

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

BOARD MEETING MINUTES: *February 10, 2015*
Approved: March 31, 2015

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 12:00 noon. Tuesday, February 10, 2015, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Emily Bellaci, Jennifer Longwell, Ph.D., Kathy Chovanec;and, Executive Director, Kelly Parker. Ellen Brocato, Cassie Bradford, and Marc Zimmermann, Ph.D., MP, ex-officio LSBEP member, were absent.

The Board reviewed the February 10, 2015 agenda. Ms. Bellaci moved to accept the agenda.. The motion passed unanimously.

The Board reviewed the draft minutes of January 6, 2015. Ms. Bellaci moved to accept the minutes as final. The Board discussed the motion. The motion failed, the vote was as follows: Bellaci-yay, Longwell-yay and Chovanec-nay.

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, Longwell-yay,and Chovanec-yay.

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

The following individuals failed to renew by December 31, 2014: Claire Prat [SCABA], Hallie Timm[LT], Kaylee Pitre[LT], Aanesha Martin [LT], Brittany Wilkins[LT], Emily Yokubaitis[LT], Kimberly Miranda[LT], and Lee Leger[LT]. Ms. Bellaci moved to renew the lapsed individuals, since the required paperwork was now completed and the renewal with late fees were paid. The Board discussed the motion. The motion passed unanimously.

The Board reviewed the renewal application of Caroline Quaid[LT] and her affirmative answers, with explanation, to the renewal attestation questions. The Board discussed the information carefully. Ms. Chovanec moved to allow Ms. Quaid to renew but require her to update the Board regarding the outcome of the legal matter. The motion was discussed. The motion passed unanimously.

The Board reviewed the complete behavior analyst application files of Robert Craighead and Jennifer Anderson. The Board agreed that both of the files met licensure requirements. Dr. Longwell moved to issue a behavior analyst license to both Mr. Craighead and Ms. Anderson. The motion passed unanimously.

The Board reviewed the application for registration files and additional documentation provided by: Jessica Williams[LT], Melissa Brazan[LT] and Sonja Ellis[LT]. After careful review and discussion, Dr. Longwell moved that Ms. William and Ms. Ellis fulfilled the requirements of the Board's request and recommended final approval of their registration. The Board discussed the motion. The motion

passed unanimously. Ms. Chovanec moved that Ms. Brazan provide additional information for Board consideration regarding Part IV of her application. The motion was discussed and passed unanimously.

Legal Review: The Board reviewed a job posting for a local ABA company, which was found on *Indeed.com*. The Board members discussed their concerns over the information advertised. The Board opined that they needed to gather additional information. The Board agreed that the Clinical Director, a licensed behavior analyst, should be contacted about the Board's concerns.

Finance Committee: Dr. Longwell reported to the Board regarding the January 2015 finances. Dr. Longwell also presented the Board with the LSBEP invoice for January. The Board discussed the finances and LSBEP invoice. Dr. Longwell moved to approve the payment for the LSBEP January invoice. The motion was discussed and passed as follows: Bellaci-yay, Longwell-yay, and Chovanec-yay.

Dr. Longwell presented the Board with the 2015-2016FY budget prepared by the accountant, Valerie Dominique. Dr. Longwell also reported the accountant's concerns to the Board. Dr. Longwell moved to accept the 2015-2015FY budget. The motion was discussed and ultimately passed unanimously.

Ms. Parker reported that the LSBEP accepted the new MOU arrangement which includes sharing all expenses 50/50 and splitting the salaries 70 LSBEP/30 LBAB. Ms. Bellaci moved to accept the agreement as final and sign the new MOU. The motion passed unanimously.

The Board reviewed proposed contracts for the 2015-2016FY:

Legal, Board Counsel, Bill Bryan, AAG - \$15,000/\$225rph;

Legal, Board Prosecutor, Mark Boyer, Esq. - \$4,500/\$225rph;

Legal, Presiding Officer, Carey Holliday, \$3,000/\$225rph;

Accounting, Valerie Dominique, \$1,500/\$50rph; and,

Website, Tidal Waves, \$1,200/\$60rph.

The proposed contracts and contract amounts were discussed. Dr. Longwell moved to approve the contracts for the 2015-2016FY. The motion passed unanimously.

Complaints Committee: No new report.

Jurisprudence Examination Committee: No new report

Legislative Oversight Committee: Ms. Parker reminded the Board members that the Continuing Education rules would be posted in the February 20, 2015 Louisiana Register. She noted that comments were due by March 23, 2015 at 12 noon.

Policies and Procedures Committee: Ms. Bellaci reported on behalf of the Policies and Procedures

Committee. She provided a final draft of the internal policies and procedures for the application process and criminal background check process. The Board reviewed the policies. Dr. Longwell moved to accept the policies as final. Ms. Parker pointed out that examples of policies for board meeting procedures and board confidentiality issues were provided as a resource for the committee. The Board reviewed Ms. Chovanec's suggested list of Appendices for the policies and procedures. The Board agreed that the forms, laws, and guidelines often change, therefore, references not actual documents should be included.

Continuing Education Committee: No new report other than the information provided during the Legislative Oversight Committee.

Long Range Planning Committee: No new report.

Discussion Items:

1. Frequently Asked Questions regarding line technicians: Ms. Bellaci presented the Board with draft FAQs regarding line technician supervision. The Board discussed the document. Dr. Longwell moved to accept the document as final and use the document on the website. The motion passed unanimously. Ms. Parker noted that she would also circulate the document via email
2. Future New Business: None.

Ms. Bellaci moved to adjourn the meeting around 2:00p.m. The motion passed.