

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

BOARD MEETING MINUTES: October 10, 2017
(Approved November 14, 2017)

Committee meetings began at 9:30 a.m. Working board lunch began at 11:45 p.m. and ended at 12:13 p.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Alfred Tuminello at 12:13 p.m., Tuesday, October 10, 2017 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Alfred Tuminello, Jr., Jennifer Longwell, Ph.D., Lloyd Boudloche, Jr., Ed.D., Renee Cole, and Executive Director Rhonda Boe. Scott Williamson arrived at 11:15 a.m. Jesse Lambert, Ph.D. was absent.

A motion was made by Dr. Longwell to approve the agenda for the October 10, 2017 meeting. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the minutes of the September 12, 2017 meeting. None opposed and the motion passed.

New board member Lloyd Boudloche, Jr., Ed.D. was welcomed. Dr. Longwell explained the committees and positions. The board discussed the filling of these positions. Mr. Tuminello moved to approve the following committee assignments. None opposed.

Complaints Committee – Chair Longwell, Vice Chair Lambert
Finance Committee – Chair Williamson, Vice Chair Boudloche
Jurisprudence Exam Committee – Chair Longwell, Vice Chair Williamson
Legislative Oversight Committee – Chair Williamson, Vice Chair Tuminello
Policies and Procedures Committee – Chair Tuminello, Vice Chair Cole
Continuing Education Committee – Chair Cole, Vice Chair Boudloche
Supervision Oversight Committee – Chair Longwell, Vice Chair Cole

Pursuant to LSA R.S. 42:6.1(4), Mr. Tuminello moved to enter Executive Session to review and discuss applicant files at 12:28 p.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 12:59 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 10.17/A, 10.17/B, 10.17/C, 10.17/D, 10.17/E, and 10.17F were reviewed and approved

State Certified Assistant Behavior Analyst Applicant 10.17/G was reviewed and approved.

Line Technician Applicants 10.17/1 and 10.17/3 were reviewed and approved.

Line Technicians 10.17/6, 10.17/7 and 9.17/5 were reviewed and approved to continue without interruption.

Line Technician Applicants 10.17/4 and 10.17/5 were reviewed and approved pending receipt of results and only if the information matches exactly.

Line Technician Applicant 10.17/2 was deferred to next meeting with request for more documentation.

Line Technician Applicant 10.17/8 was approved to continue until next meeting pending receipt and review of additional documentation.

Line Technician Applicant 3.17/3 made a request in response to letter requesting more documentation which was approved. Applicant will be reviewed again pending receipt of documents.

Complaints Committee:

The complaints coordinator reported there were presently five open complaints.

1 – Re-noticed with updated alleged violations. Next phase – discovery.

2 – Complaints coordinator recommended sending letters to complainant and respondent advising the investigation revealed evidence that was circumstantial and not disciplinary action founded. Complainant to be advised to adhere to rules, regulations, policies and procedures regarding the claims made and should further complaints related to these be brought it would reopen this complaint. Respondent to be advised of outcome and commended for bringing the situation to boards' attention. Mr. Tuminello asked for a call to action vote which resulted in the following: Longwell – yay, Boudloche – yay, Williamson – yay, Cole – yay and Tuminello – yay. Motion passed.

3 – Board Initiated Complaint – Notice letter sent and received – waiting on response

4 - Board Initiated Complaint – Notice letter sent and received – waiting on response

5 - Complaints coordinator advised this complaint did not warrant an investigation and was not disciplinary action founded. Complaints coordinator recommended sending letters to complainant and respondent advising the board does not have authority over business practices and as to the 2nd part of the complaint to advise the respondent to use better judgment in avoiding situations that could be deemed and should further complaints related to this be brought it would reopen this complaint. Respondent to be advised of outcome and commended for bringing the situation to boards' attention. Mr. Tuminello asked for a call to action vote which resulted in the following: Longwell – yay, Boudloche – yay, Williamson – yay, Cole – yay and Tuminello – yay. Motion passed.

Letter of education sent to an LBA advising of inappropriate supervisory multiple relationship has not been rectified. Certified letter to be sent advising a transfer or discontinuation needs to be submitted to the board office within 14 days or the line technician's registration would be revoked.

Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP September invoice. None opposed, motion passed.

The September Reconciliations were reviewed and no apparent discrepancies were noted. A motion was made by Mr. Williamson to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Mr. Williamson, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit

and Loss, for July. No apparent discrepancies were noted. Ms. Cole made a motion to approve the financials presented. None opposed.

