

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

**BOARD MEETING MINUTES: February 20, 2018**  
*(Approved March 20, 2018)*

Committee meetings began at 9:45 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Mr. Tuminello at 12:05 p.m. on Tuesday, February 20, 2018 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Alfred Tuminello, Jr., Jennifer Longwell, Ph.D., Lloyd Boudloche, Jr., Ed.D., Renee Cole, Jesse Lambert, Ph.D and Executive Director Rhonda Boe. Scott Williamson was absent due to illness. Visitor Emily Bellici arrived at 12:30 p.m.

A motion was made by Mr. Tuminello to approve the agenda for the March 20, 2018 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the December 12, 2017 meeting. None opposed and the motion passed.

A motion was made by Dr. Boudloche to approve the minutes of the January 16, 2018 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Tuminello moved to enter Executive Session to review and discuss applicant files at 12:07 p.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 12:10 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 2.18/A, 2.18/B, 2.18/C, 2.18/D, and 2.18/E were reviewed and approved.

Line Technician Applicants 2.18/1 was administratively revoked and the revocation was reviewed by the board and the revocation was maintained. Applicant is allowed to present additional information and be reviewed again.

Line Technician Applicant 2.18/2, 2.18/6, 2.18/7, 2.18/8, 2.18/9, 2.18/12, 2.18/13 and 2.17/3 were reviewed and approved.

Line Technician Applicants 2.18/4 and 11.17/4 were approved to continue registration without interruption.

Line Technician Applicant 2.18/14 was approved to continue registration without interruption but must send monthly updates.

Line Technician Applicant 2.18/3 was approved to continue registration without interruption but must provide document requested by next meeting or this will be reconsidered.

Line Technician Applicants 2.18/5 and 2.18/10 were reviewed and approved if results match the documents exactly.

Line Technician Applicant 2.18/11 was reviewed and administratively revoked. Documents can be submitted for further review.

Two late License Renewals were reviewed and accepted.

One lapsed License Renewal request was reviewed and approved upon receipt of report, contingent on the fact that no continuing education hours turned in for this renewal can be used for the next reporting period.

Complaints Committee:

The complaints coordinator reported there were presently five open complaints.

- 1 – New dates were given to attorney for informal meeting.
- 2 – Request for information to help determine next step sent
- 3 – Request for information to help determine next step sent
- 4- Working towards a Consent Order
- 5 – New complaint letter being drafted

It was also discovered during the Renewal Process that another LBA may be in violation of 1.06 of the Ethics Code. A letter of education will be sent and time given to correct should it be discovered the violation is confirmed.

Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP February invoice and to confirm the approval of Ms. Boe administratively approving payment of the LSBEP January invoice after the meeting was shortened due to weather conditions and closures. None opposed, motion passed.

The November Profit and Loss was reviewed and a motion was made by Mr. Tuminello to approve. None opposed. The Reconciliations for December were reviewed and a motion was made by Dr. Longwell to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Vice-Chair, Dr. Boudloche, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss for December. No apparent discrepancies were noted. Ms. Cole made a motion to approve all the financials. None opposed. The Reconciliations for January 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 Vice-Chair, Dr. Boudloche, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss for January. No apparent discrepancies were noted. Ms. Cole made a motion to approve all the financials. None opposed.

Dr. Longwell made a motion to transfer \$100,000.00 to a savings account. None opposed, motion passed.

Jurisprudence Committee:

No new business.

Mr. Tuminello made a motion to move the order of the agenda to have the report from the Supervision Committee discussed before the remaining committees. None opposed.

#### Supervision Oversight Committee:

Supervision audit report could not be reviewed due to Mr. Williamson's absence.

The board reviewed and discussed how a licensed behavior analyst who leaves a clinic maintains access to their files for supervision notes, etc. for potential audits while the clinic maintains the same. The Board agreed that the Licensee has the right to maintain the supervision of RLT records as required by the Board, however this information should be minimal. The information that the Board requires to be included in the supervision of RLT records should be the client identifier, RLT name, date, time, brief description of activities, and initials of both RLT and LBA. The Board overwhelmingly stated that the Company must maintain all records related to any and all billable hours.

#### Legislative Committee:

The board reviewed and discussed the final sunset report. The board directed Ms. Boe to have our attorney read over for clarity. A few changes were discussed. Ms. Boe would send final revisions to Mr. Tuminello for review before submitting the report to the appropriate individuals and posting on our website.

#### Policies and Procedures Committee:

Clarification on Opinion #3 was again requested. The first requirement is that the person seeking exemption from registration must be enrolled in an accredited ABA Program and said course requires ABA direct clinic experience hours to complete the course. They must also meet the second requirement which states the experience is conducted under the extended authority of the university faculty member (which is met in the 1<sup>st</sup> requirement if hours are required to complete the course) and also be under the supervision of a licensed behavior analyst.

The policies and procedures for review of applicants who check yes in the Attestation portion of the application to question one was discussed. There are several variables such as a person checking yes to a misdemeanor juvenile offense that does not show in their report. The report is clear and the individual has to wait for the board meeting to be approved. Mr. Tuminello and Ms. Cole will work on revising this and submit for review at the March board meeting.

#### Continuing Education Committee:

No new business.

#### Long Range Planning Committee:

The LSBEP lease for the office will expire in a few months. The board decided they will continue to share office space and agree we need an office with a larger board room. The executive directors of both boards will work together and try to find a new location and report back to their respective boards.

The need for a Complaints Coordinator who is not a board member has become necessary due to the increased number and complexity of the complaints. Dr. Longwell will work on an advertisement and qualifications for the position.

#### Discussion Items:

The election for a board member to replace Dr. Longwell ended at midnight. The results were received by Ms. Boe and simultaneously sent to all board members and the association's president, Dr. Shanman during the board meeting.

Executive Director's Report:

Ms. Boe presented the findings from the FBI audit last year. Ms. Boe had contract workers file clear background checks in applicant files. This is a finding. Ms. Boe will present an internal policy at the March meeting for the handling of background check results in the office.

Ms. Boe reported all state reports due had been filed. She also attended a workshop for Rule Promulgation which was very informative.

There was discussion on combining the Application for Line Technician and Proof of Supervision into one form. Ms. Boe will work on a draft to present at the March meeting. The board would also like to review the line technician certification of registration and accompanying letter to the supervisors to see if revisions need to be made. Ms. Boe will work on a draft to present at the March meeting.

Ms. Boe advised the board there was a question as to whether the board was considering implementing an inactive status option for licensees who move out of state or are not currently working. The board is not considering that option at this time.

Ms. Boe advised the board there have been a few requests to see if we will ever accept payment and applications online. The board is not ready to move in that direction as of this time on original applications. It will be discussed more in the future.

Future board meeting dates were scheduled for 2018 as follows:

April 17<sup>th</sup>

May 15<sup>th</sup>

June 19<sup>th</sup>

July 17<sup>th</sup>

Mr. Tuminello adjourned the meeting at 2:56 p.m.