

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: *August 12, 2014*
Approved: September 4, 2014

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 12:50 p.m., Tuesday, August 12, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ph.D., Ellen Brocato and Marc Zimmermann, Ph.D. (LSBEP Board member, ex-officio nonvoting member); and, Executive Director, Kelly Parker. Kathy Chovanec was absent. Ms. Melissa Raymond was in partial attendance for the meeting.

Nominations for officers in the 2014-2015FY were opened. Dr. Zimmermann nominated by motion Ms. Bellaci for Board Chair. No other nominations for Chair were made. The motion passed unanimously. Dr. Longwell nominated Ms. Bradford for Vice Chair. No other nominations were made. The motion passed unanimously.

Ms. Bellaci delegated the following committee assignments for the 2014-2015FY:

Credentials Review Committee – Ms. Parker and Full Board;

Complaints Committee: Ms. Bradford, Chair and Ms. Chovanec, Vice Chair;

Finance Committee: Ms. Brocato, Chair, Dr. Longwell, Vice Chair and Dr. Zimmermann;

Jurisprudence Examination Committee: Dr. Longwell, Chair and Ms. Bradford, Vice Chair;

Legislative Oversight Committee: Ms. Bellaci, Chair and Ms. Brocato, Vice Chair;

Policies and Procedures Committee: Ms. Chovanec, Chair and Ms. Bellaci, Vice Chair; and

Continuing Education Committee: Dr. Longwell, Chair and Ms. Bellaci, Vice Chair.

The Board reviewed the August 12, 2014 agenda. Ms. Bellaci moved to place the agenda out of order and discuss the Supervision Workgroup. Dr. Longwell moved to accept the August 12, 2014 agenda. The motion passed unanimously.

The Board reviewed the draft minutes of June 3, 2014. Ms. Bellaci moved to accept the minutes as final. The Board discussed the motion. The motion passed unanimously: Bellaci-yay, Bradford-yay, Brocato-yay and Longwell-yay.

Pursuant to LSA R.S.42: 6.1(4), Ms. Bellaci moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members present as follows: Bellaci-yay, Bradford-yay, Longwell-yay and Brocato-yay..

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Ms. Bellaci reviewed the complete application files of Tiffany Roberts and George Zachary Storer. Ms. Bellaci noted that the files met licensure requirements. Ms. Bellaci moved to issue behavior analyst licenses to Ms. Roberts and Mr. Storer. The motion passed unanimously.

Ms. Bradford reviewed the complete application files of Stacy Dominguez, Michael Zhe, and Rebecca Mandal-Blasio, Ph.D. Ms. Bradford reported that the files met licensure requirements. Ms. Bradford moved to issue behavior analyst licenses to Ms. Dominguez, Mr. Zhe and Dr. Blasio. The motion passed unanimously.

Ms. Brocato reviewed the complete application files of James LeVelle, Ph.D. and Kristen Walstrom. Ms. Brocato noted that the files met licensure requirements. Ms. Brocato moved to issue behavior analyst licenses to Dr. LeVelle and Ms. Walstrom. The motion passed unanimously.

Dr. Longwell reviewed the complete application files of Susan Fontenot, Lacey Seymour, Ph.D. and Rachel Huckfeldt. Dr. Longwell noted that the files met licensure requirements. Dr. Longwell moved to issue behavior analyst licenses to Ms. Fontenot, Dr. Seymour and Ms. Huckfeldt. The motion passed unanimously.

Dr. Zimmermann reviewed the complete application files of Megan Perkins and Therese Allen. Dr. Zimmermann noted that the files met licensure requirements. Dr. Zimmermann moved to issue behavior analyst licenses to Ms. Perkins and Ms. Allen. The motion passed unanimously.

The Board reviewed the status of the behavior analyst file of Ann Eldridge. Ms. Bellaci moved to notify Ms. Eldridge again that her file would be closed and her assistant and line tech would not be registered if she did not comply with the licensure process by the October 1, 2014 date. The Board discussed the motion carefully. The motion passed by roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay and Longwell-yay.

The Board reviewed the file of line technician applicant DeVora Knight. Ms. Bellaci moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Pamela Smith. Ms. Bellaci moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Lee Leger. Ms. Bradford moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Amanda Fuller. Ms. Bradford moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Reba Lynn. Ms. Brocato moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Sonja Bacuetes. Dr. Longwell moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Melanie Matthews. Dr. Longwell moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Alyssa Ray. Dr. Longwell moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the file of line technician applicant Mark Granger. Dr. Zimmermann moved to request additional information, including explanation regarding the answers to Part IV of the application. The motion was discussed and passed unanimously.

