

Louisiana Behavior Analyst Board  
4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

**BOARD MEETING MINUTES: April 16, 2019**  
*(Approved May 14, 2019)*

Committee meetings began at 9:30 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Scott Williamson. at 10:23 a.m. on Tuesday, April 16, 2019 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816. Present were Board Members: Scott Williamson, Lloyd Boudloche, Jr., Ed.D., Alfred Tuminello, Jr., Renee Cole, Courtney Wright and Executive Director Rhonda Boe. Calvin Cryer was absent.

A motion was made by Mr. Tuminello to approve the agenda for the April 16, 2019 meeting. None opposed and the motion passed.

Ms. Cole made a motion to approve the March 11, 2019 minutes. None opposed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Williamson moved to enter Executive Session at 10:27 a.m. to review and discuss Credential Review files and renewals requiring documentation and approval. None opposed and the motion passed.

Mr. Williamson closed Executive Session at 12:05 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 4.19/A, 4.19/B, 4.19/C, 4.19/D, 4.19/E, 4.19/F, 4.19/G, 4.19/H and 4.19/I and 4.19/K were reviewed and approved for licensure.

Behavior Analyst Applicants 4.19/J was reviewed and a decision is being delayed while information requested from applicant is received and reviewed by the board.

State Certified Behavior Analyst Applicants 4.19/L, 4.19/M, 4.19/N, 4.19/O and 4.19/P were reviewed and approved for certification.

State Certified Behavior Analyst Applicant 4.19/Q was reviewed and approved upon receipt of the last reference letter with original signature.

Line Technician Applicants 4.19/2, 4.19/5, and 3.19/4 were reviewed and approved.

Line Technician Applicants 2.19/11, 3.19/5, and 3.19/6 were reviewed and approved upon receipt of requested official documentation.

Line Technician Applicant 4.19/3 was reviewed and require additional documentation and/or explanation and will be reviewed again at next meeting.

Line Technician Applicant 4.19/1 was allowed additional time to obtain documentation requested.

Line Technician Applicant 4.19/4 was delayed pending information updating the status once received by applicant.

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

Line Technicians 2.18/4, 6.19/10, 12.18/10, 1.19/4, and 2.19/3 were approved to continue registration uninterrupted and continue sending updates.

Line Technician Applicant 5.17/8 was reviewed. An email is to be sent to each and if no reply to request for update is received by next meeting, line technician registration will be revoked.

Line Technician Applicant 2.19/6 sent a reply to the denial of registration. The board reviewed and the denial stands.

Line Technician Applicant 3.19/1 is no longer seeking employment as a line technician according to supervisor. File will be closed with note if applicant applies again, board review is required.

Line Technician Applicant 3.19/2 advised employment changed. File to be closed with note if applicant applies again, board review is required.

#### Complaints Committee:

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

- 1) Complaint still not closed, waiting on respondent.
- 2) Complaint waiting on Rule from hearing.
- 3) Complaint waiting on documents.
- 4) Complaint waiting on reply.
- 5) Complaint waiting on reply.
- 6) Previous revocation of line technician received letters to review by board. Since these are relative to line technicians who are not entitled to hearings and due process according to our laws, the board discussed and prepared replies.

#### Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP February and March invoices. None opposed. The Reconciliations for February and March were reviewed. A motion was made by Renee Cole to approve February and March reconciliations. 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 February and March. Minor discrepancies were noted of a few expenses placed in incorrect categories. CPA would be informed of corrections to be made. No other discrepancies were noted. Dr. Boudloche made a motion to approve all the financials. None opposed.

Ms. Boe reported General Informatics completed the work on the website and an additional bill over the quote was received. The board reviewed the invoice and approved payment. Ms. Boe reported to the board the amended contract for the investigator was approved.

Ms. Boe presented the bid from inLumon for the custom licensure application software program and the annual fee for maintenance and support. Mr. Williamson made a motion to accept the bid and annual fee. None opposed. The service contract documents supplied were reviewed and Ms. Wright presented a few questions and Ms. Boe will have the answers at the next meeting.

The FY 2018/19 budget needed to be amended based upon the current financial figures. Ms. Boe presented amended figures for the budget. Ms. Boe was asked to leave the meeting for a few meetings. Upon return, the board stated to include in the amended budget a \$10,000.00 raise for the Executive Director. All the figures presented for the amended budget were reviewed. Ms. Cole made a motion to accept the amended budget for FY2018/19. None opposed.

The board reviewed contracts for the FY2019/20 fiscal year and decided to continue with all the contracts currently in place and hire an additional administrative law judge/hearing officer. This was necessary in the event one was not available when a hearing is required by law to be held within ten (10) days of notice. Ms. Cole made a motion to continue the contracts currently in place with the addition of a second administrative law judge/hearing officer. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe has not been able to get a sponsor for the bill to add back in the terms of service for board members. The terms will be set at four years but may not be presented until next legislative session.

The board reviewed the progress of the bills directly related to the profession of behavior analysis and/or boards. Ms. Boe had asked attorney James Raines to provide a summary of SB187 for information purposes only to inform her of how this could impact the way complaints are currently processed. The board also reviewed this helpful information.

The board reviewed the first draft of the rule promulgation for Supervision Requirements. A few minor changes were made and Ms. Boe will prepare the final draft.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

The board discussed the possibility of a new supervision form being created to include with the licensure program being tailored to the needs of the board. This form would be available to licensees in their account and upon completion transmitted directly to the board administrator account. Those who do not submit would be flagged for review. Ms. Boe will inform inLumon this is another function of the program the board would like included. A form will be drafted in the near future.

New Business:

No new business.

Executive Director Report:

No new business.

Mr. Williamson adjourned the meeting at 3:05 p.m.