

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-175, Baton Rouge, LA 70816

BOARD MEETING MINUTES: December 11, 2018
(Approved January 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 Vice-Chair, Dr. Boudloche at 10:58 a.m. on Tuesday, December 11, 2018 at 4334 S. Sherwood Forest Blvd., Suite C-175, Baton Rouge, Louisiana 70816. Present were Board Members: Lloyd Boudloche, Jr., Ed.D., Renee Cole, Alfred Tuminello, Jr., Calvin Cryer, Courtney Wright and Executive Director Rhonda Boe. Scott Williamson was absent.

A motion was made by Dr. Boudloche to approve the agenda for the December 11, 2018 meeting. None opposed and the motion passed.

Ms. Boe advised due to the volume of renewals she was not able to prepare the minutes from the November meeting.

The board continued to review the remaining CEU reports.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to enter Executive Session at 11:40 to review and discuss Complaint Committee and Credential Review reports. None opposed and the motion passed.

Mr. Williamson closed Executive Session at 12:47 p.m. and reported the following:

Complaints Committee:

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

- 1- Re-notice response was received from attorney hired to represent respondent. Board's attorney is communicating directly with said counsel.
- 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.

Credentials Review Committee:

Behavior Analyst Applicants 12.18/A, 12.18/B, 12.18/C, 12.18/D, 12.18/E and 12.18/F were reviewed and approved and all deferred licensure until January 1, 2019.

State Certified Behavior Analyst Applicant 12.18/G was reviewed and approved and deferred certification until January 1, 2019.

Line Technician Applicants 12.18/2, 12.18/3, 12.18/4 and 12.18/6 were reviewed and approved.

Line Technician Applicants 12.18/1 and 12.18/5 were approved to continue registration uninterrupted based on documents received.

Line Technician Applicants 12.18/7 and 12.18/8 were approved if report matches exactly.

Line Technician Applicant 12.18/9 required additional documentation and explanation.

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

Line Technician Applicant 10.18/2 was reviewed, email to be sent advising revocation if official documentation not received in 10 days.

Line Technician Applicants 6.19/10, and 2.18/4 were approved to continue registration uninterrupted and continue sending updates.

Line Technician Applicant 5.17/8 was approved for renewal with required monthly updates to be sent to board.

Line technician applicant 7.18/12 was denied until case is concluded.

A license issued in November asking for deferral until January was denied.

A renewal with self-reporting for a line technician was approved with monthly updates to be sent to board.

Finance Committee:

Ms. Cole made a motion to pay the LSBEP November invoice and LSBEP Moving Expenses invoice. None opposed. The Reconciliations for November were reviewed and a motion was made by Ms. Wright to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Dr. Boudloche, indicating board approval. The full board reviewed the Balance Sheet, and Profit and Loss for November. No apparent discrepancies were noted. Mr. Cryer made a motion to approve all the financials. None opposed.

The board reviewed the proposed FY 2019/20 budget. Mr. Tuminello made a motion to defer approval until January meeting. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Legislation will be proposed to set board member term lengths inadvertently erased in legislation passed in the last session.

Policies and Procedures Committee:

Ms. Boe informed board that policies and procedures regarding those who are untruthful on applications discussed at the last meeting did not include a motion. Ms. Cole made a motion to send an email to applicants when background check results show arrest and “no” was checked on application. The email will request explanation and official documentation showing conclusion of the case. The registered Line Technician will be administratively revoked if no reply is received in ten (10) days. The supervisor will then be notified the line technician is administratively revoked until review at the next board meeting. The supervisor cannot be notified as to why or any details as background checks are confidential. None opposed.

Ms. Wright reported research concerning supervision requirements in other states varied and very few address telehealth. Most states that have statutes require 50% face to face, some specify in person. The BACB requirements are 5% of hours worked, 2 face to face per month where one can be in a group setting and one individual. It also specifies one must be with client present. The board discussed adopting the BACB requirements and add a statement that this is the minimum requirements but supervision should maintain a level to meet each client's individual's needs. Mr. Tuminello made a motion that Ms. Boe begin drafting a Notice of Intent to reflect supervision rule changes as discussed that reflect current best practice standards. None opposed.

Ms. Wright left the meeting at 1:45 p.m.

Continuing Education Committee:

The committee reported all renewals received to-date had their CEU Reports reviewed. Ms. Boe was given the ones who would require audits. Audit letters will go out after the January meeting when all CEU reports have been reviewed.

Supervision Oversight Committee:

Changes to supervision were discussed during Legislative Oversight Committee report.

Long Range Planning Committee:

The board discussed the possibility of changing the date of the Long Range Planning/Board meeting from February 12, 2019 to Friday, February 15, 2019 perhaps allowing more opportunity for public attendance. None opposed.

Renewals:

Ms. Boe reported renewal forms were steadily being received and processed.

Executive Director's Report:

Ms. Boe informed the board call for nominations letters had been mailed. An email reminding all of the renewal deadline would be sent.

The board reviewed an email from the BACB offering to pay for one member to attend the FARB Conference in New Orleans. Mr. Tuminello expressed an interest in attending if Mr. Williamson was unable to attend. Ms. Boe would contact Mr. Williamson and inform BACB who would attend.

Ms. Boe informed that board that pursuant to ACT 655, she had mailed the required quarterly report and posted information on our website regarding complaints for board actions or procedures.

Ms. Boe informed the board that Act 693 of the 2018 Regular Session directs the governor to review twenty percent of state agencies which license and regulate professions each year. LBAB was chosen for the first review. The board reviewed the SER and instructions. Ms. Boe and board members will each take sections to help complete the lengthy report.

Dr. Boudloche adjourned the meeting at 2:49 p.m.