

**Louisiana Board of Examiners for  
Speech-Language Pathology and Audiology**

**February 2, 2018**

**Attending:**

**Stephen J. Harris, L-AUD/SLP, Chairperson  
Daphne Washington, L-SLP, Vice Chairperson  
Deanna B. Hardy, Public Board Member, Secretary/Treasurer  
Tammy P. Crawford, L-SLP, Board Member  
Jerrilyn Frasier, L-AUD/SLP, Board Member  
Annette E. Hurley, L-AUD/H.A. Dispensing, Board Member  
Theresa H. Rodgers, L-SLP, Board Member**

The meeting was called to order by Stephen Harris at 8:39 a.m. in the conference room at the Board office located at 37283 Swamp Road, Suite 3B, Prairieville, Louisiana. Jolie Jones, Executive Director, was present for the entirety of the meeting.

**WELCOME NEW BOARD MEMBER:**

Stephen Harris welcomed Jerrilyn Frasier, as the board's newest member.

Mr. Harris also thanked Tammy Crawford and Theresa Rodgers for their service to the Board.

**PUBLIC COMMENTS:**

No one was present to provide public comment.

**AGENDA:**

**Motion** was made by Daphne Washington, seconded by Deanna Hardy and unanimously carried, to adopt the agenda as amended, to add "5. Update on Board Appointments" to Admin Review and renumber.

**MINUTES:**

1. **Motion** was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to accept the minutes of the meeting held December 1, 2017, as amended.

**FINANCIALS:**

**1. Financial Statements for the period ended October 31, 2017**

Board members were provided a copy of the Financial Statements prepared by Susan Sevario, CPA, for the period ended October 31, 2017.

- 2. Financial Statements for the period ended November 30, 2017**  
Board members were provided a copy of the Financial Statements prepared by Susan Sevario, CPA, for the period ended November 30, 2017.
- 3. Amend Ayn Stehr's 2017-2018 Professional Contract**  
**Motion** was made by Annette Hurley, seconded by Theresa Rodgers and unanimously carried, to amend Ayn Stehr's professional contract from \$15,000 to \$25,000.
- 4. Extend Consultant Contract with Leigh Anne Norman, Audiologist**  
**Motion** was made by Theresa Rodgers, seconded by Daphne Washington and unanimously carried, to extend Leigh Anne Norman's Audiology consultant contract from \$1,000 to \$2,500.
- 5. Proposals from CPAs for 2018-2019**  
**Motion** was made by Daphne Washington, seconded by Tammy Crawford and unanimously carried, to offer Champagne and Company a professional contract to provide monthly financial statements, monthly reconciliation of bank account, quarterly update of depreciation schedule, and preparation of 1099s annually, for \$350 per month, with a maximum contract amount of \$5,000 annually.
- 6. Professional Contracts 2018-2019**  
**Motion** was made by Daphne Washington, seconded by Tammy Crawford and unanimously carried, to offer a professional legal contract to the Department of Justice of the State of Louisiana for \$175/hour, for a maximum contract amount of \$15,000.  
  
**Motion** was made by Annette Hurley, seconded by Tammy Crawford and unanimously carried, to offer a professional legal contract to Ayn Stehr, Attorney At Law, for \$175/hour, for a maximum contract amount of \$20,000.  
  
**Motion** was made by Daphne Washington, seconded by Tammy Crawford and unanimously carried, to offer a professional investigative contract to Statewide Surveillance and Investigations, for \$50/hour plus expenses at the state rate, for a maximum contract amount of \$10,000.
- 7. Budget 2018-2019**  
**Motion** was made by Theresa Rodgers, seconded by Annette Hurley and unanimously carried, to approve the 2018-2019 amended budget.  
  
**Motion** was made by Annette Hurley, seconded by Jerrilyn Frasier and unanimously carried, to increase the percentage ratio being paid of the Executive Director's salary from 75% to 80%.

**Amended Budget 7/1/2018-6/30/2019**

<b>Revenues</b>	
License Fees - SLPs	
License Fees - AUD/HA Disp	
Upgrade Fees	\$ 40,000.00
Renewal Fees - SLPs	
Renewal Fees - AUD/HA Disp	\$ 243,000.00
Restitution	\$ 5,000.00
Interest (Checking & CD)	\$ 2,000.00
Miscellaneous	\$ 4,000.00
Telehealth registration	\$ 2,500.00
<b>Total</b>	<b>\$ 296,500.00</b>
<b>Total Revenues</b>	<b>\$ 296,500.00</b>
<b>Salaries</b>	
Executive Director (80%)	\$ 56,000.00
Administrative Specialist (100%)	\$ 40,500.00
<b>Total</b>	<b>\$ 96,500.00</b>
<b>Related Employee Benefits</b>	
Retirement (37.9% ER contribution)	\$ 37,000.00
Medicare (1.45%)	\$ 1,400.00
Health Insurance (80% Exec Director & 100% Admin Spec)	\$ 20,000.00
OPEB	\$ 3,500.00
<b>Total</b>	<b>\$ 61,900.00</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$ 158,400.00</b>
<b>Expenses/Travel</b>	
Administrative (in-state mileage)	\$ 1,000.00
Administrative (in-state other)	\$ 500.00
Administrative (out-state other)	\$ 500.00
Board (in-state mileage)	\$ 8,000.00
Board (in-state other)	\$ 2,000.00
Board (out-state mileage)	\$ 500.00