Ms. Boe presented the proposed FY 18/19 budget. The board reviewed and discussion was held on the Pension Related Deferred amounts. Ms. Boe informed the board these amounts are mandated by the state. Dr. Longwell made a motion to accept the proposed budget with the deferred amounts as mandated by the state. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

The board continued discussing sunset procedures. Ms. Tuminello sent letters to Senator Morrell and Dr. Shanman. Mr. Williamson, LaBAA Liaison, informed the board he will be meeting with Dr. Shanman to discuss sunset procedures and any concerns. Dr. Longwell, Community Liaison, advised the board she will be meeting with Anne Christian, Executive Director of the Coalition to discuss sunset procedures and any concerns.

Policies and Procedures Committee:

Ms. Boe updated the board on information received from Sallie Mae regarding student loans in default. Each month before the meeting, Ms. Boe will send a list of the candidates to be reviewed and will be advised if any have default student loans. Under the law, these candidates cannot be reviewed until the matter is resolved. Ms. Boe advised this was done for this month's candidates.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

Mr. Williamson and Dr. Longwell reviewed the Supervision Audit materials received. One has completed Phase II and a letter will be sent with feedback. Another LBA will be sent information for Phase II of the audit.

Long Range Planning Committee:

No new business.

Discussion Items:

Renewal Postcards/Forms/Online Payment:

The board reviewed all the drafts for Renewals and approved. The board discussed the online payment procedure and viewed the website Online Store.

Update on Letters of Education:

Responses received to Letters of Education were reviewed and discussed by the board. The board deemed the action being proposed at this time to be sufficient.

Executive Director's Report:

Ms. Boe told the board she would like to discuss application procedures to determine if there were ways to streamline the process for licensure and certification.

Ms. Boe told the board she has had requests to accept E-transcripts. The board discussed the pros and cons, researched the law and Ms. Cole made a motion to accept E-transcripts. None opposed.

Ms. Boe told the board she has had requests to allow email for reference letters. The board discussed the pros and cons, researched the law and Dr. Longwell made a motion to include an option on the application to have reference letters mailed or emailed by LBAB; however, the board will still require the completed and signed reference letters to be mailed back to the LBAB office and not emailed. None opposed.

Ms. Boe told the board she has been questioned as to the necessity of requesting a transcript for a Bachelor's Degree in addition to a Master's when applying for licensure. The board discussed the matter and researched the law. Mr. Tuminello moved to update the application process to reflect proof of a minimum of a Master's Degree is required for licensure applicants and proof of a minimum of a Bachelor's Degree is required for certificant applicants. None opposed.

Ms. Boe asked what would be the procedure for a lapsed Behavior Analyst to renew. The board reviewed and discussed. If a lapsed Behavior Analyst wanted to renew anytime during the year they lapsed, they would be responsible for the \$400.00 renewal fee, a \$50.00 late fee, providing CEU reporting if they missed a reporting period and have to renew by the end of the year. This means if a lapsed license is reinstated in November, renewal is still due in December.

Ms. Boe asked for clarification for supervision by out of state LBA's, i.e. do they come in once a month or once every two months. The board explained the required supervision is once a month as every line technician under their supervision is required to have a face to face each month, even though the client/dyad supervision is every two months.

Mr. Tuminello asked for clarification with the Criminal Background Check procedure. Ms. Boe explained the board receives any arrest reports for the following 2 years on each person that has the background check done under the board's ORI Number. If after two years a person is applying for a different position, (SCABA or LBA), going to work for a new company, or has been discontinued and wants to work again, a new CBC must be done. If they remain with the same company in the same position for longer than two years, no new CBC is required. If they go to work for another company and the background check is less than 2 years, no new CBC is required. If they have been discontinued and want to return to this field and the background check is less than 2 years, no new CBC is required. If a two-year mark is close to the time the application is received or there is doubt the process can be completed before the two-year mark, another CBC may be required.

Ms. Boe was asked if there was a maximum number of technicians a SCABA could supervise. Dr. Longwell explained there is no set amount as a number of factors make each practice different. If you are meeting the supervision guidelines, the number you are supervising is allowed. If you are not meeting the supervision guidelines, the number of technicians would need to be decreased.

Mr. Tuminello adjourned the meeting at 2:56 p.m.