

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

BOARD MEETING MINUTES: March 20, 2018
(Approved April 17, 2018)

Committee meetings began at 9:35 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Mr. Tuminello at 10:57 a.m. on Tuesday, March 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, and Executive Director Rhonda Boe. Scott Williamson arrived at approximately 11:15 a.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. Boudloche to approve the minutes of the February 20, 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 11:00 a.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 11:16 a.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 3.18/A, 3.18/B, 3.18/C, and 3.18/D were reviewed and approved.

Line Technician Applicant 3.18/1 was reviewed and approved.

Line Technician Applicant 2.18/4 continues to send updates.

Line Technician Applicant 3.18/2 and 3.18/3 were approved to continue registration without interruption but must send monthly updates.

Line Technician Applicant 3.18/4 was reviewed and a decision was deferred until next month's meeting with a request for specific documents from the applicant.

Line Technician Applicant 2.18/3 was approved to continue registration without interruption at last month's meeting but asked to provide documents for this meeting. Documents not provided and line technician registration revoked.

Line Technician Applicant 2.18/5 has not provided information requested and Ms. Boe was told to send notice of revocation of registration if documents not received by end of day.

Line Technician Applicant 2.18/1 was reviewed and revoked at last month's meeting. Applicant sent email that morning with explanation. Revocation upheld unless documents are provided, reviewed by board and deemed sufficient.

One licensed behavior analyst submitted a late renewal which was reviewed and approved.

Complaints Committee:

The complaints coordinator reported there were presently six open complaints.

- 1 – An informal meeting scheduled for March 28, 2018
- 2 – Deadline approaching for documentation request / should have update at next meeting
- 3 – Deadline approaching for documentation request / should have update at next meeting
- 4- Voluntary Surrender of License drafted and sent
- 5 – New complaint being reviewed and notification letter to be drafted
- 6 – New complaint being reviewed and notification letter to be drafted

Mr. Tuminello gave an update on the Multi-Relationship violation and the proposed plan received to terminate those line technicians while transitioning clients to new line technicians.

Dr. Longwell presented the board with an advertisement for the Complaint Coordinator position. Mr. Tuminello moved to approve the advertisement and move forward with posting.

Finance Committee:

Mr. Williamson made a motion to pay the LSBEP March invoice. None opposed, motion passed. The Reconciliations for March 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 Chair, Mr. Williamson, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss for March. No apparent discrepancies were noted. Mr. Tuminello made a motion to approve all the financials. None opposed.

An update was given by Ms. Boe about transferring funds to a savings account. The board would first need to choose a second signer on the account as the other signer was a board member whose term had expired. Mr. Williamson moved that Ms. Cole be the second signer on the account. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

The board discussed SB99. Mr. Tuminello and Ms. Boe had attended senate committee hearing where the bill was passed favorably. They will continue to attend hearings and provide the board with updates. SB 40 was discussed. This bill would result in the loss of a board member, while adding a consumer member, as well as the loss of our ad hoc member from LSBEP. Ms. Boe and Mr. Tuminello will follow this bill also and any others that may come up that can have an impact on the board.

Policies and Procedures Committee:

Mr. Tuminello and Ms. Cole presented policies and procedures for approval of line technician registration applicants by the Executive Director for applicants who require board review but documentation, etc. received clearly shows there is no need to wait until the next board meeting. Ms. Boe is not obligated by these policies and procedures to approve any applicant. Dr. Longwell made a motion to approve these policies and procedures. None opposed.

Ms. Boe presented the draft reply to the FBI Audit outlining the handling of Criminal Background Check results by the Board office. Procedures were put in place where only

employees of the board could file or handle these reports. No part-time worker from a temporary agency or otherwise will be allowed to handle these reports. Mr. Tuminello made a motion to approve these procedures. None opposed.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

The board reviewed and discussed the results from a supervision audit. The board came to an agreement that the findings of an audit that have not resulted in disciplinary action but show potential for violations to occur should outline in the letter pros, cons and specific items to be worked on.

Long Range Planning Committee:

The board will revisit in the next few months purchasing a portal that can also be used by LBAs to store information such as Continuing Education hours.

Discussion Items:

No new business

Executive Director's Report:

Ms. Boe stated everything she had in her report had been covered during the meeting.

Mr. Tuminello adjourned the meeting at 1:30 p.m.