

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

**BOARD MEETING MINUTES: July 20, 2022**  
*(Approved September 9, 2022)*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Calvin Cryer, at 9:08 a.m. on Wednesday, July 20, 2022 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Calvin Cryer, Angela Murray, Joseph Tuminello, III, Daniela Riofrio, Executive Director Rhonda Boe and Executive Administrator, Krysta Babin. Alfred Tuminello, Jr. arrived at 9:26 a.m. Courtney Wright and Renee Cole were absent.

A motion was made by Ms. Murray to approve the agenda for the July 20, 2022 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Cryer moved to enter Executive Session at 9:09 a.m. for personnel review, credential file reviews and other matters.

Krysta Babin left the meeting at 11:15 a.m.

Mr. Cryer closed Executive Session at 12:29 p.m.

Mr. Cryer began the Open Meeting at 12:30 p.m.

Mr. Cryer made a motion to approve the June minutes. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicants 7.22/B, 7.22/C, 7.22/D, and 7.22/E were reviewed and approved for licensure. Ms. Riofrio abstained on 7.22/C.

Licensure Applicants 7.22/A, 7.22/F and 7.22/I was reviewed and approved for licensure upon receipt of the final documents by mail.

Certificant Applicant 7.22/H was reviewed and approved for certification

Certificant Applicant 7.22/G was reviewed and approved for certification upon receipt of the final document by mail. Ms. Murray abstained.

The status of other applicants reviewed are contained in the attached report.

Complaints Committee:

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

2021-014C	Attempting to schedule/offer informal meeting
2021-002B	Offering informal meeting or discussion of Consent Agreement
2021-003B	Offering informal meeting or discussion of Consent Agreement
2021-004B	Offering informal meeting or discussion of Consent Agreement

2022-005C Unable to contact complainant or confirm any information to send notice letter. Mr. Cryer made a motion to send a letter advising this complaint is being closed but if additional information becomes available to please resubmit. None opposed.

2022-006C.A. Investigation ongoing

2022-006C.B. Investigation ongoing

2022-007C Waiting on evidence from complainant

2022-008C.A. Notice letter mailed

2022-008C.B. Notice letter mailed

2022-009C Notice letter mailed

2022-001B Consent Agreement reached

After reviewing the Consent Agreement, Mr. Cryer made a motion to approve said Consent Agreement and called the question. The results were as follows: Murray – yay; Riofrio – yay; Dr. Tuminello – yay; Mr. Tuminello – yay; and Cryer – yay. The vote passed and the Consent Agreement was approved.

#### Finance Committee:

Ms. Murray made a motion to approve the LSBEP invoice for June if no apparent discrepancies noted. None opposed and the motion passed. Mr. Tuminello noted the board would not be meeting in August and made a motion to approve the LSBEP invoice for July if no apparent discrepancies noted. None opposed and the motion passed.

Financials for June were reviewed and discussed. Ms. Murray made a motion to approve the reconciliations for June. None opposed and the motion passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for June. Mr. Tuminello made a motion to approve the full financials. None opposed and the motion passed. The board also reviewed and discussed the discrepancies for the fiscal year compared to the budget figures. It was noted inflation, price of gasoline and other items were contributing factors.

#### Jurisprudence Committee:

Dr. Tuminello reviewed the testing of the on-line Jurisprudence Exam by board members. Board members provided feedback on questions that will need to be changed once new rules are promulgated. Board members noted the process was easy and should work well. The actual start date for the on-line Jurisprudence Exam will be after the rules are promulgated so the questions can be reworded.

#### Legislative Oversight Committee:

Ms. Boe advised the board the 4 rule changes were submitted for first approval for promulgation. She will attend the meeting of the Occupational Licensing Review Commission on July 26th and present the changes to the commission.

#### Policies and Procedures Committee:

Ms. Boe advised previously updated Policies and Procedures for Renewals and Continuing Education will need to be updated again if the submitted rule changes are approved

#### Continuing Education Committee:

Ms. Murray presented a final draft for the continuing education reporting form and legend. The board reviewed and told Ms. Murray there were no recommended changes.

#### Supervision Oversight Committee:

No new business

Long Range Planning:

Rules are in the process of being promulgated to move renewal deadline from December 31<sup>st</sup> to June 30<sup>th</sup> (after the 2022 renewals), adjust CE hours due the first year of the transition and lower the renewal fees for LBAs and SCaBAs. Policies and procedures need to be updated to reflect changes.

Discussion Items:

The board reviewed an email from a clinic with specific questions about clinic operations. The board discussed and directed Ms. Boe to reply as follows. The board does not consult over clinic operations and the board's only authority is over licensees and certificants. LBAs/SCaBAs need to be aware of their ethical responsibilities and refer to the Professional and Ethical Code for guidance.

The board reviewed an email regarding acceptance of CEU hours for a SOS Feeding Course. The board directed Ms. Boe to reply this is not an approved CE course.

