



*State of Louisiana*  
*Department of Health and Hospitals*  
***Louisiana Physical Therapy Board***  
104 Fairlane Drive, Lafayette, LA 70507  
(337) 262-1043 FAX (337) 262-1054

**September 25, 2013**

- 6:30 Call Meeting to order
- 6:35 [August Board Meeting Minutes](#)
- 6:45 Reports  
Chairman's Report  
Treasurer's Report
  - July 2013 actual vs. budget
  - August 2013 actual vs. budget
  - [Securities – September 2013](#)Executive Director's Report
- 7:15 Unfinished Business
  - Task Tracker for August 2013
- 8:00 [Monitoring Disciplined Therapists Report](#)
- 8:20 Legal
  - Report from meeting with Medical Board – Executive Session
- 9:00 New Business
  - [Topics for Discussion](#)
- Recess

**September 26, 2013**

- 8:30 Correspondence
  - [Treating grandfather](#)
- 9:00 Statutes, Rules and Regulations Issues
  - [continuing education](#)
  - [License Renewal](#)
  - [New CE Policy](#)
- 10:15 Board Monthly Call Discussion
- 10:30 Adjournment

## **LOUISIANA PHYSICAL THERAPY BOARD**

September 25 & 26, 2013      ACCEPTED

Proceedings for the Louisiana Physical Therapy Board, taken in regular session on Wednesday, September 25 & 26, 2013, at 104 Fairlane Drive, Lafayette, LA 70507. Donna "Dee" Cochran, Chairman called the meeting to order at 6:30 p.m. A quorum of members was present. Board members present were: Donna "Dee" Cochran, Jerry Jones, Jr., Kristina Lounsberry, Elizabeth "Beth" Austin, Al Moreau, III, Danny Landry, and Gerald Leglue. Cheryl Gaudin, Executive Director, George Papale, general counsel and Courtney P. Newton, attorney were also present. Former Advisory Committee Member Peggy Wilson was in attendance. Arma Veneracion, advisory committee member.

### **ADOPTION OF MINUTES OF PREVIOUS MEETING**

Minutes of the August Board meeting were accepted as written.

### **CHAIRMAN'S REPORT**

Donna "Dee" Cochran welcomed Elizabeth Austin as the new member of the board representing the Louisiana Hospital Association. Ms. Austin is from Minden, Louisiana and is employed at Minden Medical Center.

Ms. Cochran reported on the success of the board's attendance at the Louisiana Physical Therapy Association meeting in Baton Rouge. Board members and the Executive Director had the opportunity to greet and speak with licensees and address questions regarding rule changes.

The traveling jurisprudence held in Mandeville on September 19<sup>th</sup> had 148 attendees. The presentation provided clarification of those issues staff continuously receives calls about. These questions include renewal, continuing education, test taking, and reporting contact information to the board as required by rule.

The Federation of Association of Regulatory Boards is offering its 38th Annual Forum in Austin on January 24 – 26, 2014. Board members expressing intention to attend are Donna "Dee" Cochran, Danny P. Landry, Kristina Lounsberry, Jerry Jones, Jr., and Elizabeth Austin. Registration for members will be taken care of by staff.

### **TREASURER'S REPORT**

Cash on hand for the month of July 2013 was \$1,214,248.67. Receipts for July totaled \$13,849.59 and expenses totaled \$39,471.70.

Cash on hand for the month of August was \$1,181,516.79. Receipts for August totaled \$17,593.69 and expenses totaled \$47,017.98.

One of the board CD investments is scheduled to mature on September 27, 2013. After discussion, motion was made by Danny P. Landry, seconded by Al Moreau, III; "To allow CD 5012261 to rollover at maturity at the interest rate available at Montgomery Bank." Montgomery Bank pays interest monthly instead of at maturity providing for a higher yield. All in favor were Danny P. Landry, Al Moreau, III, Donna "Dee" Cochran, Kristina Lounsberry, Gerald Leglue, Jerry Jones, Jr. and Elizabeth "Beth" Austin. No one opposed the motion.

A report was provided by John McKowen, CPA contracted to the board to conduct the Annual Agreed Upon Procedure for review of the board's finances. Mr. McKowen provided year end adjusting entries and requested these entries be made as of June 30, 2013 so he would not have to make these adjusting entries next year. The adjusting entries included classifying the renewal applicants who paid for a two year renewal and reporting the second year as deferred revenue. This would be the case each year as all licensees move to the biennial license renewal. As a result of the adjusting entries, Cheryl Gaudin provided the June, July, and August reports which

included any changes due to the adjusting entries.

### **EXECUTIVE DIRECTOR REPORT**

Cheryl Gaudin reported efforts to rewrite the board's website and necessary database edits. Covalent Logic which is a company located in Baton Rouge, contracts with DHH to host their site and provide other IT services. This project will probably take until at least May of 2014. In the meantime, Gaudin is working with Covalent to attempt to resolve the online renewal issue before renewals begin in February 2014. Gaudin is working with Covalent to contract for IT services for the board.

