

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

BOARD MEETING MINUTES: August 21, 2018
(Approved 9-11-18)

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. Williamson at 12:50 p.m. on Tuesday, August 21, 2018 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Scott Williamson, Jennifer Longwell, Ph.D., Lloyd Boudloche, Jr., Ed.D., Alfred Tuminello, Jr., Renee Cole and Executive Director Rhonda Boe.

A motion was made by Mr. Williamson to approve the agenda for the August 21, 2018 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the July 24, 2018 meeting with one change. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Williamson moved to enter Executive Session to review and discuss applicant files at 12:52 p.m. None opposed and the motion passed.

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

Credentials Review Committee:

Behavior Analyst Applicants 8.18/A, 8.18/B, 8.18/C, 8.18/D, 8.18/E, 8.18/F, and 8.18/G were reviewed and approved.

Assistant Behavior Analyst Applicant 8.18/H reviewed and approved.

Line Technician Applicants 8.18/5 was reviewed and approved.

Line Technician Applicants 8.18/6 and 8.18/8 were approved if report matches exactly.

Line Technician Applicants 2.18/4, 2.18/14, 5.18/11, 6.19/10, and 7.18/10 were approved to continue registration uninterrupted and begin sending or continue to send updates.

Line Technician Applicant 7.18/13 was reviewed and given until next month's meeting to provide requested update and/or documentation or be denied.

Line Technician Applicants 8.18/2 and 7.18/7 were approved to continue registration without interruption due to documents supplied being deemed sufficient.

Line Technician Applicants 8.18/1 and 7.18/12 were reviewed and tabled until the board can consult with their attorney.

Line Technician Applicant 8.18/3 was administratively revoked, scheduled for board review at this meeting; however, a discontinuation form was submitted and the file is now closed.

Line Technician Applicant 8.18/4 was reviewed and allowed to continue without interruption for two months only and the requested information must be supplied by the October meeting or be revoked.

Line Technician Potential Applicant 8.18/7 was reviewed. This previously revoked technician has now provided sufficient documentation and would like to reapply. The board decided this individual could reapply but the board will still review any new application received.

Line Technician 6.19/12 was denied after repeated request for documentation went unanswered.

Line Technician 7.18/13 was reviewed. The board has requested and waited for production of documents. Applicant will be advised to submit by next meeting or be denied.

Complaints Committee:

Dr. Longwell, previously serving as board member/complaints coordinator, presented the following report for Ellen Brocato, complaints coordinator:

- 1- Complaint coordinator reported notice was sent and the respondent contacted her and the file would likely be closed by next meeting.
- 2 – Notice letter was sent. Waiting on response.
- 3 – An ongoing investigation revealed some additional alleged violations which were presented to the board without names or other identifying information. The board decided not to proceed with a board initiated complaint based on current evidence, but reserved the right to do so should other information become available.
- 4 – No change in the complaint where a compromise was reached and the board completed its portion but is still waiting on respondents to complete their portion. Our attorney has been in contact with their attorney.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP July invoice. None opposed, motion passed. The Reconciliations for July were reviewed and a motion was made by Dr. Longwell to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Dr. Boudloche, indicating board approval. The full board reviewed the Balance Sheet, and Profit and Loss for July as well as the Profit Loss/Budget versus Actual Budget for end of 17/18 Fiscal Year. No apparent discrepancies were noted. Dr. Boudloche made a motion to approve all the financials. None opposed.

Ms. Boe advised the board the AFR was due by August 31, 2018 and is almost complete. Ms. Boe advised the board the SAUP audit was conducted and a draft should be received soon. She will present both to the board at the next meeting. Ms. Boe will also begin working on the draft of the budget for the board's approval.

Dr. Longwell made a motion to purchase a plaque with the board name for the new office. None opposed and the motion passed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe attended a meeting where executive directors began discussion on potential legislation needed during the next session that could benefit all boards. The board discussed possible topics which may need addressing and/or legislation during the next session.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

Presentation by CE Reporting companies will be reviewed when the new board member is named. This portal would not be ready in time for this reporting period. It was suggested a fillable CE reporting form be created for this renewal and reporting period. Dr. Longwell made a motion that this form be created. None opposed. Ms. Boe would work on getting this drafted for review at the next meeting.

Supervision Oversight Committee:

One audit Ph. II report is being reviewed. Another Ph. II audit report will be received before the next meeting and review will begin.

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:

Lease Update:

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. This process is moving forward toward approval.

Executive Director's Report:

Ms. Boe reported she hired a part-time college student as a clerk, as previously approved by the board.

Ms. Boe reported there has been problems with receiving verifications from BACB but she was assured by BACB that the process had not changed. Ms. Boe is working with applicants so this does not delay their licensure/certification.

Discussion was held concerning online applications, notarizations, payments, etc. The Policies and Procedures Committee will gather information from other boards and report back at the next meeting.

Mr. Williamson adjourned the meeting at 2:35 p.m.