

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

BOARD MEETING MINUTES: September 13, 2016
(Approved October 18, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 1:27 p.m., Tuesday, September 13, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Cassie Bradford, Scott Williamson and Executive Director Rhonda Boe. Emily Bellaci and Phillip Griffin, Ph.D., LSBEP ex-officio member were absent. LSBEP Executive Director, Jaime Monic, was present for Legislative Committee meeting in Dr. Griffin's place.

The board welcomed new member, Scott Williamson, and guest Rene Huff.

A motion was made by Ms. Bradford to approve the agenda for the September 13, 2016 meeting. None opposed and the motion passed.

A motion was made by Ms. Bradford to approve the minutes of the July meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the August 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 and discuss applicant files. None opposed and the motion passed.

Dr. Longwell closed Executive Session and reported the following:

Credentials Review Committee:

Behavior Analyst Licensure Applicants 8.16/B and 9.16/A were approved for licensure.

Line Technician Applicant 5.3/1 was present at meeting to explain inconsistencies. The board took the matter under advisement and will seek opinion for Attorney General's office.

Line Technician Applicant 6.7/8 was reviewed again, additional documents requested were not received. Board advised Ms. Boe to request a detailed timeline of her attempts to obtain said documents. Mr. Williamson abstained

Line Technician Applicant 6.7/9 was reviewed and revoked for failure to respond after numerous attempts.

Line Technician Applicant 3.16/11 provided update as requested. Board reviewed.

Line Technician Applicant 7.12/11 (8.16/5) submitted additional documents requested and was approved.

Line Technician 8.16/4 was reviewed and the board directed Ms. Boe to obtain additional documents and more detailed explanation by next board meeting. Administrative revocation remains in place until further review.

Line Technician Applicant 8.16/8 final document was received, reviewed and board approved.

Line Technician Applicant 8.16/10 was to provide documents. No documents received. Applicant's file is tabled if and until requested documents are received.

Line Technician Applicant 8.16/13 was reviewed and approved if final document matches.

Line Technician Applicants 9.16/1 and 9.16/2 provided requested information and were approved to continue.

Line Technician Applicant 9.16/3 was given timeline to provide documents previously requested or be revoked.

Line Technician Applicants 9.16/4, 9.16/5, 9.16/6 files were reviewed and approved.

Line Technician Applicant 9.16/7 and 9.16/8 were approved on condition that when the final document is received it matches information provided. Mr. Tuminello abstained on 9.16/8.

Complaints Committee:

Dr. Longwell asked Ms. Boe to draft a letter to a complainant to advise of status.

Finance Committee:

Ms. Bradford made a motion to pay the LSBEP September invoice. None opposed, motion passed. The board reviewed financial statements for August and noted no apparent discrepancies. Ms. Boe paid out of pocket for office supplies and Dr. Longwell made a motion to reimburse her. None opposed and the motion passed. The board is considering per diem/mileage for members. This would require a Fleet Manager and several documents from board members. Ms. Boe will let them know at next meeting what is necessary. Stipends are prohibited in the rules.

Jurisprudence Committee:

A master list of combined questions for LBA and SCABA exam was started by former board member Ms. Chovanec. These questions will be forwarded to Mr. Tuminello for completion. Board will still look into using E-Strategies to administer exam.

Legislative Committee:

Board reviewed and answered questions for Taskforce on Meaningful Oversight. Ms. Monic of the LSBEP was present and shared their findings. Ms. Boe will compose and submit the answers and attend the meeting on September 26, 2016 with Ms. Bradford.

Policies and Procedures Committee:

A draft of policy and procedures for Accounting Procedures will be worked on by Dr. Longwell and Ms. Bellaci. A draft of policy and procedures for Supervision Oversight will be worked on by Dr. Longwell and Mr. Williamson. Ms. Boe will work on completing the Employee Handbook. Department of Education response to the board's letter was reviewed. The board will call a special meeting to review the changes being proposed to BESE State Bulletin 746. If attendance is warranted at the Special Education Advisory Panel meeting, Dr. Longwell will

attend. Ms. Bradford will serve as 2nd liaison if Dr. Longwell is unavailable. Mr. Tuminello will work on a draft of policies and procedures for Record Retention.

Continuing Education Committee:

No new report.

Supervision Oversight Committee:

Policy and procedures are being developed.

Long Range Planning Committee:

Pending legislative issues will need to be addressed.

Discussion Items:

- 1) Ms. Bellaci is the LaBAA liaison. Ms. Bradford will serve as 2nd liaison in the event Ms. Bellaci is unavailable. Call for nominations needs to be distributed. Ms. Bradford will work on the details.
- 2) Emergency supervision will be required on a case by case basis. The board presently has such a case. It was reviewed and Ms. Boe was directed to send the LBA a letter granting temporary supervision of the LBA's line technicians to another LBA in the office for a specific length of time. The LBA must send in a list of the names of the Line Technicians and both LBA's must sign indicating the temporary transfer of supervision during the emergency. If an additional amount of time is required, the request must be submitted in writing for board review.
- 3) Ms. Boe requested a change in the days for picking up CBC packets. The board informed her she could adjust the schedule as needed. LBA's will be notified when the change is confirmed.
- 4) Ms. Boe had a request to order business cards. Mr. Tuminello made a motion for Ms. Boe to order business cards. None opposed and the motion passed.
- 5) Ms. Boe asked if there was any policy or procedure prohibiting her from sending verifications by email. The board informed her there were none.
- 6) Ms. Boe inquired if business checks could be accepted for supervision transfers within the same company. Dr. Longwell made a motion to accept business checks for transfers. None opposed and the motion passed.

Next meetings scheduled for October 18, 2016, November 15, 2016, and December 13, 2016.

Dr. Longwell adjourned the meeting at 3:30 p.m.