



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

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**QUARTERLY BOARD MEETING MINUTES
APRIL 13, 2016**

The LA Board of Examiners of Nursing Facility Administrators met April 13, 2016, at LABENFA, 5647 Superior Drive, Baton Rouge, LA.

Board Members Present:

Teddy R. Price– Chairman	Ronnie Goux	Lana Ryland – DHH
Earl Thibodaux – Vice Chairman	Margie Huguet – DHH	Delbert Wilbanks
Scott Crabtree	Dr. Susan Nelson	Kemp Wright

Also present:

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

Absent:

Dr. Sharon Hutchinson	Patricia LaBrosse	Ray Naquin
Jack Sanders		

Call to Order

The meeting was called to order at 1:20PM by Teddy R. Price, Chairman.

Review/Approval of Agenda/Minutes

The Board reviewed today's agenda (Tab 1). Motion to accept the Agenda was made by Mr. Wilbanks and seconded by Mr. Crabtree and unanimously approved. After a brief review of the January 13, 2016, minutes, Mr. Wilbanks made a motion to approve the minutes (Tab 2) as written. The minutes were seconded by Mr. Crabtree and unanimously approved.

Executive Directors Report

Mr. Hebert presented the Executive Director's report (Tab 3). He informed the Board of his responses to the Executive Order JBE-03 dealing with mandated travel reductions and JBE-05 concerning a hiring freeze. Our Board received a waiver on the travel reductions and after updating information listing the recent reductions in staff and monthly services, the exemption was granted.

Mr. Hebert continued his Executive Report reminding the Board of our need to purchase a new computer program. Not only is the existing program close to 10 years old; it cannot be upgraded, does not offer any reports on the data, and does not always save the entries made. With the LNHA/LABENFA February 2016 conference, we received \$13,459.45 in income. Mr. Hebert proposed dedication of these funds for computer software and hardware. Mr. Wright said

that we are right on the edge financially but this is our lowest time of the year.. Mr. Wright suggested that we include all the money received from the joint LNHA/LABENFA February 2016 conference into a dedicated funds account. Mr. Wright also encouraged the staff to check on non-proprietary data based programs to ensure the ability to upgrade. Mr. Price said we should decide on a computer program that furnishes the best platform for multiple years. Motion was made by Mr. Wright to take the \$13,459.45 and place it in a dedicated fund for hardware and software system upgrades. There being no more discussion, it was seconded by Mr. Wilbanks and unanimously approved.

Mr. Hebert reminded the Board staff of The State Mandate for Board members to complete the Ethics training annually and the Tier 2.1 compliance. Mrs. Durham will send an email after the meeting to inform each Board member individually of their current status and how to get in compliance.

Mr. Hebert continued and addressed concern of the term “Assistant Administrator” in our current LA Administrative Code. The Board had a lengthy discussion as there are Assistant Administrators and Administrative Assistants. Mr. Goux said if we mandate all Assistant Administrators to be licensed, many Nursing Homes would not be able to handle it financially. Mr. Price said our current LA Administrative Code does not mandate licensing for Assistant Administrators and wonders if it is important or not. Licensed Administrators put NFA behind their names to clarify. All nursing homes would have to be notified of changes of this magnitude is done. Mr. Hebert suggested that wording be changed in at least Section 713 of our LA Administrative Code.. Mr. Crabtree suggested we deal with the fact that not all Assistant Administrators are licensed, individually, as a complaint arises. Mr. Wright suggested that we define Assistant Administrator could be licensed or unlicensed as a NFA. Mrs. Huguet asked that if we do not deal with unlicensed Assistant administrators, why would we have to define it? Mrs. Ryland suggested that we just change the word “shall” to “may”. Motion was made for Mark to work out the language for the next meeting.

Mr. Hebert said on a positive note, the Nursing Home Surveys received are looking better. He also informed the Board that Gary Mize who was given a second chance, received a deficiency free survey.

