

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

BOARD MEETING MINUTES: June 7, 2016

(Approved July 12, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:20 p.m., Tuesday, June 7, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Kathy Chovanec, Ellen Brocato, Darla Burnett, Ph.D., MP, and Executive Director Rhonda Boe.

A motion was made by Dr. Longwell to approve the agenda for the June 7, 2016 meeting. The motion passed unanimously.

The Board reviewed the minutes from the May 3, 2016 meeting. A motion was made by Dr. Longwell to accept the minutes, with changes. The motion passed by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Chovanec and Brocato-abstained.

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 6.7/A, 6.7/B, 6.7/C, 6.7/D and 6.7/E were reviewed and approved.

Assistant Behavior Analyst Certification Applicant 6.7/F was reviewed. One reference letter was incomplete. The Board instructed Ms. Boe to mail it back for completion. The file is pending until that information is received and reviewed. Board approved the certification if reference letter meets criteria.

Line Technician Applicant 3.16/6 was reviewed again as additional information requested was received. Applicant was approved.

Line Technician Applicant 5.3/1 was reviewed. The board had requested and received more information. Due to inconsistencies, the applicant was not recommended for approval at this time. The Board instructed Ms. Boe to invite application to the July 12, 2016 meeting to explain the inconsistencies.

Line Technician 6.7/1 was reviewed as additional information requested was received. Board approved the registration to continue without change.

Line Technician Applicants 6.7/2 and 6.7/3 were reviewed and approved.

Line Technician Applicants 6.7/4, 6.7/5 and 6.7/7 were reviewed. Pending receipt of the last document required for each file and provided the information matches, the Board instructed Ms. Boe these applicants are to be approved at that time.

Line Technician Applicant 6.7/6 was reviewed and applicant is to be notified additional information is required for review at next month's meeting.

Line Technician 6.7/8 was reviewed. It was noted applicant needed more time to provide the requested documents. File will be reviewed at next month's meeting.

Line Technician 6.7/9 was reviewed. Numerous attempts have been made to contact applicant. An email and certified letter will be sent to applicant. If documents not received by July 5th deadline for July 12, 2016 meeting, registration will be revoked.

Complaints Committee:

Complaints Coordinator, Dr. Longwell, updated the board on number of pending complaints.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP April invoice once the Entergy bill is received. The motion passed unanimously.

The Engagement Agreement received by the Board from the Legislative Auditor's office for the pending audit was reviewed. It states the Auditor's office plans to begin the procedure no later than July 15, 2016 with an anticipated fee not to exceed \$1,500.00 with the assumption there are no unexpected circumstances.

Ms. Boe formally introduced Ms. Jaime Monic, Executive Director of LSBEP to the Board. The MOU was discussed. Dr. Longwell made a motion to accept the proposed MOU between LBAB and LSBEP. The motion passed unanimously.

Jurisprudence Committee:

It was noted that the Policy and Procedures for the Jurisprudence Exam were approved March 8, 2016. The new combined Jurisprudence Exam for BA's and SCaBA's is complete. It will not become effective until a demonstration from E-Strategy can be scheduled so the Board can make a final decision as to issuance of the Jurisprudence Exam being available online. If this is approved, a Master List of Questions will be required to shuffle the exam questions. A final draft of the Master List is being compiled.

Legislative Committee:

Ms. Boe informed board Notice of Intent for Promulgation of Supervision Guidelines did not receive any comments. Notice of Intent for Continuing Education and Ethical Standards had their first publications on May 20, 2016. Ms. Boe asked for approval to pay the invoices incurred for these filings. Dr. Longwell made a motion to pay these invoices. The motion passed unanimously.

Ms. Brocato will send a list of pending legislative issues to Dr. Longwell as her tenure will end next month.

Senate Concurrent Resolution No. 65 passed. The Board received notice that a member of the LBAB board will need to be appointed to a task force which shall review current law on professional healthcare licensing board oversight by the Department of Health and Hospitals and make recommendations to the legislature on laws required to ensure compliance. Ms. Bradford was appointed to the task force with Dr. Longwell and Ms. Bellaci to serve as proxies if needed.

Grant Gauthreaux, President of LaBAA was unable to attend the meeting and will be invited to the board's next meeting for further discussion of the BESE/Dept. of Education committee to study boundaries, duties, supervision, etc.

Policies and Procedures Committee:

Reinstatement policies and procedures for renewals with revisions passed at last month's meeting with revisions were completed by Ms. Bellaci and reviewed. It was clarified that a license/certificate/registration is lapsed until payment of the renewal and late fee and approval by the board is made. Also noted, if anyone is lapsed for 2 years the person must reapply.

Ms. Bellaci made revision to the Application policies and procedures to state all signatures must be originals. This policy and procedure was approved at last month's meeting with changes. It was decided the forms would not contain clause for accommodations, only the website.

Ms Bellaci made revisions to policies and procedures for "Change in Line Tech Supervision Within Same Company" approved at last month's meeting with changes. Ms. Boe will update form and upload to website. It was noted that the allowance of multiple transfers of a Line Technician within the same company was previously done as a courtesy. The new forms will state only one transfer, per Line Technician, per calendar year as reflected in the approved policies and procedures.

Discussion was held concerning the MOU between LBAB and LaBAA for voting for new board members be revised as open-ended unless amendments and/or revisions become necessary.

Ms. Bellaci moved to create a Supervision Oversight Committee for Supervision audits. The motion passed unanimously. Committee members are Chair-Ms. Brocato and Co-Chair-Ms. Bradford. Ms. Brocato will draft the purpose of this committee.

Discussion was held concerning the drafting of formal policies and procedures for Accounting Procedures. Dr. Longwell made a motion that the Finance Committee draft said policies and procedures. The motion passed unanimously. Committee members are Dr. Longwell and Ms. Bellaci.

Continuing Education Committee:

Ms. Bradford composed template letters for notice of audit, compliance and non-compliance. These letters were reviewed and discussed. Ms. Bradford will make revisions for next meeting.

Long Range Planning Committee:

Updated reference binders and binders for new members need to be compiled.
Formal Policies and Procedures for Employees needs to be created.
Training in Open Meeting Laws and Tier 2.1 and Ethics needs to be completed by new members.

Executive Director Report:

Ms. Boe informed board she was working on having contracts approved by OSP. All other discussion items were brought up during the meeting.

Ms. Bradford adjourned the meeting at 2:33 p.m.