

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

BOARD MEETING MINUTES: June 15, 2022
(Approved July 20, 2022)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Calvin Cryer, at 9:06 a.m. on Wednesday, June 15, 2022 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Calvin Cryer Angela Murray, Courtney Wright, Joseph Tuminello, Daniela Riofrio, Executive Director Rhonda Boe and Executive Administrator, Krysta Babin. Alfred Tuminello, Jr. and Renee Cole were absent. Ms. Wright arrived at 9:09 a.m.

A motion was made by Ms. Murray to approve the agenda for the June 15, 2022 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Cryer moved to enter Executive Session at 9:07 a.m. for personnel review, credential file reviews and other matters.

Krysta Babin left the meeting at 11:54 a.m.

Mr. Cryer closed Executive Session at 12:52 p.m.

Mr. Cryer began the Open Meeting at 1:00 p.m.

Ms. Riofrio made a motion to approve the May minutes with one change. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicant 6.22/A was reviewed and approved for licensure.

Licensure Applicant 5.22/G was reviewed and approved for licensure last month; however, one reference letter required by mail was never received. Applicant submitted a new reference letter which was reviewed and approved.

The board was informed a certificant (SCaBA) application was being processed and due to information received by the board, attorney advised review be withheld until the matter being investigated is complete based on La. R.S. 37:3712(D). Mr. Cryer made a motion to withhold review until the matter being investigated is completed. None opposed and the motion passed.

The status of other applicants reviewed are contained in the attached report.

Complaints Committee:

Ms. Boe presented the following report on behalf of Complaints Coordinator, Ellen Brocato:

Complaint 2021-014C – Still attempting to schedule informal meeting.

Complaint Number 2022-001B has tentatively agreed upon terms for a Consent Agreement.

Complaint Numbers 2022-002B, 2022-003B and 2022-004B – informal meetings are being scheduled.

Complaint Number 2022-005C –respondent advised documentation will be provided upon receipt.

Two new complaints have been received and will be forwarded to Complaints Coordinator for review.

The board reviewed a lawsuit emailed to board attorney Raines. The board is not named as a defendant in the lawsuit rather the State of Louisiana is named. Ms. Boe contacted the Attorney General's office and there is no action the board needs to take at this time.

Finance Committee:

Ms. Riofrio made a motion to approve the LSBEP invoice for May if no apparent discrepancies noted. None opposed and the motion passed.

Financials for May were reviewed and discussed. Ms. Boe advised that she consulted the CPA on the Retirement Contributions question the board had at the last meeting and was informed the discount would not be noted until the end of the fiscal year. Ms. Murray made a motion to approve the reconciliations for May. None opposed and the motion passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for April. Ms. Wright made a motion to approve the full financials. None opposed and the motion passed. The board noted many of the discrepancies in Budget vs. Actual are attributed to inflation. Of note is the price of gasoline has more applicants mailing background check packets for processing rather than going to LSP and paying them directly.

All contracts approved by the board for the 2022/23 Fiscal Year have been promulgated and approved. The only contract not yet renewed was the contract with Taylor Porter for ALJ. The board has one year left on the contract with Roedel Parsons for ALJ. If a scheduling conflict arises during the year and a second ALJ is required, the board will proceed with a new contract with Taylor Porter.

Jurisprudence Committee:

Dr. Tuminello advised the online Jurisprudence Exam was now ready for testing. Board members would serve as testers and should expect an invite to set up a free canvas account. Board member input/questions on the functionality of the exam must be emailed to Ms. Boe who will then relay to Dr. Tuminello. Board members cannot discuss in email exchanges, telephone calls etc. Feedback will be discussed at the next board meeting.

Legislative Oversight Committee:

Ms. Boe reviewed bills that were passed this legislative session that can/will affect board procedure and/or the profession.

The board reviewed options presented by Ms. Boe for the upcoming renewal period. The board discussed and agreed renewal dates and fees need to be amended and promulgation started to have the changes in place for the 2022 renewal period. Ms. Boe will have a draft ready for the July 20, 2022 meeting.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

The updated CE reporting form needs an updated legend. Ms. Murray will prepare and present for discussion at the July meeting.

