

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

BOARD MEETING MINUTES: June 3, 2014

Approved: August 12, 2014

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 1:30 p.m., Tuesday, June 3, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ph.D., Ellen Brocato, Kathy Chovanec and Marc Zimmermann, Ph.D. (LSBEP Board member, ex-officio nonvoting member); and, Executive Director, Kelly Parker. Ms. Amanda Morgan and Kelly Rouse were in partial attendance for a meeting with the Board.

The Board reviewed the June 3, 2014 agenda. Dr. Longwell moved to accept the June 3, 2014 agenda. The motion passed unanimously.

The Board reviewed the draft version of the May 6, 2014 minutes. The Board discussed the draft minutes. Ms. Bellaci moved to approve the May 6th minutes with minor stylistic changes discussed. The motion passed by majority vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovanec-nay. Ms. Chovanec commented that she would not vote to approve any minutes that included reference to Part IV of the application. Ms. Chovanec addressed the Board about getting clarity on recording the Board meetings from the attorney. The Board discussed the topic. Dr. Longwell mentioned that the Board needed to consider retention of records and public records issues involving recordings. Ms. Chovanec moved to request legal guidance regarding the recording of meetings. The motion passed by majority vote as follows: Bellaci-nay, Bradford-nay, Longwell-yay, Chovanec-yay and Brocato-yay. Ms. Bellaci directed Ms. Chovanec to draft a letter to legal counsel, for Board approval, regarding questions concerning recordings. Ms. Parker inquired about the time frame of this request. Ms. Bellaci suggested that Ms. Chovanec prepare a draft for circulation via email prior to the August 12, 2014 meeting.

Ms. Chovanec also addressed the Board regarding the reminder for agenda topics sent by Ms. Parker. Ms. Parker offered to send a reminder a week prior to the meeting along with the minutes, as long as the schedule permits, and if not, as close to it as possible. Ms. Bellaci moved to send one reminder notice approximately a week, or as feasible, prior to the meeting along with the minutes. The motion passed unanimously.

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:

Complaint Review/Legal Matters:

The Board reviewed information concerning an unlicensed individual practicing ABA and representing herself as a behavior analyst. The Board discussed the information. Dr. Longwell moved to open files and issue cease and desist letter to the individual and her employer. The motion passed by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Credentials Review Committee:

Ms. Bellaci reviewed the complete application files of Amanda Fullbright and Britni Tommasi. Ms. Bellaci noted that the files met licensure requirements. Ms. Bellaci moved to issue behavior analyst licenses to Ms. Fullbright and Ms. Tommasi. The motion passed unanimously.

Ms. Bradford reviewed the complete application files of Thomas Palczynski and Robert Wright. Ms. Bradford reported that the files met licensure requirements. Ms. Bradford moved to issue behavior analyst licenses to Ms. Payczynski and Mr. Wright. The motion passed unanimously.

Ms. Brocato reviewed the complete application files of Mary Elizabeth Johnson and Amber Myers. Ms. Brocato noted that the files met licensure requirements. Ms. Brocato moved to issue behavior analyst licenses to Mary Elizabeth Johnson and Amber Myers. The motion passed unanimously.

Dr. Longwell reviewed the complete application files of Kimberly Peters and Jennifer Pla. Dr. Longwell noted that the files met licensure requirements. Dr. Longwell moved to issue behavior analyst licenses to Kimberly Peters and Jennifer Pla. The motion passed unanimously.

Ms. Chovanec reviewed the complete application files of Chad Favre and Leslie Praetorious. Ms. Chovanec noted that the files met licensure requirements. Ms. Chovanec moved to issue behavior analyst licenses to Mr. Favre and Ms. Praetorious. The motion passed unanimously.

The Board reviewed the file of line technician applicant Tramaine Jones. The Board discussed Part IV of Ms. Jones's application and the additional information submitted with the application. Dr. Longwell moved to accept the information and allow Ms. Jones to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Celeste McGrew. 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.

The Board reviewed the file of line technician applicant Nicole Adams. Dr. Longwell moved to request official documentation regarding the supplemental information provided by Ms. Adams regarding her answers to Part IV of the application. The motion was discussed and passed unanimously. Dr. Longwell moved to request a meeting with Ms. Adams, giving her one-week to respond to the request for meeting, which will be scheduled for August 12th. The motion passed by roll call vote as follows: Bellaci-yay, Longwell-yay, Bradford-yay, Chovanec-yay, and Brocato-yay.

The Board reviewed the file of behavior analyst applicant James LaVelle. The Board discussed Part IV of Dr. LaVelle's application and the additional information submitted. Ms. Brocato moved to accept the information and allow Dr. LaVelle to proceed with licensure as a behavior analyst. The motion was discussed and passed unanimously.

