

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

BOARD MEETING MINUTES: September 12, 2017
(Corrected Minutes – Approved November 14, 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 Alfred Tuminello at 12:45 p.m., Tuesday, September 12, 2017 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Alfred Tuminello, Jr., Scott Williamson, Jennifer Longwell, Ph.D., Cassie Bradford, Renee Cole, Jesse Lambert, Ph.D. and Executive Director Rhonda Boe.

A motion was made by Ms. Bradford to approve the agenda for the September 12, 2017 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the August 15, 2017 meeting. 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 12:46 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 9.17/A, 9.17/B, 9.17/C, 9.17/D, 9.17/E, 9.17/F and 9.17/G were reviewed and approved.

State Certified Assistant Behavior Analyst Applicants 9.17/H and 9.17/I were reviewed and approved.

Line Technician Applicants 9.17/1, 9.17/2, 9.17/3 and 9.17/4 were reviewed and approved.

Line Technician Applicants 9.17/6, 9.17/7 and 9.17/8 were reviewed and approved to continue without interruption.

Line Technician Applicants 9.17/5 was reviewed and a certified letter is to be sent requesting more documentation within 15 days or revocation will occur.

Line Technician Applicant 3.17/3 was reviewed. A request for additional documentation is to be sent before making final determination.

Line Technician Applicant 8.17/9 was reviewed based on appeal request received. The denial was upheld.

Complaints Committee:

The complaints coordinator reported there were presently four open complaints. One is being handled by the board attorney. Another is waiting on one final component. A third is in the process of sending a notice letter and one has been noticed and is awaiting the response.

The board discussed a handful of board identified discrepancies for line technicians. Ms. Boe was directed to send letters asking for explanations for discrepancies in paperwork.

Finance Committee:

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

The August 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, Mr. Williamson, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss, for August. No apparent discrepancies were noted. Mr. Tuminello made a motion to approve the financials presented. None opposed.

Ms. Boe presented the results of the SAUP Financial Audit. The board was pleased to learn there were no exceptions noted. The AFR and SEFA reports submitted for the end of FY 16/17 were reviewed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe informed the board the Final Rule for Continuing Education revisions will be published in October.

The board began discussing sunset procedures. Ms. Boe will contact Senator Morrell's office for deadlines. Mr. Tuminello moved to appoint Mr. Williamson as LaBAA Liaison. None opposed. Ms. Bradford moved to appoint Dr. Longwell as Community Liaison. None opposed.

Policies and Procedures Committee:

Ms. Boe provided the board a letter sent to Sallie Mae inquiring if the board was required to notify their organization of applicants to determine if any student loans were in default. No reply has been received as of September 12th.

Dr. Longwell proposed a revision to the Supervision Audit Policy which currently states an audit would be conducted on the three previous months. When audit letters were sent, a designated three-month period was assigned. Dr. Longwell made a motion to change policy to state a designated three-month period. None opposed.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

Mr. Williamson and Dr. Longwell informed the board they were reviewing the Phase I replies to the supervision audits. Letters would be sent for Phase II before the next board meeting.

Long Range Planning Committee:

Mr. Tuminello made a motion to proceed with consolidating all technology services with General Informatics including obtaining a SSL certificate. None opposed.

Ms. Boe polled other boards on their procedure for accepting online payments. Paypal was highly recommended. Ms. Boe presented a template for the use of Paypal including the costs. The costs consisting of a 2.9% charge, \$.30 per transaction and a \$30.00 monthly fee was discussed. Dr. Longwell made a motion to proceed with setting up Paypal. None opposed. Ms. Bradford made a motion to use the template which shared the costs between payers and the board. None opposed.

Discussion Items:

Molina Medicaid representative was concerned about verifications not being able to be paid for online. She was informed the board was researching accepting renewal and verification payments online.

Multiple relationship letters of education were sent out after the last meeting. Responses and actions have been taken. Ms. Boe informed the board about a question that arose based on a previous inquiry about dual licensed individuals and the services they provide. After discussing, the board decided the specifics will be sent to the Psychology Board for a recommendation/opinion. Ms. Boe informed the board about a question that arose concerning whether or not non-profits need to have their behavior analyst licensed. She informed the caller that they did. The board concurred.

The Gulf Coast ABA Conference requested the name for the Chair/CE Instructor for the board presentation and question/answer panel. Ms. Boe was instructed to reply Alfred Tuminello would be that person. The board reviewed the only question received regarding supervision. The answer is if there are multiple supervisors that plan to work with a client, if insurance allows, all the LBAs will not need to complete applications for the line technicians. Additionally, the 5% supervision requirement would be between all the supervisors. An example is if working 40 hours per week, combined supervision time for all supervisors would be 2 hours to reach 5%.

The Committee assignments for the board will be done at the next meeting when our last new board member is scheduled to be appointed by the Governor.

In the Executive Director's report, Ms. Boe questioned the need for Line Technician's signatures on Discontinuation forms. It has been required so the Line Technicians know they are no longer able to work as their supervision has ended. She noted many do not return to sign or refused to sign and she wanted the board to be aware of that issue.

Ms. Boe inquired if it was possible to change Policy and Procedure for line technicians who answer yes to question 1 of the Attestation and have a clear report received to be approved before the next board meeting. The board will take this under consideration.

Ms. Boe asked the board if they wanted to consider adding a fax line. Many credentialing agencies would like the verifications faxed. The board gave some suggestions and Ms. Boe will look into these and report back at the next meeting.

Future board meetings are tentatively scheduled for November 14, 2017 and December 12, 2017.

Mr. Tuminello adjourned the meeting at 2:38 p.m.