

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-150,
Baton Rouge, LA 70816

BOARD MEETING MINUTES: October 18, 2023
(Approved November 15, 2023)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order once a quorum was met by Board Chair, Angela Murray at 8:52 a.m. on Wednesday, October 18, 2023 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Angela Murray, Rebecca Mandal-Blasio, Daniela Riofrio, Joseph Tuminello, III and Courtney Wright, Executive Director Rhonda Boe and Executive Administrator, Krysta Babin. Alfred Tuminello, Jr. and Renee Cole were absent.

A motion was made by Dr. Mandal-Blasio to approve the agenda for the October 18, 2023 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Ms. Murray moved to enter Executive Session at 8:53 a.m. for credential file reviews, complaints, lapsed renewals submitted and any other items to be reviewed in executive session.

Ms. Babin left the meeting at 10:48 a.m.

Ms. Murray closed Executive Session at 11:11 a.m.

Ms. Murray began the Open Meeting at 11:12 a.m.

Ms. Riofrio made a motion to approve the September minutes. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicant 10.23/A, 10.23/B, 10.23/C and 10.23/D were reviewed and approved for licensure.

Licensure Applicant 10.23/E was reviewed and approved for licensure upon receipt of final required documents by mail.

Certificant Applicants 10.23/F and 10.23/G were reviewed and approved for certification.

The board reviewed a previously suspended license renewal request and Continuing Education Reporting Log. Ms. Murray made a motion to approve the renewal request. None opposed and the motion passed.

The board reviewed a Fee Waiver Request for a potential licensure applicant. Ms. Riofrio made a motion to offer the individual a payment plan to pay the licensure application fee. None opposed and the motion passed.

The board reviewed a discontinuation of a RLT and the rap back received on the now discontinued RLT. The file will be flagged due to the nature of the charges should another application ever be submitted by this individual.

The board reviewed a previously denied applicant who thought she had submitted documents for review which the board had not received. After reviewing the documentation, Dr. Mandal-Blasio made a motion to approve registration. None opposed and the motion passed.

The board reviewed a rap back recently received on a RLT. Ms. Murray asked Ms. Boe to request an explanation of the circumstances that led to the charges from the RLT to be reviewed at the next meeting.

The board requested a RLT to inform the board of their specific duties at a facility the individual previously worked at since the individual thought he/she was previously registered as a RLT but no LBA is employed at that facility. The board reviewed the duties and did not view the duties described as providing ABA services.

The status of other applicants reviewed at the October meeting are listed below in the Credential File Reviews.

Complaints Committee:

The board was informed our prosecuting attorney was able to contact the attorney for the LBA who was not responding to emails/phone calls and certified letter. More information as to the board's options should be available at next month's meeting.

Ms. Boe presented the following report on behalf of Complaints Coordinator, Ellen Brocato:

2022-009C	Prosecuting attorney advised to proceed with Administrative Complaint
2023-010B	Consent Agreement offered
2023-016C	Consent Agreement being drafted
2023-017C	Consent Agreement offered
2023-019C	Committee Evaluating Evidence
2023-020C	Informal meeting held/Committee recommendation to close with no action (Call to question held – see above)
2023-021C	Informal meeting being scheduled
2023-022C	Response being reviewed
2023-023C	Response and evidence being reviewed
2024-025B	Summarily suspended/Hearing being rescheduled
2024-026B	Response being reviewed
2024-027B	Response being reviewed
2024-028C	Complaints Coordinator reviewing
2024-029C	Notice letter
2024-030C	Notice letter

Finance Committee:

Ms. Wright made a motion to approve the LSBEP invoice for September if no apparent discrepancies noted. None opposed and the motion passed.

Financials for September were reviewed and discussed. Ms. Riofrio made a motion to approve the checking reconciliation, Ms. Murray made a motion to approve the savings reconciliation and Ms. Wright made a motion to approve the ICS Reconciliation. None opposed and the motions passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for September. Dr. Mandal-Blasio made a motion to approve the full financials for September. None opposed and the motion passed.

The board discussed two reconciliations received for the checking account. The first shows checks not cleared as of 9/30 that were written before 9/30 and the second includes checks written after the end of

the month but already logged in QuickBooks. The board requested that the first be submitted for their monthly review as this is the most relevant.

The board reviewed the yearly invoice from General Informatics for website maintenance, etc. Ms. Riofrio made a motion to approve and pay the invoice. None opposed and the motion passed.

The board reviewed the results of the AUP audit.

Dr. Tuminello noted that one of the invoices cited in the AUP audit was the Office of Group Benefits monthly invoice for employees' insurance premiums. Dr. Tuminello made a motion to authorize Ms. Boe to pay any monthly invoices for insurance and all invoices received for contracts already approved by the board without bringing to the board meeting for a vote. None opposed and the motion passed.

Ms. Wright also noted that one of the other citations was approval to pay the mileage reimbursement to board members. Ms. Wright made a motion that Ms. Boe also sign the mileage form submissions indicating approval and the minutes of the meetings stating who was in attendance be sufficient evidence to reimburse mileage. None opposed and the motion passed.

