

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

February 15, 2019

Attending:

**Stephen J. Harris, L-AUD/SLP, Chairperson
Glenn M. Waguespack, L-AUD, Vice Chairperson
Deanna B. Hardy, Public Board Member, Secretary/Treasurer
Erica A. Chatelain, L-SLP, Board Member
Jerrilyn Frasier, L-AUD/SLP, Board Member
Annette E. Hurley, L-AUD, Board Member**

Absent:

Daphne R. Washington, L-SLP, Board Member

The meeting was called to order by Stephen Harris at 8:33 a.m. in the Conference Room of the Board office located at 37283 Swamp Road, Suite 3B, Prairieville, Louisiana. Jolie Jones, Executive Director, was present for the entirety of the meeting. Jerrilyn Frasier joined the meeting at 9:00 a.m.

PUBLIC COMMENTS:

Chelsea Lewis, a student at Benedictine University, attended a portion of the meeting, but did not provide public comment.

AGENDA:

Motion was made by Annette Hurley, seconded by Glenn Waguespack and unanimously carried, to adopt the Agenda as presented.

EXECUTIVE SESSION:

Motion was made by Deanna Hardy, seconded by Annette Hurley and unanimously carried, to go in to Executive Session at 8:35 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 Erica Chatelain, seconded by Deanna Hardy and unanimously carried, to come out of Executive Session at 9:43 a.m. to take the following actions:

1. Review of Pending Complaints/Cases

a. Complaint #2016-08

Motion was made by Erica Chatelain, seconded by Deanna Hardy and unanimously carried, to send a letter to the Attorney General's Office to see if they can offer or negotiate the Consent Agreement and Order with the licensee. If they cannot, the Board will move forward to hearing.

b. Complaint #2018-15

Motion was made by Annette Hurley, seconded by Deanna Hardy and unanimously carried, to accept the continuing education hours submitted in accordance with the Consent Agreement and Order.

c. Complaint #2019-01

Motion was made by Erica Chatelain, seconded by Deanna Hardy and unanimously carried, to offer Consent Agreement and Order as per the Investigator's Report summary and the Audiology Board Member Consultant's recommendation.

d. Complaint #2019-04

Respondent signed the Consent Agreement and Order.

e. Complaint #2019-12

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

f. Complaint #2019-13

Motion was made by Erica Chatelain, seconded by Glenn Waguespack and unanimously carried, to require Respondent to complete another month of supervision to replace the one submitted, as she did not meet the minimum requirement set forth in the Consent Agreement and Order.

2. Review of New Complaints

a. Complaint #2019-14

Motion was made by Erica Chatelain, seconded by Annette Hurley and unanimously carried, to not accept complaint #2019-14, as this individual is not licensed by the Board.

b. Complaint #2019-15

Motion was made by Erica Chatelain, seconded by Annette Hurley and unanimously carried, to not accept complaint #2019-15, as this individual is not licensed by the Board. This complaint will be referred to the Hearing Aid Dealer Board.

3. Review of Applications

a. KC

Motion was made by Deanna Hardy, seconded by Erica Chatelain and unanimously carried, to grant KC's Speech-Language Pathology license.

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

Smith, Eric	8256	PL-SLP	Hargis, Erin	8257	PL-SLP
Talley, Mary	8258	PL-SLP	Tomboli, Lauren	8259	PL-SLP
Nalesnik, Brooke	8260	PL-SLP	McDaniel, Cierra	8261	PL-SLP
Boe, Andrea	8262	PL-SLP	Ledger, Hannah	8264	PL-SLP
Le, Amy	8265	PL-SLP	Forsythe, Tara	8266	PL-SLP
Jackel, Macy	8267	PL-SLP	Champagne, Kim	8268	L-SLP
Reynolds, Tracie	8269	L-SLP	West, Taylor	8270	PL-SLP
Paquette, Kate	8272	L-SLP	Ruiz, Leslie	8274	PL-SLP
Price, Laura	8275	PL-SLP	Sochaczewski, Naomi	8276	L-SLP
Baker, Corinne	8277	L-SLP	Reese, Emily	8278	PL-SLP
Tynes, Jenna	8279	PL-SLP	Schieffler, Heather	8280	PL-SLP
Watkins, Emily	8281	PL-SLP	Powers, Lakala	8284	L-SLP
Allen, Donalyn	8285	PL-SLP	West, Deborah	8286	L-SLP
Paille, Crystal	8287	L-SLP	Miller, Mary	8288	L-SLP
Carbo, Shelby	8289	L-AUD	Guidry, Dalane	8290	PL-SLP
Haskin, April	8291	L-SLP	Caillouet, Cassie	8082	PL-SLP
Cloud, Caitlyn	7998	PL-SLP	Stills, Taylor	7968	PL-SLP

