

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

BOARD MEETING MINUTES: July 24, 2018
(Approved August 21, 2018)

Committee meetings began at 9:30 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Mr. Tuminello at 11:20 a.m. on Tuesday, July 24, 2018 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Alfred Tuminello, Jr., Jennifer Longwell, Ph.D., Lloyd Boudloche, Jr., Ed.D., Scott Williamson and Executive Director Rhonda Boe. Renee Cole was absent. The 2018 regular legislative session removed the LSBEP liaison from the board.

A motion was made by Mr. Williamson, to rearrange the order of the agenda to discuss some of the items not requiring Executive Session while at the working lunch which was not held in the office. None opposed and the motion passed. The meeting resumed at the restaurant.

Ms. Boe informed the board she was contacted by Voice America Talk Radio Network about the idea of a behavior analyst hosting a show. Ms. Boe provided board members contact information and a link giving details regarding the production, distribution, and marketing of an initial 13 Week Radio Pilot Series. Members would review on their own.

Ms. Boe relayed information from a presentation she attended during the LSBEP board meeting. State Reporting, a company that provides Continuing Education hours storage, customized to each board's requirements was the presenter. The board would have the opportunity to approve courses and be provided a single point of contact to handle customer service issues, etc. No set up or fees to board or licensees. Education Providers list classes for free but have option to buy ad to move their course up on list for better exposure with reviews of the class. Louisiana Real Estate Commission currently uses State Reporting. Ms. Boe researched and other boards use C.E. Brokers. After discussion, it was decided Ms. Boe will try to set up presentations for the board to review and compare.

Dr. Longwell was honored for her five years of service to the board and presented a plaque and card from the board. It was noted she is the last of the founding members of the board and everyone appreciates all her contributions and countless hours of service. The board returned to the office.

Mr. Tuminello moved to resume the order of the agenda at 1:36. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the agenda for the July 24, 2018 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the June 2, 2018 meeting with one change. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Tuminello moved to enter Executive Session to review and discuss applicant files at 10:45 a.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 1:38 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 7.18/A, 7.18/B, 7.18/C, 7.18/D, 7.18/E, 7.18/F, 7.18/G, 7.18/H, 7.18/I, 7.18/J and 7.18/K were reviewed and approved.

Assistant Behavior Analyst Applicants 7.18/L and 7.18/M were reviewed and approved.

Line Technician Applicants 7.18/1, 7.18/3, 7.18/5, 7.18/6, 7.18/9 and 6.19/5 were reviewed and approved.

Line Technician Applicants 7.18/10, 2.18/4, 2.18/14, and 6.19/10 were approved to continue registration uninterrupted and begin sending or continue to send updates.

Line Technician Applicant 5.18/11 and 7.18/7 were reviewed and given until next month's meeting to provide requested update and/or documentation or be revoked.

Line Technician Applicants 7.18/2, 7.18.8 and 6.19/11 were approved to continue registration without interruption due to documents supplied being deemed sufficient.

Line Technician Applicants 7.18/4, 7.18/11, and 7.18/14 were approved if report matches exactly.

Line Technician Applicant 7.18/13 was approved upon receipt of official document requested.

Line Technician Applicant 6.19/12 and 7.18/12 were reviewed and there was not enough information to make a decision. Applicant will be reviewed again next month.

An applicant had a question on if their history would deny them from becoming a line technician. Dr. Longwell moved that if all information applicant provided thus far was correct said applicant could be approved. None opposed.

Complaints Committee:

Dr. Longwell, currently serving as complaints coordinator reported she met during committee meetings with the new complaints coordinator, Ellen Brocato, who would be taking over the position. She also reported there were presently 3 open complaints:

- 1- Complaint coordinator reported the investigation was ongoing.
- 2 – Complaint coordinator will review and send notice letter before next meeting.
- 3 – Complaint coordinator will review and send notice letter before next meeting.

She also reported the complaint where meeting was held and a compromise was reached was completed on the part of the board and still not completed on the part of the respondents. Our attorney is following up with their attorney.

Dr. Longwell stated there could be need for a second Complaints Coordinator in the case of a conflict of interest. After discussion, it was decided Mr. Tuminello would fill this position.

Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP June invoice. None opposed, motion passed. The Reconciliations for June were reviewed and a motion was made by Mr. Williamson to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and

signed by Finance Committee Chair, Mr. Williamson, indicating board approval. The full board reviewed the Balance Sheet, and Profit and Loss for June as well as the General Ledger for May which was unprintable at last month's meeting. No apparent discrepancies were noted. Dr. Boudloche made a motion to approve all the financials. None opposed. Dr. Boudloche asked Ms. Boe to have the CPA provide an end-of-year Profit/Loss Budget versus Actual Budget for review at next month's meeting.

Jurisprudence Committee:

The exam had been reviewed by the committee. Dr. Longwell moved to rephrase one question that was unclear and often answered incorrectly. None opposed and the motion passed.

Legislative Committee:

Ms. Boe reported she would attend a meeting on August 1st and gather information on what other boards are doing to add consumer member. The board discussed the fact that an election is needed for the addition of a professional board member approved by the legislature this past session. This would need to be postponed until the board member is appointed to fill the seat of Dr. Longwell based on results of the last election. This would ensure fairness to anyone who is on the list, but may not be appointed, to self-nominate for the new seat.

The board reviewed SCR No. 83 which urges and requests boards to place on their website a link to licensing information for military-trained applicants and their family members which was recently sent to all boards by the governor. Ms. Boe was asked to work on implementing this request.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

The presentation by State Reporting was discussed earlier in the meeting.

Supervision Oversight Committee:

Two audits completed Phase II. One was reviewed and will be sent a letter of compliance. The other will be reviewed. Another audit is beginning Phase II and a letter will be mailed.

Long Range Planning Committee:

A special meeting to discuss Long Range planning will be scheduled in the fall. Topics will include a complete review of rules and regulations to see what changes need to be promulgated. Date will not be scheduled until new board member is appointed.

Discussion Items:

Ms. Boe reported that all contracts for the 2018/19 Fiscal Year were approved.

Executive Director's Report:

Ms. Boe reported to the board on the problem with background checks being received without applications. She is keeping a log of the background checks where no application was received as well as a log when the application is received more than two weeks after the results and the company/LBA responsible.

Ms. Boe reported LSBEP Director, Ms. Monic, is still working with the state for approval on the lease for a new building for both board offices to share.

Ms. Boe informed the board she would send out one more email informing all LBAs that the old line technician registration form would only be accepted until August 1, 2018. Any old forms received after August 1st would not be accepted.

Discussion was held regarding appointment of a new chair and vice-chair for the board. Mr. Williamson will serve as chair for the board during the 2018/19 Fiscal Year and Dr. Boudloche will serve as vice-chair. Committee appointments will be held after the new board member is appointed.

Meeting adjourned at 2:56 p.m.