

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

**BOARD MEETING MINUTES: September 11, 2018**  
*(Approved 10-9-18)*

Committee meetings began at 9:30 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Dr. Boudloche at 10:23 a.m. on Tuesday, September 11, 2018 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Lloyd Boudloche, Jr., Ed.D., Alfred Tuminello, Jr., Renee Cole, Calvin Cryer, Courtney Wright and Executive Director Rhonda Boe. Jennifer Longwell, Ph.D., outgoing board member was present to give final committee reports and did not vote on any motions. Scott Williamson was absent.

Dr. Boudloche and the board officially welcomed new board members Calvin Cryer and Courtney Wright.

A motion was made by Mr. Tuminello to approve the agenda for the September 11, 2018 meeting, with one minor change to an incorrect month, and also moved to change the agenda order to accommodate Dr. Longwell. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the minutes for August 21, 2018. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to enter Executive Session to review and discuss Complaint Committee report. None opposed and the motion passed.

Dr. Boudloche closed Executive Session at 11:20 a.m. and reported the following:

Complaints Committee:

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

- 1- Sufficient reply was received from respondent and this complaint is closed.
- 2 – Notice letter was sent. Reply received and investigation will begin.
- 3 – This complaint has been in investigation phase and should be completed by the next board meeting. The board attorney will be consulted for the next step.
- 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.
- 5 – Late Renewals for Line Technician – upon consulting with our attorney, it was suggested the board create policies and procedures to address this situation. If policies and procedures are not created, this would have to be an official complaint with reportable disciplinary actions. The board has been aware of a few more cases since this initial one and a Policies and Procedures will be created to address the issue.

Dr. Longwell brought up an issue to the board she was recently made aware of. Sometimes a person does not want to file an official complaint but wants to make the board aware of a possible violation. The benefit would be if several letters of concern show up in a file and a pattern is

established, a board-initiated complaint may need to be initiated. After discussion, the board asked Ms. Boe to consult with our attorney to advise how this issue could be addressed legally.

Dr. Longwell suggested Ms. Boe be allowed to give the Complaints Coordinator reports at board meetings in the future, only requiring Ms. Brocato to appear when necessary. Mr. Tuminello moved to have Ms. Boe give future Complaint Coordinator reports at board meeting, with Ms. Brocato only appearing when necessary. None opposed and the motion passed.

Dr. Longwell left the meeting and was thanked by the board for her five (5) years of service.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to re-enter Executive Session at 11:35 a.m. to review and discuss applicant files. None opposed and the motion passed.

Dr. Boudloche closed Executive Session at 11:50 and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 9.11/A and 9.11/B were reviewed and approved.

Line Technician Applicants 9.18/1 and 8.18/7 were reviewed and approved.

Line Technician Applicants 9.18/4 was approved if report matches exactly.

Line Technician Applicant 9.18/3 was reviewed and revoked.

Line Technician Applicant 9.18/2 was reviewed, allowed to continue registration uninterrupted and be allowed until next month's meeting to provide requested documentation or be revoked.

Line Technician Applicants 2.18/4, 5,18/11, and 6.19/10 were approved to continue registration uninterrupted and begin sending or continue to send updates. Official documentation is being requested from all.

Line Technician Applicant 2.18/14 completed all required updates and is now allowed to continue registration uninterrupted without additional updates.

Line Technician Applicant 7.18/10 completed all required updates and is now allowed to continue registration uninterrupted without additional updates, provided documented emailed that could not be printed in received by mail before next meeting.

Line Technician Applicant 7.18/12 was reviewed and will be invited to the next board meeting to answer some questions and provide documentation requested by the board.

Line Technician Applicant 8.18/1 will be reviewed during Policies and Procedures where a decision will be determined.

Finance Committee:

Ms. Boe informed the board the LSBEP August invoice would not be available until the next meeting. The Reconciliations for August were reviewed and a motion was made by Ms. Cole 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 August. No apparent discrepancies were noted. Mr. Tuminello made a motion to approve all the financials. None opposed.

The AFR for 2018 and the SAUP Audit results were reviewed by the board.

Ms. Boe presented an amended budget for the 2018/19 Fiscal Year which was necessary due to the increased costs associated with the new building lease, moving expenses, additional staff, etc. The board reviewed and Mr. Tuminello made a motion to approve. None opposed.

