



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

[www.labenfa.com](http://www.labenfa.com)

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

5647 Superior Drive, Baton Rouge, LA 70816-6049

QUARTERLY BOARD MEETING MINUTES  
FEBRUARY 10, 2021

The Louisiana Board of Examiners of Nursing Facility Administrators (“LABENFA”) connected through Zoom February 10, 2021, for their quarterly Board meeting. All members had previously been sent documents to follow along with the Power Point.

**Board Members connected:**

Earl Thibodaux – Chairman

Patricia LaBrosse

Teddy R. Price

Bill Ledbetter

Jack Sanders

Scott Crabtree

Dr. Susan Nelson

Jamie Shelton

**Also connected:**

Mark Hebert, Executive Director

MaryAlice Durham, Asst. Executive Director

Cheryl Kindrix and Kristie Mascarella, Executive Assistants

Thomas Devillier, General Counsel

**Absent:**

Dr. Sharon Hutchinson

Andrew Perilloux, LDH

Malcolm Tietje, LDH

Kemp Wright

Delbert Wilbanks – Vice Chair

**Call to Order**

The meeting was called to order at 1:03PM by Earl Thibodaux, Chairman.

**Review/Approval of the Agenda / Minutes**

Mr. Thibodaux asked the members to review the Agenda and asked if there were any questions. After a brief review, Mr. Crabtree made a motion to approve the agenda. It was seconded by Ms. LaBrosse and unanimously approved.

The Board previously received the Board meeting minutes from December 9, 2020. After giving the members a moment to review, Mr. Crabtree made a motion to approve the minutes seconded by Dr. Nelson, and unanimously approved.

**Executive Directors Report**

Mr. Hebert began his Executive Directors Report informing the members that the co-sponsored LNHA/LABENFA Seminar set for March 24<sup>th</sup>, March 31<sup>st</sup>, and April 7<sup>th</sup>, 2021. The class will be two hours each Wednesday from 9:30a.m. – 11:30a.m. The speakers are set up, and the primary topics include (1) stress management, (2) burnout in the workplace, (3) staff motivational techniques, (4) infection control, and (5) directed plans of correction. As of February 10<sup>th</sup>, there are 125 registered attendees scheduled. All attendees will participate through Zoom. We expect a larger attendance to participate and appreciate the Board members informing their administrators about the course.

Our office has set the next NAB Review Seminar and the Preceptor Seminar dates. We are allowing up to five (5) attendees and the remainder will participate through Zoom. Those participating through Zoom will be required to leave their camera on to ensure actual participation. The NAB Review is set for February 15 – 16, 2021, and the Preceptor Class is set for February 17<sup>th</sup>. The 2020 annual Activity Report is in the front of the binders including the 2019 for comparison. Mr. Hebert reviewed the 2020 Quarterly Totals in comparison with the 2019 totals with a brief explanation. Our finances will increase due to the training courses.

The re-registration form for year ending 6/30/2022 had minimal changes. Online payments are now all through electronic invoicing. Mr. Hebert noted that LABENFA received its first re-registration on January 20, 2021 from Robert Leonards. We expect with the electronic invoicing, many will re-register earlier this year.

We welcomed our newest Board member, Jamie Shelton. He has been an administrator for over thirty years and has served on LNHA, LEADER, and many other committees. Jamie Shelton was sworn in after completing the Oath of Office and was welcomed by all.

Cheryl Kindrix will be leaving LABENFA and is in process of moving close to Bastrop. Her husband has accepted a position with the Bastrop Police Department, and she is eager to join him. Kristie Mascarella is a LA Nursing Facility Administrator, has a Masters in HealthCare Administration, and she has been shadowing Ms. Kindrix for a smooth transition as the Executive Assistant.

Mr. Crabtree made a motion to approve the Executive Director's report. It was seconded by Dr. Nelson and unanimously approved.

### **Education Committee Report**

Mr. Hebert presented the Education Committee Report. Mr. Hebert reviewed the reports, which led the discussion to the Quarterly Totals. The numbers are lower than normal, but it has only been two months since our last Quarterly Board meeting and through Thanksgiving and Christmas. The test scores were lower than normal. Mr. Hebert informed the Board of various reasons why that may have occurred. We are adding that if the attendees listen through Zoom, their camera need to be on. Mr. Crabtree noted that our Annual CEU Provider numbers were also lower. Mr. Price said that in the LNHA meeting, Marcus Naquin mentioned encouraging CEU opportunities for administrators. The CEU opportunities may help increase our revenue.

Ms. LaBrosse made a motion to accept the education reports as presented, seconded by Mr. Crabtree, and unanimously approved.

### **Finance Committee Report**

Mr. Hebert presented the Finance Committee Report for the months of November and December 2020. After a short review, Mr. Hebert reminded the Board that our continuing education strongly affects our budget. We are looking forward to seeing what an impact the joint LNHA/LABENFA Seminar may bring.

Mr. Crabtree made a motion to accept the Finance Committee Report, which was seconded by Dr. Nelson, and unanimously approved.

**Review of Applicants**

Applications listed were briefly discussed. A motion to approve the following individuals, individually, to sit for the examinations was made by Mr. Sanders, seconded by Mr. Ledbetter. Motion carried unanimously.

T 3642 **Shelley Mayeux**.....Training at St. Francisville Country Manor with Jim Imhoff, Jr.

T 3646 **Lori Jeffery**..... Plans to train with Haley Boutte

T 3645 **Christine Darbonne**..... Plans to train with Trey Prudhomme

**Waiver Exam Report: none**

**Reciprocity TO Louisiana: none**

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

2141 **Barry Singleton** (to NM)..... Licensed in LA 10/10/1996 – 06/30/1999

3569 **Anthony Jones** (to NH)..... Licensed in LA 12/20/2019 – 06/30/2021

3451 **Dylan Brunson** (to TX)..... Licensed in LA 04/10/2017 -- 06/30/2021

**Unfinished Business: none**

**New Business:**

Dr. Nelson asked if any facilities are in danger of closing due to COVID. Mr. Price said there are trends of smaller facilities struggling in the rural/smaller populations.

Mr. Hebert briefly spoke to the Board relative to handling CE requirements for re-registration for year ending 6/30/2022. After a brief discussion, it was decided to keep the same criteria for CEU's as last re-registration. Eighteen (18) approved CEU's of which can be all online courses.

Mr. Hebert reminded the Board of the Sexual Harassment Prevention Training due May 12, 2021. As soon as our office receives the new training presentation, thumb drives will be mailed to the members.

**Approval of Next Meeting**

The next scheduled Board meeting was proposed to be Wednesday, May 12, 2021. Location and details to be decided prior to meeting.

**Adjourn/Pay for Meeting Expenses**

There being no further business, a motion was made by Ms. LaBrosse; seconded by Mr. Crabtree, and unanimously approved to pay for any meeting expenses and to adjourn. It was unanimously approved at 1:35.