

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809
(Approved July 11, 2017)

BOARD MEETING MINUTES: June 13, 2017

Committee meetings began at 9:30 a.m. Working board lunch began at 11:35 p.m. and ended at 12:14 p.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:14 p.m., Tuesday, June 13, 2017 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Cassie Bradford, Scott Williamson, Emily Bellaci, Phillip Griffin and Executive Director Rhonda Boe. Grant Gautreaux, Ph.D., Rebecca Mandal-Blasio Ph.D., Jane Morton, Ph.D. and Kristen Spears were in attendance for public hour.

A motion was made by Ms. Bellaci to approve the agenda for the June 13, 2017 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the May 9, 2017 meeting, with one change. None opposed and the motion passed.

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

Dr. Longwell closed Executive Session at 12:14 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 6.17/A, 6.17/B, 6.17/C, 6.17/D, 6.17/E, 6.17/F and 6.17/G were reviewed and approved.

SCABA Applicant 6.17/H was reviewed and approved.

Line Technician Applicants 6.17/1 and 6.17/3 were reviewed and approved.

Line Technician Applicant 6.17/4 was reviewed and approved to continue without interruption.

Line Technician Applicants 6.17/6 and 6.17/7 were reviewed and approved pending receipt of results and only if the information matches exactly.

Line Technician Applicant 6.17/2 was tabled for review until the July meeting and receipt of CBC results and additional information to be requested.

Line Technician Applicant 6.17/5 did not provide documentation requested if not received by end of the week registration to be revoked.

Line Technician Applicants 5.17/4 and 5.17/6 were reviewed again and approved.

Line Technician Applicant 5.17/3 was denied unanimously after a call to action.

Line Technician Applicant 10.16/H was reviewed again and information to be requested for next meeting.

Line Technician Applicant 3.17/3 request for reconsideration was tabled until further date after additional requirements have been met.

Complaints Committee:

The complaints coordinator reported the complaint proceeding to an informal meeting had been delayed but would be ready for presentation at the July meeting. A second complaint will proceed upon receipt of investigator's report. One complaint was closed. The complaint pending receipt of certain documents is on inactive unless the documents are received. The complainant was sent a certified letter which was received advising same. A complaint regarding a line technician was discussed without disclosing pertinent information. A letter will be sent stating without additional information there are no grounds to proceed.

Discussion was held regarding dual licensed Psychiatrists/LBA registering line technicians.

Ms. Bellaci made a motion to move the agenda out of order to accommodate public hour attendees. None opposed and the motion passed.

Supervision Committee:

Dr. Gautreaux addressed the board and stated they were there on behalf of the Louisiana Coalition for Access to Autism Services. They wanted clarification to fully understand the supervision rules and regulations because there have been different interpretations. He said they wanted to pose questions that may turn into an amendment for sunset in order to provide the best outcome for consumers and providers.

Dr. Gautreaux asked the board if a line tech needs to be registered under all the LBA's at a clinic if they are all using the line tech. The answer is no but each LBA is responsible for insuring any line tech registered under their license receives appropriate supervision which can be provided by any LBA/SCABA. Some register the line techs under all LBA's as a security measure to ensure all supervision hours are being met.

Dr. Blasio questioned if client cancels at end of month will that be taken into consideration. The board answered it is 5% of the actual services not scheduled services. If any supervisor hours cannot be completed because of cancellation, it should be made up as soon as possible.

Discussion was held on the 8 hours of temporary supervision of a line tech. More than 8 hours would require the 5% supervision of hours provided and the client dyad.

All agreed with the language needing to be cleaned up and by working together the spirit and intent will be clear.

The attendees left the meeting at approximately 1:30 and the agenda resumed in order.

Finance Committee:

Ms. Bellaci made a motion to pay the LSBEP May invoice. None opposed, motion passed. The full board reviewed the General Ledger, Balance Sheet, Profit and Loss, Profit and Loss/Budget vs. Actual for April. The Reconciliations were approved at the May meeting. No apparent discrepancies were noted. Ms. Bradford made a motion to approve the financials presented. None opposed.

The May Reconciliations were reviewed and no apparent discrepancies were noted. A motion was made by Ms. Bellaci to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Ms. Bellaci, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, Profit and Loss, Profit and Loss/Budget vs. Actual for May. No apparent discrepancies were noted. Ms. Bradford made a motion to approve the financials presented. None opposed.

An overpayment by a company was reviewed. It was decided that the amount, less the line technicians who were discontinued after the fees were sent in, would be returned. Any fees received without paperwork in the future would be returned. In the case of fees received over the amount for paperwork provided, the entire packet and fees would be returned. Dr. Longwell made a motion to handle the overpayment as stated above. None opposed.

The FY17/18 Budget approved included the addition of an Administrative Assistant at a salary of \$28,000.00. Discussion was held regarding the hiring of a temporary part-time worker through a staffing agency. This process would save money and provide a raise for the Executive Director, as well as offer the opportunity to vet for a full-time Administrative Assistant in the future. Ms. Boe left the meeting while the board discussed the matter. Ms. Boe returned to the meeting. Dr. Longwell made a motion to hire a temporary part-time worker at the rate of \$15.00 per hour for no more than 20 hours per week, as needed and to give Ms. Boe a raise bringing her salary to \$55,000.00. None opposed. Ms. Boe will contact a temp agency and handle the hiring of a part-time assistant.

Jurisprudence Committee:

A request was made for clarification on an exam question. The board discussed and agreed the multiple choices should be changed. Mr. Tuminello made a motion to change the multiple choices on said question. None opposed. Mr. Tuminello will send Ms. Boe a revised exam.

Legislative Committee:

Ms. Boe updated the board on the progress of the promulgation for the amended rules for Continuing Education. Ms. Boe told the board they would be published on June 20, 2017 as a Notice of Intent. Ms. Boe will place the Notice of Intent on the website and send a copy to all LBA's for any comments during the required period.

Policies and Procedures Committee:

No new reports.

Continuing Education Committee:

No new business. A copy of the new audit log with a sample line added as voted on at the last meeting was reviewed by the board.

Supervision Oversight Committee:

The committee has some final clarifications to add and have a presentation at the July meeting.

Long Range Planning Committee:

No new report

Discussion Items:

A letter received from USF was discussed which outlined their Applied Behavior Analysis Program and requested feedback verifying their graduated would be eligible for licensure in

Louisiana. A letter will be sent directing them to the BACB requirements which must first be met before applying for licensure in Louisiana. The link to the LBAB website which lists the requirements to the licensed in Louisiana will also be provided.

A question regarding supervision was reviewed and discussed. If a line tech is out on worker's compensation for longer than anticipated can substitutes be used over the 8 hour limit was posed. The 8 hour limit is without supervision requirements having to be met for 5% of hours worked. Yes, the substitute can be utilized for longer but any amount of time over the 8 hours requires 5% supervision by the LBA for all the hours, including the initial 8.

A request for guidance to research in ADD was received. The board has no contacts for this.

Dr. Longwell adjourned the meeting at 3:09 p.m.