

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

BOARD MEETING MINUTES: May 14, 2019
(Approved June 18, 2019)

Committee meetings began at 9:40 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Scott Williamson. at 10:23 a.m. on Tuesday, May 14, 2019 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816. Present were Board Members: Scott Williamson, Lloyd Boudloche, Jr., Ed.D., Alfred Tuminello, Jr., Renee Cole, Calvin Cryer, Courtney Wright and Executive Director Rhonda Boe.

A motion was made by Mr. Williamson to approve the agenda for the May 14, 2019 meeting. None opposed and the motion passed.

Mr. Cryer made a motion to approve the April 16, 2019 minutes, with one technical change. None opposed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Williamson moved to enter Executive Session at 10:30 a.m. to review and discuss Credential Review files and renewals requiring documentation and approval. None opposed and the motion passed.

Mr. Williamson closed Executive Session at 1:15 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 5.19/B, 5.19/C, 5.19/D, 5.19/F, and 5.19/G were reviewed and approved for licensure.

Behavior Analyst Applicants 5.19/A, 5.19/E, 5.19/H and 5.19/I were reviewed and approved for licensure upon receipt of all signed reference letters.

State Certified Behavior Analyst Applicant 5.19/J was reviewed and approved for certification upon receipt of last item.

Line Technician Applicants 5.19/5 and 5.19/8 were reviewed and approved.

Line Technician Applicants 5.19/1 was reviewed and approved upon receipt of requested official documentation.

Line Technician Applicant 5.19/4 and 5.19/10 were reviewed and require additional documentation and/or explanation and will be reviewed again at next meeting.

Line Technician Applicant 4.19/1 was allowed additional time to obtain documentation requested.

Behavior Analyst 11.18/4 was reviewed and approved to continue with monthly updates.

Line Technicians 2.18/4, 6.19/10, 12.18/10, 1.19/4, 2.19/3, 5.19/2 were approved to continue registration uninterrupted and continue sending updates.

Line Technician Applicant 5.19/3, 5.19/7 and 5.19/9 were reviewed. An email is to be sent to each and if no reply to request for update is received by next meeting, line technician registration will be revoked.

Line Technician Applicant 5.19/6 was discontinued. File to be closed with note if applicant applies again, board review is required.

Line Technician Applicant 3.19/5 was reviewed and closed due to failure to reply to requests.

Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1) Complaint still not closed, waiting on respondent.
- 2) Complaint waiting on Rule from hearing.
- 3) Documents being reviewed from voluntary request.
- 4) Attorneys corresponding at this time.
- 5) Reply received, informal meeting offered.
- 6) No further action required.
- 7) Lawsuit filed against board – Board attorney to file Answer and Exception of No Cause of Action and also request reimbursement of attorney fees.

Finance Committee:

Ms. Boe informed the board she had not received the LSBEP invoice for April but requested permission to pay if no discrepancies. Mr. Williamson made a motion to allow Ms. Boe to pay the LSBEP April invoice if she notes no discrepancies. None opposed. The Reconciliations for April were reviewed. A motion was made by Dr. Boudloche to approve April reconciliation. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Dr. Boudloche, indicating board approval. The full board reviewed the Balance Sheet, and Profit and Loss for May and no discrepancies were noted. Ms. Wright made a motion to approve all the financials. None opposed.

The FY 2018/19 final amended budget was reviewed. Mr. Williamson made a motion to approve and file the amended budget with the state. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

The progress of bills in legislation that directly affect boards was reviewed.

The board reviewed the final draft of the amendments to the rule for supervision guidelines. Mr. Tuminello made a motion to proceed with the process of promulgating the rule. None opposed.

Policies and Procedures Committee:

The board discussed the need to enforce the statement on line technician applications that states “the statements herein contained are true in every respect” and the note on top of the Attestation that states “Any false or misleading information in, or in connection with this registration may be cause for denial, suspension, or revocation of any registration issued under this application. The numerous amount of individuals who answer no stating they have never been arrested has become

problematic. In the past, the board allowed the line technician the opportunity to explain and provide documentation showing the status of the charges. The board requested a new policy with an automatic denial for answering untruthfully and the procedure to reapply. Ms. Boe will work on a policy and include the specifics on the application.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

The board discussed again the need for the supervision requirement reporting form to be included in the new licensure software. Ms. Boe informed the board the contract has to be approved by the state for the purchase of the software. She will inform inLumon of the need for this reporting form.

New Business:

No new business.

Executive Director Report:

Ms. Boe informed the board she would be researching training courses for herself and board members as well as courses for investigation procedures, etc. for herself, complaint's coordinator, investigator and attorney.

Mr. Williamson adjourned the meeting at 2:45 p.m.