

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

BOARD MEETING MINUTES: January 15, 2019
(Approved February 15, 2019)

Committee meetings began at 9:30 a.m. (Several members arrived early to begin reviewing the CEU reporting forms with the CEU committee members).

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Scott Williamson at 10:45 a.m. on Tuesday, January 15, 2019 at 4334 S. Sherwood Forest Blvd., Suite C-175, Baton Rouge, Louisiana 70816. Present were Board Members: Scott Williamson, Lloyd Boudloche, Jr., Ed.D., Renee Cole, Alfred Tuminello, Jr., Calvin Cryer, and Executive Director Rhonda Boe. Courtney Wright was absent.

A motion was made by Mr. Cryer to approve the agenda for the January 15, 2018 meeting, with one typographical correction. None opposed and the motion passed.

Mr. Tuminello made a motion to approve the November 13, 2018 and December 11, 2018 minutes. None opposed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Williamson moved to enter Executive Session at 11:00 to review and discuss Complaint Committee and Credential Review files. None opposed and the motion passed.

Mr. Williamson closed Executive Session at 12:18 p.m. and reported the following:

Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1- Board attorney and respondent attorney will discuss.
- 2 – Investigation is ongoing and interviews are being reviewed.
- 3 – No change in the complaint where a compromise was reached and the board completed its portion but is still waiting on respondents to complete their portion.
- 4 - New complaint received. Notice letter will be sent.
- 5 - New complaint has been mailed to board office.

The board reviewed and discussed revoking a line technician for an issue that has come to their attention. Ms. Boe will refer to the board attorney for his opinion on how to proceed.

Credentials Review Committee:

Behavior Analyst Applicants 1.19/A, 1.19/B, 1.19/C, and 1.19/D were reviewed and approved for licensure.

State Certified Behavior Analyst Applicant 1.19/E was reviewed and approved for certification.

Line Technician Applicants 1.19/1, 1.19/2, 1.19/3, 1.19/5, 1.19/6, 1.19/7 and 1.19/12 were reviewed and approved.

Line Technician Applicants 1.19/10, 1.19/11, and 12.18/9 were reviewed and require additional documentation and/or explanation.

Behavior Analyst 11.18/4 was reviewed and approved to continue with monthly updates.

Line Technician Applicants 1.19/4, 11.18/4, 2.18/4, 6.19/10, 5.17/8 and 12.18/10 were approved to continue registration uninterrupted and continue sending updates.

Line Technician Applicant 1.19/8 was denied.

Line Technician Applicant 1.19/9 was given more time to supply requested documents.

Line Technician Applicant 10.18/2 and 7.18/12 was to be reviewed but a discontinuation form was received. Applicant will require board review if the individual submits another application in the future.

Line Technician Applicant 7.18/12 was closed due to lack of response. Applicant will require board review if the individual submits another application in the future.

Finance Committee:

Mr. Boudloche made a motion to pay the LSBEP December invoice. Financials for December will be reviewed at the February meeting.

The board reviewed the proposed FY 2019/20 budget. A motion was made by Mr. Williamson to give temporary student worker a .50 raise. None opposed. A motion was made by Mr. Williamson that Ms. Boe hire a temporary worker through an agency for 4 – 5 hours per day. None opposed. Ms. Boe advised more office equipment may be required with the increased staff. Mr. Tuminello moved that \$5,000.00 be added to the proposed budget for FY 19/20. None opposed. Ms. Boe requested to look into an online licensing system and add \$50,000 to acquisitions. She added this could eliminate the need for hiring additional staff but was unsure of the cost and was estimating. Ms. Cole moved that this line item be added and Ms. Boe begin getting quotes. Mr. Boudloche moved that the proposed FY 2019/20 budget be adopted with changes added to cover the increases passed at the meeting. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Work will begin on legislation to set board member term lengths inadvertently erased in legislation passed in the last session.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

The committee reported all renewals had their CEU Reports reviewed. Ms. Boe was given the ones who would require audits. Audit letters will be sent to those who require review and/or in non-compliance.

Supervision Oversight Committee:

Process will be reviewed at February 15, 2019 meeting.

Long Range Planning Committee:

The board discussed the Long Range Planning/Board meeting scheduled for February 15, 2019. The meeting will be open to the public from 9:00 to 12:00 followed by a board meeting with only credential reviews, complaints update and financials. Ms. Boe will send invite to all LBAs. Based on RSVP she will plan accordingly with casual breakfast choices. The board is required by new legislation passed to receive public comment on rules within five (5) years. The board had already planned this long range meeting to review laws and rules for any changes to support best practice standards. Each board member was assigned a section of the rules and will review for any changes, if necessary, and to receive comments at the meeting. The board hopes individuals take time to share their comments.

Renewals:

Mr. Williamson signed the letters to be sent to all behavior analysts and assistant behavior analysts who have lapsed. These individuals were previously notified by email.

Two line technician renewals submitted required review. After discussion, the board voted as follows:

- 1) Fine of \$50.00 per month for 10 months would be required and then new application on line technician would be processed. Call for action vote as follows: Williamson – yay, Boudloche – yay, Tuminello – nay, Cole – yay, and Cryer – yay. Mr. Tuminello expressed his opinion that it should be a disciplinary action.
- 2) Fine of \$50.00 per month for 2 months, a registration fee and application be submitted for 2018. Call for action vote as follows: Williamson – yay, Boudloche – yay, Cole – yay, and Cryer – yay. Mr. Tuminello abstained.

Executive Director's Report:

Ms. Boe and Mr. Tuminello will attend the FARB Conference in New Orleans at the end of January.

Ms. Boe provided correspondence from BACB Regulatory Authority Information Exchange. This will provide regulators with current information about BACB standards and actions. The correspondence included the fact that 30 states now regulate behavior analysis with New Jersey and Pennsylvania both having licensure bills pending in their respective legislatures.

An ethics question was posed by a line technician. The board discussed and an answer will be sent which will also include the fact that information provided does not absolve the chance of an ethics issue being brought up in the future.

The board reviewed a question about accepting official transcripts from World Education Services when university is located out of the country, as it often takes several months to obtain from the university. Mr. Boudloche moved to accept transcript through the 3rd party provider. None opposed.

Mr. Williamson adjourned the meeting at 3:43 p.m.