Motion was made by Annette Hurley, seconded by Erica Chatelain and unanimously carried, to approve the following applications for **Speech-Language Pathology Assistant and Provisional Speech-Language Pathology Assistant** licenses:

Lockett, Elizabeth	8263	Provisional Speech-Language Pathology Assistant
Perque, Brooke Marie	8271	Provisional Speech-Language Pathology Assistant
Adu, Awovi	8273	Speech-Language Pathology Assistant
Petry, Linsey	8282	Speech-Language Pathology Assistant
Shelton, Allison	8283	Provisional Speech-Language Pathology Assistant

Motion was made by Glenn Waguespack, seconded by Jerrilyn Frasier and unanimously carried, to **upgrade** the following licenses:

Dunman, Madison	8058	L-SLP	Harrison, Megan	8022	L-SLP
Carlin, Margie	8065	L-SLP	David, Carli	8048	L-SLP
Hernandez, Amy	7905	L-SLP	Weldon, Jennie	8054	L-SLP
Puzio, Kristen	8098	L-SLP	Viola, Alexandria	8128	L-SLP
Manuel, Erin	8127	L-SLP			

Rigmaiden, Faryn	8248	Speech-Language Pathology Assistant
Webster, Kelsey	8117	Speech-Language Pathology Assistant
Barton, Courtney	8249	Speech-Language Pathology Assistant
Joseph, Kelsey	8033	Speech-Language Pathology Assistant

Motion was made by Jerrilyn Frasier, seconded by Deanna Hardy and unanimously carried, to reinstate the following licenses:

Deaton, Linda	1950	R-SLP	Yuja, Stacey	4200	L-SLP
Olivier, Randi	7735	PL-SLP	Bordes, Arden	7549	PL-SLP
Jones, Mary L	3173	L-SLP	White, Sarah	7663	L-SLP
Jackson, Bianca	8031	L-SLP	Anderson, Lindsey	6153	L-AUD
Beal, Gina	3111	L-SLP	St. Romain, Anna	7276	L-AUD
Coonrod, Kristi	4945	L-SLP			

4. University Concerns

Board members reviewed letters from former employees of a local university.

Motion was made by Annette Hurley, seconded by Jerrilyn Frasier and unanimously carried, to suggest that the individuals contact SACS, the university’s regional accreditation, as this matter is outside of the board’s jurisdiction.

MINUTES:

- Motion** was made by Deanna Hardy, seconded by Erica Chatelain and unanimously carried, to adopt the minutes of the meeting held December 7, 2019, as presented.

CONFERENCES:

Federation of Associations of Regulatory Boards (FARB)

1. Report from 2019 FARB Forum, New Orleans, LA, January 24-27, 2019

Annette Hurley provided the Board with an oral and written report from FARB. Other members in attendance, also participated in the discussion.

Motion was made by Annette Hurley, seconded by Erica Chatelain and unanimously carried, to create a Revocation Restoration policy that individuals who have their license revoked may appeal after five years.

Motion was made by Annette Hurley, seconded by Glenn Waguespack and unanimously carried, to create a policy that only the Board Chair and Executive Director will speak on behalf of the board.

Motion was made by Glenn Waguespack, seconded by Deanna Hardy and unanimously carried, to send Jolie Jones to investigator training.

The following will be added to consideration for future law revisions: board members may serve beyond their term until a successor is appointed.

Speech Pathologists and Audiologists in Louisiana Schools (SPALS)

1. Request for Continuing Education Sponsorship for the SPALS 27th Annual Conference for 2019

Motion was made by Annette Hurley, seconded by Deanna Hardy and unanimously carried, to sponsor the SPALS 2019 Conference for \$3,000.

