

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

BOARD MEETING MINUTES: April 12, 2016
(Approved May 3, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:02 p.m., Tuesday, April 12, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Ellen Brocato, Kathy Chovanec, Darla Burnett, Ph.D., MP, and Executive Director Rhonda Boe. Assistant Attorney General Shannon Dirmann was present for Legislative Committee meeting and report.

A motion was made by Emily Bellaci to approve the agenda for the April 12, 2016 meeting. The motion passed unanimously.

The Board reviewed the minutes from the March 15, 2016 meeting. A motion was made by Dr. Longwell to accept the minutes. The motion passed unanimously.

Pursuant to LSA R.S. 42:6.1(4), Ms. Bradford moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed unanimously.

Ms. Bradford closed Executive Session and reported the following:

Credentials Review Committee:

Behavior Analyst Licensure Applicants 4.12/A, 4.12/B and 4.12/C were reviewed and approved.

Assistant Behavior Analyst Certification Applicant 4.12/D was reviewed. Dr. Longwell reported that more information was required before approval would be recommended. The application was reviewed and discussed by the board. Dr. Longwell made a motion to request additional information and review the file at the May meeting. The motion passed unanimously.

Line Technician Applicant 4.12/1 was reviewed. Ms. Brocato made a motion to send a letter requesting the board receive updates and the line technician's registration status continue without change at this time. The motion passed by roll call vote as follows: Bradford-yay, Longwell-yay, Chovanec-yay, Brocato-yay, and Bellaci-abstained.

Line Technician Applicant 4.12/2 was reviewed. Ms. Chovanec made a motion that the applicant be approved. The motion passed by roll call vote as follows: Longwell-yay, Bellaci-yay, Chovanec-yay, Brocato-yay, and Bradford-abstained.

Complaints Committee:

Complaints Coordinator, Dr. Longwell, updated the board on pending complaints. Discussion was held about mandatory reporting to CPS and jurisdiction over school district employees.

Finance Committee:

Ms. Brocato made a motion to pay the LSBEP March invoice. The motion passed unanimously.

The 16/17 FY budget was reviewed and discussed. Dr. Longwell made a motion to approve the budget. The motion passed unanimously.

Jurisprudence Committee:

Ms. Chovanec presented the combined Jurisprudence Exam for LBA and SCaBA's for review. Recommendations were made for changes. Discussion was held considering the E Strategy Online services for issuance of the exam. The board requested an online demonstration for next month's meeting and Ms. Chovanec will contact E Strategy to provide that resource.

Legislative Committee:

Ms. Dirmann gave opinion on removal of a board member. Ms. Dirmann's recommendation last month concerning reporting of Credential Reviews was utilized and she reviewed and approved. Language for cease and desist letters was reviewed and approved. Ms. Dirmann would send the board additional information on open meeting laws. Ms. Dirmann would work on submitting a contract to the board for the 16/17FY.

Ms. Boe advised Promulgation of Supervision Guidelines is on schedule and CEU Promulgation has begun.

Policies and Procedures Committee:

Ms. Bellaci's revised Opinion for Exempt Students was reviewed. Dr. Longwell motioned to approve based on changed and post on website under opinions. The motion passed unanimously.

The new form for "Change in Line Tech Supervision Within Same Company" was reviewed. Recommendations for changes were made and a revised form will be presented at next month's meeting.

Policy and procedures for Applications was reviewed. Recommendations were made and an accommodations statement will be added for review at next month's meeting.

Reinstatement policy and procedure for renewals was discussed. Revisions will be made and an updated version will be reviewed at next month's meeting.

Scenarios concerning possible questions that could arise for Supervision Guidelines of Registered Line Technicians was completed and posted to the website.

Continuing Education Committee:

Ms. Bradford gave a summary of the draft of the audit process for CEU's. Discussion was held on the audit process, i.e., how chosen, what percentage mandatory, what percentage random, etc. Also discussed was how an LBA would be notified of an audit, what they would be required to provide, and what possible actions would be taken if not in compliance.

Long Range Planning Committee:

No new report

Discussion Items:

A question from an LBA regarding insurance providers using out of state BCBA's, not licensed in Louisiana, to review and make recommendations on treatment in this state was discussed. Board members plan to attend a training workshop where this may be addressed. Board may also refer question to AAG to see if there is previous precedent to require out of state BCBA's acting in this capacity to be licensed in the state where they are giving opinions.

Executive Director Report:

Discussion was held concerning counter offer for sharing LSBEP Administrative Assistant for 20 hours per month. Board decided not to accept at this time but may revisit the proposal at a later date. Discussion was held regarding MOU with LSBEP. Changes suggested were to extend the MOU for longer than 6 months as either party can terminate with 30 days written notice and to change the one time user fee for new shared furniture or office equipment from 50% to 25%. These changes will be sent to LSBEP for review.

Discussion was held concerning request from Medicaid to obtain address and phone numbers of LBA's to do outreach. Board decided it would be open to having Medicaid send a letter with their contact information and forwarding it to all LBA's giving them the option to contact. Ms. Boe would relay this message to Medicaid.

Future New Business:

Meeting date for May was changed and future dates were scheduled as follows:

May 3, 2016

June 7, 2016

July 12, 2016

August 16, 2016

Ms. Bradford adjourned the meeting at 3:25 p.m.