

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

**BOARD MEETING MINUTES: March 14, 2017**  
*(Approved April 11, 2017)*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:33 p.m., Tuesday, March 14, 2017 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, Phillip Griffin, Ph.D., LSBEP ex-officio member and Executive Director, Rhonda Boe. Scott Williamson was absent.

A motion was made by Ms. Bellaci to approve the agenda for the March 14, 2017 meeting, with one change. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the February 21, 2017 meeting, with one change. 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 12:33 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 3.17A, 3.17B, 3.17C, 3.17D and 3.17E were reviewed and approved.

Assistant Behavior Analyst Applicant 3.17F was reviewed and approved.

Line Technician Applicants 3.17/1 was reviewed and more information is required.

Line Technician Applicants 3.17/2 and 3.173 were reviewed and denied.

Line Technician Applicant 3.17/4 did not provide requested documents and was revoked.

Line Technician Applicant 3.17/5 was reviewed and revoked.

Line Technician Applicants 3.17/9 was reviewed and approved.

Line Technician Applicants 2.17/2, 2.17/3, 2.17/4 and 2.17/6 provided additional documents requested. Documents deemed sufficient and registration continues uninterrupted.

Line Technician Applicant 2.17/9 provided additional documents requested and was approved to continue uninterrupted with updates.

Line Technician Applicant 1.17/7 had final review, approved with letter of education.

Line Technician 3.17/6 had a lapsed renewal requests with payment of renewal fee. It was reviewed and approved upon receipt of late fee payment.

Line Technician 3.17/7 which was discontinued was reviewed and flagged

Behavior Analyst 3.17/8 request to be reinstated was reviewed and a final decision will be made upon receipt of all pertinent documents.

Dr. Longwell reopened Executive Session at 12:36 p.m. for the board to hear the recommendation from the Attorney General's office concerning an applicant and a pending complaint. Dr. Longwell closed Executive Session at 12:40.

Complaints Committee:

The Complaint's Coordinator reported there one complaint ended the investigation phase and would move to an informal hearing. A second complaint had the initial notification letter mailed. A third complaint received was being reviewed. There is also a fourth complaint which is still pending receipt of certain documents.

Ms. Bellaci made a motion to approve the Attorney General's recommendation to withhold a decision on a licensure application until the conclusion of a pending complaint. None opposed and the motion passed.

The board reviewed and discussed the Attorney General's recommendation that any and all Consent Orders are decided on a case by case basis and no decisions lends itself open to have a previous Consent Order rescinded

The Ethics Board has tentatively placed a request by the Board allowing a past board member to apply for the newly created Complaints Coordinator position on the agenda for April 21, 2017. If the board wants to appear they will notify the Ethics Board. The board answered the questions posed by the Ethics Board attorney relative to the request.

Ms. Bellaci informed the board that policy and procedures need to be drafted for the position of Complaints Coordinator and the handling of complaints. Also qualifications for the position were discussed and it was decided the person must be a licensed behavior analyst in good standing, with experience working as a behavior analyst.

Dr. Longwell moved that the agenda order be changed to participate in a conference call that falls under the Supervision Oversight Committee. None opposed.

Supervision Oversight Committee:

The board participated in a phone conference with an LBA to discuss application process, completion of forms, and timelines for hiring and training line technicians. Direction and guidance was provided in correct completion of forms and recordkeeping.

Discussion will be held at the next board meeting to set a start date for supervision audits to begin.

Finance Committee:

Ms. Bradford made a motion to pay the LSBEP February invoice. None opposed, motion passed. The board reviewed the reconciliation and financials for January and noted no apparent discrepancies. The reconciliation was dated and signed by preparer and signed by Finance Committee Chair, Ms. Bellaci, indicating board approval.

The board reviewed the draft of the audit findings from the Legislative Auditor's office. Responses to the three findings will be drafted by Ms. Boe. The board will concur with two of the three findings and provide documentation to dispute items in the third finding and concur with the remaining items.

A decision regarding the unsecured funds in the board account was reached. Ms. Boe will arrange for these funds to be transferred to a savings account and advise Ms. Bradford if her signature is necessary to do this transfer.

The board reviewed the insurance coverage provided by the Office of Risk Management. Ms. Boe was asked to request that the ORM indicate what section the coverage for board members falls under. ORM informed the board Professional Liability falls under the General Liability Coverage. Ms. Bellaci made a motion to authorize Ms. Boe to request insurance coverage and pay the premiums associated with the board assets. None opposed and the motion passed.

The board reviewed the request in Senate Resolution No. 10 to disclose financials to the State so a review could be conducted to determine if the board could help contribute to the State's current budget crisis. The board will comply with the request when the template is received. Board members discussed and agreed that the costs of pending complaints would prohibit the board from being financially able to contribute. The pending complaints also presented the need to contract with a Complaints Coordinator and possibly an additional administrative employee to help the Executive Director.

Jurisprudence Committee:

No new business to report.

Legislative Committee:

Ms. Bradford made a motion to make minor changes to the current rules for Continuing Education. The motion passed and none opposed. Ms. Bradford will provide Ms. Boe with the changes so re-promulgation of those rules can be opened. The board will review changes at the next meeting.

The board reviewed information sent by FARB Executive Director and General Counsel concerning consolidation of regulatory boards and antitrust issues. The documents were arguments against these issues that are being brought up in several different states.

Policies and Procedures Committee:

Discussion was held about location site of supervision being included on supervision audit forms. Policies and procedures for Supervision Audits should be completed for the next meeting.

Ms. Bellaci will begin drafting the policies and procedures for the Complaints Coordinator position and the Complaints.

Continuing Education Committee:

The committee presented a report from the audits. Numbers C001- C027 were in compliance and will receive letters informing them. Numbers N001 – N004 were found to be in non-compliance and would be sent letters advising of the lacking documentation and a thirty-day timeline to comply as well as notification that they will automatically be audited again next reporting period.

Four other audits are still in question and research is being determined to answer those questions. When the approval of those hours is confirmed or denied, those individuals will be notified.

Ms. Boe will use the Compliance and Non-Compliance letters drafted with policies and procedures. Ms. Bradford will draft letters for the others and send them to Ms. Boe.

Long Range Planning Committee:

No new report

Discussion Items:

Ms. Boe advised the board certificates for Behavior Analysts and Assistant Behavior Analysts needed to be reordered. Dr. Longwell made a motion for Ms. Boe to order certificates. None opposed and the motion passed.

Ms. Boe will continue looking into online payment options and an updated discontinuation procedure.

Dr. Longwell adjourned the meeting at 2:54 p.m.