

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-175, Baton Rouge, LA 70816

BOARD MEETING MINUTES: November 13, 2018
(Approved January 15, 2019)

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 10:08 a.m. on Tuesday, November 13, 2018 at 4334 S. Sherwood Forest Blvd., Suite C-175, Baton Rouge, Louisiana 70816. Present were Board Members: Scott Williamson, Lloyd Boudloche, Jr., Ed.D., Renee Cole, Alfred Tuminello, Jr., Calvin Cryer, Courtney Wright and Executive Director Rhonda Boe.

A motion was made by Mr. Williamson to approve the agenda for the November 13, 2018 meeting. None opposed and the motion passed.

A motion was made by Dr. Boudloche to approve the minutes for October 9, 2018. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Williamson moved to enter Executive Session at 12:12 to review and discuss Complaints Committee and Credential Review reports. None opposed and the motion passed.

Mr. Williamson closed Executive Session at 12:34 p.m. and reported the following:

Complaints Committee:

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

- 1- Investigation completed. Respondent sent re-notice letter with additional violations, response due in 30 days.
- 2 – Investigation is ongoing.
- 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.

Credentials Review Committee:

Behavior Analyst Applicants 11.18/A, 11.18/B, 11.18/C, 11.18/E, and 11.18/F were reviewed and approved. Behavior Analyst Applicant 11/18/G was approved upon receipt of signed attestation and deferred until January.

Line Technician Applicants 11.18/1 and 10.18/13 were reviewed and approved to continue uninterrupted.

Line Technician Applicants 11.18/2 and 11.18/3 were approved if report matches exactly.

Behavior Analyst 11.18/4 was reviewed and allowed to continue with monthly updates.

Line Technician Applicant 10.18/2 was reviewed and must have official documentation by next meeting or revoked.

Line Technician Applicant 10.18/3 was revoked.

Line Technician Applicant 6.19/10 was reviewed and must have official documentation by next meeting.

Line Technician Applicant 2.18/4 was approved to continue registration uninterrupted and continue to send updates.

Line Technician Applicant 5.18/11 was sending monthly updates; however, supervisor discontinued. Board requires review if applicant ever reapplies.

Line technician applicant 7.18/12 was reviewed and board questions were referred to attorney.

Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP October invoice. None opposed. The Reconciliations for October were reviewed and a motion was made by Dr. Boudloche 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 October. No apparent discrepancies were noted. Ms. Cole made a motion to approve all the financials. None opposed.

Ms. Boe presented the proposed budget for the FY 19/20 and advised approval date moved to February. Mr. Tuminello made a motion to defer approval until January meeting. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe will contact Ellen Palmintier at the office of the Governor about the legislation needed to amend the law to include the length of terms for board members to four years. Previous legislation passed in the last session inadvertently erased the length of terms.

Mr. Williamson made a motion to proceed with the agenda out of order as there will be lengthy discussion during Policy and Procedures. None opposed.

Continuing Education Committee:

CEU report form is available on website along with renewal forms. Committee members will review before the December and January meetings for compliance and also advise Ms. Boe which ones will require audit. Other board members invited to help with the review process.

Supervision Oversight Committee:

The audit process is being reviewed and updated. Board members discussed ways to improve.

Long Range Planning Committee:

The board scheduled the January meeting for January 15, 2019. The February meeting will be a long range planning meeting with executive session in the morning and public input invited for the remainder of the day to review rules for any changes needed for best practice standards. The March meeting is scheduled for March 19, 2019.

Renewals:

Ms. Boe reported renewal forms and instructions were updated and posted on the website. Ms. Boe presented the new format for renewal certificates for line technicians and also a similar format for registration of line technicians to be used beginning 2019. She explained the new look

will enable supervisors to determine who was not renewed. Mr. Williamson made a motion to approve the new formats. None opposed. Ms. Boe was instructed to send an email to all licensed behavior analysts stating certificates should be reviewed in January and if any still remain with the old format the line technician is likely lapsed and to contact the board office immediately for instructions.

Executive Director's Report:

Ms. Boe informed the board that background check fees will be increased by \$1.25 by the Louisiana State Police. This affects only those who go to the LSP office in Baton Rouge for digital printing. The fees will now be \$39.25 and \$10.00. This does not affect those who mail in packets for LBAB to send off for processing. This will remain \$50.00. An email will be sent to all LBAs notifying them of the change.

Ms. Boe informed the board it is time for call for nominations for the two board seats that will be vacant in July of 2019. Mr. Tuminello contacted LSBEP chair, Janice Huber, and it was agreed that Ms. Boe would send call for nominations letters.

Ms. Boe shared a letter from the BACB about their development of a resource for behavior analyst regulators. BACB will be updating the BACB Professional and Ethical Compliance Code for Behavior Analysts. For the first time in their 20 year history they will be surveying behavior analyst regulators for feedback on the code and would like to know if the board is interested in participating. Mr. Williamson made a motion that the board participate in the survey. None opposed. Ms. Boe would inform the BACB.

Ms. Boe also informed the board that she has been contacted by inLumon about developing online portal. She will be meeting with a representative sometime in February.

Ms. Boe shared an email received from the Governor's office about identifying suspicious packages.

Policies and Procedures Committee:

Ms. Boe informed the board that the item listed under policies and procedures regarding finances was already approved at the last meeting and inadvertently placed on the agenda.

The board reviewed its policies and procedures regarding those who are untruthful on applications. The board reviews numerous files of applicants who check no to any arrests and background checks show this to be untruthful. The board discussed the fact that even though many arrests are from years ago or have been concluded, a person should remember whether or not they were ever arrested. The application was reviewed and all agreed it was clear. The board will follow policy and procedure in the following manner. An email will be sent to the applicant requesting explanation and official documentation showing conclusion of the case. The registered Line Technician will be administratively revoked if no reply is received in ten (10) days. The supervisor will then be notified the line technician is administratively revoked until review at the next board meeting. The supervisor cannot be notified as to why or any details as background checks are confidential.

The board discussed and researched telehealth supervision and how this could impact positively or negatively best practice standards. This item will be further discussed at a future meeting.

Mr. Williamson adjourned the meeting at 3:11 p.m.