

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

BOARD MEETING MINUTES: January 17, 2017
(Approved February 21, 2017)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:56 p.m., Tuesday, January 17, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Emily Bellaci, Cassie Bradford, Scott Williamson, and Executive Director, Rhonda Boe. Phillip Griffin, Ph.D., LSBEP ex-officio member was absent.

A motion was made by Dr. Longwell to approve the agenda for the January 17, 2017 meeting. None opposed and the motion passed.

A motion was made by Ms. Bradford to approve the minutes of the December 13, 2016 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review legal matters, discuss applicant files, review renewals, and receive complaints committee update. None opposed and the motion passed.

Dr. Longwell closed Executive Session at 12:56 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 1.17/A, 1.17/B, 1.17/C and 1.17/D were reviewed and approved.

Behavior Analyst Applicant 1.17/E was reviewed and approved with Cassie Bradford abstaining from the vote.

Line Technician Applicants 1.17/2, 1.17/3, 1.17/4, 1.17/5 and 1.17/6 were reviewed and approved.

Line Technician Applicant 1.17/8 was reviewed and documents received were reviewed and deemed sufficient and applicant was approved.

Line Technician Applicant 1.17/7 was reviewed and discussed. Tabled until February meeting.

Line Technician Applicant 12.13/1 was reviewed and a motion was made to request more information. None opposed.

Line Technician Applicant 12.13/7 was reviewed and a motion was made to approve based on additional information received. None opposed.

Line Technician Applicants 1.17/1 and 12.13/8 were reviewed and a motion to approve and require monthly updates was made. None opposed.

Line Technician Applicant 10.16/H provided requested monthly update which was reviewed. Late Renewals received were reviewed and approved.

Complaints Committee:

The Complaint's Coordinator reported there was one complaint pending and nothing new to report.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP December invoice when the Entergy bill was received and added to the total. None opposed, motion passed. The board reviewed the reconciliation for December and noted no apparent discrepancies.

Ms. Boe was asked to research if it was best to open a savings account or another type of account and report back at next month's meeting.

Jurisprudence Committee:

The board discussed the Jurisprudence Exam previously approved and decided it would become effective immediately for any future candidates.

Legislative Committee:

The final Task Force recommendation submitted to the legislature was reviewed. Mr. Tuminello shared his notes from the last meeting of the Task Force and informed the board that if a proxy is sent in place of the designee for a vote, the designee must be changed prior to that date.

Policies and Procedures Committee:

The final draft of policy and procedures for Emergency and/or Extended Leave was reviewed and discussed. Ms. Bradford made a motion to approve and none opposed.

The draft of policy and procedures for Supervision Oversight being worked on by Dr. Longwell and Mr. Williamson was discussed. Discussion included substitutes being allowed to work a maximum of 8 hours without supervision requirements. The policy and procedures will be discussed further at next meeting.

Based on information Ms. Boe obtained during the FBI audit, the board discussed implementing new procedures for distribution of Criminal Background Check packets. Dr. Longwell made a motion to begin using the new process, Ms. Bellaci seconded the motion, none opposed and motion passed.

Continuing Education Committee:

Continuing Education reporting forms were reviewed by the committee. Forty-one were slated for audit and the reason listed. The reasons were lump sum conference hours, instructor or provider number missing, and/or same title/Instructor listed for several different months. Ms. Boe was directed to send the CEU Audit letter to each stating their reason. The documentation will be reviewed at the next meeting.

It was decided renewal forms for SCABA's need to be revised to include their original certification date and certificate number.

Supervision Oversight Committee:

Policy and procedures are being drafted. Topics such as recording forms, notification letters, time periods, and supporting documents were discussed. The draft will be reviewed for approval at the next meeting as well as discussion regarding the start date of audits.

Long Range Planning Committee:

No new report

Discussion Items:

All of Ms. Boe's items were discussed during the meeting

The April meeting was scheduled for April 11, 2017.

Dr. Longwell adjourned the meeting at 2:29 p.m.