Ms. Boe informed the board Stephanie Laborde of LaFleur and Laborde agreed to serve as the board's general counsel. The contract is being processed and a Resolution by the board is required by the Attorney General's Office. The Resolution was read aloud. Ms. Wright made a motion to pass the Resolution and Dr. Mandal-Blasio seconded the motion. None opposed and the motion passed with 5 voting and 2 absent.

Ms. Boe informed the board our student worker would be graduating this Spring and reminded the board of their decision to not hire another student worker but instead hire a full time clerical assistant. Due to renewals being held in May/June, it will be necessary to hire and train this person before then. Ms. Boe will begin the process of hiring a full time clerical assistant.

Ms. Boe will have the draft of the proposed budget for Fiscal Year 2024/25 prepared for the November meeting.

Jurisprudence Committee:

No new business.

Legislative Oversight Committee:

The board reviewed draft rules for Telehealth and Board Meetings, including ADA accommodations. Recommendations were made and a second draft will be reviewed at the November meeting.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

A supervision audit was reviewed and additional documentation was requested to be reviewed at the November meeting.

Long Range Planning:

No new business.

Discussion Items:

The board received a request for panel members at the APBA Regulator's Conference. Several board members will consider responding.

The feedback from the board presentation at the Gulf Coast ABA Conference was positive.

This meeting called for the yearly board chair and vice-chair rotation. Dr. Tuminello accepted the position of board chair and Ms. Rifrio accepted the position of board vice-chair. The board tabled committee assignments to next month.

Self-Nomination letter for two board seats that will be available in June of 2024 was reviewed and will be signed by board chair and president of LaBAA to be emailed to licensees eligible to vote in late November.

A request from Dr. Grant Gautreaux to be placed on next month's agenda was received and the board was informed his item will be on the agenda which will be a study of registration of line technicians.

Executive Director's Report:

Ms. Boe reported the following statistics for the month of September:

335 Line Technicians Registered
5 Behavior Analysts Licensed
6 State Certified Assistant Behavior Analysts Certified
132 Transfers

Dr. Tuminello adjourned the meeting at 1:49 p.m.

CREDENTIAL FILE REVIEWS:

After review of the reports, explanations, and documents, the following occurred:

- 10.23/1 Dr. Tuminello made a motion to approve. None opposed.
- 10.23/2 Dr. Tuminello made a motion to allow registered line technician to continue without interruption but will require monthly updates. None opposed.
- 10.23/3 Dr. Tuminello made a motion to request additional information, and table until next board meeting. None opposed.
- 10.23/4 Ms. Riofrio made a motion to approve. None opposed. Dr. Mandal Blasio abstained.
- 10.23/5 Applicant no longer required board review.
- 10.23/6 Dr. Tuminello made a motion to request additional information, and table until next board meeting. None opposed.

- 10.23/7 Ms. Murray made a motion to allow registered line technician to continue without interruption but will require monthly updates. None opposed.
- 10.23/8 Ms. Murray made a motion to approve if results match exactly when results received. None opposed.
- 10.23/9 Ms. Murray made a motion to approve. None opposed.
- 10.23/10 Ms. Murray made a motion to approve. None opposed.
- 10.23/11 Dr. Mandal Blasio made a motion to approve if results match exactly when results received. None opposed.
- 10.23/12 Dr. Mandal Blasio made a motion to approve. None opposed.
- 10.23/13 Ms. Riofrio made a motion to approve. None opposed. Dr. Mandal Blasio abstained.
- 10.23/14 Ms. Riofrio made a motion to approve. None opposed. Dr. Mandal Blasio abstained.
- 10.23/15 Dr. Mandal Blasio made a motion to approve if results match exactly when results received. None opposed.
- 10.23/16 Ms. Wright made a motion to request additional information, and table until next board meeting. None opposed.
- 10.23/17 Ms. Wright made a motion to approve if results match exactly when results received. None opposed.
- 10.23/18 Applicant no longer required board review.

The following applicants required a 2nd Review:

- 8.23/12 Ms. Wright made a motion to deny registration. None opposed.
- 8.23/12 Ms. Riofrio made a motion to deny registration. Dr. Mandal Blasio abstained.
- 8.23/16 Ms. Wright made a motion to request additional information, and table until next board meeting. None opposed. None opposed.

The following applications are to provide monthly updates for review.

- 10.21/7 Update received.
- 9.22/35 Update received.

4.22/8 Update received.

5.22/21 Ms. Murray made a motion to revoke registration. None opposed.

6.22/10 Update received.

10.22/2 Update received. Mr. Tuminello abstained.

10.22/7 Update received. Mr. Tuminello abstained.

11.22/23 Update received.

2.23/1 Ms. Wright made a motion to discontinue requiring updates as final disposition has been received. None opposed

2.23/5 Update received.

4.23/3 Dr. Mandal Blasio made a motion if no update is received in 10 days, registration will be revoked. None opposed.

4.23/4 Update received.

6.23/7 Update received.

6.23/14 Update received.

6.23/16 Ms. Riofrio made a motion to discontinue requiring updates as final disposition has been received. None opposed

8.23/13 Update received.

8.23/20 Update received.

8.23/25 Update received.

8.23/27 RLT Registration discontinued. Ms. Murray made a motion to require monthly updates if registered again.

9.23/17 Update received.

9.23/20 Update received.

9.23/24 Dr. Tuminello made a motion if no update is received in 10 days, registration will be revoked. None opposed

9.23/26 Update received.