The board reviewed an invoice/contract with General Informatics for the board website hosting for one year. Mr. Tuminello made a motion to pay the invoice and accept the terms. None opposed.

Ms. Boe presented an Office Relocation Purchase Authorization for the board's review allowing her to go above the current policy limits for purchases/expenses in order to facilitate an effective and timely transition of the office relocation and purchases required for additional staff. Ms. Cole made a motion to approve with a cap of \$10,000.00. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Act 515 of the 2018 Legislative Session added a professional member and a consumer member but also inadvertently wiped out the length of terms for board members. Boards and Commissions office will work with our board to introduce legislation next year to correct this. Ms. Cole made a motion to keep all current serving board members' terms of service the same and to have the two new appointments as well as any subsequent appointments be for four (4) years. None opposed.

Policies and Procedures Committee:

Mr. Tuminello and Ms. Cole researched and contacted other boards about accepting online applications and necessity of notarizations. The information was presented to the board. After review, online applications was still not an option; however, removing the notarization requirement was an option. Mr. Tuminello made a motion to remove the notarization requirement from line technician applications. None opposed. Mr. Tuminello also made a motion to remove the notarization requirement from LBA and SCaBA applications. None opposed. The removal from line technician applications will be put into effect in one week. The LBA and SCaBA applications require a change in the law which will be worked on next session.

The recent discovery of line technicians working without renewing for a significant number of months was discussed. There is a \$50.00 late fee for renewals. The board discussed and agreed it would mean \$50.00 per month for line technicians working with a lapsed registration. A new policy and procedure was drafted where the line technician would stop working immediately. When the renewal form and appropriate late fees were paid, the line technician could begin working again. A motion was made by Ms. Cole. None opposed. It was noted this falls directly on the LBA for allowing a line technician to work without being renewed. Failure to comply with the new policy could result in disciplinary action.

Mr. Tuminello did some research relative to what agency regulates clinics and did this fall under an individual's license. The BACB Code of Ethics 4.07 states if the environment interferes with the ability to provide services this is an ethical violation.

The recent financial audit suggested the board amend its financial policies and procedures to include language addressing ethics and contracts. Ms. Boe will begin drafting this policy.

Continuing Education Committee:

The firms that offer CE Reporting databases for licensees and certificants would not be ready for this reporting period. The board will visit later in the year. An updated form for reporting CEUs is being drafted for approval at the next meeting. If approved, it will be available on the website.

Supervision Oversight Committee:

Audit Reviews continue. No new report this month.

Long Range Planning Committee:

A special meeting to discuss Long Range planning is to be scheduled in the fall. The relocation of the board office has been delayed until November 1<sup>st</sup>. The meeting date will be set next month.

Discussion Items:

Lease Update:

The lease was finally approved by the State but the move date has been changed from October 1<sup>st</sup> to November 1<sup>st</sup>. The current landlord will grant an extension of one month to the board.

Gulf Coast ABA Conference:

The board's presentation is being finalized and will be ready for review at next month's meeting.

Executive Director's Report:

Ms. Boe presented a question from an LBA who would be on a short term leave and wanted to know what could be done if the LBA could not find another LBA willing to cover her supervision. The board discussed and concurred the LBA would have to find a way to provide the supervision, there are no exceptions. The board did advise Ms. Boe to let the LBA know the LBA did not have to work at the same company. Any LBA can contract with another to provide the supervision in the case of a short term leave.

Ms. Boe also brought up the fact that LBAs have left companies and transfers and/or discontinuations have not occurred until months later. The board agreed it is in a licensee's best interest to be certain when they leave a company appropriate paperwork and documentation is done. If their name is still on a registration, that licensee will be responsible in a supervision audit.

Committee Appointments were made as follows:

Complaints Committee – Tuminello, Boe  
Finance Committee – Boudloche, Cole  
Jurisprudence Exam Committee – Williamson, Wright  
Legislative Oversight Committee – Tuminello, Cryer, Cole  
Policies and Procedure Committee – Cole, Wright  
Continuing Education Committee – Boudloche, Cryer  
Supervision Oversight Committee – Cole, Wright

Dr. Boudloche adjourned the meeting at 2:14 p.m.