

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

BOARD MEETING MINUTES: May 26, 2020
(Approved June 16, 2020)

CERTIFICATION

In accordance with Proclamation JBE2020 – 30, Section 4, the Louisiana Behavior Analyst Board hereby certifies it would have been unable to operate due to quorum requirements and therefore held this board meeting via Zoom. The public was invited to access the first few minutes of the meeting before the board moved to Executive Session.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Lloyd Boudloche, Jr. Ed.D. 9:05 a.m. on Tuesday, May 26, 2020 via Zoom. Participating were Board Members: Courtney Wright, Renee Cole, Alfred Tuminello, Jr., Executive Director Rhonda Boe and Compliance Officer, Justin Owens. Scott Williamson and Calvin Cryer were absent.

A motion was made by Ms. Wright to approve the agenda for the May 26, 2020 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to enter Executive Session at 9:07 a.m. for credential file reviews.

Dr. Boudloche closed executive session at 9:52 a.m.

A public Zoom code was posted and available to the public on the board website on May 25, 2020 and open meeting began at 10:04 a.m.

Ms. Wright made a motion to approve the minutes from the April meeting. None opposed.

The following was reported regarding the credential file reviews:

There were no new applicants to review for licensure and/or certification. All had been preapproved at previous meetings upon receipt of certain documents.

Two temporary licenses were applied for but verification from their state licensing board was not received. These would be approved for temporary licenses if the verifications are received. One temporary licensure was approved during the pandemic and that individual is a candidate for permanent licensure and is completing the process.

The board noted that BACB had temporarily suspended testing and was likely the reason no new applications had been received.

The status of other applicants reviewed are contained in the attached report by compliance officer, Justin Owens.

Complaints Committee:

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

- 1) An informal meeting is scheduled.
- 2) An informal meeting is scheduled.
- 3) An informal meeting is being scheduled.
- 4) A consent agreement is being prepared to offer.
- 5) Summary suspension being issued today, hearing will be scheduled.
- 6) Responses to notice letters are being reviewed.
- 7) Notice letters have been sent to respondents.

Justin Owens left the meeting at 10:14 a.m.

Finance Committee:

Mr. Tuminello made a motion to pay the LSBEP May invoice if no discrepancies are noted. None opposed. The Reconciliations for April were reviewed and a motion was made by Ms. Tuminello to approve. None opposed.

Ms. Boe informed the board additional amendments for the FY19/20 would be required due to the legal fees associated with summary suspension hearing and COVID related discrepancies.

Dr. Boudloche made a motion to approve the additional amendments for the FY 19/20 budget. None opposed. Dr. Boudloche also made a motion to postpone approving the full financials for March and April until budget amendments were added. None opposed.

The board discussed contract renewals. Ms. Cole made a motion to renew legal contract with Jim Raines for 3 years at a rate of \$75,000.00 per year. None opposed. Ms. Boe advised the board the Attorney General contract for legal representation of the board would also need to be renewed but the Attorney General's office handles that contract. Ms. Boe will contact Alicia Wheeler to have this contract renewed.

Jurisprudence Committee:

No new business.

Legislative Committee:

SB 515 has not yet been through the legislative process and it is uncertain if it will meet the requirements before the session ends. This bill sets the terms for board members.

Ms. Boe reported on several other bills she would be watching that could affect the board and would report on these bills when the session ends.

Policies and Procedures Committee:

Complaints Policies and Procedures are not yet completed. Updates are needed since the addition of a Complaints Coordinator and Compliance Officer.

Continuing Education Committee:

CEUs are reported this year with renewals. There should be no issues with any licensees or certificants being able to obtain their required hours due to COVID.

Supervision Oversight Committee:

No new business.

Long Range Planning:

No new business.

Discussion Items:

A question was received from a University concerning their course sequence not being in accordance with the verified course sequence to sit for the BACB exam. This was discussed and is not under the jurisdiction of the LBAB. The board does require passing of the BACB exam to qualify for licensure and/or certification but does not set the requirements. The University can contact ABAI or BACB for further information and/or direction.

A request was received from a clinic to relax the rules for using money orders, certified checks and/or cashier's checks during this pandemic. The board discussed. A motion was made by Mr. Tuminello to accept business checks for fees through the end of 2020. None opposed and the motion passed. Ms. Boe would notified all LBAs of this change through email.

There was also a request to eliminate the transfer fee for line technicians. After discussing, the board agreed the transfers are a choice within the company. Change had already been made allowing supervisors to share line technicians in the same clinic with the supervisor of record being responsible for reporting the supervision hours in an audit, regardless of who did the supervision. LBAB receives a large volume of transfers every year. Presently, the first transfer of each line technician per year has no fee.

Executive Director Report:

Ms. Boe let the board know there has been no progress with the licensure software program. The board did not feel this amount of time with no progress was acceptable and considered contacting an attorney for breach of contract. Ms. Boe asked to contact the company one more time as a courtesy and the board agreed. Ms. Boe will contact the company and this will be discussed further at the next meeting.

The next board meeting is scheduled for June 16, 2020.

Dr. Boudloche adjourned the meeting at 11:17 a.m.

Louisiana Behavior Analyst Board
Credential Review Minutes
May 26, 2020
(Discussed in Executive Session/Reported in Open Meeting)

Board Compliance Officer Justin Owens presented the following Line Technician applicants and registrants to the Board for initial or secondary consideration:

3.20/11 – The Board unanimously moved to **continue** registration uninterrupted if applicant submits a copy of the police report for her arrest within ten business days.

Board Compliance Officer Justin Owens presented the following Line Technicians, SCABAs and LBTs to the Board for ongoing monthly updates:

1.20/5 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

6.7/B – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

8.19/2 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

1.19/4 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

12.19/11 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates. Mr. Tuminello abstained.

8.19/8 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

2.20/5 – The Board unanimously moved to **continue** registration uninterrupted with monthly updates.

2.20/1 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

2.18/4 – The Board moved unanimously to **continue** registration uninterrupted with monthly updates.

2.20/6 – The Board unanimously moved to **continue** registration uninterrupted with monthly updates.

Board Compliance Officer Justin Owens presented the following Line Technician registrants to the Board for ongoing quarterly updates:

6.19/10 – The Board unanimously moved to **continue** registration uninterrupted with quarterly updates.