

**Louisiana Behavior Analyst Board**  
**BOARD MEETING MINUTES: November 5, 2013**  
**APPROVED: December 3, 2013**

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 1:08 p.m., Tuesday, December 3, 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 November 5, 2013 agenda. Dr. Longwell moved to accept the October 8, 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 October invoices. Ms. Chovenac moved to approve payment of the October invoices. The Board discussed the invoices. The motion passed unanimously. Ms. Chovanec presented the October financial report prepared by Valerie Dominique, CPA, to the Board for approval. The Board discussed the finances. Dr. Longwell moved to accept the October report. The motion passed unanimously. Ms. Chovanec updated the Board on the search for an investigator. Ms. Chovanec agreed to obtain additional information regarding the potential investigator. Ms. Brocato mentioned she would like to explore grants that may be available for the Board. The Board discussed grants. Ms. Brocato agreed to research appropriate grants and report back to the Board. Ms. Parker presented the Board with the deferral estimate due as of October 2013 to the LSBEP. She noted that the amount would increase because it did not include November or December. Ms Parker offered to schedule a meeting with the accountant for next month to set up and approve the budget. The Board discussed the budget and agreed to meet with the accountant.

**Jurisprudence Examination Committee:** Ms. Brocato moved to finalize the SCABA jurisprudence exam. The motion passed unaniomously. Dr. Zimmermann noted that he and Ms. Parker were finalizing the BA exam.

**Legislative Oversight Committee:** Ms. Bradford reported that in an effort to promulgate effective rules regarding supervision, the committee at the suggestion of Ms. Parker, had formulated a questionnaire regarding supervision of assistants and line technicians. Ms. Parker agreed to format the questionnaire and send it to all email addresses on file with the Board office with a deadline date of December 3, 2013. The Board reviewed and discussed the questionnaire. After careful consideration, the questionnaire was approved with minor changes.

**Complaints Committee:** Ms. Bellaci reported that the committee was continuing to research the complaints procedure and impaired policies of other boards. Ms. Bradford presented the Request for Investigation form and the Board discussed same. The Board also discussed issues that may arise during the complaint process including consent. Ms. Parker agreed to research the issues with the Board's advisory counsel.

**Policies and Procedures Committee:** Dr. Longwell reported to the group that she would revise the application packet for after January 1, 2013. Dr. Longwell also agreed to work on application policies and procedures for the Board office.

**Ad hoc: Dual Regulation Work Group** : Ms. Parker presented the Board with Board counsel advice regarding the sharing of information for investigations. The Board carefully reviewed the attorney's advice and research.

**Discussion Items:**

1. **Review of presentation at the October 2013 LABAA meeting:** The Board reviewed the presentation at the LABAA meeting. The Board carefully discussed the questions presented including inquiries regarding but not limited to: what students are exempt from licensure, should a line tech register with each supervisor in one practice and other issues including the application process. The Board decided to table the decision or clarification on the student issue until the future meetings when more information is available. The Board opined that in the meantime all inquiries can be addressed to the Board on a case-by-case basis for advice and guidance. The Board also agreed to clarify the process of registering line technicians at future meetings. However, the Board agreed that you cannot purchase "slots" for a line tech each year. You must register each individual line tech according to Act 351. The Board decided to research the issues presented, and answer them while promulgating rules and/or Board opinions in the future.

Ms. Chovenac moved to adjourn the meeting at 3:36 p.m. The motion passed successfully.