

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

BOARD MEETING MINUTES: December 13, 2016
(Approved January 17, 2017)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 11:45 a.m., Tuesday, December 13, 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 Dr. Longwell to approve the agenda for the December 13, 2016 meeting. None opposed and the motion passed.

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

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 12:40 and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 12.13/A, 12.13/B, 12.13/C and 12.13/D were reviewed and approved. All applicants chose option to defer licensing date until January 1, 2017.

Line Technician Applicants 12.13/3, 12.13/4, 12.13/5 and 12.13/6 were reviewed and approved.

Line Technician Applicants 12.13/1 and 12.13/7 were reviewed and approved if background check results match information on file.

Line Technician Applicant 12.13/8 was reviewed. A letter of explanation will be requested and a letter of education requesting updates will be sent.

Line Technician Applicant 10.16/I was reviewed. Applicant was present and provided additional information. Applicant will obtain remaining documents and be reviewed at the next meeting.

Renewals received for licensure to date were reviewed and approved.

Complaints Committee:

The recent Consent Order was posted to the website under Disciplinary Actions and reported to BACB.

The Attorney General's Office submitted a recommendation concerning procedure for a board initiated complaint. The board discussed the possible complaint and a Call to Question resulted in the following vote as to whether or not an investigation was warranted: Mr. Tuminello – nay, Mr. Williamson – nay, Ms. Bradford – nay, Ms. Bellaci – nay, and Dr. Longwell – nay.

Finance Committee:

Ms. Bellaci made a motion to pay the LSBEP November invoice. None opposed, motion passed. The board reviewed the reconciliation for November and noted no apparent discrepancies.

Ms. Bellaci made a motion for the Board to open a savings account in January. None opposed, motion passed.

Ms. Boe informed the board that the legislative auditor's office will be scheduling an audit of 2015 and 2016.

Documents from board members will be copied at the next meeting to begin the mileage reimbursement for board members.

Jurisprudence Committee:

Mr. Tuminello reported he checked with several companies and it would be very expensive to set up and provide the Jurisprudence Exam online.

Legislative Committee:

The Task Force recommendation in reference to SCR 65 was reviewed. There were two versions. Version 2 had a minor change. Ms. Bradford made a motion to approve Version 2. None opposed and the motion passed. Mr. Tuminello would attend the meeting on December 19th to cast the board's vote.

Policies and Procedures Committee:

The final draft of policy and procedures for Finance was reviewed. Ms. Bellaci made a motion to approve. None opposed, motion passed.

The first draft of policy and procedures for Supervision Oversight being worked on by Dr. Longwell and Mr. Williamson was discussed. Details for emergency/extended leave are still being finalized.

Continuing Education Committee:

Continuing Education forms received were reviewed and discussed. Hours need to be inputted per credit hours, per session, not as a whole, example: Gulf Coast Conference. Updates will be discussed and reviewed to the reporting procedure at a later meeting.

Policy and procedures need clarification in the statement concerning the board will also audit 10%, changing "will" to "may". This is necessary due to the possibility of a high number automatically qualifying for audit. Ms. Bellaci made a motion to change will to may. None opposed, motion passed.

Supervision Oversight Committee:

Policy and procedures draft will be presented at the next meeting. Items discussed were start date for Line Technicians on applications not actually matching certificates which are the actual start date; audit form, automatic audits, random audits, forms and checklists.

Long Range Planning Committee:

No new report

Discussion Items:

Ms. Boe informed the board a public records request was made in reference to Medicaid changes from The Advocacy Center and she responded with the information needed.

A question from an LBA concerning who should be registered as a Line Technician was discussed. The answer was a line technician should be registered under an LBA if they are implementing a treatment plan developed for a child.

Ms. Boe informed the board of the request and pre-audit questionnaire for the upcoming FBI audit. Board members reviewed the information she provided.

The procedure for renewals received on Line Technicians who were closed or lapsed was discussed. Dr. Longwell made a motion that Ms. Boe send letters to the supervisors when this occurs for answers/explanations. None opposed, motion passed.

Dr. Longwell adjourned the meeting at 3:10 p.m.