

## MINUTES

### June 14, 2023 QUARTERLY BOARD MEETING

The Louisiana Board of Examiners of Nursing Facility Administrators (LABENFA) conducted its regularly scheduled meeting on June 14, 2023, in accordance with applicable law and gubernatorial proclamation(s).

#### **Board Members Present:**

Mr. Jamie Shelton, Chair	Mr. Cullen Brewer	Mr. Delbert Wilbanks
Mr. Scott Crabtree	Mr. Kemp Wright	Mr. Teddy R. Price
Mr. Eddie Borland	Dr. Charlotte S. Hurst	
Dr. Susan Nelson	Ms. Barbara Anthony	

#### **Board Members Absent:**

None

#### **Others Present:**

Mr. Joseph E. Townsend	Ms. Kristie Mascarella	Ms. Amy Lowe	Mr. Jack Sanders
Interim Executive Director	Assistant Executive Director	Counsel	Guest

#### **I. CALL TO ORDER**

This meeting was called to order at 12:10 p.m. by Chair Shelton.

#### **II. MINUTES**

Chair Shelton presented the agenda in addition to the minutes for the meeting conducted on February 8, 2023 (FY22-23, Q 3 Regular Meeting) for review and approval. Mr. Crabtree made a motion to adopt the February meeting minutes, with the motion seconded by Dr. Nelson and unanimously approved. Agenda for the meeting was approved.

#### **III. EXECUTIVE DIRECTOR REPORT**

Mr. Townsend, Interim Executive Director, presented a brief Executive Director report. The topics discussed included an update on the progress made by the board office in establishing systems that enable a more efficient and effective operation. He also announced that the office had donated 78 pounds of food to the Help Center of Churches in Franklinton, LA. It is a nonprofit organization that provide meals to the needy. Other items discussed were the resolution of outstanding checks, credits on the internet charges due to previous overcharges, and an increase in CEU programs resulting in an increase in board revenue. Mr. Townsend addressed a concern regarding AIT Training. To ensure that our AIT's were getting quality training, Mr. Townsend would begin making unannounced visits to the AIT's facility.

#### **IV. FINANCE COMMITTEE**

Mr. Wright, Chair of the Finance Committee, reviewed third quarter financials. He pointed out Board financials were very positive and that the case position is the best it has been in years. Chair Shelton added that the educational programs now sponsored by the Board has helped in revenue enhancement. Mr. Crabtree added that the ability to review financials in a timely manner affords the Finance Committee to conduct its due diligence. Mr. Townsend mentioned three line items were lower than the year before. Insurance was low because Ms. Mascarella nor Mr. Townsend carried state insurance and retirement was low because Mr. Hebert was no longer employed. Supply expenses have been minimized due to more diligent purchase practices. The Board is receiving credits from the internet provider due overcharges in the last quarter of this fiscal year. These credits are reflected on the financial statements. Dr. Hurst moved to accept the Finance Committee report and Mr. Brewer seconded the motion. Motion carried unanimously

#### **V. EDUCATION COMMITTEE REPORT**

Mr. Borland presented one segment of the Education Committee Report. The regularly scheduled April board meeting was cancelled due to a lack of a quorum. The numbers Mr. Borland reported covered the period from the February 19, 2023, meeting through June 12, 2023. There were 19 applicants fully licensed as administrators upon completion of the AIT program and passing of all required federal and state examinations. Four (4) provisional licenses were issued through the reciprocity process. Four (4) administrators applied for reciprocity to other states. Mr. Price asked for clarification on the reciprocity process. Mr. Townsend explained the process. Mr. Borland reported that there are 18 annual CEU providers. Twenty-two (22) payments were received for the NAB Review seminar and nineteen (19) for the Preceptor Certification program. Mr. Borland also updated the Board on the number of licensees in the state by category. Forty-two (42) NAB test were taken (21 Core and 21 LOS). The pass rate was 93 percent.

Ms. Mascarella presented 14 licensure applications for Board approval. All were approved. She presented the applicants for waivers. The Board discussed in detail. Mr. Priced moved to approve the nursing rotation of one and deny the second persons application for waiver in total. Ms. Anthony seconded and the Board approved unanimously.

#### **VI. EXECUTIVE SESSION**

Mr. Wright made a motion for the Board to go into an executive session to discuss legal updates which included LDH referrals, and updates to Board Rules. Mr. Crabtree seconded, and the board entered its executive session. Motion carried unanimously. All board members, Ms. Lowe and Mr. Townsend, attended.

Board reconvened to its public meeting. Mr. Crabtree moved, and Mr. Wright seconded the motion for Ms. Lowe to draft recommended changes which update the rules and eliminate all contradictions.

**VII. UNFINISHED BUSINESS**

- A. There are currently three open board seats. Mr. Breaux resigned; Mr. Sanders's appointment expired and is awaiting re-appointment. Mr. Townsend advised the board that LDH, Bureau of Health Financing would be appointing a new member in the near future, as that seat has been vacant since August 2022. Mr. Townsend advised that Mr. Breaux's seat must be filled by someone aged 60 or older and have no operational responsibility of nursing homes. Mr. Townsend suggested a potential candidate. Mr. Price asked when the board made such appointments as that was an LNHA duty. He was advised that LNHA submitted names to the governor from which he would make the appointment, and Mr. Townsend was only suggesting a name with no attempt to "appoint" anyone.
- B. Mr. Townsend updated the board on the website issue that has been an ongoing situation with the company that the Board had used three years early. The Board approved for the current IT person to transfer data from a server provided by the previous company to a new format.
- C. Mr. Townsend reminded board members that they had until the end of the year to complete the state-required training on Ethics and on Sexual Harassment.

**VIII. NEW BUSINESS**

Mr. Townsend reported that he had renewed the I.D. printer subscription to make administrators I.D. badges once they are re-licensed.

**IX. EXECUTIVE SESSION**

By a unanimous vote, Board went into a second executive session to discuss personnel evaluations of the two board employees.

Board Reconvened. Chair Shelton announced that the Board approved Mr. Townsend to become the permanent Executive Director, thus removing the *Interim* tag and increasing his pay. The Board also approved an increase for Ms. Mascarella. Dr. Nelson moved to accept the recommendations of the Executive Session; Mr. Crabtree seconded. Motion passed unanimously.

**X. EXECUTIVE SESSION**

The board elected to enter a third executive session. There were no motions made upon return to the public session.

**XI. Adjournment**

Mr. Borland made a motion to adjourn the meeting and it was seconded by Mr. Wright. Meeting adjourned at 3:25 p.m.