

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

**BOARD MEETING MINUTES: June 19, 2018**  
*(Approved July 24, 2018)*

Committee meetings began at 9:30 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Mr. Tuminello at 10:42 a.m. on Tuesday, June 19, 2018 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, and Executive Director Rhonda Boe. Scott Williamson and Dr. Jesse Lambert were absent.

A motion was made by Mr. Tuminello to approve the agenda for the June 19, 2018 meeting. None opposed and the motion passed.

A motion was made by Dr. Longwell to approve the minutes of the May 15, 2018 meeting with one change. 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 10:45 a.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 11:35 and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 6.19/B, 6.19/C, 6.19/D, 6.19/E, 6.19/F, 6.19/G and 6.19/I were reviewed and approved.

Behavior Analyst Applicants 6.19/A and 6.19/H were reviewed and approved for the date their final reference letter is received by mail with an original signature.

Assistant Behavior Analyst Applicant 6.19/J was reviewed and approved.

Line Technician Applicants 6.19/3, 6.19/4, 6.19/7, 6.19/8, 6.19/9 and 5.18/3 were reviewed and approved.

Line Technician Applicants 2.18/14, 3.18/3, 5.18/11, and 6.19/10 were approved to continue registration uninterrupted and continue to send updates.

Line Technician Applicants 4.18/8 was reviewed and allowed until July 1, 2018 to provide documents requested or file will be closed.

Line Technician Applicants 6.19/5 was approved if report matches exactly.

Line Technician Applicants 6.19/1, 6.19.2 and 5.18/6 were approved to continue registration without interruption due to documents supplied being deemed sufficient.

Line Technician Applicant 6.19/6 administrative revocation was reversed based on sufficient documents being supplied.

Line Technician Applicant 6.19/11 was reviewed and given until next month's meeting to provide requested information or be revoked.

Line Technician Applicant 3.18/3 required monthly updates but is now closed based on discontinuation received from supervisor.

Line Technician Applicant 6.19/12 was reviewed and there was not enough information to make a decision. Applicant will be reviewed again next month.

#### Complaints Committee:

The complaints coordinator reported there were presently 4 open complaints.

- 1- Complaint coordinator reported there was enough sufficient evidence to indicate possible violations and letter of notice was mailed and received. An investigation will begin.
- 2 – Complaint coordinator reported there could be possible violations but more information would need to be obtained before proceeding.
- 3 – Complaint coordinator reported a new complaint was received and is being reviewed.
- 4 – Complaint where meeting was held and a compromise was reached was completed on the part of the board not on the part of the respondents.

Another matter related to a revocation has been negotiated between the attorneys.

#### Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP May invoice. None opposed, motion passed. The Reconciliations for May were reviewed and a motion was made by Dr. Longwell to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Vice-Chair, Dr. Boudloche, indicating board approval. The full board reviewed the Balance Sheet, and Profit and Loss for May. No apparent discrepancies were noted. Ms. Cole made a motion to approve all the financials, except for the General Ledger which was not available. None opposed. The General Ledger for May will be reviewed next month.

Mr. Tuminello made a motion to accept the SSL Certificate contract for 2 years at a rate of \$298.00 obtained by General Informatics for the board. None opposed.

#### Jurisprudence Committee:

The committee is still reviewing for recommendations and will report at next meeting.

#### Legislative Committee:

Senate Concurrent Resolution 119 was passed and reviewed by the Board relative to BESE being urged to update their Bulletin 746 to reflect the current law for licensure of behavior analyst. SB40 was signed and the board discussed the procedures necessary to be in compliance. Ms. Boe will do some research with other boards and report at the next meeting possible procedure options.

#### Policies and Procedures Committee:

Policy and procedures drafted to comply with provisions according to state laws for applicants with delinquent student loans were reviewed. Mr. Tuminello made a motion to approve. None opposed. The board's mandatory compliance with this law will be posted on our website.

#### Continuing Education Committee:

No new business.

Supervision Oversight Committee:

Two audits are beginning Phase II. Another audit is scheduled and a Phase I letter will be mailed.

Long Range Planning Committee:

The lease on the current building will expire September 30, 2018. The board currently shares space with the State Board of Examiners of Psychologist Board (LSBEP). Both Executive Directors have been looking for a new building. The board reviewed the options. Dr. Boudloche made a motion to continue sharing a lease with the LSBEP board. None opposed. Ms. Cole made a motion to accept either Option 1 or Option 2 with the rates currently quoted. None opposed.

A special meeting to discuss Long Range planning will be scheduled in the fall. Topics will include a complete review of rules and regulations to see what changes need to be promulgated.

Discussion Items:

Dr. Longwell made a motion for a resolution appointing the Executive Director of the board authority to sign all contracts for the board. None opposed. The resolution was signed by board chair, Mr. Tuminello.

Contracts for 2018/19 fiscal year were discussed and will be drafted and offered before the next meeting.

The board reviewed applicants for the Complaints Coordinator job. Dr. Longwell made a motion to offer a contract to Ellen Brocato. None opposed. The board discussed and decided it would be beneficial to have a secondary Complaints Coordinator in case of a conflict of interest with the primary Complaints Coordinator. Ms. Boe will discuss this option with another applicant to see if the person is interested.

Mr. Tuminello made a motion to move the July meeting to July 24, 2018. None opposed. Future meeting dates were set. The dates are as follows:

August 21, 2018  
September 11, 2018  
October 9, 2018  
November 13, 2018  
December 11, 2018.

These dates are subject to change based on the availability of Mr. Williamson, who was absent, and the new board member waiting for appointment by Governor Edwards.

Executive Director's Report:

Ms. Boe updated the board on the problem with background checks being received more than 2 weeks before applications. The board discussed several options to rectify this problem. Drafts of proposals of actions for a remedy will be discussed at the next meeting.

The Line Technician Application and Proof of Supervision was combined into one form by Ms. Boe. Mr. Tuminello made a motion to approve and begin using the form as soon as possible. Dr. Longwell added that the old forms would only be accepted until August 1, 2018 allowing a transition period. None opposed.

Meeting adjourned at 2:35 p.m.