

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

**BOARD MEETING MINUTES: August 21, 2017**  
*(Approved September 12, 2017)*

Committee meetings began at 9:30 a.m. Working board lunch began at 11:45 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 12:45 p.m., Tuesday, August 15, 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. Jesse Lambert, Ph.D. was absent.

Dr. Longwell made a motion to appoint Mr. Tuminello as board chair and Scott Williamson as vice-chair. None opposed and the motion passed. Mr. Tuminello, as board chair, conducted the board meeting from this point forward.

A motion was made by Dr. Longwell to approve the agenda for the August 15, 2017 meeting. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the minutes of the July 11, 2017 meeting, with the additions discussed and reviewed. 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. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 12:45 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 8.17/A, 8.17/B, 8.17/C, 8.17/D, 8.17/E, 8.17/F, 8.17/G, 8.17H, 8.17/I, 8.17/J, 8.17/K, and 8.17/M were reviewed and approved. Behavior Analyst Applicant for Emergency Review 8.17/L was reviewed and approved based on receipt of last document.

State Certified Assistant Behavior Analyst Applicant 8.17/N was reviewed and approved.

Line Technician Applicants 8.17/1, 8.17/2, 8.17/3, 8.17/4, 8.17/5, 8.17/6, 8.17/8, 8.17/11, and 8.17/12 were reviewed and approved.

Line Technician 8.17/10 and 7.17/10 were reviewed and approved to continue without interruption.

Line Technician Applicants 8.17/13 was reviewed and approved pending receipt of results and only if the information matches exactly.

Line Technician 8.17/9 was reviewed and denied.

Line Technician Applicant 2.17/3 was reviewed again and revoked for failure to respond to several requests for additional documents/information.

Line Technician 10.16/H provided requested information was reviewed and approved to continue without interruption. No further updates to the board are required.

Line Technician Applicant 8.17/7 was reviewed. Results not yet received and board requires additional information from BACB before final determination.

#### Complaints Committee:

The complaints coordinator reported there were presently two open complaints.

The complaints coordinator reported the board received notice of possible violations from another agency and in this case the board would have to decide if to proceed with a board initiated complaint. The name was not revealed. Only the findings were presented to the board. No evidence was shown or discussed. Mr. Tuminello requested a call to question vote which resulted in the following:

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

The previous investigator was notified his contract would not be renewed and all documents currently in his possession on complaints have been requested. This has not been received as of this date.

Ms. Bellaci's term has technically ended with the board; however, she is still required to attend meetings until the governor appoints the new members. Should that happen before the next meeting, Dr. Longwell volunteered to take over as complaints coordinator. No objections from the board. Ms. Boe was instructed to contact Ms. Bellaci with any updates or new complaints and once the appointments are made to begin contacting Dr. Longwell for complaints.

#### Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP July invoice. None opposed, motion passed.

The July Reconciliations were reviewed and no apparent discrepancies were noted. A motion was made by Mr. Tuminello 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, and Profit and Loss, for July. No apparent discrepancies were noted. Mr. Tuminello made a motion to approve the financials presented. None opposed.

Ms. Bellaci left the meeting at 12:45 p.m.

Ms. Boe reported she provided all requested information for the SAUP audit. She also advised the engagement contract from the CPA for the End of Year Compilation was expected to be received this week. Ms. Boe presented documents showing data on Net Pension Liability the board will need to begin reporting.

Ms. Boe reported the investigator contract with Statewide Surveillance & Investigations, LLC. was approved by the state. The board contracted with Breazeale, Sachse & Wilson, LLP. for legal services.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe informed the board that the Notice of Intent for Continuing Education revisions received no comments and she would proceed with publication of the Final Rule.

Policies and Procedures Committee:

Ms. Boe informed the board about a rule she became aware of against licensing or certifying applicants in default on student loans. Applicants' names and social security numbers are to be sent to the agency upon receipt of the application to verify they are not in default on student loans. The board had no previous knowledge of this rule. Ms. Boe would gather more information for the next meeting so appropriate steps could be taken to be in compliance.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

Dr. Longwell informed the board Phase I of the Supervision Audits will begin this month. The audit letter was reviewed. Letters will be sent to the licensees chosen for the audit.

Long Range Planning Committee:

The board reviewed the proposals for a portal for BA/SCABA online renewals and CEU's submittal. The costs were higher than anticipated and the board did not feel it had these funds in the budget for this project at this time. It will be revisited next year.

Ms. Boe informed the board the state has an online payment portal system and she would reach out to them and present the board with information as to the costs at the next meeting.

The board would still like to proceed with consolidating all technology services but tabled until the decision is made concerning online payments. The board needs to determine if it will need a SSL certificate before the consolidation bid can be voted on.

Discussion Items:

Molina Medicaid contacted the board about receiving online requests and payment for verifications to expedite the process. The board informed Molina they have been researching options for renewals online and will add verifications as well. Rene Huff was unable to be present at today's meeting but will meet with Mr. Tuminello at 2:30 to discuss this further.

The Gulf Coast ABA Conference requested a question and answer session with the board. The board agreed to this panel and asked LaBAA to provide specific topics they want covered. The board decided since many questions arise about the supervision guidelines that should be a topic. Ms. Boe was instructed to send all LBAs an email requesting any supervision questions they would like explained at the conference with a deadline of September 1<sup>st</sup>. The board will review the questions at the next meeting and prepare the responses for the conference.

The board had concerns at the July meeting regarding scope of practice for a psychologist also qualified to practice ABA services but not licensed being able to advertise or call themselves a licensed behavior analyst. The board also had concerns regarding an LBA offering ABA services

and stating therapists work with the clients on their website but not having any registered line technicians. Both were sent letters and are now in compliance.

Discussion was held concerning Licensed Behavior Analysts in multiple relationships by supervising family members. Ms. Boe was instructed to identify those in violation and send letters of education with a request to comply with the ethics standards or if they feel they are not in violation to notify the board, in writing, before the next meeting.

Future board meetings are tentatively scheduled for September 12, 2017 and October 10, 2017

Mr. Tuminello adjourned the meeting at 2:10 p.m.