Motion was made by Annette Hurley, seconded by Glenn Waguespack and unanimously carried, to exhibit at the SPALS 2019 Conference.

CORRESPONDENCE:

1. Email dated January 11, 2019, from Caroline Rhoades, regarding the need for a Vietnamese Proficient SLP

Board members reviewed an email regarding the need for a Vietnamese proficient Speech-Language Pathologist. ASHA has a registry of specialty area (bilingual individuals). Also, an interpreter could be used.

FINANCIALS:

1. Financial Statements for the period ended October 31, 2018

Board members were provided a copy of the Financial Statements prepared by Champagne & Company, for the period ended October 31, 2018.

2. Financial statements for the period ended November 30, 2018

Board members were provided a copy of the Financial Statements prepared by Champagne & Company, for the period ended November 30, 2018.

3. Financial statements for the period ended December 31, 2018

Board members were provided a copy of the Financial Statements prepared by Champagne & Company, for the period ended December 31, 2018.

Steve Harris asked Jolie Jones to discuss implementing accounting firm internal control procedures to protect both her in her role as the Executive Director and the Board. When changes take effect financially with payroll or certificate of deposit changes, Jolie Jones will include the Secretary/Treasurer with monthly payroll registry details.

4. Professional Contracts 2019-2020

Motion was made by Annette Hurley, seconded by Deanna Hardy and unanimously carried, to offer a professional legal contract to the Department of Justice of the State of Louisiana at the Attorney General's rates, for a maximum contract amount of \$15,000.

Motion was made by Deanna Hardy, seconded by Annette Hurley 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 Annette Hurley, seconded by Glenn Waguespack 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 \$15,000.

Motion was made by Deanna Hardy, seconded by Erica Chatelain and unanimously carried, to offer a professional contract for accounting services to Champagne and Company, for \$400 per month, for a maximum contract amount of \$5,000.

5. Budget 2019-2020

Motion was made by Jerrilyn Frasier, seconded by Deanna Hardy and unanimously carried, to approve the 2019-2020 budget.

LBESPA BUDGET

Adopted 2/15/2019

INCOME	Actuals as of 6/30/2018	2019-2020
License Fees - Applications	\$ 37,625.00	\$ 38,000.00
License Fees - Upgrades	\$ 4,605.00	\$ 4,600.00
Renewal Fees	\$ 244,060.00	\$ 246,000.00
Renewal Fees - Delinquent	\$ 41,673.00	\$ 35,000.00
Restitution	\$ 1,429.70	\$ 2,000.00
Telehealth Registration	\$ -	\$ 1,500.00
MISCELLANEOUS REVENUE		
Credit Card Processing Fees	\$ -	\$ 5,000.00
Interest Income - Checking	\$ 4,060.89	\$ 500.00
Interest Income - CDs		\$ 4,000.00
Mailing Lists	\$ 3,840.00	\$ 4,000.00
Open Book Exams	\$ 120.00	\$ 100.00
Verifications	\$ 1,315.00	\$ 1,500.00
Total Income	\$ 338,728.59	\$ 342,200.00

EXPENSE	Actuals as of 6/30/2018	2019-2020
Salaries and Benefits		
Compensated Absence	\$ 4,754.27	\$ 5,500.00
Group Insurance	\$ 14,742.13	\$ 18,000.00
Medicare	\$ 1,161.81	\$ 1,400.00
OPEB Expense	\$ -	\$ 3,500.00
Retirement	\$ 33,645.25	\$ 35,000.00
Salary - Exec Director (80%)	\$ 88,776.70	\$ 59,000.00
Salary - Admin Specialist (100%)		\$ 42,000.00
Total Salaries and Benefits	\$ 143,080.16	\$ 164,400.00

*Liability/non-expense

TRAVEL	Actuals as of	
	6/30/2018	2019-2020
Admin In-State Mileage	\$ 436.37	\$ 800.00
Admin In-State Other	\$ 299.48	\$ 400.00
Admin Out-State Other	\$ -	\$ 200.00
Board In-State Mileage	\$ 9,359.60	\$ 10,000.00
Board In-State Other	\$ 3,597.41	\$ 4,000.00
Board Out-State Other	\$ 288.72	\$ -
Conference - Flights	\$ -	\$ 8,000.00
Conference - In State Expenses	\$ -	\$ 1,500.00
Conference - Out State Expenses	\$ -	\$ 3,000.00
Conference - Registration	\$ -	\$ 5,000.00
Meeting Expense	\$ 17,132.15	\$ 18,000.00
Total Travel	\$ 31,113.73	\$ 50,900.00

