

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

BOARD MEETING MINUTES: November 15, 2016
(Approved December 13, 2016)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:36 p.m., Tuesday, November 15, 2016 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Emily Bellaci, Cassie Bradford, Scott Williamson, Phillip Griffin, Ph.D., LSBEP ex-officio member and Executive Director Rhonda Boe.

A motion was made by Ms. Bradford to approve the agenda for the November 15, 2016 meeting, out of order. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the October 18, 2016 meeting, with changes. None opposed and the motion passed. Scott Williamson abstained.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review legal matters, discuss applicant files, review renewals, and receive complaints committee update. None opposed and the motion passed.

Dr. Longwell closed Executive Session at 11:26 and reported the following:

Credentials Review Committee:

Line Technician Applicants 11.16/1, 11.16/3, and 11.16/4 were reviewed and approved.

Line Technician Applicant 11.16/2 was approved if upon receipt of additional document requested it matches documents on file.

Line Technician Applicant 11.16/5 was reviewed after receipt of additional information was received. Applicant was approved to continue as Line Technician.

Line Technician Applicant 11.16/6 was reviewed and approved to continue without interruption if documents received match what is on file.

Line Technician Applicant 10.16H file was reviewed and a letter of education requesting updates will be sent out.

Line Technician Applicant 10.16/I was reviewed. Additional information requested was not provided. Applicant to be notified documents needed by next meeting or file will be closed.

Renewals received for licensure to date were reviewed and approved.

Complaints Committee:

The Consent Order approved at last month's meeting was reviewed and there were no apparent discrepancies. Once the Consent Order is received signed, it will be posted to the website under Disciplinary Actions and reported to BACB.

Dr. Longwell, the Complaints Coordinator at the time another complaint was filed, gave a brief summary and notified the board this complaint would be closed. No action needed to be taken.

Mr. Tuminello provided research as to how to initiate a board oriented complaint. Attorney General's Office was asked for an opinion.

Ms. Bellaci, the new Complaints Coordinator, informed the board there was one complaint presently open under her review.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP October invoice. None opposed, motion passed. The board reviewed the reconciliation for October and noted no apparent discrepancies.

The board reviewed an attorney invoice received for the Consent Order. Ms. Bellaci noted the invoice was incorrectly addressed to Kelly Parker and made a motion to pay the invoice upon correction of the name. None opposed, motion passed.

Ms. Boe presented information for mileage reimbursement. Ms. Bradford made a motion to begin the process for signing up board members for mileage reimbursement. None opposed, motion passed.

Ms. Boe informed the board that LSBEP was purchasing a security camera for the front door and was requesting that LBAB consider paying half of the approximately \$150.00 cost. Ms. Bellaci made a motion to pay half for the security camera. None opposed, motion passed.

The board discussed the possibility of opening a savings account in the future.

Jurisprudence Committee:

Board members took the revised Jurisprudence Exam and provided feedback. Mr. Tuminello will make revisions based on feedback and send a final draft to Ms. Boe. Ms. Bradford made a motion to approve the Jurisprudence Exam, with the noted revisions, for use beginning in January, 2017. None opposed, motion passed. Mr. Tuminello is still in talks with E-Strategy.

Legislative Committee:

Ms. Boe attended the SCR 65 Task Force meeting and provided notes from the discussion. A final recommendation from the Task Force will be sent to all boards for review and there will be a vote at the next Task Force meeting, December 19, 2016, seeking approval. LBAB will review at their meeting on December 13, 2016.

Policies and Procedures Committee:

Discussions were held concerning the numerous policies and procedures being drafted. A rough draft of policy and procedures for Finance by Dr. Longwell and Ms. Bellaci was presented and a final draft will be presented at the next meeting for approval.

The draft of policy and procedures for Supervision Oversight being worked on by Dr. Longwell and Mr. Williamson was discussed, clarifying items such as Line Techs not seeing clients while they are registered or seeing clients without registration, transfers, and effective dates of supervision. A rough draft will be presented at the next meeting.

Ms. Boe researched and found that a policy and procedures for Record Retention was previously filed and signed February 18, 2015 with the State. Review for revisions are recommended every 5 years.

Ms. Boe presented the final draft of the Employee Handbook. Mr. Tuminello moved to approve the Employee Handbook. None opposed, motion passed.

It has been discussed that policies and procedures for emergency and/or extended leave supervision for LBA's is necessary. Dr. Longwell will begin drafting.

Continuing Education Committee:

Continuing Education forms received so far were discussed. Ms. Bradford advised the board she found the form time consuming to complete by listing every hour earned at workshops/events. The board discussed simplifying. Dr. Longwell stated that A question as to if the form could be converted to a PDF fillable by LBA's and submitted typed was received. The board agreed that was acceptable. Research will be done as to the costs of online renewals for the future, eliminating the need for money orders or cashier's checks. Dr. Griffin informed the board that the Examiners of Psychologists' online renewal includes the CEU form that you can use to save the information online as you complete. Other questions received by Ms. Boe such as when do you start counting your CEU's and what type do certain items fall under were answered.

Supervision Oversight Committee:

Policy and procedures are being developed by Dr. Longwell and Mr. Williamson. Discussion was held concerning Proof of Supervision forms and the number of Line Technician's supervised being stated. This needs to be clarified when updating forms. The board also discussed providing a guideline or summary for audits letting Supervisors know what needs to be provided.

Long Range Planning Committee:

Dr. Griffin was asked by Ms. Boe to explain to the board what they discuss/accomplish at their special long range planning two day meeting. The board then decided they may need to plan this in the future before sunset review. The board also agreed it was beneficial to wait until closer to sunset to open bill and make some recommended changes.

Discussion Items:

Ms. Boe reported the testing of alternate methods for the criminal background checks were going well. There are still some options to test before a change can be made.

Ms. Boe asked the board if she should send an email to all LBA's as a reminder that only money orders or certified checks are accepted for renewals as well as notice that no Line Technicians would be registered if their application was not processed or received by December 15, 2016. The board recommended this be done and Ms. Boe will send out as soon as possible.

Dr. Longwell adjourned the meeting at 2:40 p.m.