

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

BOARD MEETING MINUTES: July 12, 2016
(Approved September 13, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 1:30 p.m., Tuesday, July 12, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Ellen Brocato, Darla Burnett, Ph.D., MP, and Executive Director Rhonda Boe. Visitors were Grant Gautreaux, Ph.D., Rachel Huckfeldt, and Na Nguyen.

A motion was made by Ms. Bellaci to approve the agenda for the July 12, 2016 meeting, out of order, to accommodate visitors. The motion passed unanimously.

The Board reviewed the minutes from the June 7, 2016 meeting. A motion was made by Ms. Brocato to accept the minutes, with a change reflecting Ms. Brocato was tasked with drafting the purpose only for the Supervision Oversight Committee and not the policies and procedures. 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 7.12/A, 7.12/B, and 7.12/C were reviewed and approved. The Board would resume Credentials Review in Executive Session later in the meeting.

Grant Gautreaux, President of LaBAA was present and spoke about an upcoming meeting with State School Superintendent John White to discuss the terminology being used in schools for behavior intervention, as well as the individuals providing the services being unregulated. The titles being used are causing consumer confusion potentially resulting in consumer protection issues. There is a precedence, with the exception of school psychologists, of all other professionals who work in the school being licensed or certified. There are no established pathways for LBA's to work in schools. After listening to Dr. Gautreaux, the board decided to send a letter to Superintendent White expressing concerns about Consumer Protection Issues as complaints have already been received by the board. The board will also offer to work with his office to reach a solution that benefits students across the state in regulating ABA strategies and providing guidelines to protect consumers and insure fidelity.

Policies and Procedures Committee:

Ms. Bellaci asked the board to review the new "Change in Line Tech Supervision Within Same Company". Ms. Boe updated the form, uploaded it to the website and emailed to all LBA's. The form included SCABA's but should have only applied to Line Technicians. Ms. Boe will revise, resend and upload to the website. Policies and procedures will reflect SCABA's transferring or adding additional supervisors will not require a fee, only the appropriate forms.

Ms. Brocato prepared a draft stating the purpose of the new Supervision Oversight Committee which was reviewed by the board. Ms. Bellaci will be the remaining member of that committee

next month. At the next meeting, committee assignments will be decided and this committee will assign a member to draft policies and procedures for the Supervision Oversight Committee.

Voting policies and procedures will be drafted and reviewed at next month's meeting.

A draft of policies and procedures for accounting procedures was discussed and will be updated and reviewed at next month's meeting.

Visitors Ms. Huckfeldt and Ms. Nguyen questioned the board as to whether electronic signatures would be accepted for supervision requirements. Ms. Huckfeldt explained their forms were signed and time stamped electronically. The board discussed and agreed this would be acceptable. The board added no electronic signatures are accepted on applications, Proof of Supervisions forms, etc. The question as to what was meant by "brief description of supervision activity" was also asked. The board explained it should be noted how the activity was performed was it in group setting, 1:1, etc.

A draft of an Employee Handbook was reviewed and discussed. Changes were suggested and new draft will be presented at next month's meeting by Ms. Boe.

Pursuant to LSA R.S. 42:6.1(4), Ms. Bradford moved to re-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:

Line Technician Applicant 5.3/1 was reviewed. The board invited applicant to the July 12, 2016 meeting to explain inconsistencies but applicant was out of town. Applicant to be invited to August meeting.

Line Technician Applicant 6.7/5 was reviewed again as additional documents were received. Applicant was approved.

Line Technician Applicant 6.7/6 was reviewed again as additional documents were received. Applicant was approved.

Line Technician Applicant 6.7/8 was reviewed again and additional documents requested were provided. Board approved the registration to continue without change.

Line Technician Applicant 6.7/9 was reviewed again. Still no response from Line Technician. Ms. Boe to send certified letter and board will revoke registration if no response by August meeting.

Line Technician Applicant 7.12/1 was reviewed. Additional documents needed and will be reviewed at next month's meeting.

Line Technician Applicant 7.12/2 was reviewed. Additional information is requested for applicant to be reviewed at next month's meeting.

Line Technician Applicant 7.12/3 was reviewed and approved.

Line Technician Applicants 7.12/4, 7.12/5 and 7.12/6 provided documents requested which were reviewed. Board approved the registration to continue without change.

Complaints Committee:

Dr. Longwell requested Ms. Boe draft a letter to be sent to the school Superintendent as per discussion with Dr. Gautreaux and forward a copy to herself and Ms. Bradford for review. Dr. Gautreaux would receive a carbon copy of the letter when mailed.

Finance Committee:

Ms. Brocato made a motion to pay the LSBEP June invoice. The motion passed unanimously.

Dr. Longwell made a motion to accept the copier agreement proposed by LSBEP. The motion passed unanimously.

The Board reviewed and discussed financial statements and the reconciliation. The board reviewed graphs and an income/expense report showing the growth over the last few years. Board members will consider in the future per diem payments and/or mileage for members.

The performance evaluation was delayed.

Jurisprudence Committee:

Ms. Chovanec was not present at meeting but sent a message that she would have Master List of Questions for the Jurisprudence Exam emailed to Ms. Bradford by the end of the month.

Legislative Committee:

Correspondence concerning the task force created by Resolution 65 was reviewed. Ms. Bradford was notified the first meeting is to be held on August 26, 2016 at 9:00 a.m.

Ms. Brocato presented a list of pending legislative issues to Dr. Longwell as this would be Ms. Brocato's last meeting as her term is ending. The board thanked Ms. Brocato for her service and dedication and presented her with a plaque. Ms. Chovanec, whose term is also ending, could not be present at the meeting and her plaque would be mailed to her.

Continuing Education Committee:

Ms. Boe advised there were no comments received on Notice of Intent and final publication should be in August.

Ms. Bradford's revision of template letters for notice of audit, compliance and non-compliance were reviewed and discussed. Ms. Bradford will make revisions for next meeting.

Long Range Planning Committee:

Updated reference binders and binders for new members need to be completed. Ms. Bellaci will send Ms. Boe all the information she has compiled. New board member orientation was discussed. Members have not yet been appointed by the Governor.

Executive Director Report:

Ms. Boe asked for approval to pay FARB registration renewal of \$150.00. Dr. Longwell made a motion to approve and it passed unanimously. Ms. Boe informed the members she would be attending AFRP training on July 22nd. Ms. Boe informed the Board of LASER's reduction of percentage contributed to employee's retirement. AG's office requested a list of any pending litigation and LBAB has none. Question was brought up if BA's place of employment closes and

BA establishes own business with same clients and with same Line Technicians would the Technicians have to be discontinued and reapply. The answer is no the Board needs to be provided with new address of business and name of Line Technicians making that change with the same Supervisor. Future meeting dates will wait for announcement of new board members.

Ms. Bradford adjourned the meeting at 3:39 p.m.