

MINUTES
February 14, 2024
Quarterly Board Meeting

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

Members Present:

Mr. Jamie Shelton, Chair	Ms. Tizi Robinson
Ms. Barbara Anthony	Mr. Scott Crabtree
Mr. Eddie Borland	
Mr. Cullen Brewer	
Dr. Charlotte Hurst	

Board Members Absent:

Dr. Susan Nelson
Mr. Jack Sanders
Mr. Delbert Wilbanks
Mr. Teddy Ray Price

Others Present:

Mr. Joseph Townsend Executive Director	Ms. Kristie Mascarella Assistant Executive Director
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I. CALL TO ORDER

This meeting was called to order at 12 noon by Chair Shelton. See attendance detailed above.

II. MINUTES

Chair Shelton presented the minutes for the meeting conducted on December 13, 2023, for approval. Mr. Borland made a motion to accept the minutes; Ms. Anthony seconded. Minutes were accepted unanimously.

III. PUBLIC COMMENTS

There were no public comments.

IV. EXECUTIVE DIRECTOR REPORT

Mr. Townsend, Executive Director, presented the *Executive Director Report*. Mr. Townsend informed the Board that the number of active administrators exceeded the number reported in the December meeting. He also reported that the office received one LDH referral and one written complaint from a member of the public.

V. FINANCE COMMITTEE REPORT

Mr. Townsend presented the financial report. He noted that the Board's net income is almost twice that of a year ago. He also reminded the members that the bulk of revenue is collected in June of each year but is distributed throughout the physical year, as that revenue is collected from re-registration fees. Mr. Brewer moved to accept the financial report; Mr. Crabtree seconded. Motion carried unanimously.

VI. EDUCATION COMMITTEE REPORT

Mr. Borland presented the Education Committee Report. He discussed the number of active administrators, new applicants, the number of Continuing Education providers, and the number of participants for the NAB review program and the preceptor seminar. Ms. Mascarella presented the applicants for board approval and reciprocity to and from Louisiana. She also discussed the pass/fail rate of those who took the NAB and State exams.

VII. LDH Referral

Mr. Townsend noted that the two referrals mentioned in the Executive report were under investigation.

VIII. UNFINISHED BUSINESS

Mr. Townsend informed the Board that there were two vacancies to be filled. One who is an ex officio member to be appointed by the Louisiana Hospital Association. The LHA is currently vetting out potential appointees and that seat should be filled prior to the next Board meeting. The second is a governor appointment for a person who is at least 60 years old who is a representative of the elderly consumers of the State of Louisiana.

Mr. Townsend reminded the Board members that the State-required Tier 2.1 disclosure must be completed. He added that the board office is not privy to their financial status but only needs verification that it was completed. Ms. Mascarella discussed the best means for board members to complete the sexual harassment on-line in-service. It was decided that she will email the link and instructions to each member.

Ms. Mascarella was excused from the meeting so that the Board could discuss her annual pay increase. An increase was recommended, and Mr. Crabtree moved to accept. Mr. Borland seconded, and the motion was approved unanimously.

IX. NEW BUSINESS

Mr. Townsend advised the members that elections for officers would be conducted in the next meeting and that a nominating committee should be appointed.

Mr. Townsend advised that members that he was concerned about the safety of administrator records, as the building is not sprinkled, thus in case of a catastrophic event records could be destroyed. Board recommended that Mr. Townsend and Ms. Mascarella research the scanning of the records to cloud as well as researching the cost and benefits of converting to on-line registrations.

X. Adjournment

Mr. Borland motioned to adjourn; Ms. Anthony seconded. Meeting ended at 1 p.m.