

Louisiana Behavior Analyst Board
BOARD MEETING MINUTES: October 8, 2013
APPROVED: November 5, 2013

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 1:00 p.m., Tuesday, October 8, 2013, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Cassie Bradford, Jenny Longwell, Ph.D., Ellen Brocato, Kathy Chovanec and Marc Zimmermann, Ph.D.,MP (ex-officio, nonvoting member); and, Executive Director, Kelly Parker.

Ms. Bradford moved to accept the October 8, 2013 agenda. Ms. Chovanec moved to accept the September 10, 2013 minutes. Ms. Bellaci requested that the chair of each committee provide reports to the Board for discussion.

Finance Committee: Ms. Chovanec presented the Board with September invoices. Ms. Chovenac moved to approve payment of the September invoices. The Board discussed the invoices. The motion passed unanimously. The Board discussed contracts for a board investigator and board prosecutor. Dr. Longwell moved to enter into a contract with Mark Boyer, Esquire, as Board prosecutor in the amount of \$3,000 for the remainder of the 2013-2014FY. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Chovenac-yay, Brocato-yay, Longwell-yay. Ms. Chovanec noted that she would continue to evaluate candidates for the Board investigator position. Ms. Parker offered to contact another investigation company for consideration as well.

Jurisprudence Examination Committee: Ms. Brocato reported on behalf of the Jurisprudence Committee. The Board discussed the administrative procedures for the Jurisprudence exam.

Legislative Oversight Committee: Ms. Bellaci reported for the Legislative Oversight Committee. She reported that the committee was currently researching the supervision issue with the intention of drafting rules for the supervision of assistants and line technicians, including establishing a limit on the number of each per each licensed behavior analyst. Ms. Parker suggested surveying the behavior analyst community through the use of Google drive. The group agreed that this was a good idea. Ms. Bradford noted that she would work on survey questions.

Complaints Committee: Ms. Bellaci reviewed with the Board the research on board investigations and complaints. The committee agreed to continue to work on the supervision and complaint issue.

Policies and Procedures Committee: The Board reviewed draft application forms prepared by the Policies and Procedures Committee along with Ms. Parker. The Board discussed changes to the forms. Dr. Longwell moved to accept the changes discussed and issue the application packets. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Chovanec-yay, Brocato-yay and Longwell-yay.

Ad hoc Dual Regulation Workgroup: Dr. Longwell updated the board regarding the first meeting of the Dual Regulation Workgroup with the LSBEP. She reported that the Behavior Analyst's attorney was going to research a couple issues regarding the sharing of information in dual investigations and procedures.

Discussion Items:

1. **Review of Draft Opinion – Criminal Background Checks:** The Board reviewed the issue of the line technicians time requirement for Criminal Background Checks. The Board reviewed the draft opinion prepared by Ms. Parker. After careful review and consideration, Ms. Bellaci moved to accept the opinion with minor corrections. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovenac-yay.
2. **Official Seal:** The Board reviewed the sample seals submitted for consideration. Ms. Bradford moved to adopt the blue LBAB seal for official use. The motion passed unanimously.
3. **Website & Facebook page:** The Board discussed the creation of the Board's website. The Board agreed that the website would contain the laws, rules, and opinions of the board. It would also include the agendas and minutes. Ms Parker noted that the contract for services included 5 pages and she would work with Mr. Mallory on the website.
4. **Presentation at the October 2013 LABAA Meeting:** The Board discussed the upcoming presentation at the LABAA Conference. The Board agreed to handout application packets as well. Ms. Parker agreed to notice the meeting accordingly.

The meeting was adjourned at 5:20 p.m.