Cheryl Gaudin announced plans for retirement. Contact has been made with Civil Service to determine if the Executive Director position can be double encumbered to allow for training for the new director. Although the position is an unclassified position, the board is allowed to double encumber the director position for this purpose.

George Papale suggested engaging a consultant to assess the job descriptions, especially the executive director job description, to determine how many employees are needed to work in the board office. The executive Director job description encompasses management, IT, HR, and financial responsibilities.

### **LEGAL**

George Papale, general counsel, Gerald Leglue and Peggy Wilson, presented to the board on behalf of Samuel Forester, PT a proposed Consent Order. Ms. Wilson participated with Dr. Leglue in the investigation of this complaint. After discussion and review of the proposed terms of the Consent Order, motion was made by Jerry Jones, Jr, seconded by Elizabeth Austin; "To accept the proposed content order of Samuel Forester, PT as written." All in favor were Danny P. Landry, Al Moreau, III, Donna "Dee" Cochran, Kristina Lounsberry, Gerald Leglue, Jerry Jones, Jr. and Elizabeth "Beth" Austin. No one opposed the motion.

### **MONITORING DISCIPLINED THERAPISTS**

A letter was forwarded by certified mail to Kim Licausi and Dana Altazan requesting copies of the additional continuing education courses required by their consent orders.

A review of the monitoring reports of Stacey Andrus, Cole Padgett, David Watkins, and Wanda Shanks indicated compliance with the terms of their consent order to date.

### **STATUTE, RULES, AND REGULATIONS**

#### **CORRESPONDENCE**

Danny P. Landry submitted two statements for board review and response. 1.) Medication Review by PT/PTA for PT only admitted Home Health Patients. 2.) Discharge Summary for electronic records in acute care setting for unforeseen discharge of patients that were not able to be seen by Physical Therapist for a discharge visit. The board requested a question regarding the medical review be forwarded for response.

Advisory Committee Member Anna Smith requested clarification regarding continuing education requirements for new licensees. If an applicant graduated this year (2013) or obtains a license through reciprocity, and the license issued expires March 2014 (a one year), is this new licensee required to obtain 15 hours of CEU's when they renew in March? At what point do they not need the 15 hours? Dec, Jan? Courtney P. Newton will respond to Anna Smith.

Rachel Comish, PT contacted the board office to inquire if it was acceptable for an employee to treat his grandfather in a SNF setting, Part A, with Humana insurance. It would only need to occur once per week to accommodate work schedules. The board reported this is an insurance issue and not a board issue. Cheryl Gaudin will respond to Comish.

Kim Bueche Hardman, Executive Director of PTPN would like to send out a reminder to the PTPN

member clinics to remind them about license renewals as required by the Louisiana Physical Therapy Board. PTPN would like to send to their subscriber's continuous reminders regarding renewing their license in a timely manner. Also, PTPN would like to ask the licensees to provide a copy of what they submit to the board when PTPN credentials them. PTPN is particularly interested in seeing the renewal summary form which includes the list of educational activities. Hardman requested a copy of the most current renewal form and a summary of the timelines/guidelines required for license renewal to date.

Heather Cobb, Private Events Coordinator and CE Administrator at CIAO Seminars posed questions about the new CEU Policy posted on the board website. In Section II.G "Computer/video courses will have an interactive feature to allow dialogue, coursework assignments, and post-tests. Can you clarify "dialogue"? Will emails between the participant and instructor be accepted? For example, we have an online course that requires the participant to submit a response. The instructor grades the response and replies on a private message board, but it is not a "live" or immediate response. Also, Section II.A.3. "Provide opportunities for inter-disciplinary learning". Will all courses (both live and computer based) be required to have an intended audience of other disciplines? Board decision is to incorporate a definition of "dialogue" in the CEU policy. Dialogue shall be defined as "taking part in a conversation or discussion between two people to resolve a problem".

The meeting was recessed at 10:30 pm.

The meeting was reconvened at 8:30 am on Thursday, September 26, 2013. A quorum of members was present. Board members present were: Donna "Dee" Cochran, Jerry Jones, Jr., Kristina Lounsberry, Al Moreau, III, Danny Landry, and Gerald Leglue. Cheryl Gaudin, Executive Director, and Courtney P. Newton, attorney were also present. Arma Veneracion, Advisory Committee Member was present.

#### **NEW BUSINESS**

Discussion was held regarding the luncheon meeting scheduled for Friday September 27<sup>th</sup> in Baton Rouge with the Medical Board. Initially, Donna "Dee" Cochran, Cheryl Gaudin, and Courtney P. Newton were appointed to represent the board. After discussion, motion was made by Danny P. Landry, seconded by Kristina Lounsberry, "To appoint Al Moreau, III to attend the lunch meeting with the Medical Board representative." All in favor were Danny P. Landry, Al Moreau, III, Donna "Dee" Cochran, Kristina Lounsberry, Gerald Leglue, Jerry Jones, Jr. and Elizabeth "Beth" Austin. No one opposed the motion.

#### **BOARD MEMBER MONTHLY CALLS**

The meeting was recessed at 10:30 a.m.

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