

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

BOARD MEETING MINUTES: October 9, 2018
(Approved 11-13-18)

Committee meetings began at 9:30 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Mr. Williamson at 10:30 a.m. on Tuesday, October 9, 2018 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Scott Williamson, Lloyd Boudloche, Jr., Ed.D., Calvin Cryer, Courtney Wright and Executive Director Rhonda Boe. Alfred Tuminello, Jr., Renee Cole, were absent; however, Mr. Tuminello attended credential review for a brief time from 10:15 to 10:30.

A motion was made by Mr. Cryer to approve the agenda for the October 9, 2018 meeting. None opposed and the motion passed.

A motion was made by Mr. Williamson to approve the minutes for September 11, 2018. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Williamson moved to enter Executive Session to review and discuss Complaint Committee report. None opposed and the motion passed.

Mr. Williamson closed Executive Session at 1:15 p.m. and reported the following:

Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1- Investigation will be completed shortly and complaints coordinator and attorney will proceed accordingly.
- 2 – Investigation phase beginning.
- 3 – No change in the complaint where a compromise was reached and the board completed its portion but is still waiting on respondents to complete their portion. Our attorney has been in contact with their attorney.

Credentials Review Committee:

Behavior Analyst Applicants 10.18/A, 10.18/B, 10.18/C, 10.18/E, 10.18/F and 10.18/G were reviewed and approved. Behavior Analyst Applicant 10/18/D was approved if exam passed on second attempt.

Line Technician Applicants 10.18/4, 10.18/5, and 10.18/6 were reviewed and approved.

Line Technician Applicants 10.18/7, 10.18/8, 10.18/9, 10.18/10 and 10.18/12 were approved if report and/or official document requested matches exactly.

Line Technician Applicant 10.18/1 was closed and it was noted a board review is required if applicant ever reapplies.

Line Technician Applicant 10.18/2, 10.18/3, 10.18/13 and 9.18/2 were reviewed, email and letter to be sent and will be revoked in two weeks if no reply for failure to respond.

Line Technician Applicant 10.18/11 was approved to continue registration uninterrupted based on documents received.

Line Technician Applicants 5.18/11, 6.19/10, and 2.18/4 were approved to continue registration uninterrupted and begin sending or continue to send updates. Official documentation is being requested from all.

Line Technician Applicant 6.19/12 was previously closed for failure to respond. Applicant requested file be reopened and board said only upon finalization of current situation and official documentation provided supporting it is closed.

Line Technician Applicant 9.18/3 previously revoked made a request in writing to determine the possibility of being reviewed at a later date. The board would reconsider after the required period of time from being revoked has elapsed.

At approximately 12:30 p.m., line technician applicant 7.18/12 appeared and was interviewed by the board. The board requested documents from applicant's attorney which were still not received. Board decided to consult attorney before making a decision. Interview ended at 1:00 p.m.

Finance Committee:

Dr. Boudloche made a motion to pay the LSBEP August and September invoices. None opposed. The Reconciliations for September were reviewed and a motion was made by Mr. Cryer to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Dr. Boudloche, indicating board approval. The full board reviewed the Balance Sheet, and Profit and Loss for September. No apparent discrepancies were noted. Dr. Boudloche made a motion to approve all the financials. None opposed.

Ms. Boe presented an amended budget for the 2018/19 Fiscal Year at the last meeting which was approved. A minor change regarding late fees also needed to be made. The board reviewed and Mr. Williamson made a motion to approve. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Items tabled until next month's meeting.

Policies and Procedures Committee:

Ms. Boe presented a draft to amend financial policies and procedures to include language addressing ethics and contracts. The board reviewed. Ms. Wright made a motion to approve. None opposed.

Continuing Education Committee:

An updated CEU reporting form was reviewed. Mr. Cryer made a motion to approve. None opposed. Ms. Boe will post on website before renewals.

Supervision Oversight Committee:

Items tabled until month's meeting.

Long Range Planning Committee:

Item tabled until next month's meeting.

Renewals:

Renewal postcards were reviewed. Mr. Cryer made a motion to approve and mail. None opposed.

Ms. Wright left the meeting at 2:54 p.m. There was no longer a quorum which caused many items to be tabled to next month's meeting. Due to the fact the board knew Ms. Wright had to leave the meeting by 3:00 p.m., some items above were tabled until the next meeting.

Lease Update:

Still waiting on move date.

Gulf Coast ABA Conference:

Mr. Williamson reviewed the presentation for the conference with the remaining board members.

Executive Director's Report:

Items tabled until next month's meeting.

Dr. Boudloche adjourned the meeting at 3:36 p.m.