

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

BOARD MEETING MINUTES: September 22, 2015

Approved: October 13, 2015

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:26 p.m., Tuesday, September 22, 2015 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Ellen Brocato, Kathy Chovanec, Darla Burnett, Ph.D.,MP; and, Administrative Assistant, Rhonda Boe. Kelly Parker, Executive Director, participated intermittently via telephone.

The Board welcomed new Ex-Officio Member Darla Burnett, Ph.D., MP. Dr. Burnett expressed her excitement about any contributions she can bring to the Board.

The Board discussed meeting minutes. Ms. Parker noted that she would email the minutes from July to the Board. Board members agreed to share notes from August meeting with Ms. Longwell so that she can complete the minutes. Dr. Longwell moved to review and approve the July and August minutes at the next meeting. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Pursuant to LSA R.S.42:6.1(4), Ms. Bradford moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Ms. Bradford closed Executive Session and reported the following:

Credentials Review Committee: The Board reviewed the complete Behavior Analyst application files of: Amanda Carlin, Abigail Lambert, Lee Allen Leger, Jr. and Molly Monaco. The Board agreed that all files met licensure requirements.

The Board reviewed the complete Assistant Behavior Analyst files of: Patricia Piaszczyński and Kelly Rouse. The Board agreed that both files met licensure requirements.

The Board reviewed the following files and their answers to **Part IV of the application:** Katrina Armas, Brandy Rebstock, Joshua Yu, Christopher Rash, and Taylor Perryman. The Board discussed the files and opined that these individuals provided satisfactory information for registration.

The Board reviewed the following files and their answers to **Part IV of the application:** Heather Downing, Anastasia Brooks, and Jessica Ward. The Board discussed their files and opined that more information was required.

The Board reviewed the file of Claire White and her answer to **Part VI of the application**. The Board discussed the file and opined that the individual provided satisfactory information to proceed with licensure.

The Board reviewed the following files of individuals who were asked to supply additional information to **Part IV of their application**: Arole Brivil and Alicaria Paul. The Board discussed their files and opined the additional information provided was satisfactory information for registration.

The Board reviewed the file of Nicole Delano who was asked to supply additional information to **Part VI of her application**. The Board discussed her file and opined that the individual provided satisfactory information to proceed with licensure.

The Board reviewed the file of line tech applicant Wendy Blackwell and determined all the necessary information had not been received. This file needs review based on her answer to **Part IV of her application**. This will be done upon receipt of her records from LSP. It was tabled until the next meeting.

Finance Committee: The Board discussed monthly financials and the previous request to have Ms. Dominique provide more information. Ms. Parker reported that she was not advised of this request. However, Ms. Parker noted that the amended budget was being provided for acceptance. The amended budget includes Ms. Boe's salary and other minor changes.

A motion was made by Ms. Bradford to pay the LSBEP invoice in the amount of \$1,727.57. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Ms. Parker informed board that an independent contractor needed to be hired to perform a year end compilation. The Board had previously arranged with another professional to perform these services. However, the Legislative Auditor's Office notified Ms. Parker that the contractor was no longer approved.

The Board discussed the cost associated with the compilation. Ms. Bradford moved to contract with a professional for an amount not exceeding \$1,600.00. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay. The Board assigned Administrative Assistant Rhonda Boe with the task of researching the new contractor with the assistance of Ms. Parker.

The Board discussed the need for part-time clerical help since Ms. Boe was going to assume more duties. Ms. Bradford moved to allow Ms. Boe to hire part-time clerical help at a maximum of \$10.00 per hour and 5 hours per week, with the possibility of more hours being added during renewal time. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

It was also stated that the Board would consider hiring a consultant for Legislative matters beginning in January.

The Board discussed increasing the duties of Ms. Boe. Ms. Bellaci moved to offer a 20% increase beginning with the next pay period (October 15, 2015) through December 31, 2015. The Board agreed to reevaluate Ms. Boe's duties and salary after December 31, 2015. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay. Ms. Boe accepted the offer.

Complaints Committee: The Board again reviewed Dr. Heard's Consent Order which had been signed and returned by Dr. Heard. Ms. Bellaci moved that the Board accept the Consent Order and be signed. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Jurisprudence Examination Committee: Ms. Bradford worked diligently on the new exams and a draft was created which will be revised and presented to Board by next meeting for approval.

Legislative Oversight Committee: The Board discussed upcoming nominations and elections for open board seats on the L.B.A.B. A draft MOU prepared by LaBAA between LaBAA and LBAB regarding election procedures was reviewed and a revised draft will be prepared. The Board discussed the nomination process further. Dr. Burnett suggested a biographical statement sheet be completed by the candidates. Ms. Bellaci added they would request that LaBAA be present at the meeting for the final approval. Ms. Longwell stated the MOU would be submitted for final approval at next meeting so nominees would be submitted by the December 31, 2015 deadline.

Policies and Procedures Committee: Ms. Chovanec has been working on updating forms. New forms will be sent to Ms. Boe and emailed to Board members.

The Board discussed policies and procedures for open files. At the last meeting, discussion was held concerning one calendar year being the time frame for a file to remain open. A candidate would be given the option to withdraw before the year was up or be denied. After a denial, a candidate cannot reapply for a year. The change was made to accommodate moves, health issues, life circumstances that hinder a candidate from completing process in one year without the penalties. Ms. Boe was asked if she would be able to keep accurate records to notify candidates before their year was up. Ms. Boe said she would be able to do that. This time frame policy was approved at the last meeting and has been added to the Policies Binder. Supervision guidelines will be worked on next.

Continuing Education Committee -

Long Range Planning Committee - No new report.

Committee reassignments beginning with the October meeting were made as follows:

Complaints – Ms. Longwell/Coordinator and Chair, Ms. Chovanec

Finance – Ms. Longwell/Chair, Ms. Bellaci

Jurisprudence – Ms. Bradford/Chair, Ms. Chovanec

Legislative – Ms. Brocato/Chair, Ms. Longwell, Ms. Burnett
Policies and Procedures – Ms. Bellaci/Chair, Ms. Brocato, Ms. Burnett
Continuing Education – Ms. Bellaci/Chair, Ms. Bradford

Discussion Items

Renewals:

The Board discussed the upcoming renewal process. Ms. Boe advised the Board that she was waiting on approval from Ms. Parker.

Future New Business:

Discuss options for denial.

Ms. Bradford moved to adjourn the meeting at 2:33 p.m. The motion passed unanimously.