

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

**BOARD MEETING MINUTES: November 12, 2019**  
*(Approved January 21, 2020)*

Committee meetings began at 9:10 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Lloyd Boudloche, Jr. Ed.D. at 9:00 a.m. on Tuesday, November 12, 2019 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816. Present were Board Members: Lloyd Boudloche, Jr., Ed.D., Courtney Wright, Renee Cole, Calvin Cryer, Alfred Tuminello, Jr., Scott Williamson and Executive Director Rhonda Boe. Also in attendance, board attorney, James H. Raines, Jr.

A motion was made by Ms. Wright to approve the agenda for the November 12, 2019 meeting. None opposed and the motion passed.

Mr. Williamson made a motion to approve the October 17, 2019 minutes. None opposed.

Ms. Cole made a motion to move the agenda out of order to discuss complaint terms previously reached with a respondent and board attorney. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to enter Executive Session at 9:15 a.m. for credential file reviews, review of complaint and discussion of whether or not terms of Consent Order have been reached.

Dr. Boudloche closed executive session at 11:30 a.m. and the following was reported.

The board as well as the respondent concluded the terms of the Consent Agreement had been reached and therefore a discussion was held to determine reinstating the license to active status.

A new Consent Agreement was reached and agreed to by all parties wherein it was stipulated that the license will be allowed to lapse for one year and re-evaluated before the next renewal period. Mr. Raines will prepare the documents for the respondent to sign and the board to vote on at a future meeting.

Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1) Complaint not closed but no new activity.
- 2) Consent Agreement reached.
- 3) Proceeding with the Administrative Complaint filing.
- 4) Consent Agreement reached at today's meeting.
- 5) Complaint closed due to lack of cooperation from main witness.
- 6) Answer received and investigation ongoing.
- 7) Letter of notice mailed.
- 8) Letter of notice mailed.

No verdict has been reached on hearing in lawsuit against board. Mr. Raines explained the process to the board.

Mr. Raines left the meeting at 11:44 a.m.

The board reviewed the applicants for licensure, certification and registration as well as the individuals who provide monthly updates. The minutes are attached.

Ms. Cole moved that the agenda be moved back to order. None opposed and the motion passed.

Finance Committee:

Ms. Boe informed the board she had not received the LSBEP invoice for November but requested permission to pay if no discrepancies. Mr. Tuminello made a motion to allow Ms. Boe to pay the LSBEP November invoice if she notes no discrepancies. None opposed. The Reconciliations for October were reviewed. A motion was made by Ms. Wright to approve October reconciliations. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Ms. Wright, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss for October and no discrepancies were noted. Ms. Cole made a motion to approve all the financials. None opposed.

Ms. Boe advised based on the legal fees projected for the current complaints, the prosecuting attorney would require an increase to the current contract that ends June 30, 2020. After discussion, Mr. Tuminello moved to amend the prosecutor's contract adding \$50,000.00. None opposed and the motion passed. This change would be reflected in the FY 20/2021 budget.

Jurisprudence Committee:

No new business.

Legislative Committee:

Ms. Boe informed board the Notice of Intent will be published on October 20, 2019 in the Louisiana Register and posted on the board's website requesting any comments be sent by the deadline of November 9, 2019.

Policies and Procedures Committee:

One comment was received on the rule promulgation. The comment did not request a hearing and was supportive of the supervision rule amendments. The comment suggested the word "telehealth" be incorporated into the rule for clarification. After discussion, it was decided Ms. Boe would do some research to see if this would be allowed as a technical change as it does not change the intent of the rule.

Continuing Education Committee:

The board discussed having the new reporting form resemble the BACB reporting page. CEU brokers will be available to all Licensed Behavior Analysts through the new software. Members will work on this during the year.

Supervision Oversight Committee:

Discussion of quarterly supervision reporting and attestation being required of Licensed Behavior Analysts through their portal when the new software system is activated was discussed.

Long Range Planning:

FARB training is on hold.

Investigator training is scheduled for December in Baton Rouge.

New Business:

No new business.

Executive Director Report:

Ms. Boe informed the board the office would be closed for the Investigator training the first week of December. An email with information regarding important dates for renewals, the closure and an update on the licensure software would be sent to all Licensed Behavior Analysts.