OPERATING SERVICES	Actuals as of	
	6/30/2018	2019-2020
Bank Charges/Fees	\$ 12,294.89	\$ 12,000.00
Continuing Education	\$ 12,312.70	\$ 14,000.00
Dues, Sub & Publications	\$ 916.00	\$ 1,000.00
Equipment Rental	\$ 3,290.28	\$ 5,500.00
Insurance	\$ 885.00	\$ 1,200.00
Maintenance	\$ -	\$ 1,000.00
Miscellaneous	\$ 488.57	\$ 2,000.00
Office Supplies	\$ 4,143.57	\$ 7,000.00
Postage	\$ 10,536.43	\$ 8,000.00
Printing	\$ 3,356.22	\$ 5,000.00
Rent	\$ 20,250.00	\$ 21,000.00
Security	\$ 288.31	\$ 300.00
Telephone/Internet	\$ 1,882.54	\$ 2,000.00
Utilities	\$ 1,946.02	\$ 2,200.00
Total Operating Services	\$ 72,590.53	\$ 82,200.00

PROFESSIONAL SERVICES	Actuals as of	
	6/30/2018	2019-2020
Accounting	\$ 2,400.00	\$ 5,000.00
Auditor	\$ 2,450.00	\$ 2,500.00
Calligrapher	\$ 1,733.58	\$ 2,000.00
Computer Consultant - I.T.	\$ 2,993.13	\$ 5,000.00
Court Reporter	\$ -	\$ 1,000.00
Department of Justice	\$ -	\$ 15,000.00
Investigator	\$ 5,986.35	\$ 10,000.00
Legal	\$ 16,110.00	\$ 20,000.00

Payroll Services	\$	1,476.14	\$	1,600.00
Rules Promulgation	\$	-	\$	2,000.00
Scanning	\$	2,631.75	\$	2,500.00
Seasonal Employee	\$	-	\$	1,500.00
Total Professional Services	\$	35,780.95	\$	68,100.00

ACQUISITIONS		Actuals as of 6/30/2018		2019-2020
Computer Software/Database	\$	24,420.00	\$	23,000.00
Office Equipment	\$	-	\$	2,000.00
Scanning Equip/Lic. Renewal	\$	408.75	\$	-
Total Acquisitions	\$	24,828.75	\$	25,000.00

Total Expenditures **\$ 307,394.12** **\$ 390,600.00**

**Total Revenue Over
Expenditures** **\$ 31,334.47** **\$ (48,400.00)**

Other Assets		Actuals as of 6/30/2018		2019-2020
Cash in Checking	\$	424,258.01	\$	330,000.00
*Invested/Reserved Funds	\$	359,497.84	\$	470,000.00
Total Other Assets	\$	783,755.85	\$	800,000.00

**Total Available Funds
over Expenditures** **\$ 815,090.32** **\$ 751,600.00**

6. Covalent Logic Retainer Renewal Proposal

Motion was made by Deanna Hardy, seconded by Jerrilyn Frasier and unanimously carried, to renew the contract with Covalent Logic at Option 3, contingent upon negotiation of the programming hourly rate of no more than \$200/hour.

ADMINISTRATIVE REVIEW:

1. Executive Director Update

Motion was made by Erica Chatelain, seconded by Deanna Hardy and unanimously carried, to mail the renewal notification postcard this year for the last time. The postcard needs to note that it is the last renewal notification postcard that will be sent and that all licensees will need to renew online next year, with the exception of individuals being supervised.

Motion was made by Deanna Hardy, seconded by Erica Chatelain and unanimously carried, to revise the Board's policy for the cease and desist letters that were sent certified mail at the end of renewal. These letters will now be sent via regular mail instead. The certified letters are expensive and have not yielded any benefit. The burden of proof does not fall on the Board to prove that individuals who have failed to renew actually received a letter notifying them of such.

