

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

**BOARD MEETING MINUTES: August 16, 2016**  
*(Approved September 13, 2016)*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Vice Chair Jennifer Longwell, Ph.D. at 1:50 p.m., Tuesday, August 16, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Emily Bellaci, Alfred Tuminello, Jr., and Executive Director Rhonda Boe.

Newly appointed board member Alfred Tuminello, Jr. was introduced and welcomed.

Ms. Bellaci moved to appoint Dr. Longwell as Chair and Mr. Tuminello as Vice Chair. None opposed and motion passed.

Dr. Longwell made a motion to approve the committee assignments as follows:

Complaints Coordinator – Bellaci (Chair), Tuminello  
Finance – Bellaci (Chair), Williamson, Griffin  
Jurisprudence Examination – Tuminello (Chair), Longwell  
Legislative Oversight – Bradford (Chair), Williamson, Griffin  
Policy and Procedures – Longwell (Chair), Tuminello  
Continuing Education – Bradford (Chair), Bellaci  
Supervision Oversight – Williamson (Chair), Longwell

None opposed and motion passed.

A motion was made by Mr. Tuminello to approve the agenda for the August 16, 2016 meeting. None opposed and the motion passed.

A motion was made by Ms. Bellaci to table approval of the minutes from the July meeting until there is a quorum of members who were present at that meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review legal matters and discuss applicant files. None opposed and the motion passed.

Dr. Longwell closed Executive Session and reported the following:

Credentials Review Committee:

Behavior Analyst Licensure Applicants 8.16/A, 8.16/C, 8.16/D, 8.16/E, 8.16/F, 8.16/G, 8.16/H, and 8.16/I were approved for licensure. Behavior Analyst Licensure Applicant 8.16/B was tabled until next meeting and an additional document was requested.

Line Technician Applicant 5.3/1 was invited to meeting to explain inconsistencies. Due to the flooding applicant will be invited to next meeting.

Line Technician Applicant 6.7/8 was reviewed again, additional documents requested were not received. Board advised Ms. Boe to request again.

Line Technician Applicant 6.7/9 was reviewed and revoked for failure to respond after numerous attempts.

Line Technician Applicant 3.16/11 provided update as requested. Board reviewed.

Line Technician Applicant 7.12/2 was requested to provide additional information. Information was received and reviewed. Applicant approved. Ms. Boe to send letter of education including statement that board reserves the right to review again.

Line Technician Applicant 7.12/11 (8.16/5) was reviewed and applicant will be asked to provide additional document.

Line Technicians 8.16/1, 8.16/2 and 8.16/3 provided documents requested which were reviewed. Board approved the registrations to continue without change.

Line Technician 8.16/4 was reviewed and Ms. Boe was directed to send certified letter allowing 10 days respond or registration would be administratively revoked until the next meeting where the board will decide if to confirm the revocation.

Line Technician Applicants 8.16/6, 8.16/11 and 8.16/14 were reviewed. All waiting on one document. Applicants approved if document matches information already provided.

Line Technician Applicants 8.16/7, 8.16/9 and 8.16/12 were reviewed and approved.

Line Technician Applicant 8.16/8 was reviewed. Board waiting on one document and will review file at next meeting.

Line Technician Applicant 8.16/10 was to provide documents. Additional time allowed until next meeting due to flooding.

Line Technician Applicant 8.16/13 was reviewed and additional documents required. Board will review again at next meeting.

#### Complaints Committee:

Dr. Longwell asked Ms. Boe to draft a letter to a complainant to advise of status.

#### Finance Committee:

Ms. Bellaci made a motion to pay the LSBEP July invoice. None opposed, motion passed. The board reviewed financial statements for July and saw no apparent discrepancies. Ms. Bellaci made a motion to accept the terms of the Engagement Agreement with Will Mercer, CPA, for the independent financial compilation report for fiscal year 2015/ 2016. None opposed, motion passed. Board members tabled discussion of per diem payments and/or mileage for members until next meeting. The Board is drafting finance policy and procedures.

#### Jurisprudence Committee:

Ms. Bradford will update the new committee members at the next meeting.

#### Legislative Committee:

Ms. Boe gave an update on the 3 rules in promulgation. Supervision Guidelines, Continuing Education and Ethics will all be published as Final Rules on September 20, 2016.

Policies and Procedures Committee:

Accounting policies and procedures will need to be drafted for board review. Dr. Longwell and Ms. Bellaci will work on this item. The revised voting policies and procedures were reviewed. Ms. Bellaci made a motion to approve. None opposed, motion passed. A motion was made by Ms. Bellaci to approve revisions to “Change in Line Technician Supervision Within Same Company” discussed at last month’s meeting. None opposed, motion passed. New questions regarding the transfer form were tabled until next meeting.

At the next meeting, newly assigned committee members to the Supervision Oversight Committee will discuss drafting of policies and procedures.

A revised draft of an Employee Handbook was not complete. Review of handbook tabled.

Continuing Education Committee:

Ms. Bradford’s final revision of template letters for notice of audit, compliance and non-compliance were reviewed and discussed. Mr. Tuminello made a motion to accept. None opposed, motion passed.

Long Range Planning Committee:

Pending legislative issued will need to be addressed.

Discussion Items:

- 1) The role of assistants to psychologists who are also LBA’s was discussed. Dr. Longwell will draft a letter in response to a question posed to the board.
- 2) Supervision can only begin after a candidate for licensure is approved.
- 3) Suspensions are not in our laws for candidates who provide inaccurate information in the attestation portion of applications, only revocations. Laws will be reviewed further.

Next meeting scheduled for Tuesday, September 13, 2016.

Dr. Longwell adjourned the meeting at 3:40 p.m.