, 2021, staff timely submitted the Board's *Answer and Compliance Plan* and proposed CHRI policies, which are included in the Board's Policy and Procedure Manual, Section 5.1 et seq (pp. 13-16). LSP informed Mr. Hebert that the Board's plans and policies were approved and that the Board remains in good standing with LSP.

Mr. Hebert also noted he has been employed by LABENFA for 16 years and expressed his gratitude to the Board. Chair Thibodaux requested a motion to accept the Executive Director Report. Mr. Price made a motion to accept the report, which was seconded by Mr. Sanders, and unanimously approved.

VI. EDUCATION COMMITTEE REPORT (TAB 4)

Mr. Hebert presented the Education Committee Report and first noted improvements in examination results since the August 2021 meeting. Additionally, Mr. Hebert noted he was pleased that the Board had licensed 11 new administrators since August 2021, totaling 607 licensed

administrators. Chair Thibodaux requested a motion to accept the Education Committee Report. Vice Chair Shelton made a motion to accept the report, which was seconded by Mr. Price, and unanimously approved.

VII. FINANCE COMMITTEE REPORT (TAB 6)

Mr. Hebert presented the Finance Committee Report. Mr. Hebert noted that status of revenues and expenses had both improved, generally. Chair Thibodaux requested a motion to accept the Finance Committee Report. Mr. Price made a motion to accept the report, which was seconded by Mr. Crabtree, and unanimously approved.

VIII. REVIEW – LICENSURE APPLICATIONS (TAB 11)

Mr. Hebert presented the following licensure application(s):

- Alex Causey (T3665) – Haven Nursing Home (Jennifer Donalies)
- Austin Loupe (T3669) – Capitol Oaks (Todd Ford)
- Sandra Bauder (T3672) – Old Jefferson (Howard Sadler)
- Patrick DeFatta (T3675) – Priority Management (Lance LeBon)
- Rena Ford (T3676) – currently seeking preceptor.

Vice Chair Shelton made a motion to approve the aforementioned applications en globo, which was seconded by Mr. Tietje, and unanimously approved.

IX. REVIEW – WAIVER APPLICATIONS

No waiver applications were reviewed.

X. RECIPROCITY: TO LOUISIANA

- Isley Carter (3619)
- James Almond (3670)
- Kendra King (3673)
- John Thomas (3674)

Mr. Crabtree made a motion to approve the aforementioned applications en globo, which was seconded by Vice Chair Shelton, and unanimously approved.

XI. RECIPROCITY: FROM LOUISIANA

The Board reviewed the following information regarding licensee(s) who became licensed in other jurisdictions:

- John Beaudrie (2140).
- Jeff Johnson (3086) (Texas).
- Ryan Greer (3377) (Texas).
- Daniel Temple (3551) (Texas).
- Lindsay Killion (3555) (Alabama).
- Hunter Lawrence (3601) (Alabama).

XII. UNFINISHED BUSINESS

None.

XIII. NEW BUSINESS

- A. Annual budget. Mr. Hebert presented the proposed annual budget to the Board. The Board members reviewed the proposed annual budget, and Dr. Nelson made a motion to approve the proposed annual budget. Mr. Price seconded the motion, and the motion was unanimously approved and the proposed annual budget adopted.
- B. Policy manual; revisions. Mr. Devillier presented a comprehensive review of revisions made to the Board's policy and procedure manual, resulting from recent Board audits. Board members reviewed the proposed revisions, and Mr. Crabtree made a motion to adopt the newly-amended agency policy manual. Dr. Nelson seconded the motion, and the motion was unanimously approved and the proposed manual adopted.

XI. NEXT MEETING

The next board meeting was tentatively scheduled for Wednesday, February 9, 2022 at 1:00 p.m.

XII. EXECUTIVE SESSION

Chair Thibodaux requested a motion for the Board to enter Executive Session. Vice Chair Shelton made the motion as requested, which was seconded by Mr. Sanders. After a brief discussion, Mr. Crabtree made a motion for the Board to exit Executive Session, which was seconded by Mr. Wright, and unanimously approved. As a result of the Executive Session, Mr. Price made a motion to authorize a salary increase for one Board employee, which was seconded by Mr. Wright, and unanimously approved.

XIII. ADJOURN

Chair Thibodaux made a motion to adjourn, which was seconded by Mr. Tietje, and unanimously approved at or about 2:00 p.m.