Motion was made by Erica Chatelain, seconded by Annette Hurley and unanimously carried, to create a new policy to send an email annually on April 1st to individuals whose license lapsed the previous year detailing steps to reinstate.

Motion was made by Erica Chatelain, seconded by Annette Hurley and unanimously carried, to discontinue sending the printed Rules and Practice Act documents with new licenses. A link to these documents will be included in the letter.

Motion was made by Jerrilyn Frasier, seconded by Erica Chatelain and unanimously carried, to no longer print information packets for universities. The Board staff will compile a pdf document and email it to the university Program Chairs to disseminate.

Jolie Jones informed the Board of a recent meeting with Steve Harris, Ayn Stehr, and Ryan Seidemann and Emily Andrews of the Department of Justice, to discuss changes in the Board's complaint process. The Board will begin involving the Attorney General's office before offering a Consent Agreement and Order in certain cases.

2. LBESPA Processing

The Board reviewed data for the period of December 4, 2018 – February 8, 2019. The summary is as follows:

- initial applications – 51
- upgrade requests – 12
- applications approved - 41
- applications denied - 0
- upgrades approved - 7
- board member requests for additional information – 3
- online renewals – N/A
- renewals in the board office – N/A
- audits completed – N/A
- complaints received – 2
- National Data Bank queries – 27

3. Occupational Licensing Review Committee

Jolie Jones shared information regarding the Occupational Licensing Review Committee which was recently established.

4. International Graduates/Speakers of English as a Second Language

This discussion was tabled until the April meeting.

5. Reports from Monica Kaniamattam and SLP Supervisor

Motion was made by Erica Chatelain, seconded by Deanna Hardy and unanimously carried, to accept the reports submitted and require Ms. Kaniamattam to appear before the board in the future if she reinstates or requests upgrade to complete the terms of the conditional license. Abstained – Glenn Waguespack and Jerrilyn Frasier.

Future law consideration: Failure to meet the terms of a conditional license or renewal may result in disciplinary action.

6. Board Member Nominations

Board member nominations will be open for two Speech-Language Pathologists and one public board member until March 31, 2019.

7. Update on Annual School Report

Board members reviewed an update on the Annual School Report.

8. Update on Criminal Background Checks/set timeframe

Board staff will send an email to university program directors about the requirement for criminal background checks beginning May 1, 2019, and offer to provide presentations to university students regarding the recent rules revisions.

Background checks will be required starting on May 1, 2019. A grace period will not be issued until a criminal background check and license application has been completed and received by the Board. Applicants will be required to mail or hand deliver criminal background check requests directly to the Louisiana State Police Headquarters.

Motion was made by Glenn Waguespack, seconded by Deanna Hardy and unanimously carried, to create a policy that criminal background checks and/or related documents will not be provided by the Board to any applicant, licensee, employer, attorney, or any other entity. The records will remain the property of the Board and will not be released to anyone, unless required by law.

The Board will file criminal background checks alphabetically in a separate locking file cabinet, apart from the license file. Criminal background checks that are clear will be kept separately from the ones that are not. Criminal background checks that are completely clear can be added to the records retention schedule and be scanned/shredded after three years. The Board will consider adding an update in the CMS “CBC performed” or “CBC all clear”. Board members asked Jolie Jones to inquire of Ayn Stehr or the Attorney General’s office about the storing and records retention of criminal background checks.

9. Rules Update

The Board's Rules should be finalized on February 20, 2019. Jolie Jones will send an email to all licensees detailing the changes.


Future rules considerations: Licensees shall not accept compensation from a manufacturer, dealer, distributor, or sales person or prosthetics or other devices for recommending a particular product or service, including but not limited to, monetary, gift or travel incentives.

10. Consider a Location Change for the June 7, 2019 Board Meeting

Motion was made by Deanna Hardy, seconded by Erica Chatelain and unanimously carried, to move the June 7, 2019 board meeting to Lafayette.

Motion was made by Deanna Hardy, seconded by Jerrilyn Frasier and unanimously carried, to adjourn the meeting at 3:08 p.m.

MINUTES APPROVED BY:



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



Deanna Hardy, Public Board Member
Secretary/Treasurer