Supervision Oversight Committee:

No new business

Long Range Planning:

The board will continue to work on updating policies and procedures.

Discussion Items:

Executive Director's Report:

Ms. Boe will research with Ms. Babin the Fleet Manager duties and responsibilities so the board can begin submitting reimbursement for mileage to attend board meetings beginning with the 2022/23 Fiscal Year.

Mr. Boe advised that Mr. Tuminello (absent) asked to step down as chair of the Complaints Committee due to scheduling conflicts. Ms. Wright agreed to temporarily chair the Complaints Committee.

Long Range Planning Meeting:

The board discussed a date for the Long Range Planning Meeting. The first half of the day would be the Long Range Planning and the second half board business to review applications and financials. The date is tentatively scheduled for September 9, 2022. Ms. Boe will research location options.

Future Meetings:

The next meeting is scheduled for July 20, 2022.

The board will not meet in August if the tentative Long Range Planning/Board Meeting is confirmed for September 9, 2022.

Mr. Cryer adjourned the meeting at 2:19 p.m.

CREDENTIAL FILE REVIEWS:

After review of the reports, explanations, and documents, the following occurred:

- 6.22/1 Ms. Murray made a motion to allow RLT to continue working uninterrupted while providing monthly updates to the board. None opposed.
- 6.22/2 Ms. Murray made a motion to approve. None opposed.
- 6.22/3 Ms. Murray made a motion to temporarily approve, but if requested documentation not received by July meeting, registration will be revoked. None opposed.
- 6.22/4 Ms. Wright made a motion to approve. None opposed.
- 6.22/5 Ms. Wright made a motion to approve. None opposed.
- 6.22/6 Ms. Wright made a motion to approve. None opposed.
- 6.22/7 Ms. Wright made a motion to approve. None opposed.

- 6.22/8 Ms. Riofrio made a motion to approve. None opposed.
- 6.22/9 Ms. Riofrio made a motion to approve. None opposed.
- 6.22/10 Ms. Riofrio made a motion to allow RLT to continue working uninterrupted while providing monthly updates to the board. None opposed.
- 6.22/11 Mr. Cryer made a motion to approve. None opposed.
- 6.22/12 Mr. Cryer advised board not enough information to review and tabled to July meeting.
- 6.22/13 Mr. Cryer made a motion to approve if results match exactly documents provided when results received. None opposed.
- 6.22/14 Dr. Tuminello made a motion to approve if results match exactly documents provided when results received. None opposed.
- 6.22/15 Ms. Murray made a motion to approve if results match exactly documents provided when results received. None opposed.
- 6.22/16 Dr. Tuminello made a motion to approve if results match exactly documents provided when results received. None opposed.
- 6.22/17 Dr. Tuminello advised the board to administratively revoke as there is not enough information to review and table to July Meeting where the decision will be made if to reverse or confirm the administrative revocation.

The following applicants required a 2nd Review:

- 3.22/13 Ms. Riofrio made a motion to deny. None opposed.
- 5.22/2 Ms. Wright made a motion to approve. None opposed.
- 5.22/21 Mr. Cryer made a motion to approve and require monthly updates to the board. None opposed.

The following applications are to provide monthly updates for review.

- 8.19/8 Update received.
- 6.21/8 Update received.
- 10.21/7 Update received.

2.20/6	No update received. Board asked request be sent for specific documentation to confirm updates previously received.
9.21/7	Update received.
9.21/10	No update received, send request for update to be provided for July 20, 2022 meeting and notice revocation will occur if no update provided.
11.21/10	No update received, send request for update to be provided for July 20, 2022 meeting and notice revocation will occur if no update provided.
11.21/6	Update received.
2.22/9	Update received.
3.22/14	Update received.
4.22/8	Update received.
5.22/20	Update received.
5.22/28	Update received.