

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

BOARD MEETING MINUTES: December 15, 2015
(Approved 01-12-16)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:41 p.m., Tuesday, December 15, 2015 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Ellen Brocato, Kathy Chovanec, Darla Burnett, Ph.D., MP, Administrative Assistant Rhonda Boe and visitor Janice Huber. Bill Bryan, Assistant Attorney General participated briefly via telephone.

A motion was made by Emily Bellaci to approve the agenda for the December 15, 2015 meeting. The motion passed by unanimous roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

The Board reviewed the minutes from the November 17, 2015 meeting. A motion was made by Dr. Longwell to accept the minutes with changes. The motion passed by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-nay.

The Board reviewed the minutes from the July 21, 2015 meeting. A motion was made by Dr. Longwell to accept the minutes with changes. The motion passed by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-nay.

Pursuant to LSA R.S. 42:6.1(4), Ms. Bradford moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed unanimously.

Ms. Bradford closed Executive Session and reported the following:

Behavior Analyst Licensure applicant Amelia Banks was approved as of December 15, 2015.

Behavior Analyst Licensure applicants Katherine Cole and Rajesh Sharma were approved as of January 1, 2016, as they accepted the option to defer until 2016.

Assistant Behavior Analyst Certificate candidate Jena Breaux was approved as of January 1, 2016, as she accepted the option to defer until 2016.

Line Technician applicants reviewed were Hollae Henderson, Kathleen Stone, and Colton Lavergne. All were approved.

Line Technician renewal for Christopher Rash was approved.

Ms. Brocata made a motion to approve Behavior Analyst Renewals received. The motion passed unanimously.

Ms. Boe was offered the position of Executive Director beginning January 1, 2016 at a salary of \$42,500.00. She accepted the position. Civil Service documents will be prepared. The Psychology Board Executive Director, Jaime Monic, agreed to help Ms. Boe with questions

during this transition without a contract. Should it become necessary a contract will be discussed in the future. Ms. Boe will work on the transition changes.

Credentials Review Committee: Ms. Bellaci is updating policy on Line Technicians who check yes but the background check comes back clear. Board will require additional written explanation for ANY line technicians who check yes.

Ms. Chovanec had concerns about information being provided that implies a problem with a Criminal Background Check. Pursuant to LSA R.S. 42:6.1(4), Ms. Bradford moved to enter Executive Session to discuss the application process relative to Criminal Background Checks. The motion passed unanimously. Ms. Bradford closed the Executive Session and the Board will wait for a legal opinion from Bill Bryan, Assistant A.G.

Complaints Committee: Bill Bryan, Assistant A.G. will respond on reporting of complaints and disciplined individuals including what/how to report to NPD. He will also define “legal functioning authority” of the Board.

Finance Committee: Dr. Longwell made a motion to pay the November LSBEP invoice. The motion passed unanimously.

Ms. Bellaci made a motion to give the auditor approval to file the Year End Compilation and Certified Financial Statement. The motion passed unanimously.

Ms. Bradford will go to the bank with Ms. Boe to change over the signatures on the accounts.

Jurisprudence Examination Committee: The draft of the policies and procedures was tabled until the Supervision Guidelines have been revised to reflect these changes on the exam questions. The revisions will be sent to Ms. Chovanec and Ms. Bradford.

Discussion as to a mandatory Jurisprudence Exam being offered online for LBA’s to use as a tool to keep current with changes and perhaps offer CEU’s was had and Ms. Chovanec will research information on this option.

Legislative Oversight Committee: The Board participated in conference call with Bill Bryan. Ms. Brocato made a motion for the Rule for Enforcement of Ethical Standards to be adopted and promulgated. The motion passed unanimously.

Discussion was held on removal of a board member. Items discussed included if a member could be removed without a law; data retention to show if member is in non-compliance or committed an egregious act; and member’s duties as outlined in Board Member Decorum. Ms. Huber questioned what a board member’s duties were and it was explained. These duties are not in the law, only in the decorum. Research showed other boards’ policies for removal was based on whatever the board decided. The model language from FARB was used for this board. Approval for removal of a board member will be based on Attorney General’s Opinion after research. Ms. Bellaci will send all policies and procedures to Dr. Longwell to finalize a board member job description.

Amendment to Act 351 for Suspension to Line Technician will be emailed to Attorney General for review and feedback for vote at next meeting.

Revised Supervision Requirements for Line Technicians was discussed and an update will be drafted by Ms. Bellaci and presented for vote at next meeting. Ms. Bellaci will send the revisions to Ms. Chovanec and Ms. Bradford to work on future questions for Jurisprudence Exam. Ms. Huber asked about the changes. The changes were explained and would be provided in writing for the next meeting.

Ms. Boe was directed to add a section “Legal Recommendations” to the Policy and Procedures binders.

Discussion was held on why meetings are not recorded. The Board chose not to record because the recordings need to be made public record. All meetings are open for anyone to attend. Ms. Huber added and it was agreed that she could record the meeting if she desired. After discussion on Participant Decorum it was decided that the section titled “Use of Recording Equipment” would be replaced with board reporting. It only reflects that the Board does not record meetings.

Clarification was given on quorum voting. Meeting can be held with 3 members but a quorum of 3 votes is still required, not a majority.

Ms. Brocato moved to accept the Policy and Procedures Board Decorum Policy as it stands. The motion passed unanimously.

Ms. Huber asked if a list of duties for a board member could be provided for anyone considering applying. Ms. Bellaci said the Call for Nominations would provide more details. Some of the general information was given such as meetings are monthly, held in the LBAB office in Baton Rouge, responsibility for your committee assignments.

Policies and Procedures: Ms. Boe will work on a Policies and Procedures Handbook for personnel for February meeting.

Ms. Bellaci made a motion to approve the updated Line Technician Application for use by end of January. The motion passed unanimously.

Continuing Education Committee: Members will review CE Audit Information prepared by Ms. Bradford to discuss at next meeting.

Long Range Planning Committee: No new reports.

Voting and Nominations: The Call for Nominations will be sent to all LBA’s by email and U.S. mail. Nominations will be open for 30 days. Voting will be done through Simply Voting online and last for 2 weeks.

Future New Business: Legislation for Suspension of Line Technician will need to be authored.

Ms. Boe will work on a list of people who can serve as a governmental affairs consultant.

Ms. Bradford moved to adjourn the meeting at 3:10 p.m. The motion passed unanimously.

