

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

**BOARD MEETING MINUTES: May 6, 2014**

*Approved: June 3, 2014*

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 1:39 p.m., Tuesday, May 6, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ph.D., Ellen Brocato, Kathy Chovanec and Marc Zimmermann, Ph.D. (LSBEP Board member, ex-officio nonvoting member); and, Executive Director, Kelly Parker. The following members of the public were also in partial attendance for the Board meeting: Justin Daigle and Jamie Verret.

The Board reviewed the May 6, 2014 agenda. Dr. Longwell moved to accept the May 6, 2014 agenda. The motion passed unanimously.

The Board reviewed the final version of the February 4, 2014 and March 11, 2014 minutes. Ms. Parker noted that the minutes were previously approved but they were being provided as requested prior to posting since changes were made.

The Board reviewed the draft version of the April 8, 2014 minutes. Ms. Chovanec requested that the Board report the bank account balance in the minutes under the discussion items. The Board discussed the request. Dr. Longwell moved to not include the bank balance in the minutes. The motion passed by the following roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovanec-nay. The Board discussed a few other minor corrections to the minutes. Dr. Longwell moved to accept the April 8, 2014 minutes with minor corrections. The motion passed by majority vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovanec-nay.

Ms. Chovanec commented that she still had issues with the format in which the minutes were drafted. Ms. Bellaci reminded her that the February and March minutes were discussed last meeting, changes were made, and the Board approved the minutes at the last meeting by a majority vote of the Board. Ms. Bellaci ended the discussion on the minutes and moved that Ms. Chovanec may have the opportunity to send minor stylistic changes to the minutes to Ms. Parker by Friday, May 9, 2014. The motion passed unanimously.

Pursuant to LSA R.S.42: 6.1(4), Ms. Bellaci moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members present as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Ms. Bellaci reviewed the complete application file of Erin Perry, Ph.D. Ms. Bellaci noted that the file met licensure requirements. Ms. Bellaci moved to issue a behavior analyst license to the Dr. Perry. The motion passed unanimously.

Ms. Bradford reviewed the complete application file for Taylor Roberts. Ms. Bradford reported that the file met licensure requirements. Ms. Bradford moved to issue behavior analyst license to Taylor Roberts. The motion passed unanimously.

Ms. Brocato reviewed the complete application file for Christine Tilley. Ms. Brocato noted that the file met licensure requirements. Ms. Brocato moved to issue a behavior analyst license to Christine Tilley. The motion passed unanimously.

Dr. Longwell reviewed the complete application file for Scott Williamson. Dr. Longwell noted that the file met licensure requirements. Dr. Longwell moved to issue a behavior analyst license to Scott Williamson. The motion passed unanimously.

Ms. Chovanec reviewed the complete application files for SCABA applicants Camilla Cederberg Knoess and Lindsey Becton. Ms. Chovanec noted that the files met licensure requirements. Ms. Chovanec moved to certify the applicants. The motion passed unanimously.

The Board reviewed the file of behavior analyst applicant James LeVelle, Ph.D. Ms. Brocato moved to request additional information, including explanation regarding the answers to Part IV of the behavior analyst application. The motion was discussed and passed unanimously.

The Board reviewed the file of behavior analyst applicant George Storer, Ph.D. Ms. Chovanec moved to request additional information, including explanation regarding the answers to Part IV of the behavior analyst application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Raylynn Carlson. Ms. Bellaci moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Eileen Kalmeyer. Dr. Longwell moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Jennifer Ramirez. Dr. Zimmermann moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Shawn Verges. Ms. Bradford moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Nicole Adams. Dr. Zimmermann moved to request supplemental information regarding her answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Brandy Breaux. Ms. Chovanec moved to make a second request for information via email regarding the answers to Part IV of the application with a one-week deadline. The motion was discussed and passed unanimously.

The Board reviewed the file of Griselle Gabourel. The Board discussed Part IV of Ms. Gabourel's application and the additional information submitted. Dr. Longwell moved to accept the information and allow Ms. Gabourel to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of Samantha Johnson. The Board discussed Part IV of Ms. Johnson's application and the additional information submitted. Dr. Zimmermann moved to accept the information and allow Ms. Johnson to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of Amanda Morgan. The Board discussed Part IV of Ms. Morgan's application and the additional information submitted. Ms. Bradford moved to request a meeting with Ms. Morgan. The motion was discussed and passed unanimously.

