

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: October 18, 2016
(Approved November 15, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:25 p.m., Tuesday, October 18, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Emily Bellaci, Cassie Bradford, Phillip Griffin, Ph.D., LSBEP ex-officio member and Executive Director Rhonda Boe. Scott Williamson was absent.

A motion was made by Ms. Bellaci to approve the agenda for the October 18, 2016 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the September 13, 2016 meeting, with changes. None opposed and the motion passed. Emily Bellaci abstained.

A motion was made by Cassie Bradford to approve the minutes of the October 3, 2016 meeting. None opposed and the motion passed. Emily Bellaci abstained.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review legal matters and discuss applicant files. None opposed and the motion passed.

Dr. Longwell closed Executive Session and reported the following:

Credentials Review Committee:

Behavior Analyst Licensure Applicants 10.16/1, 10.16/2, 10.16/3, 10.16/4, 10.16/5 and 10.16/6 were approved for licensure.

State Certified Assistant Behavior Analyst Applications 10.16/7 and 10.16/8 were approved for certification.

Line Technician Applicant 6.7/8 was reviewed again after receipt of additional information was received. Applicant was approved to continue as Line Technician.

Line Technician Applicant 8.16/4 was reviewed and administrative revocation was confirmed. Applicant can reapply in two years.

Line Technician Applicant 9.16/7 was reviewed after receipt of additional information was received. Applicant was approved.

Line Technician Applicants 10.16/A, 10.16/B, 10.16/D and 10.16/E were approved.

Line Technician Applicant 10.16/C was approved if upon receipt of additional document requested it matches documents on file.

Line Technician Applicant 10.16/F was reviewed after receipt of additional information was received. Applicant was approved to continue as Line Technician.

Line Technician Applicant 10.16H is to be sent a letter requesting updates.

Line Technician Applicant 10.16/G was reviewed and approved to continue as Line Technician. Request that originals of emailed documents be received within 10 days to be removed from review will be sent.

Line Technician Applicant 10.16/I was reviewed. Letter to be sent requesting additional information be provided.

Line Technician Applicants 10.16/J, 10.16/K and 10.16/L were approved pending receipt of last documents and provided last documents match documents on file.

Line Technician Applicant 4.12/1 was removed from review. All documents received satisfactory. Ms. Bellaci abstained.

Dr. Longwell moved pursuant to LSA R.S. 42:6.1(4), to re-enter Executive Session to review a complaint. None opposed and the motion passed.

Dr. Longwell closed executive session at 12:53 p.m. and reported the following:

Complaints Committee:

Details of a complaint were presented to the board by Dr. Longwell, the complaints coordinator at the time the complaint was filed. The board was asked to vote on the acceptance or rejection of a Consent Agreement that was reached. After discussion, Mr. Tuminello made a motion to accept the Consent Agreement. None opposed and the motion passed.

All new complaints will go to the new Complaints Coordinator, Ms. Bellaci.

Mr. Tuminello would do research as to whether or not a board member could initiate a complaint and what procedures would have to be followed.

Finance Committee:

Ms. Bellaci made a motion to pay the LSBEP September invoice. None opposed, motion passed. The board reviewed financial statements for September and noted no apparent discrepancies.

Ms. Boe stepped out of the meeting while the Board prepared her Performance Evaluation. Ms. Boe was called back into the meeting and her evaluation was reviewed. The board voted to give the Executive Director an 8% raise.

Dr. Longwell made a motion to approve the budget, pending changes being made to reflect Ms. Boe's raise. None opposed and the motion passed.

Ms. Boe had some information on having a Fleet Manager for mileage reimbursement. The board decided it would like to pursue further. More information will be presented at next meeting.

Jurisprudence Committee:

Mr. Tuminello presented a final draft of the combined Jurisprudence Exam for LBA's and SCABA's. Board members will take the exam and provide feedback at next meeting. Mr. Tuminello will contact E-Strategy about online exams.

Legislative Committee:

Ms. Boe attended the SCR 65 Task Force meeting and provided notes from the discussion. Ms. Bradford and Ms. Boe will attend the next meeting on October 24, 2016 where members will be presented with a draft of the findings of the task force relative to anti-trust issues to review.

Policies and Procedures Committee:

Discussions were held concerning the numerous policies and procedures being drafted. A draft of policy and procedures for Accounting Procedures will continue to be worked on by Dr. Longwell and Ms. Bellaci. A draft of policy and procedures for Supervision Oversight will continue to be worked on by Dr. Longwell and Mr. Williamson. Ms. Boe will have the final draft of the Employee Handbook at the next meeting. Mr. Tuminello presented a draft of policies and procedures for Record Retention. Ms. Boe found one that may have already been submitted. She will research and report at the next meeting. The Special Education Advisory Committee was to meet to review the changes being proposed to BESE State Bulletin 746. Dr. Longwell, as well as Grant Gautreaux, LaBAA President, were advised that the item would not be discussed at that meeting. They did not attend and the item was discussed. No further information available at this time.

Renewal forms were reviewed. These forms will be available on the website by October 24, 2016 when renewal period opens.

Supervision forms have been requested. The board does not have a specific form to be used. Grant Gautreaux, LaBAA President, will be posting a Wiki page of examples.

Continuing Education Committee:

The board reviewed the forms for reporting CEU's. This form will be available on the website by October 24, 2016 when renewal period opens.

Supervision Oversight Committee:

Policy and procedures are being developed by Dr. Longwell and Mr. Williamson. Discussion was held concerning supervision reporting of Line Technicians who have multiple supervisors. The board agreed supervision is to be reported by each supervisor for their own clients.

Long Range Planning Committee:

Immunity for board members needs to be added to legislative issues to be addressed. Policy and procedures for approving Line Technicians needs to be addressed.

Discussion Items:

Ms. Boe presented some alternate ideas for issuing Criminal Background Check packets. These were discussed and some adjusting and testing will be done before deciding if to put into effect.

Discussion was held concerning effective date of supervision on application forms. Ms. Boe informed the board that applications are often received after those dates and the effective dates of supervision are the dates on the certificate when an R# is issued.

Dr. Longwell adjourned the meeting at 3:06 p.m.