

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

BOARD MEETING MINUTES: May 3, 2016
(Approved June 7, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:16 p.m., Tuesday, May 3, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Darla Burnett, Ph.D., MP, and Executive Director Rhonda Boe.

A motion was made by Dr. Longwell to approve the agenda for the May 3, 2016 meeting. The motion passed unanimously.

The Board reviewed the minutes from the April 12, 2016 meeting. A motion was made by Ms. Bellaci to accept the minutes. The motion passed unanimously.

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 5.3/A, 5.3/B, 5.3/C, 5.3/D and 5.3/E were reviewed and approved.

Assistant Behavior Analyst Certification Applicant 4.12/D was presented. The board had previously reviewed the file at the April meeting and requested additional information. The information was received, reviewed and the applicant was approved.

Line Technician Applicant 5.3/1 was reviewed. The board made a request for more information and would review the file again at the June meeting.

Complaints Committee:

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

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP March invoice once the Entergy bill is received. The motion passed unanimously.

Dr. Longwell informed the board an audit of the 14/15 and 15/16 FY was being scheduled by the Legislative Auditor's Office. Since Ms. Boe was not here for some of that time Dr. Longwell and Ms. Bellaci offered to help with any documents required and to be present for audit if necessary.

Jurisprudence Committee:

Ms. Chovanec could not be present at the meeting. Therefore, the combination Jurisprudence Exam is still in revision form and will be reviewed at next month's meeting. Possibly a presentation from E Strategy Solutions will be available at that meeting.

Legislative Committee:

Ms. Boe informed board Promulgation of Supervision Guidelines had the first publication on April 20, 2016. CEU Promulgation and Ethical Standards was also submitted for Legislative Office approval and should have first publication on May 20, 2016.

Senate Concurrent Resolution No. 65 was reviewed. It would create a task force which shall review current law on professional healthcare licensing board oversight by the Department of Health and Hospitals and make recommendations to the legislature on laws required to ensure compliance. If passed, one representative from LBAB would be required to serve as a member of said task force.

Information from LaBAA was received about BESE/Department of Education putting together a committee to study boundaries, duties, supervision, etc. The board concurred this is something LBAB and a LaBAA liaison should be part up. Grant Gauthreaux, President of LaBAA will be invited to the board's next meeting for further discussion.

Policies and Procedures Committee:

Reinstatement policies and procedures for renewals with revisions were reviewed. Dr. Longwell made a motion to accept the policies and procedures, with revisions. The motion passed unanimously.

Application policies and procedures with revisions were reviewed. Ms. Bradford made a motion to accept the policies and procedures, with revisions. The motion passed unanimously.

The new form with revisions for "Change in Line Tech Supervision Within Same Company" was reviewed. Ms. Bradford made a motion to accept the new form, with revisions. The motion passed unanimously. Ms. Boe will update documents to reflect "one change per calendar year" once revisions are completed.

Accommodations would be addressed by adding a statement on website and forms stating "Anyone requiring accommodations, please contact the Board office."

Continuing Education Committee:

The revised draft of the audit process for CEU's was reviewed and discussed. Ms. Bellaci made a motion to approve the audit process for CEU's. The motion passed unanimously. Ms. Bradford will compose template letters for notice of audit, compliance and non-compliance.

Long Range Planning Committee:

Discussion was held on new board member orientation. Binders will be compiled with necessary information

Executive Director Report:

Ms. Boe informed board she was having problems with Microsoft on her laptop and board approved her having necessary repairs done through Microsoft online or at the Apple store.

Ms. Boe informed board the contract with Valerie Dominique, CPA, would possibly need an amendment if the audit begins before the end of the fiscal year. Dr. Longwell made a motion to amend the CPA contract from \$1500 to \$1900, if needed. The motion passed unanimously.

Janice Huber informed Ms. Boe that Dr. Mancil had moved out of state and would not be able to serve on the LBAB board. Ms. Huber sent a letter to the Office of the Governor requesting that his name be removed from the nominee list for the two upcoming vacant board positions.

Board members were reminded to complete their Tier 2.1 and Ethics Training.

An ethics question was presented to the board from an LBA. The matter was discussed and the LBA would be informed by Ms. Boe that as long as the facts described in the email are accurate and do not change, the situation does not create an ethics violation. The board also requested the LBA be complimented for bringing the matter to their attention.

Discussion was held regarding a request that a person stop representing themselves as a Behavior Analyst. The letter was sent certified, return receipt requested and no proof of delivery has been received. Ms. Boe will look into what can be done if a person refuses to pick up the letter.

Ms. Boe informed the board she would be attending a mandatory training (CPTP Performance Management for Executives) being conducted by Civil Service.

An insurance question was brought to the board's attention concerning holding one month in reserve for employees' health insurance. The board discussed and all concurred the one month in reserve is something they want to continue doing.

Ms. Boe had forms for Ms. Bradford to sign for registration with NPDB.

Ms. Bradford adjourned the meeting at 2:28 p.m.