

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

BOARD MEETING MINUTES: May 9, 2017
(Approved June 13, 2017)

Committee meetings began at 9:30 a.m. Working board lunch began at 11:50 p.m. and ended at 12:57 p.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:57 p.m., Tuesday, May 9, 2017 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Cassie Bradford, Scott Williamson, Emily Bellaci and Executive Director, Rhonda Boe. Phillip Griffin was absent. Grant Gautreaux, Ph.D. was a guest for public hour.

A motion was made by Ms. Bradford to approve the agenda for the May 9, 2017 meeting, with one change. None opposed and the motion passed.

A motion was made by Mr. Williamson to approve the minutes of the April 11, 2017 meeting, with one change. None opposed and the motion passed. Ms. Bellaci abstained.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review and discuss applicant files. None opposed and the motion passed.

Dr. Longwell closed Executive Session at 12:57 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 5.17/A, 5.17/B and 5.17/C were reviewed and approved.

SCABA Applicant 5.17/D was reviewed and approved.

Line Technician Applicants 5.17/1 and 5.17/5 were reviewed and approved.

Line Technician Applicants 5.17/2 and 5.17/7 were reviewed and approved to continue without interruption.

Line Technician Applicants 5.17/3 and 5.17/4 were reviewed and approved pending receipt of results and only if the information matches exactly.

Line Technician Applicant 5.17/6 was tabled for review until the June meeting pending receipt of documentation.

Line Technician Applicants 5.17/8 and 4.17/6 were reviewed and approved to continuing without interruption with a letter to be sent stating if another review is required registration will be immediately revoked.

Line Technician Applicant 3.17/4 had the revocation reversed based on additional documentation received that was deemed sufficient.

Line Technician Applicant 3.17/5 failed to provide additional documentation and revocation stands.

Complaints Committee:

The complaints coordinator reported one complaint was proceeding to an informal meeting. Presently waiting to receive documents from attorney. A second complaint is in investigation. A third complaint is waiting for response. There is also a fourth complaint which is still pending receipt of certain documents.

The ethics board ruled against the board hiring a past board member as the complaints coordinator until past members have been off the board two years. Dr. Longwell will work on job posting and timeline for Complaints Coordinator position.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP April invoice. None opposed, motion passed. The full board reviewed the financials as of April 30, 2017 which included Reconciliations and bank statements. Ms. Bradford made a motion to approve the financials presented. None opposed. The reconciliation was dated and signed by preparer and signed by Finance Committee Chair, Ms. Bellaci, indicating board approval. Balance Sheet, Profit and Loss, Profit and Loss/Budget vs. Actual and General Ledger for April will be reviewed at next month's meeting due to a coding issue from a company who did not submit all documents with the payment.

Ms. Boe advised the board that the Legislative Auditor's office would put out for bids a contract to audit the board for the next three years.

The S10 form submitted was reviewed

Ms. Bradford made a motion to accept the amended budget for FY17. None opposed.

Mr. Tuminello made a motion to approve the budget for FY18. None opposed.

Contracts were included in the FY18 budget and resolutions were approved as follows:

Ms. Bellaci made a motion to approve the CPA contract. None opposed.

Ms. Bellaci made a motion to approve the Investigator contract. None opposed.

Ms. Bradford made a motion to approve the amended contract for Holliday. None opposed.

Ms. Bradford made a motion to approve the amended contract for Boyer, Abels, Angelle & Hebert. None opposed.

Dr. Longwell signed the Resolutions as board chair.

Jurisprudence Committee:

Nothing new to report.

Legislative Committee:

Ms. Bradford presented the proposed changes to the Continuing Education rules. Discussion was held concerning the changes. Dr. Gautreaux asked if the board was an ACE Provider. The board is not. Dr. Gautreaux suggested the board apply to become a provider. He explained the process and new changes to the rules. Dr. Longwell made a motion to approve the changes and for Ms. Boe to begin promulgation immediately. None opposed.

The board reviewed bills for this legislative session that are being watched. SB 75 was discussed. The consumer board member being added was discussed. Ms. Boe informed what the qualifications would be and how it would be posted. Dr. Gautreaux brought up the fact that it would change the board members to an even number which could present problems. The transfer of hearings to an Administrative law judge, the procedures and costs were also discussed. The part of the bill stating that all boards under DOH would sunset at the same time was also reviewed. The bill would continue to be watched.

SB 38 was also discussed. The fact that adding to any scope of practice always presents some conflicts. Autism is added in this bill and that is a reason it will also be watched.

Dr. Gautreaux left the meeting.

Ms. Bradford had to leave the meeting at 2:00 and Mr. Tuminello also had to leave at 2:05.

Policies and Procedures Committee:

Dr. Longwell presented policies and procedures for Supervision Audits. The audits would be done with two levels for all. How much involved for Level 2 would depend on information obtained from Level 1. Mr. Williamson made a motion to approve the policies and procedures. None opposed.

The policies and procedures for complaints were reviewed and discussed at last month's meeting. Additions were hiring of a complaint coordinator's and creation of a timeline for the investigation to be completed. Dr. Longwell made a motion to accept the policies and procedures. None opposed.

Continuing Education Committee:

Final audit report was presented to the board. All licensees are in compliance. A revised reporting form was reviewed. Minor revisions such as date licensed, office review section and reporting period were made. Ms. Bellaci moved to approve with an example line being added. None opposed.

Supervision Oversight Committee:

The draft audit log was reviewed. The board discussed the items, form, ease of use, instructions and checklist. Dr. Longwell moved to approve the audit log and begin planning the scheduling of audits in June. None opposed.

Long Range Planning Committee:

No new report

Discussion Items:

Questions pertaining to supervision rules were reviewed and discussed. Cancellation of sessions where a supervision was to occur was one topic. Supervisors should plan accordingly and be able to build into their planning schedules ways to conduct supervision to meet the required hours. One on-site contact with RLT/Client dyad is only required once every two months. Another question was if two supervisors supervise the same line technician with the same client do they both have to complete the 5% of total hours of supervision required. The answer is no but it needs to be well documented that the supervision occurred and which LBA performed the supervision. Each LBA is responsible for their own license.

Ms. Boe brought up the option of hiring a part-time assistant through a staffing agency as opposed to a full-time assistant. She will bring figures to the next meeting to show the cost effectiveness.

August meeting tentatively scheduled for August 15, 2017.

Dr. Longwell adjourned the meeting at 3:02 p.m.