Board (out-state other)	\$ 8,000.00
Conference Registration	\$ 5,000.00
<b>Total</b>	<b>\$ 25,500.00</b>
<b>Meeting Expenses</b>	
Hotel, Food, etc.	\$ 10,000.00
<b>Total Travel &amp; Meeting Expenses</b>	<b>\$ 35,500.00</b>
<b>Expenses/Operating</b>	
Advertising/Consumer Awareness	\$ 30,000.00
Rent	\$ 21,000.00
Utilities	\$ 1,800.00
Printing	\$ 7,500.00
Postage & Delivery	\$ 15,000.00
Dues & Subscriptions	\$ 2,000.00
Maintenance	\$ 2,500.00
Insurance	\$ 1,600.00
Bank Charges/Credit Card Fees	\$ 12,000.00
Telephone/Internet	\$ 2,500.00
Security	\$ 200.00
Equipment Rental	\$ 3,500.00
Miscellaneous	\$ 3,000.00
Continuing Education	\$ 15,000.00
Office Supplies	\$ 7,000.00
<b>Total</b>	<b>\$ 124,600.00</b>
<b>Total Operating Expenses</b>	<b>\$ 124,600.00</b>
<b>Professional Services</b>	
Accounting	\$ 4,000.00
Dept of Justice	\$ 20,000.00
Legal Counsel	\$ 30,000.00
Auditor	\$ 2,500.00
Calligrapher	\$ 1,600.00
Computer Consultants	\$ 10,000.00
Other Consultants	\$ 10,000.00
Court Reporter	\$ 2,000.00
Investigators	\$ 5,000.00
Payroll	\$ 1,600.00
Scanning	\$ 3,000.00

Seasonal Employee (Renewal)	\$ 9,000.00
<b>Total</b>	<b>\$ 98,700.00</b>
<b>Total Professional Services</b>	<b>\$ 98,700.00</b>
<b>Acquisitions/Equipment</b>	
Computer Equipment	\$ 500.00
Scanning Equipment/License Renewal	\$ 500.00
Office Equipment	\$ 8,000.00
<b>Total</b>	<b>\$ 9,000.00</b>
<b>Total Acquisitions</b>	<b>\$ 9,000.00</b>
<b>Total Expenditures</b>	<b>\$ 426,200.00</b>
<b>Total Revenue over Expenditures</b>	<b>\$ (129,700.00)</b>
<b>Other Assets</b>	
Cash in Checking	\$ 174,900.00
*Invested Funds	\$ 357,200.00
<b>Total</b>	<b>\$ 532,100.00</b>
<b>Total Other Assets</b>	<b>\$ 532,100.00</b>
<b>Total Available Funds over Expenditures</b>	<b>\$ 402,400.00</b>

**EXECUTIVE SESSION:**

**Motion** was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to go in to Executive Session at 10:05 a.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting, and

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

**Motion** was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to come out of Executive Session at 11:31 a.m. to take the following actions:

**1. Review of Pending Complaints/Cases**

**a. Complaint #2018-05**

**Motion** was made by Annette Hurley, seconded by Theresa Rodgers and unanimously carried, to release Respondent from the terms of the Consent Agreement and Order, based on successful completion.

**b. Complaint #2018-02**

**Motion** was made by Tammy Crawford, seconded by Daphne Washington and unanimously carried, to offer a Consent Agreement and Order to include: failure to maintain required records of supervision, and require: completion of the Board's Open Book Exam, 10 hours of continuing education in the area of supervision of assistants, reimburse the cost of investigation in the amount of \$700.21, public reprimand to include publication by LBESPA, notification to the American Speech-Language-Hearing Association (ASHA), California Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board, Louisiana Speech-Language-Hearing Association (LSHA), and the National Practitioner Data Bank (NPDB). Theresa Rodgers was recused from this matter.

The Board recommends that in the future, the investigator's report be changed to show more details because only the board member consultant and the Executive Director will review the report, and it will later be introduced into evidence at a disciplinary hearing.

