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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

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Quarterly Board Meeting Minutes

JANUARY 13, 2016

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

**Board Members Present:**

Teddy R. Price– Chairman Patricia LaBrosse Jack Sanders

Earl Thibodaux – Vice Chairman Dr. Susan Nelson Delbert Wilbanks

Scott Crabtree Lana Ryland – DHH Kemp Wright

Margie Huguet – DHH

**Also present:**

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

MaryAlice Durham, Asst. Executive Director Russell Suire, NFA

**Absent:**

Dr. Sharon Hutchinson Ronnie Goux Ray Naquin

**Call to Order**

The meeting was called to order at 1:05PM 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. Crabtree and seconded by Mr. Wilbanks and unanimously approved. After a brief review of the October 14, 2015, minutes, it was noticed that under “Review of Applicants” #T3412 Nick Sarver was listed as training at Jefferson Manor; it is to be corrected to read “training at Country Manor with Cindy Walters”. Also, #T3414 Marcus Mathews was corrected to read “training at Autumn Leaves with Jimmy Zimmerman. The October 2015 minutes will be corrected as stated. Mr. Crabtree made a motion to approve the minutes (Tab 2) as written once the correction is made. The minutes were seconded by Mr. Wilbanks and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director’s report (Tab 3) and updated the Board of the NAB Mid-Year meeting in Naples, FL November 2015 of which he, Mr. Thibodaux, and Mr. Wright attended. Mr. Hebert encouraged any Board member to attend future meetings.

The Board was further informed of the Nurse Aide Registry’s transitioning to DHH. Their mail will be forwarded, answering machine reflects their new number, and our website has been updated to accommodate the new information. LABENFA’s website will keep the Nurse Aide Registry’s information for a year. The staff has contacted our vendors resulting in lower costs due to not having the Nurse Aide Registry in house. An email has been sent out to all administrators informing them of the re-registration increase.

Mr. Hebert continued his report informing the Board of an email sent by Ricky Bonin, NFA, BS, MBA in November requesting the Board’s consideration of creating the position of “Assistant Administrator”. Such a change would need to be authorized under the Administrative Law Code. After a brief discussion, no decision was made.

In concluding the report, Mr. Hebert updated the Board on Gary Mize who has completed all requirements except continued drug testing. He will continue to submit to random drug testing through December 9, 2017.

Ms. LaBrosse questioned Mr. Hebert on the status of possibly sub-letting space in our Board office. Mr. Price stated that he would prefer renting out space only if the Board needed the extra income. Since our budget shows we will be okay for now, it was decided to not have anyone else in our office. Ms. LaBrosse asked for a formal letter to be sent to LA Nurses Association for good relations and professionally close the matter. Mr. Wright stated that we seem to be financially sound at this point.

Delbert made a motion to accept the executive Directors report; it was seconded by Mr. Crabtree and unanimously approved.

**Education Committee Report**

Mr. Wright presented the Education Report (tab 4). Mr. Wright went on to address the February 2016 LNHA/LABENFA Seminar. The topic and speaker has been accepted and two different locations were being considered. After a discussion of the most profitable locations, it was decided to have one venue in Marksville hoping to attract an attendance of at least 125. Mr. Price went on to say that LNHA will also have the “Five Star Rating” topic at their Spring Conference. Mr. Wright said that since this is an important issue and we are having different speakers, this should not pose a conflict. There was some discussion of having participants complete a survey. Mr. Hebert will check with Maureen at LNHA to see if one is already set.

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 presented a brief review of the finance reports through November 2015. Changes will be noticed after January and February 2016 but for now we should be financially stable. Mr. Wright asked if there were any questions; no response. Mr. Thibodaux 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 Mr. Sanders, motion carried unanimously.

T 3418 **Dalton Savwoir, Jr.** ……….. training at St. Margaret’s in New Orleans (Larry Stansberry)

T 3419 **Jake Wallace** ………….… training at Avoyelles Manor in Dupont (Philip Pepiton)

**Waiver Exam Report:**

T 3413 **Kourtney Brownlee** – After passing the state and NAB exams, Mr. Wilbanks conducted the waiver exam in Nursing, social Services, and Medical Records. Ms. Brownlee has experience as the DON at Shreveport Manor (2006-2015) with three deficient free surveys and plans to complete necessary departments at Shreveport Manor. Mr. Wilbanks continued his recommendation that he was very impressed and she should make a good administrator. After a brief review, Mr. Wilbanks recommended to grant Ms. Brownlee’s waivers in Nursing, Social Services, and Medical Records. Mr. Crabtree made a motion to grant the requested waivers, seconded by Mr. Sanders and followed by unanimous approval.

**Reciprocity TO Louisiana**

Applications for reciprocity to Louisiana files were distributed and available for review (Tab 11). After a brief discussion on Catherine Day, noting after the completion of her reciprocity application is passing of the state testing and positive results of the CBC, motion was made by Mr. Crabtree, seconded by Mr. Wilbanks and unanimously approved to accept her application by reciprocity. After a brief discussion, motion was made by Ms. Nelson, seconded by Mr. Wright and unanimously approved to accept Theresa Viscardis’ application by reciprocity, pending results of her loan status.

3417 **Catherine Day** (from LA & OK)holding for state test, CBC, and Board approval. Current Administrator at Southern Hills in Shreveport.

3420 **Theresa Viscardis** (from NM & NC)holding for loan status and Board approval. Current Administrator at Uptown HC in New Orleans.

**Reciprocity FROM Louisiana**

Reciprocity from LA requests from one Administrator reviewed; no motion necessary.

2285 **Robert Rhea** (to TX )Licensed in LA 1999 through 6/30/2016

**Unfinished Business:** Dr. Nelson informed the board that physician (NP/PA) visits for Advance Care Planning conversations are now covered under Medicare. Since LaPost has been given a grant; Nursing Homes will soon be receiving an informational documents and posters. Dr. Nelson added that they are proceeding in educating Nursing Homes of the LaPost documents. Mr. Hebert invited Dr. Nelson to speak at the LNHA/LABENFA conference in February.

**New Business:** none

**Adjourn/Pay for Meeting Expenses**

Motion by Mr. Thibodaux; 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, April 13, 2016, at LABENFA, 5647 Superior Drive, Baton Rouge. **Note that in 2016, we will begin 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 2:15PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director