

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

**BOARD MEETING MINUTES: December 12, 2017**  
*(Approved February 20, 2018)*

Committee meetings began at 9:30 a.m.

Working board lunch began at 11:40 p.m. and ended at 12:03 p.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Alfred Tuminello at 12:03 p.m., Tuesday, December 12, 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, Scott Williamson, Jesse Lambert, Ph.D. and Executive Director Rhonda Boe.

A motion was made by Mr. Tuminello to approve the agenda for the December 12, 2017 meeting. None opposed and the motion passed.

A motion was made by Mr. Tuminello to approve the minutes of the November 14, 2017 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Tuminello moved to enter Executive Session to review and discuss applicant files at 12:10 p.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 12:17 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 12.17/A, 12.17/B, 12.17/C, 12.17/D, 12.17/E, 12.17/G and 12.17/H were reviewed and approved. Behavior Analyst Applicant 12.17/F was approved pending receipt of additional document requested.

State Certified Assistant Behavior Analyst Applicant 12.17/I was reviewed and approved.

Line Technician Applicants 12.17/1, 12.17/3 and 11.7/5 were reviewed and approved.

Line Technician 12.17/2 was reviewed and approved to continue with stipulations.

Line Technician 11.17/2 was reviewed and closed due to continued failure to respond.

Line Technician 10.17/2 was reviewed and approved pending outcome of board member phone conversation with supervisor.

Complaints Committee:

The complaints coordinator reported there were presently five open complaints.

- 1 – Dates were given to attorney to offer informal meeting.
- 2 – Answer received late yesterday. Needs review.
- 3 – Answer received late yesterday. Needs review.
- 4- Board initiated complaint from last meeting received certified letter 11/21/17 and has a few more days to respond.
- 5 – New complaint received. Letter will be sent that it needs to be handled internal as the board does not dictate company policies.

The revocation of a line technician at last month's meeting received an appeal letter from attorney. Board discussed and sent reply to board attorney to communicate and discuss with revoked line technician's attorney.

Finance Committee:

Mr. Williamson made a motion to pay the LSBEP November invoice. None opposed, motion passed.

The October Reconciliations were reviewed and no apparent discrepancies were noted. A motion was made by Mr. Tuminello 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 November. No apparent discrepancies were noted except in the Profit Loss Budget vs Actual which was for October and not November. Mr. Williamson made a motion to approve all the financials with the exception of the Profit Loss Budget vs Actual which will be presented at next month's meeting. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

The board continued discussing sunset procedures. Mr. Williamson, LaBAA Liaison, informed the board he sent questions to LaBAA president, Dr. Shanman and member Dr. Gautreaux. They plan to send responses in the next week and a meeting will be planned to discuss an action plan. Ms. Boe will send committee chairs sections for their input on the report to be filed for sunset review.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

Ms. Boe presented a letter for the board to review for those licensed in 2018 concerning reporting periods for CEUs. Those licensed in 2018 are exempt from 2018 reporting period but must report all hours in 2020. These CEUs can be obtained in 2019 and 2020.

Supervision Oversight Committee:

Mr. Williamson informed the board Phase II was recently received for 2<sup>nd</sup> audit. He and Ms. Cole will review and report back at next meeting. Dr. Longwell will prepare letter to other LBA who completed Phase I and II of supervision audit. Another audit will begin shortly.

Long Range Planning Committee:

No new business.

Discussion Items:

Call for nominations was discussed and letters will go out soon to all licensed LBAs with the election period planned for January 22<sup>nd</sup> through February 2<sup>nd</sup> for the one position that will be available in July of 2018.

Executive Director's Report:

The board reviewed a letter from someone dually licensed as an LBA and Psychologist. The individual will operate only under their Psychologist license.

Ms. Boe indicated that through a phone call a potential out-of-state LBA advised he understood all the supervision requirements and was informed about using Skype by other LBAs. The board indicated Skype is not now nor has ever been an approved form of supervision.

A question was brought up concerning if repeat criminal background checks will ever be required for LBAs. The answer is no as this is not part of our laws.

Board meeting dates were scheduled for the beginning of 2018. They are as follows:

January 16<sup>th</sup>

February 20<sup>th</sup>

March 20<sup>th</sup>

Mr. Tuminello adjourned the meeting at 2:30 p.m.