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

Education Committee Report

Mr. Hebert presented the Education Report (tab 4). After a brief discussion of the latest test scores, motion was made by Mr. Crabtree to accept the education reports as presented, seconded by Mr. Wilbanks and unanimously approved.

Finance Committee Report

Mr. Wright presented the Finance report (Tabs 5 & 6). Mr. Wright and Mr. Hebert jointly presented a brief review of the finance reports through February 2016. Mr. Hebert informed the Board that we have not had any negative comments about our increase of the current re-registration to \$495.00 or the increased 18 CEU hours. He also said we may need to be a little understanding with the approved CEU’s this first re-registration with the limited on-line courses.

Mr. Wright asked if we could provide a easier spreadsheet of the expenses, monthly, so we can be more watchful. He said the annual projection still looks okay. We will see a better picture financially for our next Board meeting as most re-registrations will be in by then.

Mr. Crabtree made a motion to accept the Financial Committee reports; seconded by Mr. Wilbanks 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. Wilbanks; seconded by Mr. Crabtree, motion carried unanimously.

- T 3421 **Courtney Sarver**..... training at St. Agnes in Breaux Bridge (Ricky Hayes)
- T 3422 **Shawn Swilley**..... plans to train at Maison de Lafayette (Joe McPherson)
- T 3423 **Luke Brouillette**..... LSU-A trained, passed NAB, received Provisional License
- T 3424 **Elizabeth Lockett**..... LSU-A trained, passed NAB, holding for CBC results
- T 3425 **Corbin Legg**.....plans to train at Haven Nursing (KaraLe Causey)
- T 3427 **Tamika Lipscomb**..... training at Gonzales HC (Keith Cooper)
- T 3428 **Mandy Kennedy**..... training at Landmark of West Monroe (Beth Coplin)
- T 3430 **Lauren Weber**..... plans to train
- T 3431 **Tim Kleinpeter**..... plans to train through Traditions
- T 3432 **Aaron Eskine**..... training at Golden Age in Denham Springs (Rodney Sweat)

Waiver Exam Report: none

Reciprocity TO Louisiana

Application for reciprocity to Louisiana for Andrea Nicole Gee was distributed and available for review (Tab 11). After a brief discussion, motion was made by Mr. Wright, seconded by Mr. Wilbanks and unanimously approved to accept her application by reciprocity.

3426 **Andrea Nicole Gee** (from TX & IN) holding for Board approval. Provisional License issued 3/22/2016 and current Administrator at Christwood Retirement in Covington.

Reciprocity FROM Louisiana

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

- 1874 **Robert Lloyd Monger** (to TN)..... Licensed in LA 1993 through 1994
- 1278 **Frank Peter Savoy** (to AL)..... Licensed in LA 1985 through 6/30/2016
- 2800 **Samantha Tole** (to OK)..... Licensed in LA 2007 through 2014

Unfinished Business: none

New Business: Before beginning New Business, the Nomination Committee asked if the Quarterly Board Meeting could take a 15 minute break. Upon approval, the Nominating Committee left the conference room and returned shortly. On behalf on the Nominating Committee, Chairman Mr. Goux made a recommendation to have Mr. Price and Mr. Thibodaux remain as Chair and Vice Chair for the next term. Dr. Nelson made a motion to accept the recommendation, seconded by Mr. Crabtree and unanimously approved.

Dr. Nelson informed the Board that Senate Bill 316, after making changes in some of the wording, passed yesterday. Only one legislator voted against the bill and Dr. Nelson is scheduled to meet with him tomorrow. The Board thanked Dr. Nelson for all the past and current work.

Adjourn/Pay for Meeting Expenses

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

Approval of Next Meeting

The next scheduled Board meeting to be Wednesday, July 13, 2016, at LABENFA, 5647 Superior Drive, Baton Rouge. **Note that in 2016, we are begining our meetings at 1:00PM.**

There being no further business, motion was made by Mr. Thibodaux to adjourn; seconded by Mr. Wilbanks and unanimously approved at 2:45PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director