

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

BOARD MEETING MINUTES: January 12, 2016
(Approved 02-16-16)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:00 p.m., Tuesday, January 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.

A motion was made by Emily Bellaci to approve the agenda for the January 12, 2016 meeting noting 2 corrections to be made for next month's agenda. The corrections being replacing the name Parker with Boe under Credentials Review Committee and adding the word "Working" to lunch break. The motion passed by unanimous roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

The Board reviewed the minutes from the December 15, 2015 meeting. A motion was made by Dr. Longwell to accept the minutes with changes. The motion passed by unanimous roll call vote.

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 applicant April Eiswirth was approved as of January 12, 2016.

Assistant Behavior Analyst Certificate candidate Philip Brocato was approved as of January 12, 2016.

Line Technician applicant Clara Bausa was reviewed and approved.

Line Technician renewal for Tiffanie Cannon was approved.

Ms. Brocato made a motion to approve Behavior Analyst Renewals received by December 31, 2015. The motion passed unanimously.

Letter requesting late fee will be sent to those received after deadline. Certified letters will be sent to Behavior Analysts who have lapsed advising they are lapsed and not to practice as a behavior analyst in the State of Louisiana. They will be given the opportunity to renew with a late fee by January 31, 2016. Any received after that date will be subject to board review for approval. A list of Line Technicians who have lapsed will be compiled. This list will be sent in a mass email to all Behavior Analysts.

Any new arrest reports received on Behavior Analysts, Assistant Behavior Analysts, and Registered Line Technicians will result in letter being sent requesting more information.

Complaints Committee: Response not received from Attorney General's office. Ms. Boe to contact.

Finance Committee: Dr. Longwell motioned to pay the December LSBEP invoice. The motion passed unanimously.

Lunch for meeting can no longer be picked up by Ms. Boe who will be taking minutes. Decision to make pre-orders for delivery was discussed as well as Board paying for lunch. Dr. Longwell made a motion to accept this change. The motion passed unanimously.

A money order in last deposit unaccounted for by the bank resulted in discussion about the Board looking into card payment options online. Ms. Boe will contact Teknarus for a quote on adding this pay feature to website.

Jurisprudence Examination Committee: The Texas LCP Board has online Jurisprudence. Ms. Chovanec will research as option for Licensed BA's to keep them updated on changes and possibly earn Continuing Education credits.

Ms. Chovanec's revisions to Jurisprudence Exam with the updated Supervision Guideline rules was reviewed and discussed. All board members will be sent the exam to take as a test run and bring to the next meeting to ensure all questions are clear.

Policies and procedures for Jurisprudence Exam will add the Exam can be picked up and dropped off by the applicant only, with an appointment. A form will be prepared for pick-ups documenting all pertinent information and requiring signatures. Ms. Chovanec will forward board members the revised Policies and Procedures for Jurisprudence Exam for feedback at next meeting.

Legislative Oversight Committee: No response received from attorney general's office and cannot move forward on those items without recommendations. Ms. Boe will contact him.

The final draft of the Supervision Guidelines was reviewed. Ms. Bellaci moved to accept the Supervision Guidelines with changes. The motion passed unanimously.

Several rules are ready for promulgation. Ms. Boe will begin working on these.

A reminder will be sent to BA's regarding the Call for Nominations deadline of January 23, 2016 postmark. Ms. Bradford will meet with LaBAA to open the nominations. She will call Mr. Gautreaux and Ms. Boe to set up a meeting at the LBAB office.

An author for a bill to make some minor changes to the laws needs to be contacted. This is tabled until February.

Policies and Procedures Committee: A new flow chart was created for posting to the website.

Board decided if an applicant checks yes to any arrest but does not provide documentation, an explanation will be required before registration even if the background check comes back clear.

Ms. Boe will continue working on a Policy/Procedures Handbook for employees.

Line Technician Certificates will now be half page instead of the whole page presently used.

Continuing Education Committee: Ms. Bradford and Ms. Bellaci will work on audit process for Continuing Education hours.

Long Range Planning Committee: No new reports.

Future New Business: Dates were set for future meetings as follows:

March 15, 2016

April 12, 2016

May 10, 2016

Ms. Bradford moved to adjourn the meeting at 2:00. The motion passed unanimously.