

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

BOARD MEETING MINUTES: *September 4, 2014*

Approved: October 7, 2014

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 1:15p.m., Tuesday, September 4, 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 Marc Zimmermann, Ph.D. (LSBEP Board member, ex-officio nonvoting member); and, Executive Director, Kelly Parker. Kathy Chovanec was absent.

The Board reviewed the September 4, 2014 agenda. Dr. Zimmermann moved to accept the September 4, 2014 agenda. The motion passed unanimously.

The Board reviewed the draft minutes of August 12, 2014. Ms. Brocato moved to accept the minutes as final. The Board discussed the motion. The motion passed unanimously: Bellaci-yay, Bradford-yay, Brocato-yay and Longwell-yay.

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 and Brocato-yay..

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Ms. Bellaci reviewed the complete behavior analyst application file of Christy Gray. Ms. Bellaci noted that the file met licensure requirements. Ms. Bellaci moved to issue a behavior analyst license to Ms. Gray. The motion passed unanimously.

Ms. Brocato reviewed the complete assistant behavior analyst application file of Daniela Riofrio. Ms. Brocato noted that Ms. Riofrio was working under Megan Perkins and that at the file met licensure requirements. Ms. Brocatomoved to issue a state certification Ms. Riofrio. . The motion passed unanimously.

The Board reviewed the file of line technician Amy Fowler. Ms. Bellaci moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously. Ms. Parker pointed out that Ms. Fowler was already registered pursuant to Act 481. The Board considered the information. Dr. Zimmermann moved to request additional information regarding Part IV of the application within 10 days from the date of the notice, and if the technician does not respond then she should be immediately suspended. The Board discussed the motion carefully. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, and Brocato-yay.

The Board reviewed the file of line technician applicant Tiffany Lester. Ms. Bradford moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of Reba Lynn and additional documentation submitted at the request of the Board. After careful review and discussion, Dr. Longwell moved to accept the information and register Ms. Lynn. The Board discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay and Brocato-yay.

The Board reviewed the file of Mark Granger and additional documentation submitted at the request of the Board. After careful review and discussion, Ms. Bellaci moved to accept the information and register Mr. Granger. The Board discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay and Brocato-yay.

The Board reviewed the file of Alyssa Ray and additional documentation submitted at the request of the Board. After careful review and discussion, Dr. Zimmermann moved to accept the information and register Ms. Ray. The Board discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay and Brocato-yay.

The Board reviewed the file of Lee Leger and additional documentation submitted at the request of the Board. After careful review and discussion, Dr. Longwell moved to accept the information and register Mr. Leger. The Board discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay and Brocato-yay.

The Board reviewed the file of line technician applicant Nicole Adams. The Board also reviewed correspondence received from a parent regarding Ms. Adams. Ms. Parker pointed out that the time for appeal had expired and that the office had not received anything from Ms. Adams. Ms. Bradford moved to write a letter to the parent in acknowledgement of the communication. The motion passed unanimously. Dr. Zimmermann moved that the decision to revoke Ms. Adams registration be upheld. The motion passed unanimously by roll call vote: Bellaci-yay, Longwell-yay, Bradford-yay, Brocato-yay.

The Board reviewed the file of Pamela Smith and additional documentation submitted at the request of the Board. After consideration of the information, Ms. Bradford moved to request a release from Ms. Smith. The Board discussed the motion. The motion passed unanimously.

The Board reviewed the file of Sonja Bacuetes and additional documentation submitted at the request of the Board. After careful consideration and discussion, Ms. Brocato moved to request more detailed information from Ms. Bacuetes. The Board discussed the motion. The motion passed unanimously.

The Board reviewed the file of Melanie Matthews. The Board noted that Ms. Matthews missed the Board deadline for compliance with the Part IV requirements. Ms. Bradford moved to deny the registration of Melanie Matthews.

The Board reviewed the file of Devora Knight. The Board noted that Ms. Knight missed the Board deadline for compliance with the Part IV requirements. Ms. Bellaci moved to deny the registration of Melanie Matthews.

The Board reviewed the status of the behavior analyst file of Ann Eldridge. Ms. Bellaci moved to notify Ms. Eldridge again that her file would be closed and her assistant and line tech would not be registered if she did not comply with the licensure process by the October 1, 2014 date. The Board discussed the motion carefully. The motion passed by roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay and Longwell-yay.

Finance Committee: Ms. Brocato reported to the Board regarding the August 2014 finances. Ms. Brocato also presented the Board with the LSBEP invoice for August. The Board discussed the finances and LSBEP invoice. Dr. Longwell moved to approve the payment for the LSBEP August invoice. The motion passed unanimously.

Jurisprudence Examination Committee: The Board discussed possible updates to the Jurisprudence examination.

Legislative Oversight Committee: The Board reviewed the final draft of the Continuing Education rules. The Board discussed the rules thoroughly. Dr. Longwell moved to accept the final draft of CE rules. The motion passed unanimously. The Board also discussed the rules for the supervision of line technicians. The Board agreed to approve a final draft at the next meeting.

Policies and Procedures Committee: Ms. Bellaci noted she was still working on developing a draft of internal policies for the complaint process. The Board reviewed renewal forms and discussed renewal procedures.

Continuing Education Committee: Dr. Longwell noted that this was discussed during legislative oversight.

Discussion Items:

1. LABAA Liaison Report: Ms. Brocato updated the Board regarding LABAA's fall conference. The Board discussed the presentation. Ms. Parker agreed to prepare a PowerPoint for discussion.
2. Recording of meetings: Ms. Bellaci moved to table this matter to next meeting since Ms. Chovanec was not present again. The motion passed.

Dr. Longwell moved to adjourn the meeting at 2:05 p.m. The motion passed.