

**Louisiana Behavior Analyst Board**  
**BOARD MEETING MINUTES: August 6, 2013**  
**APPROVED: September 10, 2013**

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Emily Bellaci as at 9:04 a.m., Tuesday, August 6, 2013, at 8280 YMCA Plaza Drive, Building 8-B, Baton Rouge, LA 70810. Present were Board Members, Cassie Bradford, Jenny Longwell, Ellen Brocato and Marc Zimmermann, Ph.D.,MP (ex-officio nonvoting member); and, Executive Director, Kelly Parker. Kathy Chovanec was on the phone for the beginning of the meeting for listening purposes only.

Nominations for officers in the 2013-2014FY were opened. Ms. Brocato nominated by motion Emily Bellaci for Board Chair. No other nominations for Chair were made. The motion passed unanimously by roll call vote: Bradford-yay, Brocato-yay, Longwell-yay. Ms. Bellaci nominated by motion Cassie Bradford for Vice Chair. No other nominations for Vice Chair were made. The motion passed unanimously by roll call vote: Bellaci-yay, Brocato-yay and Longwell-yay.

Ms. Bellaci established the following 2013-2014FY Committees and designated members to each committee:

**Finance Committee:** Kathy Chovanec, Chair and Ellen Brocato, Vice Chair

**Complaints Committee:** Emily Bellaci, Chair, and Cassie Bradford, Vice Chair

**Legislative Oversight Committee:** Cassie Bradford, Chair and Emily Bellaci, Vice Chair

**Jurisprudence Examination Committee:** Ellen Brocato, Jennifer Longwell, Vice Chair and Marc Zimmermann, Ph.D., MP

**Policies and Procedures Committee:** Jennifer Longwell, Chair and Kathy Chovanec, Vice Chair

**Supervision Committee:**

Ms. Bellaci tabled the decision on the designees until a later date.

**Continuing Education Committee:** Ms. Bellaci tabled the decision on the designees until a later date.

Ms. Bellaci moved to accept the August 6, 2013 agenda. The motion passed unanimously.

**Discussion Items:**

**Administrative – Memorandum of Understanding with LSBEP:** The Board reviewed the draft Memorandum of Understanding with the LSBEP regarding finances, office staff and office resources. Ms. Bellaci opined that the Board would like to have legal consultation regarding the area of dual regulation. Ms. Parker agreed to discuss the status of the MOU with the LA State Board of Examiners of Psychologists at the next meeting scheduled for Friday, August 9, 2013.

**Administrative-Ethics:** Ms. Parker advised the members that they must complete ethics training provided through the Louisiana Ethics Board. Ms. Parker also commented that the Board members will be responsible for annual ethics filings by May 15<sup>th</sup> every year.

**Finances-Adopt 2013-2014FY Budget:** The Board discussed the Board's budget. Ms. Bellaci directed the Finance Committee create an estimated budget for Board review.

**Finances-Federal ID, Bank Accounts:** Ms. Parker reported that the Board was issued a Federal EIN number. The Board discussed business bank accounts. Ms. Parker suggested Neighbors Federal Credit Union or Chase Bank because they are familiar with other Board accounts. Ms. Bellaci suggested Capitol One. Ms. Bradford suggested Iberia Bank. Ms. Bellaci moved to establish a bank account for the Board delegate Ms. Parker and Ms. Bradford as signors on the bank account. The motion passed unanimously.

**Finances – Contract Review:** The Board discussed contracts for the 2013-2014FY. Ms. Brocato noted that the Finance Committee would consider contracts further once a budget was established. Ms. Bellaci requested contracts be established for necessary services at this time. Ms. Bellaci moved to enter into a contract for accounting services with Valerie Dominique, CPA for \$1,500 at \$50 per hour. The motion passed unanimously. Ms. Bellaci requested that Ms. Parker obtain an estimate from the LSBEP's website contractor for website services for the Behavior Analyst Board. Ms. Brocato requested Ms. Parker to evaluate legal counsel for services.

**Legislative-Rules:** The Board carefully reviewed and discussed draft rules regarding the application process and fees. Ms. Parker noted that the rules may qualify as emergency rules, which would enable individuals to apply for licensure earlier than expected. Ms. Parker agreed to check with the Louisiana Register's Office. The Board made minor corrections to the draft of rules. Ms. Bradford moved to proceed with the publication of the rules, with minor corrections and additions. The motion passed by roll call vote as follows: Bellaci-yay, Brocato-yay, Longwell-yay.

**Meeting with Jessica Thornhill, AAG –** Ms. Thornhill appeared before the Board at the request of Ms. Parker to provide an explanation of services that would be available to the Board if under contract with the AG's office for legal counsel. Ms. Thornhill reported that the AG's office could offer, advisory services, prosecutorial service or as presiding officer in a disciplinary action. Ms. Thornhill noted that regulatory boards typically have 2 attorneys at different firms, one for advice and one for prosecuting cases. Ms. Brocato asked questions for a nonpresent Board member regarding Open Meeting Laws. Ms. Thornhill addressed the questions and noted the member had previously contacted the AG's office on a couple occasions. Ms. Parker inquired regarding Open Meetings Law training available through the AG's Office. Ms. Thornhill acknowledged that she or a colleague could provide the training. An Open Meetings Law training was scheduled for Tuesday, September 10<sup>th</sup> at 8:30 a.m.

**Lunch Break** - Ms. Bellaci adjourned the meeting for lunch at 12:40 p.m. Ms. Bellaci reconvened the meeting at 1:18 p.m.

**Notice of Behavior Analyst Practice Act:** The Board discussed the legal obligation to notice those practicing in Louisiana about the new licensure law and requirements. Ms. Bellaci offered to draft a notification statement on behalf of the Board. [Someone??...offered to contact BACB]. Ms. Parker offered to assist Ms. Bellaci. Dr. Zimmermann suggested contacting the Register's Office for guidance.

**Website & Database Issues:** The Board discussed website needs and social media.

**LBAB Policies & Procedures:** Ms. Parker noted the incorrect abbreviation on the agenda, LBAB not LABAA policies and procedures. The Board reviewed the LBAB Board Member Guidelines prepared by Ms. Parker. The Board agreed that the Policies and Procedure Committee should draft Board policies for review.

**Application Process:** The Board reviewed the list of application components prepared by Ms. Chovanec. Ms. Longwell, as Chair of the Policies and Procedures Committee, designated tasks associated with the application process to others as follows: application instructions and flow chart – Longwell; application – Chovanec; BACB verification form-Longwell; SCABA Supervision form-Bellaci and Bradford, License Verification – Parker, Reference Form-Parker, and Criminal Background Check Letter-Parker.

**Jurisprudence Exam:** The Board discussed the Jurisprudence exam including topics for questions and administration procedures for the exam.

**Future Meeting Dates:** The Board agreed to hold committee meetings in the morning and the Board meetings in the afternoon on each future meeting date. The Board established the following meeting dates: September 10<sup>th</sup>, October 8<sup>th</sup>, November 5<sup>th</sup> and December 3<sup>rd</sup>.

Ms. Longwell moved to adjourn the meeting at 2:20 p.m.