The Board reviewed the additional documentation and appeal of Amanda Fuselier. After careful review and discussion, Ms. Bradford moved to deny the appeal and revoke Ms. Fuselier's registration until her issue was resolved. The Board discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay and Brocato-yay.

The Board reviewed the file of line technician applicant Nicole Adams. After careful review and lengthy discussion, Dr. Longwell moved to deny the registration of Ms. Adams due to unresolved issues related to Part IV of the application and her failure to comply with Board procedures. Dr. Longwell added that the appeal period would be 10 days after notice. The Board discussed the motion carefully. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Brocato-yay and Longwell-yay.

Complaints Committee [LSA-R.S. 42.6.1.]:

a. **2014-004B:** The Board reviewed the response submitted in 2014-004B. The Board discussed the response and considered the information carefully. Dr. Zimmermann moved to notify the LSBEP regarding the issue and seek feedback. The Board discussed the motion. The motion passed unanimously: Bellaci-yay, Bradford-yay, Brocato-yay and Longwell-yay. Dr. Longwell moved to copy the individual respondent's on the letter to LSBEP. The motion passed.

b. **2014-005B:** The Board reviewed the response submitted in 2014-005B. The Board discussed the response and considered the information carefully. The Board agreed to table the decision until further feedback is received in 2014-004B.

Finance Committee: Ms. Brocato reported to the Board regarding the June and July 2014 finances Ms. Brocato also presented the Board with the LSBEP invoice for July. The Board discussed the finances and LSBEP invoice. Dr. Longwell moved to approve the payment for the LSBEP July invoice. The motion passed unanimously.

Ms. Parker presented the Board with the updated percentage based on the recalculation of 20.63%. However, the staff later informed Ms. Parker that the percentage did not include the lapsed psychology licenses. Therefore, the recalculation percentage increased from 15.39% to 21.27%. This percentage will be used through January 2015. The Board discussed the percentage. Ms. Bellaci moved to accept the percentage and execute the MOU. The motion passed unanimously.

Jurisprudence Examination Committee: No new report.

Legislative Oversight Committee: The Board reviewed Act 481 of the 2014 Legislative Session

The Board reviewed the comments received regarding SCABA supervision and renewals. Ms. Parker explained that 5 comments were received regarding the renewal requirements and that no one requested a public hearing. Ms. Parker also pointed out that only 2 comments were received regarding the SCABA rules and no one requested a public hearing.

Ms. Bradford moved to notice the rules as final once the appropriate time had passed. The Board discussed the motion. The motion passed unanimously.

Policies and Procedures Committee: Ms. Bellaci noted she was developing a draft of internal policies for the complaint process. Dr. Longwell moved that if a line technician applicant does not abide by the 14-day requirement than they will be unable to work until the results of the CBC are received. The Board discussed the motion. The motion passed unanimously.

Continuing Education Committee: Dr. Longwell reported that the final version of the CE rules would be sent to Ms. Parker for finalization before next meeting.

Supervision Workgroup: Ms. Brocato and Ms. Bradford reported regarding the Supervision Workgroup meetings. The Board discussed carefully all of the information gathered from the respective participants. The Board opined that the LBA supervision of a RLT must be face-to-face (no electronic methods); a minimum of 2 meetings per month which may include 1 group meeting and 1 face-to-face meeting with the individual observing implementation. The Board agreed to start drafting the requirements for further review and consideration by the Board.

Discussion Items:

1. LABAA Liaison Report: Ms. Brocato reported that LABAA was holding a fall conference and wanted the Board to do a presentation. The Board discussed the idea and agreed to provide a year in review summary and updates on rules and the Act 481.
2. Open Meetings Laws Update – 2014 Legislative Session: Ms. Parker presented the Board with the updated requirements for Open Meetings as of the 2014 session. Ms. Parker noted that the LBAB was fully compliant with the requirements now and has been within the past few months.
3. Recording of Meetings – Ms. Bellaci tabled this issue until the next meeting.
4. Future Meeting Dates: The Board discussed meeting dates through December 2014. The following meeting dates were established for LBAB: Thursday, September 4, 2014, Tuesday, October 7, 2014, Thursday, November 6, 2014, and Tuesday, December 2, 2014.

Ms. Bellaci moved to enter Executive Session to discuss a personnel matter [LSA-R.S.42:6.1]. Ms. Bellaci executed the session and reported the Board would agree to pay for a temporary worker due to staffing issues during the period of August 19-September 2014.

Dr. Zimmermann moved to adjourn the meeting at 3:15 p.m. The motion passed.