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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

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Quarterly Board Meeting Minutes

DECEMBER 13, 2017

The LA Board of Examiners of Nursing Facility Administrators met December 13, 2017, at LABENFA, 5647 Superior Drive, Baton Rouge. LA.

**Board Members Present:**

Teddy R. Price– Chairman Ronnie Goux Dr. Susan Nelson

Earl Thibodaux – Vice Chairman Dr. Sharon Hutchinson Delbert Wilbanks

Scott Crabtree Patricia LaBrosse Kemp Wright

**Also present:**

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

MaryAlice Durham, Asst. Executive Director

**Absent:**

Jack Sanders Bill Ledbetter Margie Huguet – DHH

**Call to Order**

The meeting was called to order at 1:30PM by Teddy Price, Chairman.

**Review/Approval of Agenda/Minutes**

The Board reviewed today’s agenda (Tab 1). Motion was made by Dr. Nelson to approve the Agenda, seconded by Ms. LaBrosse and unanimously approved. After a brief review of the August 9, 2017, minutes (Tab 2), Dr. Nelson made a motion to approve the minutes, seconded by Ms. LaBrosse and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director’s report (Tab 3). He informed the Board that this was the first time we had J. Walker and Associates conduct our annual audit. Our CPA, Mr. Walker, was efficient with his time and at the completion of our audit review, we received a “deficiency free” audit. We will have J. Walker and Associates for the next three years.

Mr. Hebert continued his report informing the Board that Gary Mize had successfully completed his three year drug testing commitment. Mr. Mize wanted to thank the board for their understanding and for the chance for him to maintain his license.

Mr. Hebert informed the Board that a new continuing education registry program was recently released by NAB. The program, known as “NAB Verify” will be free of charge to licensees and boards and will enable the Administrators and the board to track both CEU’s approved by NAB and NCERS.

Our office staff wants to thank LNHA for inviting us to attend their October 2017 convention in New Orleans. This gives our office staff a great opportunity to interact with the administrators, vendors, and continuing education providers on a personal level. The annual LNHA/LABENFA Seminar may be moved to March 2018 in the Alexandria area. The meeting space is more than sufficient and the topic should draw a large crowd.

Mr. Hebert continued the Executive Directors report informing the Board that it has been twenty plus years since the Exit Interview**/**Waiver Exam has been restructured. Mr. Wilbanks has agreed to serve as Chair on the Ad Hoc committee to update the current questionnaires. A non-disclosure agreement will be submitted to those who have agreed to serve on that committee.

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, motion was made by Mr. Crabtree to accept the education reports as presented, seconded by Dr. Nelson and unanimously approved.

**Finance Committee Report**

Mr. Wright presented the Finance report (Tabs 5 & 6). The Board reviewed the finance reports through September 2017. Mr. Wright said, year–to-date we are $10,000 short but we can make it back easily at this point. Our finances are okay. We have to realize that in our Budget to Actual; our timing (money received) has not always been available when it is expected. We need to realize that this is the first full year we see how we stand on our own. Mr. Goux raised the question of passing expenses on to the Association or Providers? Mr. Wright suggested us to be cautious with our money before thinking about raising any fees at this time.

Mr. Wilbanks made a motion to accept the Financial Committee reports; seconded by Mr. Crabtree 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 Dr. Nelson, motion carried unanimously. Before continuing, the Board was informed that Chadwick Green made application and then later withdrew his application. He was reimbursed one-half of his application fee.

T 3481 **Paula Barker** ……….. Training at Courtyard of Natchitoches with Nanette Bienvenu

T 3493 **Matthew Miller** …….… Plans to train

T 3495 **Jimmy Williams** …….. Training at Claiborne Rehab in Homer with Stephanie Bryant

T 3496 **Laura Touchet** …….… Training at St. Joseph of Harahan with Kelly Barber

T 3497 **Tonya Drake** ………….. Training at Uptown HC in New Orleans with Cleveland Obey

T 3499 **Michael Drerup** …..… Training at Forest Haven in Jonesboro with Sandra Billings

T 3501 **Andrew Cedor** …..…….. Training at Our Lady of Wisdom in NewOrleans with Lisa Heisser

T 3502 **Brandie Perry** ……….… Plans to train at Our Lady of Prompt Succor in Opelousas w/ Mike Purser

T 3503 **Jared Eley** ……...…….. Plans to train at Rosewood in Lake Charles with Kevin Boisseau

T 3504 **Nomica Guillory** …….… Training at Willow Ridge in Arcadia with Monica Lewis

T 3507 **Laura Lunday** ……….. Plans to train

T 3508 **Lee Bradley** ….… Training at Arbor Lake in Farmerville with Matthew Hall

**Waiver Exam Report:**

There were no waiver exams to report to the Board.

**Reciprocity TO Louisiana**

Applications for reciprocity to Louisiana files were distributed and available for review (Tab 11). After a brief review of the applicants’ files, discussions arose concerning Rachel Salahi. Mr. Wright questioned the validity of her meeting our application requirements. After much discussion, Mr. Wight made a motion to approve Rachel Salahi’s application subject to verification that she meets the current application requirements. This was seconded by Mr. Thibodaux and unanimously approved. Mr. Hebert and Mr. Smith were given the task of reviewing her file.

Motion was made by Mr. Crabtree, seconded by Mr. Wilbanks and unanimously approved to accept Mr. Morris and Ms. Holderfield’s applications by reciprocity.

3498 **Peter Morris** (from CT)currently with Christwood, needs Board approval, only.

3500 **Rachel Salahi** (from UT)currently with Belle Maison, needs board approval and to pass the State test.

3505 **Toni Holderfield** (from AR)Administrator in an AR facility, needs Board approval and the state test.

**Reciprocity FROM Louisiana**

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

3401 **Alyssa Smith** (to TX)…………………….….. Licensed in LA 1/30/2017 – 6/30/2018

3458 **Aaron Mulvey** (to TX)…………..……….. Licensed in LA 10/23/2002 – 6/30/2018

3203 **Michael Lanctot** (to NM)………………….. Licensed in LA 5/11/2011 – 6/30/2012

3433 **Jeff Schmitt** (to MS)…………………….. Licensed in LA 4/18/2017 – 6/30/2018

2298 **Bryan Wann** (to TN) Licensed in LA 3/17/1999–6/30/2006 came back by reciprocity 6/15/2011-6/30/2018

**Unfinished Business:** none

**New Business:** none

**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, February 14, 2018, at LABENFA, 5647 Superior Drive, Baton Rouge.

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

Minutes submitted by MaryAlice Durham, Assistant Executive Director