The Board reviewed the file of behavior analyst applicant George Storer. The Board discussed Part IV of Mr. Storer's application and the additional information submitted. Ms. Bellaci moved to accept the information and allow Mr. Storer to proceed with licensure as a behavior analyst. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Brandy Breaux. The Board discussed Part IV of Ms. Breaux's application and the additional information submitted. Ms. Chovanec moved to accept the information and allow Ms. Breaux to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Raylynn Carlson. The Board discussed Part IV of Ms. Carlson's application and the additional information submitted. Ms. Bradford moved to accept the information and allow Ms. Carlson to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Clare Kalmeyer. The Board discussed Part IV of Ms. Kalmeyer's application and the additional information submitted. Ms. Bradford moved to accept the information and allow Ms. Kalmeyer to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Jennifer Ramirez. The Board discussed Part IV of Ms. Ramirez's application and the additional information submitted. Ms. Chovanec moved to accept the information and allow Ms. Ramirez to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Shawn Verges. The Board discussed Part IV of Ms. Verges's application and the additional information submitted. Ms. Brocato moved to accept the information and allow Ms. Verges to proceed with registration as a line technician. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Amanda Morgan. The Board discussed Part IV of Ms. Morgan's application and the additional information submitted. The Board met with Ms. Morgan and her coworker, assistant behavior analyst, Kelly Rouse. After careful consideration, Ms. Bradford moved to allow Ms. Morgan to register as a line technician. The motion was discussed. The motion passed by roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay, Chovanec-yay and Longwell-yay.

The Board reviewed the special request for consideration from behavior analyst applicant Susan Fontenot. Ms. Fontenot is a current behavior analyst applicant but wanted to file a line technician application and work until she was licensed as a behavior analyst. The Board discussed the issue. Ms. Bellaci moved to allow Ms. Fontenot to register as a line technician but suggested informing her and her supervisor that she could not supervise anyone while functioning as a line technician.

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

Ms. Brocato presented the Board with a final MOU for review. Ms. Brocato pointed out that the final MOU would include a weighted formula for the psychologists. The psychologist-weighted formula will include emeritus [.50%] and provisionally licensed psychologists [.30] along with licensed specialists in school psychology [.30]. The Board discussed the final draft of the MOU. Ms. Parker inquired about the process for payments to the LSBEP on months LBAB did not meet. Ms. Brocato moved to allow Ms. Parker to authorize payment to the LSBEP on the months that LBAB did not meet and review the payments at the following meeting if there is a discrepancy. Ms. Chovanec offered an amendment to include authorization of payment of invoices on months the LBAB did not meet. The Board carefully discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Chovanec-yay, Bradford-yay, Brocato-yay and Longwell-yay.

The Board discussed office equipment with regard to the MOU. Dr. Zimmermann suggested a “use fee” be paid by LBAB for all office equipment. He noted the use fee would be the current percentage rate and that the furniture would be owned and belong to LSBEP. The Board discussed the use fee notion. Ms. Bellaci moved to pay the use fee on all equipment purchased during the sharing of resources between the 2 boards. The motion was considered and passed unanimously.

Ms. Bellaci moved to approve the final draft of the MOU with the changes discussed. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Chovanec-yay and Brocato-yay. Ms. Parker agreed to implement the changes into the document and circulate to the LSBEP for its next meeting.

Jurisprudence Examination Committee: No new report.

Legislative Oversight Committee: Ms. Bradford and Ms. Parker updated the Board regarding the outcome of the 2014 Legislative Session. Ms. Bradford also updated the Board regarding the rule process for the disciplinary rules and SCABAs.

Policies and Procedures Committee: Dr. Longwell presented a policies and procedures document for review. Dr. Longwell suggested creating an office binder to maintain the policies and procedures and keep the reference to certain documents behind the policies and procedures. Ms. Bellaci noted that policies should be included regarding application processing. Ms. Bradford suggested a policy regarding background checks. Dr. Longwell explained that she would update the document each month and then send to Ms. Parker for retention in the office.

Continuing Education Committee: Dr. Longwell presented the Board with draft continuing education rules for review. Dr. Longwell reviewed changes to the draft CE document that were discussed during the committee meeting. Dr. Longwell also clarified that the committee was proposing that 32 hours of CE with 4 hours of ethics be reported every 2 years for behavior analysts, and assistants would be required to report 25 hours of CE every 2 years with 4 in ethics. The Board discussed possible exemptions for new licensees. Dr. Longwell moved to possibly exempt new licensees, based on licensure date, from the first year of reporting, requiring new licensees to report half the CEs for their first CE reporting period. The Board carefully discussed the motion. The motion passed by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay. Dr. Longwell mentioned that she would continue to work on the document and would provide an updated

draft at the next meeting.

Supervision Workgroup: The Board reviewed the list of participants: Justin Daigle, Jane Morton, Ph.D., Megan Perkins, Scott Williamson and Lloyd Boudloche. The Board discussed the goals of the workgroup. Ms. Bradford agreed to prepare an outline for the meetings and then circulate it to the other Board members for suggestions.

Discussion Items:

1. Ethics Board: The Board reviewed the response from the Ethics Board. The Ethics Board opined that the nature of the questions were not governed by the Ethics Code. Dr. Longwell moved to request further legal guidance regarding the questions from Bill Bryan, AAG, Board Counsel. The motion was discussed. The motion passed unanimously.

Ms. Bellaci moved to adjourn the meeting at 3:37 p.m. The motion passed.