In the future, board member consultants should work with the Executive Director to develop Consent Agreement and Orders for this purpose. Additionally, Theresa Rodgers prepared a working document entitled "Utilization of Board Members as Complaint Investigation Consultant", which should be provided to Investigator and board members when selected as a Complaint Investigation Consultant.

**c. Complaint #2018-04**

**Motion** was made by Annette Hurley, seconded by Tammy Crawford and unanimously carried, to dismiss Complaint #2018-04 based on the Investigator and Board member Consultant's recommendations. Daphne Washington was recused from this matter.

**d. Complaint #2018-06**

**Motion** was made by Daphne Washington, seconded by Annette Hurley and unanimously carried, to grant the Investigator a 30 day extension, as requested. Theresa Rodgers was recused from this matter.

## 2. Review of Applications

### a. DR

**Motion** was made by Theresa Rodgers, seconded by Tammy Crawford and unanimously carried, to grant DR's Speech-Language Pathology license.

### b. SS

**Motion** was made by Deanna Hardy, seconded by Theresa Rodgers and unanimously carried, to grant SS's Provisional Speech-Language Pathology Assistant license.

### c. CS

**Motion** was made by Jerrilyn Frasier, seconded by Annette Hurley and unanimously carried, to grant CS's Speech-Language Pathology license.

**Motion** was made by Deanna Hardy, seconded by Tammy Crawford and unanimously carried, to approve the following applications for **Full or Provisional Speech-Language Pathology and/or Audiology licenses**:

Dalzeman, Deanna	8037	L-SLP	Treleaven, Shanley	8038	L-SLP
Kaniamattam, Monica	8039	PL-SLP	Gernand, Rachel	8040	PL-SLP
Albritton, Justin	8043	PL-SLP	Ball, Kaylene	8044	L-AUD
Basco, Caitlyn	8045	PL-SLP	Tatum, Ashlee	8046	PL-SLP
Landry, Amy	8047	L-AUD	Bodnar, Carli	8048	PL-SLP
Elliot, Aimee	8049	PL-SLP	Catalon, Brooke	8050	L-SLP
Shi, Shuangshuang	8051	L-AUD	Duschinsky, Crista	8052	PL-SLP
Collier, Lauren	8053	PL-SLP	Weldon, Jennie	8054	PL-SLP
Ghaith, Ashley	8055	PL-SLP	Hill, Kayla	8056	PL-SLP
Sirko, Bonnie	8057	L-SLP	Dunman, Madison	8058	PL-SLP
Simms, Cherya	8059	L-SLP	Ross, Davis	8060	L-SLP
Basnet, Pooja	8062	L-AUD			

**Motion** was made by Theresa Rodgers, seconded by Deanna Hardy and unanimously carried, to approve the following applications for **Speech-Language Pathology Assistant and Provisional Speech-Language Pathology Assistant licenses**:

Jasmine, DeJae'	8041	Provisional SLP Assistant
Singleton, Schena	8061	Provisional SLP Assistant
Bellinger, Marla	8036	SLP Assistant
Fletcher, Sylvia	8042	SLP Assistant

**Motion** was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to **upgrade** the following licenses:

Brickey, Emily	7747	L-SLP	Vaughan, Ashley	7811	L-SLP
Gremillion, Julia	7637	L-SLP	Clarke, Ashley	7727	L-SLP
Whittington, Alicia	6627	L-SLP	Peyton, Emily	7729	L-SLP
Souhlas, Victoria	7625	L-SLP	McGee, Meredith	7717	L-SLP

**Motion** was made by Jerrilyn Frasier, seconded by Tammy Crawford and unanimously carried, to **reinstate** the following licenses:

Powell, Rachel	5150	L-SLP	Weggeman, Veronica	6593	PL-SLP
Matthews, Natasha	5515	SLP Assistant			

### **CORRESPONDENCE:**

- 1. Letter dated January 4, 2018 from the Office of the Governor, re: easing the burden on military spouses seeking a professional license**

Board members reviewed a letter from the Office of the Governor relative to easing the burden on military spouses seeking a professional license. The Board already has regulations in place relative to expediting the application process for military spouses.

### **CONFERENCES:**

#### **Federation of Association of Regulatory Boards (FARB)**

- 1. Report from 42<sup>nd</sup> Annual FARB Forum, January 25-28, 2018**  
Annette Hurley provided an oral report regarding her participation in the CRT Training and FARB Forum held January 25-28, 2018.

Jolie Jones, Executive Director, is in discussion with staff members of FARB, regarding the possibility of hosting the Comprehensive Regulatory Training (CRT) in Baton Rouge in combination with other Louisiana regulatory boards.

**Motion** was made by Theresa Rodgers, seconded by Tammy Crawford and unanimously carried, to send all board members, staff and attorneys to the FARB CRT training to be held in Louisiana.

