

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

**BOARD MEETING MINUTES: March 15, 2016**  
*(Approved April 12, 2016)*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:50 p.m., Tuesday, March 15, 2016 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, and Executive Director Rhonda Boe.

A motion was made by Dr. Longwell to approve the agenda for the March 15, 2016 meeting. The motion passed unanimously.

The Board reviewed the minutes from the February 16, 2016 meeting. A motion was made by Ms. Brocato to accept the minutes. The motion passed by roll call vote as follows: Longwell-yay, Brocato-yay, and Chovanec-yay. Bradford and Bellaci abstained.

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:

Credentials Review Committee:

Behavior Analyst Licensure Applicants 3.16/A, 3.16/B, 3.16/C, 3.16/D, 3.16/E, and 3.16/F were reviewed and approved.

Line Technician files 3.16/1, 3.16/2, 3.16/3, 3.16/4, 3.16/5, 3.16/7, 3.16/9, 3.16/12, 3.16/13, and 3.16/15 were reviewed and approved.

Line Technician file 3.16/6 was reviewed and is still in need of further documentation.

Line Technician files 3.16/8 and 3.16/14 were reviewed and approved pending receipt of the documents requested.

Line Technician files 3.16/10 and 3.16/11 were reviewed and a "Letter of Education" was sent which also requested updates from said Line Technicians.

Complaints Committee:

Complaints Coordinator, Dr. Longwell, updated the board on pending complaints.

Finance Committee:

Ms. Brocato made a motion to pay the LSBEP February invoice. The motion passed unanimously.

Dr. Longwell asked for a report as to the name change on bank account, etc. Ms. Boe informed the board that the name had been changed on the bank account and the CPA was working on changing it with federal and state agencies.

The amended budget for 15/16FY presented at the last meeting was reviewed and Dr. Longwell sent questions to CPA. The answers will be discussed at next month's meeting followed by a vote to approve said budget.

Jurisprudence Committee:

Discussion pertaining to combining the updated Jurisprudence Exam for BA's and SCABA's was held. All agreed this would be beneficial. Ms. Chovanec will have one exam for both BA's and SCABA's ready for approval at next month's meeting, with an alternate exam to be used if someone fails and has to retake the exam.

Ms. Brocato made a motion to approve the Policy and Procedures for the Jurisprudence exam. The motion passed unanimously.

Further discussion was held regarding E Strategy Solutions as an online alternative for taking the Jurisprudence Exam both initially and every two years for CEU's. It would serve to keep LBA's informed of changes. Ms. Chovanec shared that there is no set up fee or yearly fee.

Legislative Committee:

Ms. Boe informed the board that the promulgation documents for Supervision rules was brought to the State office and she was waiting to hear back from them. Ms. Boe will check what point the promulgation of the CEU's is at with Catherine Brindley and see what needs to be done next. The board instructed Ms. Boe to post the CEU's Guidelines on the website.

A review and discussion was held regarding an unlicensed person representing and advertising ABA services. Ms. Bellaci made a motion for Ms. Boe to send a letter. The motion passed unanimously.

Policies and Procedures Committee:

Ms. Bellaci prepared an example of scenarios for adhering to the Supervision Guidelines to be posted on the website.

Questions regarding exempt students, supervision record retention, and approved CEU's were discussed and answered. An opinion will be necessary to clarify student exemptions to be clear that the student must be in an ABA program of study. This will be drafted for the next meeting.

Ms. Bellaci will work on modifying the Change of Supervision Form within the Same Company form. Rules state it can be requested once a year, not multiple times a year.

Continuing Education Committee:

The CEU's guidelines will be posted on the website.

Long Range Planning Committee:

No new report

Executive Director Report:

Ms. Boe presented a report of the past month's applications.

Future New Business:

Ms. Boe was directed to send an email to all LBA's of the results of the election. It was to include that the Governor will appoint 2 new board members, at his discretion.

Ms. Brocato brought up several ideas that could be used as orientation of new board members in an effort to provide them with necessary information to make the transition smooth. She also suggested it would be beneficial if they attended a FARB training. The board will work on these ideas.

Ms. Bradford adjourned the meeting at 3:22 p.m.