Dr. Boudloche adjourned the meeting at 2:30 p.m.

**Louisiana Behavior Analyst Board  
Credentials Review Minutes  
November 12, 2019  
(Executive Session)**

The board reviewed the following applicants for Behavior Analyst Licensure:

**11.19/A** Dr. Boudloche reviewed and moved to approve when original signed reference letters are received. None opposed.

**11.19/B** Ms. Wright reviewed and moved to approve. It was noted applicant requested to defer licensure until 1-1-20. None opposed.

**11.19/C** Mr. Williamson reviewed and moved to approve. None opposed. Ms. Cole abstained.

Verification will be received in writing from all approved applicants for licensure or certification that they do not wish to defer to 1-1-20 and will be responsible for renewal by 12-31-19.

The Board reviewed the following applicants/registrations of Line Technicians:

**11.19/1** Dr. Boudloche reviewed and moved to approve. None opposed.

**11.19/2** Ms. Wright reviewed and moved to request a more detailed explanation to clarify some questions and review again next month. None opposed.

**11.19/3** Mr. Williamson reviewed and moved to request an explanation of the charges, which was not provided, and review again next month. Also, the background check results have not been received. None opposed.

**11.19/4** Mr. Williamson reviewed and moved to approve if results match exactly the documentation provided. None opposed.

**11.19/5** Ms. Wright reviewed and moved to approve if results match exactly the documentation provided. None opposed.

**11.19/6** Ms. Wright reviewed and moved to approve. None opposed.

**11.19/7** Dr. Boudloche reviewed and moved to approve. None opposed.

**11.19/8** Dr. Boudloche reviewed and moved to approve. None opposed.

**11.19/9** Dr. Boudloche reviewed and moved to approve if results match exactly the documentation provided. None opposed.

**11.19/10** Dr. Boudloche reviewed and moved to approve. None opposed.

**11.19/11** Ms. Wright reviewed and moved to approve if results match exactly the documentation provided. None opposed.

**11.19/12** Ms. Wright reviewed and due to incomplete application, review will be tabled until a completed application is received.

The following applicants were re-reviewed at the November meeting:

**10.19/4** Ms. Cole reviewed and moved to approve if results match exactly the documentation provided. None opposed.

**10.19/8** Results were received and matched so applicant was registered. Between meetings it was determined applicant was already working as a line technician. A board initiated complaint will be opened against the licensee.

**10.19/11** Ms. Cole reviewed and moved to deny due to failure to respond to request for documentation. None opposed.

**10.19/7** Dr. Boudloche reviewed a request to reconsider a previous revocation of a registered line technician by the supervisor. Dr. Boudloche moved the revocation stand. None opposed.

The board re-reviewed the following Licensees who self-reported:

**8.19/8** Ms. Boe presented the update and the board approved to continue practicing and providing monthly updates. None opposed.

**11.18/4** Ms. Boe presented the update and the board approved to continue practicing and providing monthly updates. None opposed. Mr. Tuminello abstained.

The Board reviewed the following who are required to provide monthly updates:

**2.18/4** Ms. Boe presented the update and Dr. Boudloche moved to continue uninterrupted with monthly updates and request official documentation for next meeting. None opposed.

**6.19/10** Ms. Boe presented the update and Ms. Wright moved to continue uninterrupted but change to quarterly updates. None opposed.

**12.18/10** Ms. Boe presented the update and the board moved continue uninterrupted with monthly updates. None opposed.

**1.19/4** Ms. Boe presented the update and the board moved to continue uninterrupted with monthly updates. None opposed.

**2.19/13** Ms. Boe presented the update and the board moved to continue uninterrupted with monthly updates. None opposed.

**6.19/4** Ms. Boe presented the update and Ms. Cole moved to continue uninterrupted but change to quarterly updates. None opposed.

**6.19/5** Ms. Boe presented the update and Dr. Boudloche moved to continue uninterrupted with monthly updates and request official documentation for next meeting. None opposed.

**7.19/6** Ms. Boe presented the update and Mr. Williamson moved to continue uninterrupted with monthly updates and request official documentation for next meeting. None opposed.

**8.19/2** Ms. Boe presented the update and the board moved to continue uninterrupted with monthly updates. None opposed.

**8.18/H** Quarterly update not yet required.