#### **Speech Pathologists and Audiologists in Louisiana Schools (SPALS)**

- 1. Request to Exhibit at SPALS 2018 Conference**  
**Motion** was made by Theresa Rodgers, seconded by Daphne Washington and unanimously carried, to exhibit at the SPALS 2018 Conference for \$300.



## **Citizen Advocacy Center (CAC)**

### **1. Membership Invitation**

**Motion** was made by Theresa Rodgers, seconded by Daphne Washington and unanimously carried, to become a member of CAC.

The board discussed disability accessibility of the website. A consultant could be utilized to make changes to the website in this regard. Annette Hurley will send a PowerPoint presentation on this topic. The Board would like to know if we have administrator website rights.

Board members provided feedback that the website should be clearer in providing all information related to supervision. The Board discussed posting the supervision of assistants PowerPoint on the website and doing a voiceover.

## **ONGOING BOARD EDUCATION REGARDING SUPERVISION**

Steve Harris, Board Chairperson, led a board education presentation regarding supervision.

## **ENGLISH PROFICIENCY ASSESSMENT**

### **1:30 p.m. POOJA BASNET**

Pooja Basnet appeared before the board as required by Rule 113.C. for an English proficiency assessment for speakers of English as a second language. Daphne Washington facilitated the interview with Ms. Basnet, requesting oral and written demonstrations of proficiency.

**Motion** was made by Jerrilyn Frasier, seconded by Daphne Washington and unanimously carried to issue Pooja Basnet an Audiology license.

## **ADMINISTRATIVE REVIEW:**

### **1. Executive Director Update**

Jolie Jones provided the board with the following updates:

- Property Management Audit Report received
- Response from Ayn Stehr regarding title protection
- Newsletter article from the Governor regarding occupational licensing boards
- LSHA provided a refund of \$880.53 for the unused portion of the 2017 LBESPA sponsorship for LSHA Convention

### **2. LBESPA Processing**

The Board reviewed data for the period of November 3, 2017 – January 22, 2018. The summary is as follows:

- initial applications – 28
- upgrade requests – 6

- applications approved - 18
- applications denied - 0
- upgrades approved - 3
- board member requests for additional information – 2
- online renewals – closed at this time
- renewals in the board office – closed at this time
- audits completed – closed at this time
- complaints received - 0

### **3. Possible Rescheduling of June Board Meeting Date**

**Motion** was made by Daphne Washington, seconded by Annette Hurley and unanimously carried, to reschedule the June board meeting to Thursday, June 14, 2018 in Lafayette.

**Motion** was made by Theresa Rodgers, seconded by Tammy Crawford and unanimously carried, to reschedule the September board meeting to Thursday, September 20, 2018 at the Board office.

### **4. Discussion Regarding Obtaining Clinical Practicum Hours through Online University**

The Board will accept clinical practicum hours obtained through an accredited online university. A list of accredited universities can be found on ASHA's website.

### **5. Update on Board Appointments**

Jerrilyn Frasier was recently appointed to fill Glenn Waguespack's board position. The Board was notified that Erica Chatelain was appointed to fill Tammy Crawford's board member position effective February 3, 2018. Theresa Rodgers' term expired January 29, 2018, but the Board has not yet been notified of board appointment.

### **6. Update on Annual School Report**

The Board was provided with an update on the Annual School Report. Three of sixty-four parishes have not yet responded. Those parishes are: Caddo, Evangeline, and Plaquemines. Out of 134 charter schools, only three have responded. Out of seven Catholic Dioceses, only one has responded.

### **7. Update on Social Media**

Deanna Hardy created a LBESPA Facebook page. Board members were requested to send content for posting.

Stephen Harris is scheduled to provide two presentations to the undergraduate and graduate students of the University of Louisiana at Lafayette on March 15, 2018.

**8. Policy Development for Board Member Consultants for Complaint Investigations**

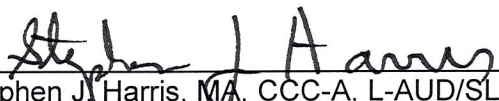
Theresa Rodgers created a working document entitled "Utilization of Board Members as Complaint Investigation Consultant". Board members provided feedback on the process. This working document will be provided to the Investigator and to each board member who serves as a consultant for complaint investigations.

**9. Update on Rules and Regulations**

**Motion** was made by Theresa Rodgers, seconded by Daphne Washington, and unanimously carried, to accept the revisions to the Rules and Regulations and begin the promulgation process.

**Motion** was made by Deanna Hardy, seconded by Theresa Rodgers and unanimously carried, to adjourn the meeting at 5:08 p.m.

**MINUTES APPROVED BY:**

  
\_\_\_\_\_  
Stephen J. Harris, MA, CCC-A, L-AUD/SLP  
Chairperson

  
\_\_\_\_\_  
Deanna Hardy  
Secretary/Treasurer