

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-150,
Baton Rouge, LA 70816

BOARD MEETING MINUTES: January 11, 2022
(Approved March 16, 2022)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Vice Chair, Angela Murray, at 8:47 a.m. on Tuesday, January 11, 2022 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Courtney Wright, Angela Murray, Renee Cole, Joseph Tuminello, III, Daniela Riofrio and Executive Director Rhonda Boe. Calvin Cryer arrived at 8:52 a.m. Alfred Tuminello was absent.

A motion was made by Ms. Wright to approve the agenda for the January 11, 2022 meeting.

Pursuant to LSA R.S. 42:6.1(4), Ms. Murray moved to enter Executive Session at 8:48 a.m. for personnel discussion, credential file reviews and other matters.

Mr. Cryer closed Executive Session at 11:15 a.m.

Ms. Cryer began the Open Meeting at 11:15 a.m.

Ms. Boe stated the minutes for November and December would be ready for the February meeting due to renewals.

The following was reported regarding the credential file reviews:

Licensure Applicants 1.22/A, 1.22/B, 1.22/D, 1.22/E, 1.22/F, and 1.22/G were reviewed and approved for licensure. Applicant 1.22/A was a dual applicant and was reviewed and approved for certification as a SCaBA also.

Licensure Applicant 1.22/C and 1.22/H were reviewed and approved for licensure upon receipt of the final documents by mail.

Certificant Applicant 1.22/J was reviewed and approved for certification.

Certificant Applicants 1.22/I and 1.22/K were reviewed and approved for certification upon receipt of the final documents by mail.

The status of other applicants reviewed are contained in the attached report.

Complaints Committee:

Ms. Boe presented the following report on behalf of Complaints Coordinator, Ellen Brocato:

Ms. Boe will meet with the board investigator and prosecuting attorney to review all open complaints and their status. A report will be provided at the next meeting and any recommendations will be brought to the board for review and a vote.

Ms. Boe reported several discrepancies during renewals have led to the discovery of line technicians possibly providing services without being properly registered. Ms. Boe asked the board if they want to open board initiated investigations into these discrepancies involving 4 licensees. Ms. Murray made a motion to open complaints against the 4 licensees to investigate the discrepancies. None opposed and the motion passed.

Finance Committee:

Ms. Murray made a motion to approve the LSBEP invoice for December if no apparent discrepancies noted. None opposed and the motion passed.

Financials for November were reviewed and discussed. Ms. Wright made a motion to approve the reconciliations for November. None opposed and the motion passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for November. Ms. Cole made a motion to approve the full financials for November with one discrepancy noted. None opposed and the motion passed. Ms. Boe would contact the CPA about the incorrect coding of Certemy's contract to Website/Technology expense and request a correction. As previously noted, the board discussed the Profit/Loss and it was determined an Amended Budget would have to be submitted due to the unforeseen circumstances.

Ms. Boe advised the board that due to the Certemy problems during renewals there was no time to interview for an Administrative Assistant. She also stated that she and her student worker put in long hours, including weekends and holidays, due to these glitches and were able to renew everyone who submitted by the deadline. Ms. Boe told the board after researching salary ranges, a salary in the mid \$30,000.00 range for an administrative assistant as previously discussed may not draw the best candidates. It was noted due to diligence and frugal spending, the board has established itself in a stable financial position. The board discussed the option of hiring an Assistant Director as opposed to an Administrative Assistant. Ms. Boe agreed that someone should start training to be in a position to take over as Executive Director when she retires and this position would better suit the board's future needs. Ms. Boe directed the board members to Boards and Commissions website to review staff and salary of other compatible boards. Ms. Boe was asked to leave the meeting while the board discussed.

Ms. Boe was invited back into the meeting. Ms. Wright, based on the discussion by the board, made a motion to increase Ms. Boe's salary to \$85,000.00, student worker, Gracie Heltz to \$12.00 an hour and hire an Assistant Director at the salary of \$55,000.00. None opposed and the motion passed. Ms. Boe and Ms. Heltz both thanked the board for this recognition of their hard work. The board will interview any potential candidate (s) for Assistant Director and make the final decision. This will be an unclassified position.

Jurisprudence Committee:

Dr. Tuminello stated some questions still need to be tweaked for accuracy during the shuffling of answers. He and Ms. Boe would review.

Legislative Oversight Committee:

The board discussed if there is a need to open the laws and clarify/revise certain language. Ms. Boe stated with the hiring of an Assistant Director there would be more time for her to research and work with the board on this topic.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

The board discussed the possibility of holding a training session either in person or virtual for newly licensed behavior analysts every quarter. The responsibility of registering/renewing line technicians, keeping accurate documentation and meeting the requirements of supervision do not fall on the clinic/company but rather on each individual's license.

Long Range Planning:

The board will work on updating policies and procedures.

Discussion Items:

Ms. Boe presented the board a question concerning the acceptance of credentialing by QABA for licensure. After careful review of the law, it clearly states the organization must be a non-profit. Research on QABA's website did not provide this information. Mr. Cryer placed a call to QABA and the person who answered the phone stated she did not know if QABA was a non-profit. He left his name and number for someone to return his call and answer the question.

The board scheduled the following meeting dates:

February 16, 2022

March 16, 2022

April 13, 2022

Mr. Cryer adjourned the meeting at 2:36 p.m.

CREDENTIAL FILE REVIEWS

After review of the reports, explanations and documents, the following occurred:

- 1.22/1 Ms. Murray made a motion to approve and require monthly updates. None opposed.
- 1.22/2 Ms. Murray made a motion to approve. None opposed.
- 1.22/3 Mr. Cryer made a motion to request additional information/documents. None opposed.
- 1.22/4 Mr. Cryer made a motion to request additional information/documents. None opposed.
- 1.22/5 Ms. Riofrio made a motion to request additional information/documents. None opposed.
- 1.22/6 Ms. Riofrio made a motion to approve if CBC results match exactly. None opposed.
- 1.22/7 Ms. Wright made a motion to approve if CBC results match exactly. None opposed.
- 1.22/8 Ms. Wright made a motion to approve. None opposed. Mr. Cryer abstained.
- 1.22/9 Dr. Tuminello made a motion to approve if CBC results match exactly and upon payment of the registration fee. None opposed.

The following applicants required a 2nd review.

- 11.21/22 Dr. Tuminello made a motion to approve. None opposed.

11.21/11 Ms. Cole noted additional documentation was requested since November and applicant has not responded. Ms. Cole made a motion to close for failure to provide requested documentation. None opposed.

12.21/7 Ms. Cole made a motion to approve. None opposed.

The following applicants are to provide monthly updates for review.

8.19/8 Updated provided.

12.17/D No update provided and individual did not renew. File is closed. If individual reapplies an update must be provided prior to being registered.

6.21/8 Update provided.

10.21/7 Update provided.

7.17/10 No update provided and individual did not renew. File is closed. If individual reapplies an update must be provided prior to being registered.

2/20/6 No update provided and individual did not renew. File is closed. If individual reapplies an update must be provided prior to being registered.

7.21/10 Update provided.

9.21/7 No update received. If no update for February meeting, board will vote if to revoke/close.

9.21/10 No update received. If no update for February meeting, board will vote if to revoke/close.

11.21/6 Update provided.