The Board reviewed the file of Jamie Verret. The Board discussed Part IV of Ms. Verret's application and the additional information submitted. The Board met with Ms. Verret and her supervisor, Justin Daigle. After careful consideration, Dr. Longwell moved to allow Ms. Verret to register as a line technician once documentation was submitted to the office. The motion was discussed. The motion passed by roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay, Chovanec-yay and Longwell-yay.

Finance Committee: Ms. Chovanec reported to the Board regarding the April 2014 finances. Ms. Chovanec also presented the Board with the LSBEP invoice for April. Ms. Chovanec requested that staff salaries be included on the invoice. The Board discussed the finances and LSBEP invoice. Dr. Longwell moved to approve the payment for the LSEBP April invoice. The motion passed unanimously. Ms. Brocato presented the Board with a draft MOU for review. The Board discussed the MOU. Ms. Brocato agreed to update the draft MOU with the changes discussed and present it at the June Board meeting for consideration. Ms. Parker informed the Board that the Legislative Auditor's office would require an annual compilation. Ms. Parker explained that the Board would need to contract with a state approved auditor to perform the annual compilation. Ms. Parker presented the Board with a quote from Mary Sue Stages, CPA. The Board discussed the quote. Ms. Parker also explained that a list of other state approved auditors is available on the Legislative Auditor's website. After careful consideration, Dr. Longwell moved to contract with Mary Sue Stages, CPA at the amount of \$1,200 per year for annual audit services. The motion passed unanimously.

Jurisprudence Examination Committee: No new report.

Legislative Oversight Committee: Ms. Bradford reviewed with the Board the final draft of regulations for the supervision of state certified assistant behavior analysts. The Board discussed the final draft. Ms. Bradford moved to file the Notice of Intent to promulgate the rules for supervision of state certified assistant behavior analysts. The motion passed unanimously.

Ms. Parker updated the Board regarding the 2014 Legislative Session. Ms. Parker also reminded the Board that both the Notice of Intent for Disciplinary Rules and Application Procedures was posted through the Louisiana Register's Office.

Policies and Procedures Committee: Dr. Longwell reported that she intended to compile the policies and procedures manual and would distribute a draft for review. Dr. Longwell also noted that she would need to begin work on internal renewal policies. Ms. Chovanec submitted an initial outline of internal policies.

Continuing Education Committee: The Board reviewed the proposed continuing education idea that would require 30 hours of CE every two years beginning in 2016. The Board discussed the time frame for CE and agreed credit hours obtained 2014-2016 would be reportable. Dr. Longwell agreed to work on the draft rules for CE requirements in conjunction with the renewal policies.

Long Range Planning/Plan B Workgroup: Ms. Chovanec informed the Board that she followed up with the Louisiana Association of Nonprofit Organizations [LANO] to facilitate strategic planning for the Board. Ms. Chovanec reported that LANO opined that the Board had a lot of work to do before even considering a future plan. Ms. Bradford moved to remove the committee from the agenda for the present time. The motion passed unanimously.

Supervision Workgroup: The Board discussed and reviewed the list of suggested invitees to the Supervision Workgroup. The Board designated the 2 workgroup meeting days as follows: Tuesday, July 15, 2014 in Alexandria, LA and Tuesday, August 5, 2014 in Baton Rouge.

Discussion Items:

1. Review – ABAI Fact Sheet: The Board reviewed the draft fact sheet prepared by Ms. Chovanec. The Board discussed modifications.
2. Ethics Hearing – May 16, 2014: The Board discussed the upcoming Ethics Board hearing regarding donations.
3. Advice from Board Counsel re: Bulletin 746: The Board reviewed AAG Bryan's analysis of Bulletin 746.
4. Letter from LSBEP re: Annual Review of Employees: The Board reviewed correspondence from Dr. Culross, LSBEP Chair, regarding annual employee reviews being conducted on May 30, 2014. Dr. Culross invited a LBAB representative to participate in the review. Dr. Longwell agreed to participate as the LBAB representative.
5. Reminder-Ethics Filing Deadline-May 15, 2014: Ms. Parker reminder members to file the Tier 2.1 Financial Disclosure form.

Dr. Zimmermann moved to adjourn the meeting at 3:00 p.m. The motion passed.