Executive Director's Report:

Ms. Babin is working on the Fleet Management documentation and registration. Board members will be asked to provide information and take a training course.

Long Range Planning Meeting:

The board discussed a date for the Long Range Planning Meeting at the June meeting. The first half of the day would be the Long Range Planning and the second half board business to review applications and financials. These meetings are scheduled for September 9, 2022. Ms. Boe is researching location options but it is difficult without knowing a number of attendees. A Save the Date with RSVP email will be sent to all LBAs for the Long Range Planning Meeting to determine the amount of space required and choose a location. The decision was also made to zoom the presentation. LBAs will be advised comments can only be made if attending the meeting in person or if submitted by email 24 hours before the start of the meeting. Ms. Boe provided each board member a Rule and documentation necessary for their presentations at the Long Range Planning Meeting and offered to provide assistance if needed. The board asked Ms. Boe to have a projector for PowerPoints if needed and check on the internet connection in the board room.

Future Meetings:

The next meeting is scheduled for September 9, 2022 following the Long Range Planning Meeting. The board also scheduled the following month's meeting for October 5, 2022.

Mr. Cryer adjourned the meeting at 2:32 p.m.

**CREDENTIAL FILE REVIEWS:**

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

- 7.22/1 Mr. Tuminello made a motion to remind applicant to respond to email by next meeting requesting additional documentation. If no response, will deny at next meeting. None opposed.
- 7.22/2 Dr. Tuminello made a motion to approve if results match exactly when results received. None opposed.
- 7.22/3 Dr. Tuminello made a motion to approve. None opposed.

- 7.22/4 Ms. Riofrio made a motion to approve. None opposed. Mr. Tuminello abstained.
- 7.22/5 Mr. Cryer made a motion to approve. None opposed.
- 7.22/6 Dr. Tuminello made a motion to approve. None opposed.
- 7.22/7 Dr. Tuminello made a motion to approve. None opposed. Ms. Riofrio abstained.
- 7.22/8 Mr. Tuminello made a motion to approve. None opposed.
- 7.22/9 Ms. Riofrio made a motion to approve. None opposed. Mr. Tuminello abstained.
- 7.22/10 Mr. Tuminello made a motion to approve if requested documents are provided and results match exactly. None opposed.
- 7.22/11 Mr. Tuminello made a motion to approve. None opposed.
- 7.22/12 Mr. Tuminello made a motion to allow registered line technician to continue without interruption but will require monthly updates. None opposed.
- 7.22/13 Mr. Cryer made a motion to approve if results match exactly when results received. None opposed.
- 7.22/14 Mr. Cryer made a motion to approve. None opposed.
- 7.22/15 Mr. Cryer made a motion to approve. None opposed.
- 7.22/16 Mr. Cryer made a motion to approve. None opposed.
- 7.22/17 Ms. Murray made a motion to approve if results match exactly when results received. None opposed.
- 7.22/18 Ms. Murray made a motion to approve. None opposed.
- 7.22/19 Ms. Murray made a motion to approve if results match exactly when results received. None opposed.
- 7.22/20 Ms. Murray made a motion to approve. None opposed.
- 7.22/21 Ms. Riofrio made a motion to approve if document provided is verified. None opposed. Mr. Tuminello abstained.

- 7.22/22 Ms. Riofrio made a motion to approve if results match exactly when results received. None opposed.
- 7.22/23 Ms. Murray made a motion to approve if results match exactly when results received. None opposed.
- 7.22/24 Ms. Murray made a motion to approve. None opposed.

The following applicants required a 2<sup>nd</sup> Review:

- 5.22/27 Mr. Tuminello made a motion to approve if results match exactly when results received. None opposed.
- 6.22/16 Mr. Tuminello made a motion to approve if results match exactly when results received. None opposed.
- 6.22/3 Mr. Cryer made a motion to permanently approve temporary registration due to receipt of final document. None opposed. Mr. Tuminello abstained.
- 6.22/13 Ms. Riofrio made a motion to approve if results match exactly when results received. None opposed.
- 6.22/12 Mr. Cryer made a motion to approve with required monthly updates. First update provided must include official documentation. Failure to provide will result in registration being revoked.

The following applications are to provide monthly updates for review.

- 8.19/8 Update received.
- 6.21/8 Update received.
- 10.21/7 Update received.
- 3.22/C Update received.
- 2.20/6 Discontinuation received. Mr. Tuminello made a motion to close file with notation stating applicant requires review if reapplies. None opposed.
- 9.21/7 No update received.
- 9.21/10 Update received.
- 11.21/10 Update received.

11.21/6	Update received.
2.22/9	No update received. Ms. Murray made a motion to send notification revocation will occur if no update provided within ten days.
3.22/14	Update received.
4.22/8	Update received.
5.22/20	Update received.
5.22/28	Update received.
6.22/1	Update received.
6.22/10	Update received