

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

BOARD MEETING MINUTES: July 11, 2017
(Approved August 15, 2017)

Presentation by General Informatics to the board began at 9:30 a.m. regarding a portal for online renewals for LBA's and SCABA's as well as a database for CEU's.

Committee meetings began at 10:15 a.m. Working board luncheon and recognition of outgoing board members began at 11:35 p.m. and ended at 12:45 p.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:49 p.m., Tuesday, July 11, 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, Ph.D. was absent.

A motion was made by Ms. Bellaci to approve the agenda for the July 11, 2017 meeting. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the minutes of the June 13, 2017 meeting, with the additions discussed and reviewed. None opposed and the motion passed.

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 12:14 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicant 7.17/A was reviewed and approved.

Line Technician Applicants 7.17/1, 7.17/2 and 7.17/4 were reviewed and approved.

Line Technician 7.17/7 and 7.17/9 were reviewed and approved to continue without interruption.

Line Technician Applicants 7.17/3, 7.17/5, 7.17/6, 7.17/8 and 7.17/11 were reviewed and approved pending receipt of results and only if the information matches exactly.

Line Technician 7.17/10 was reviewed and given until the next meeting to respond to request for documents.

Line Technician Applicant 6.17/2 was reviewed again and denied for failure to respond to request for additional documents/information.

Line Technician 10.16/H was reviewed again and requested information was received. Approved to continue without interruption and provide updates.

Complaints Committee:

The complaints coordinator reported there were presently two open complaints. One was waiting on the investigator's report.

The other complaint was ready to proceed to a vote as to whether or not to proceed with the filing of an Administrative Complaint and scheduling of a hearing for the two individuals. The board was presented the alleged violations for review. No evidence was shown or discussed. A call to question vote resulted in the following:

Individual one – Bradford-yay, Longwell-yay, Tuminello-yay, and Williamson-yay. Ms. Bellaci abstained as she is the complaints coordinator.

Individual two - Bradford-yay, Longwell-yay, Tuminello-yay, and Williamson-yay. Ms. Bellaci abstained as she is the complaints coordinator.

Ms. Boe would notify the board attorney to proceed.

The board reviewed resumes from Statewide Surveillance & Investigations, LLC. Ms. Bellaci explained to the board that the current investigator, whose contract expired 6/30/17, had personal issues that did not afford him the time the board needed for an investigator. Ms. Bellaci motioned that the board rescind the resolution (no contract was signed) made at a previous meeting to contract with Bettevy Investigative Services and enter into a contract with Statewide Surveillance & Investigations, LLC. None opposed and the motion passed.

Ms. Bellaci also advised the board it would be in their best interest to interview for a new board attorney. She informed the board the complaint process was complicated and required more feedback and research than currently being provided. Dr. Longwell made a motion to authorize Ms. Bellaci and Ms. Boe to interview and contract with a new attorney, if possible, before the next meeting. None opposed and the motion passed.

Ms. Bradford made a motion to terminate the current board attorney contract and provide the required thirty-day notice, by letter to be dated after another firm has been contracted. None opposed and the motion passed.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP June invoice, after the Entergy bill is received and reviewed by Ms. Boe. None opposed, motion passed.

The June Reconciliations were reviewed and no apparent discrepancies were noted. A motion was made by Ms. Bradford to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Ms. Bellaci, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, Profit and Loss, Profit and Loss/Budget vs. Actual for June. No apparent discrepancies were noted. Ms. Bradford made a motion to approve the financials presented. None opposed.

The board reviewed the Contract entered into with Pinell & Martinez for the next 3 years of auditing agreed upon procedures that was contracted out by the Legislative Office. They were the only bid received and it was much higher than anticipated.

Ms. Boe presented an amended budget for 2017/18 FY reflecting the audit contract, portal purchase, and salary increase. The board reviewed. Ms. Bellaci made a motion to approve.

None opposed and the amended budget was approved and posted on the Boards and Commission website.

Ms. Bellaci made a motion to purchase a new phone for Ms. Boe after noting problems while using it for a conference call. None opposed and the motion passed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe informed the board that the Notice of Intent for Continuing Education revisions was published June 20, 2017 and emailed to all LBA's for comments. None received to-date.

Policies and Procedures Committee:

No new reports.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

Dr. Longwell and Mr. Williamson are revising and finalizing the table based on discussion from last month's meeting. August meeting it will be presented and board will schedule timeline for first audits.

Long Range Planning Committee:

Presentation was made by General Informatics for website portal for online renewals and CEU's. Proposal was made by Sparkhound for website portal for online renewals and CEU's. Board reviewed and tabled decision until August meeting.

The board presently has separate domain hosting, web hosting, and technology services. The board discussed consolidating all technology services once the decision is made on the portal.

Discussion Items:

A question regarding supervision was reviewed and discussed. A response was sent clarifying that the 5% of supervision hours is for the total amount of hours worked by your Line Technician performing ABA services. It is not per client, it is per line technician. Supervision must also include at least two face-to-face contacts per month, with at least one being in real time 1:1 contact and at least one on site contact with each RLT/client dyad every 2 months.

A question regarding scope of practice for a psychologist also qualified to practice ABA services but not licensed was discussed at last month's meeting. The psychology board met and agreed that such an individual is qualified to offer ABA services themselves but cannot advertise or call themselves a licensed behavior analyst. The individual cannot have therapist working under them providing ABA services. Another question was discussed regarding an LBA offering ABA services and stating therapists work with the clients on their website but not having any registered line technicians. The board requested Ms. Boe send a letter to those individuals advising of the board's concerns.

Dr. Longwell adjourned the meeting at 3:19 p.m.