

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

**BOARD MEETING MINUTES: February 21, 2017**  
*(Approved March 14, 2017)*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 1:05 p.m., Tuesday, February 21, 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, Phillip Griffin, Ph.D., LSBEP ex-officio member and Executive Director, Rhonda Boe.

A motion was made by Ms. Bellaci to approve the agenda for the February 21, 2017 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the January 17, 2017 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 and discuss applicant files, and review lapsed renewal requests. None opposed and the motion passed.

Dr. Longwell closed Executive Session at 1:05 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 2.17/A, 2.17/E, 2.17F, and 2.17/G were reviewed and approved.

Behavior Analyst Applicant 2.17/C was reviewed and approved with Emily Bellaci abstaining from the vote.

Behavior Analyst Applicant 2.17/B and 2.17/D were reviewed and approved pending completion of board mandated provision.

Assistant Behavior Analyst Applicants 2.17/H and 2.17/I were reviewed and approved.

Line Technician Applicants 2.17/1, 2.17/5, 2.17/7, 2.17/10, 2.17/11, 2.17/12, 2.17/13, and 2.17/14 were reviewed and approved.

Line Technician Applicants 10.16/1, and 12.13/1 were reviewed and documents received were reviewed and deemed sufficient and applicant was approved.

Line Technician Applicant 1.17/7 was reviewed and discussed. A decision will be made after an opinion/recommendation from Attorney General's Office is received.

Line Technician Applicant 2.17/3 was reviewed and a motion to require a minimum of monthly updates or upon receipt of new information was made. None opposed.

Line Technician Applicants 2.17/2, 2.17/4, 2.17/6, and 2.17/8 failed to provide additional documents requested. A motion was made that if information not provided by deadline for next meeting all will be revoked. None opposed.

Line Technician Applicant 2.17/9 was reviewed and a motion was made to revoke immediately. None opposed.

Line Technician Applicant 8.16/4 revocation was reviewed at the request of applicant. A motion was made to make no changes to previous revocation. None opposed.

Line Technician Applicant 2.17/15 was reviewed. A motion was made to approve if pending report matches information on file. None opposed.

Lapsed renewal requests with payment of renewal fee and late fees were reviewed. All were approved for renewal with the supervising LBA receiving a letter of education regarding renewals.

Behavior Analysts who were sent certified/return receipt letters notifying them of their lapsed status were reviewed. A motion to officially close these files and licenses as lapsed was made. None opposed and motion passed.

#### Complaints Committee:

The Complaint's Coordinator reported there was one complaint being investigated; one starting investigation and two waiting pending receipt of documents. The board discussed the option of hiring a complaint's coordinator and what qualifications would be required of candidates.

The board requested Ms. Boe to contact the Attorney General's office for an opinion/recommendation on Consent Orders.

#### Finance Committee:

Dr. Longwell made a motion to pay the LSBEP January invoice. None opposed, motion passed. The board reviewed the reconciliation and financials for January and noted no apparent discrepancies.

The board discussed and replied to audit questions presented by the Legislative Auditor's Office for the ongoing financial audit.

#### Jurisprudence Committee:

The board discussed the motion that previously passed requiring licensure and certification candidates to take the same Jurisprudence Exam. The Jurisprudence Exam was updated to reflect the exam's use for both.

#### Legislative Committee:

The board discussed what oversight exists for facilities that offer behavior analysis services. It was decided this type of oversight exists for practitioners and the board's oversight exists for protection of consumers.

#### Policies and Procedures Committee:

The board discussed the death of a Licensed Behavior Analyst and the process of transferring his line technicians to another Licensed Behavior Analyst. It was decided transfer forms would be

required with the transferring LBA noted as deceased and a signature from the clinic's owner authorizing the transfer to the new LBA.

The question was also presented of a short term (few days and/or few weeks) leave by an LBA and the supervision of said LBA's line technicians so client care interruption does not occur. Proper record keeping of the LBA assigned to supervise during the absence must be kept and the LBA who is on leave is ultimately responsible for that line technician even if LBA is on leave.

If a line technician is on a short term leave another line technician, not under the LBA's supervision, can be substituted for 8 hours maximum without a transfer.

Continuing Education Committee:

The documentation received as a result of the CEU audit was given to the committee for review. Notice of Compliance or Non-Compliance letters will be sent out in the next few weeks. Those who did not respond would be contacted by telephone and/or email to ensure audit request was received.

A letter received from an LBA regarding audit process was reviewed by the board.

Supervision Oversight Committee:

Policy and procedures, as well as forms, continued to be discussed and drafted.

Long Range Planning Committee:

No new report

Discussion Items:

Ms. Boe asked what would be proper procedure for discontinuation of a line technician if the LBA had reservations about the line technician applying to work at a different company. It was decided a letter should be sent with the discontinuation for the board to review and decide if to flag the line technician for board approval if any new applications are received.

Ms. Boe reported that the results of the election were being emailed simultaneously to the President of LaBAA and all board members in accordance with the terms of the MOU. The bios of the top 4 candidates would be forwarded to LaBAA so they could send request to the Governor to appoint two new board members, also in accordance with the terms of the MOU.

Ms. Boe attended an Executive Directors' Meeting where a presentation was made by the Office of Risk Management as to coverage for the board. She summarized the details for the board.

Ms. Boe gave the board an update as to how the new procedures for CBC packets were working. Board members said the feedback has been good.

Ms. Boe informed the board mileage reimbursements were on hold pending proper registration with the Office of State Property and Assessment.

Discussion was held about using online submittal for discontinuation forms. A few options were considered and research into the possibility will begin.

Board members were reminded to complete their annual on-line Ethics Training and file their Tier 2.1 Reports.

The May meeting was scheduled for May 9, 2017. The June meeting was scheduled for June 13, 2017.

Dr. Longwell adjourned the meeting at 3:00 p.m.