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S**TATE OF LOUISIANA**

**BOARD OF EXAMINERS OF**

**NURSING FACILITY ADMINISTRATORS**

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Quarterly Board Meeting Minutes

FEBRUARY 21, 2018

The LA Board of Examiners of Nursing Facility Administrators met February 21, 2018, at LABENFA, 5647 Superior Drive, Baton Rouge. LA.

**Board Members Present:**

Teddy R. Price– Chairman Ronnie Goux Jack Sanders

Earl Thibodaux – Vice Chairman Bill Ledbetter Delbert Wilbanks

Scott Crabtree Dr. Susan Nelson Kemp Wright

**Also present:**

Mark Hebert, Executive Director MaryAlice Durham, Asst. Executive Director

**Absent:**

Dr. Sharon Hutchinson Patricia LaBrosse Margie Huguet – DHH

H. David Smith – Board attorney

**Call to Order**

The meeting was called to order at 1:10PM by Teddy Price, Chairman.

**Review/Approval of Agenda/Minutes**

The Board reviewed today’s agenda (Tab 1). Motion was made by Mr. Wilbanks to approve the Agenda, seconded by Dr. Nelson and unanimously approved. After a review of the December 13, 2017, minutes (Tab 2), Mr. Crabtree made a motion to approve the minutes, seconded by Mr. Wilbanks and unanimously approved.

**Executive Directors Report**

Mr. Hebert presented the Executive Director’s report (Tab 3). He informed the Board of the upcoming LNHA/LABENFA Joint Seminar to be held February 28, 2018, in Alexandria. We are excited that 320 people have registered to attend as this will be our largest Joint Seminar to date. There was a brief discussion if it might be beneficial to add another seminar to the Baton Rouge area, but no action was taken.

Mr. Hebert informed the Board of the ongoing process of scheduling the Exit Interview/Waiver Request committee, Chaired by Delbert Wilbanks.

With this being the first Board meeting in 2018, Mr. Hebert noted that it has been two years since the Nurse Aide Registry was handed off to LDH with our office only handling the purchasing, printing and mailing of the Nurse Aide ID cards.

Mr. Hebert instructed the members to view the 2017 Year End Report (Tab 3), after a brief discussion with no questions, Mr. Hebert then ended his report by stating that, at the next Board meeting the Nominating Committee will be nominating for the next Chair and Vice Chair for the Board to vote.

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

**Education Committee Report**

Mr. Hebert presented the Education Report (tab 4). After a brief discussion, motion was made by Dr. Nelson 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). He asked the Board members to note that on the back of the third sheet that says “Budget to Actual” it indicates that financially ‘we are ahead’ at this point. He reminded the Board that most of our finances will come in the months of March till June, annually, and see foresees that we are financially sound.

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

Mr. Goux asked if we advertise, in any way, for young people to know about becoming Nursing Facility Administrators. Mr. Hebert informed the Board that he has spoken to students at the University of Monroe and he has spoken about positions with Martin Stott downtown, and LABENFA information can be easily added to Facebook. This lead into a short discussion of how to reach students about a career in Long Term Care as an Administrator.

**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. Wright; seconded by Mr. Wilbanks, motion carried unanimously.

T 3509 **Justin Wilcoxon** …… Training at Guardian House in Lake Charles with Jules Broussard

T 3510 **Sarah Doolittle** …..… Trained through LSUA at Lexington House in Alexandria with Sherry Melton

T 3511 **Cheyanne Clark** …... Trained through LSUA at Senior Village in Opelousas with Dale Hewitt

T 3512 **Timothey Curry** ….… Plans to train through Senior Care Center with Stephen Peterson

T 3513 **Malayne Sharp**……….. Training at Sterling Place in Baton Rouge with Terry Anderson

T 3514 **Joseph Graham** …..… Training at Morgan City Healthcare with Jeremy Rymans

**Waiver Exam Report:**

There were no waiver exams to report to the Board.

**Reciprocity TO Louisiana**

The Application for reciprocity to Louisiana was distributed and available to the Board members for review (Tab 11). After a brief review of the applicant’s file, Mr. Crabtree made a motion to approve Mr. Walker’s application, seconded by Dr. Nelson and unanimously approved.

3515 **James Walker** (from TX): currently working for an x-ray company waiting on CBC results, state test, and Board approval.

**Reciprocity FROM Louisiana**

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

3104 **Tonya Gillespie** (to NM)……………….….. Licensed in LA 5/27/2009 – 12/31/2013

2787 **Jeff Bradford** (to TX)…………..……….. Licensed in LA 2/13/2008 – 12/31/2014

**Unfinished Business:** none

**New Business:**

Dr. Nelson updated the Board on new things going on with Advanced Care Planning and LaPost. She is scheduled to have free training in February and additional training through LA Healthcare Quality Forum in April and May. It is so important to be informed of these new regulations.

**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 is proposed to be Tuesday, May 1, 2018 at the Crowne Plaza, 4728 Constitution Avenue, Baton Rouge, LA, first floor library at noon. This date, time and location will be verified and emailed at a later date.

There being no further business, motion was made by Mr. Crabtree to adjourn; seconded by Mr. Wilbanks and unanimously approved at 2:05PM.

Minutes submitted by MaryAlice Durham, Assistant Executive Director