

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

**BOARD MEETING MINUTES: *December 2, 2014***

*Approved: January 6, 2015*

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 12:22p.m., Tuesday, December 2, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Emily Bellaci, Cassie Bradford, Jennifer Longwell, Ph.D., Ellen Brocato, and Kathy Chovanec; and, Executive Director, Kelly Parker. Dr. Zimmermann, LSBEP Board member, ex officio member, was absent.

The Board reviewed the December 2, 2014 agenda. Ms. Bellaci moved to accept the December 2, 2014 agenda. The motion passed unanimously.

The Board reviewed the draft minutes of November 13, 2014. Ms. Bellaci moved to accept the minutes as final. The Board discussed the motion. The motion passed by majority vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovanec-abstained.

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

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Ms. Bellaci reviewed the complete behavior analyst application file of Brooke Mayeaux. Ms. Bellaci noted that the file met licensure requirements. Ms. Bellaci moved to issue a behavior analyst license to Ms. Mayeaux as of January 1, 2015.. The motion passed unanimously.

Ms. Bradford reviewed the registration file and additional documentation regarding Jennifer Ramirez, R-257. After careful review and discussion, Ms. Bradford moved that the registration of Ms. Ramirez remains revoked but the Board offer her an opportunity to appear before the Board at the next meeting. The motion was discussed. The motion passed unanimously by roll call vote: Bellaci-yay, Longwell-yay, Bradford-yay, Chovanec-yay, and Brocato-yay.

Dr. Longwell reviewed the registration file and additional documentation regarding Diane Orth,R-424]. After review and discussion, Dr. Longwell moved that Ms. Orth fulfilled the requirements of the Board's request and approved her registration. The Board discussed the motion. The motion passed unanimously.

Ms. Chovanec reviewed the registration file of Kelli Hughes [LT] and her answers to Part IV of the application. After a thorough review, Ms. Chovanec moved to allow Ms. Hughes to proceed with registration. The Board discussed the motion and it passed unanimously.

The Board discussed Autism Spectrum Therapies' Program Supervisor Position. The Board agreed to monitor the situation.

The Board met with Amy Fowler to discuss the revocation of her registration and circumstances involving same. The Board considered the information and discussion at the face-to-face meeting. Dr. Longwell moved to reinstate the registration of Amy Fowler as of December 2, 2014. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay, and Chovanec-yay.

The Board reviewed the file of Sara Wilson, R-470. Dr. Longwell moved to revoke the registration of Ms. Wilson for failing to disclose required information to the Board with the application and upon request. The motion was discussed. The motion passed unanimously. Ms. Wilson appeared, unexpectedly, at the meeting to address the Board regarding this issue. The Board met with her to discuss same. Dr. Longwell moved to reconsider the previous motion and allow Ms. Wilson to work as a registered line technician. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay, Chovanec-yay.

Finance Committee: Ms. Brocato reported to the Board regarding the November 2014 finances. Ms. Brocato also presented the Board with the LSBEP invoice for November. The Board discussed the finances and LSBEP invoice. Dr. Longwell moved to approve the payment for the LSBEP November invoice. The motion passed by majority vote as follows: Bellaci-yay, Longwell-yay, Bradford-yay, Brocato-yay, and Chovanec-nay. Ms. Parker reminded the Board that the budget would be due in January. Ms. Brocato requested that the accountant, Ms. Dominique, attend the January meeting.

Jurisprudence Examination Committee: Ms. Bradford presented the Board with a revised update to the Jurisprudence examination. The Board reviewed the revised exam. Ms. Bradford moved to accept the revised exam as final. The motion was discussed and passed unanimously. Ms. Bradford noted that she would begin modifying the SCABA exam.

Legislative Oversight Committee: No new report.

Policies and Procedures Committee: The Board discussed items to be developed by the Policies & Procedures Committee. Policies included but are not limited to: applications, complaints, board member attendance, board member removal, board decorum, frequently asked questions, audit, ethical standards, transfer of SCABAs, and public information.

Continuing Education Committee: No new report.

Long Range Planning Committee: Ms. Bellaci informed the Board that this committee should have specific tasks with associated projects. Long range planning items include, but are not limited to: upgrades to the website, database, reducing fees (starting 2016), newsletters, and social media projects.

Discussion Items:

1. Email from Dr. Hussey: Ms. Parker presented the Board with email communication from Dr. Hussey, the Behavioral Health Medical Director for Louisiana Medicaid, over concerns related to line technicians. The Board reviewed and discussed the

communication. Ms. Bellaci moved to invite Dr. Hussey for a meeting with the Board to discuss his concerns. The motion passed unanimously. Mr. Parker agreed to initiate the request and attempt to schedule the meeting for the January meeting.

2. Renewal Update: Ms. Parker updated the Board regarding the status on renewals: 20 behavior analysts and 62 line technicians had been received as of the date of the meeting.
3. Requests for Information: The Board reviewed a request for information. The Board discussed the matter. Ms. Bellaci moved that all requests be directed to the Executive Director as the Custodian of Records. The motion passed unanimously. The Board also discussed outstanding issues surrounding the public records request.
4. Job posting for part-time staff: The Board discussed a job description for part time staff. Ms. Bradford suggested using a temp agency to transition someone into a part-time position. Ms. Parker and Ms. Bradford agreed to handle the employment of a part-time staff member.
5. Future meeting dates: The Board agreed on the following meeting dates: January 6<sup>th</sup>, February 3<sup>rd</sup>, March 31<sup>st</sup>, no April meeting, May 5<sup>th</sup> and June 2<sup>nd</sup>.

Ms. Bellaci moved to adjourn the meeting at 3:09p.m. The motion passed.