

**Louisiana State Board of Examiners of Psychologists  
BOARD MEETING MINUTES**

**Friday, December 16, 2022  
FINAL APPROVED January 19, 2023**

The meeting of the Louisiana State Board of Examiners of Psychologists (Board or LSBEP) was noticed and the final agenda was posted and emailed to individuals and the news media who have requested to receive notices of LSBEP meetings Thursday, December 16, 2022. The notice included information on how to view the meeting virtually via Zoom at [https://us02web.zoom.us/j/82507059591?pwd=ecboDCWAcFEbJxz\\_zXEEtBpZ-82zps.1](https://us02web.zoom.us/j/82507059591?pwd=ecboDCWAcFEbJxz_zXEEtBpZ-82zps.1) Passcode: S46L5k

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US: +1 301 715 8592; +1 312 626 6799; +1 929 205 6099; +1 253 215 8782; +1 346 248 7799 or +1 669 900 6833 **Webinar ID:** 825 0705 9591 **Passcode:** 143629

**Attendance:**

Board Members Present: Dr. Greg Gormanous, Dr. Michelle Moore, Dr. Shannae Harness, Dr. T. Shavaun Sam and Dr. Matthew Holcomb

Board Members Absent: Mr. Chance McNeely

Staff Present: Executive Director, Jaime T. Monic

Guests Present: Rhonda Boe, Jonathon Wagner

Zoom Attendees: LSBEP Staff Jalynne Brown, Richard Niolon, Ph.D., Kim VanGeffen, Ph.D., Dr. Chelsey Mahler, Beth Arrendondo, Chloe Brubaker, Stevie Faust, Lacey Moffatt, Julie Nelson, Clifton Mixon, Dr. Myers, Paula Zeanah

**CALL TO ORDER:** A quorum of members present (Drs. Gormanous, Moore, Harness and Holcomb) Board Chairperson, Dr. Greg Gormanous, called the meeting to order at 9:15 a.m. on Friday, December 16, 2022. Dr. Sam arrived shortly after.

**DECLARATION OF PURPOSE:** Dr. Gormanous read the mission statement as follows, *“It is hereby declared that the creation of a state board of examiners of psychologists is necessary in order to safeguard life, health, property, and the public welfare of this state, and in order to protect the people of this state against unauthorized, unqualified, and improper application of psychology.”*

**CHAIR'S DECLARATION:** Dr. Gormanous read the following statement of service for the record as follows: *“My service on LSBEP is to ensure that consumers of psychological services are protected against any unqualified, harmful and unauthorized practice, application or use of psychology. I serve as a consumer advocate and educator. I do not serve as a market participant or as a guild representative.”*

**REVIEW AND APPROVAL OF AGENDA** - Dr. Moore moved to amend the agenda to enter Executive Session prior to Discussion Item #2 in order to discuss interviews, qualifications, fitness and ability of applicant for In house Counsel, Jonathon Wagner and applicant for Complaint Coordinator,

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Laura Brown prior to the consideration of Discussion Item #2. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Moore moved to amend the agenda to add a Discussion Item #2.b. as follows, “Motion by Dr. Michelle Moore to recommend Dr. Laura Brown be offered an 18 month contract beginning 1/2/2023 – 6/30/2024 in an amount not to exceed \$5,000” Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Gormanous moved to amend the agenda to add a Discussion Item 1.c. Nominations and Election of Board Members update and policy review. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Gormanous moved to amend the agenda to add to the Executive Session Complaint Items: NP21-22-24C, NP21-22-25C, NP21-22-26C, NP21-22-27C, P21-22-18C, P21-22-19C, P21-22-20C, P21-22-21C, P21-22-22C, P21-22-23C. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Gormanous moved to approve the agenda as amended. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

## **DISCUSSION/ACTION ITEMS:**

### **1. POLICY AMENDMENTS:**

- a. **Motion by Dr. Greg Gormanous to video record open session portions of LSBEP meetings. The LSBEP will record video and audio of open board meetings for the purposes of transparency, accuracy of minutes, creating an official record of the board, and serving as a roadmap for actions and next steps between meetings. This motion acknowledges that the recording creates an official document that may be requested by law.** – Dr. Gormanous presented a motion to video and audio record open session portions of LSBEP meetings with for the purposes of transparency, accuracy of minutes, creating an official record of the board, and serving as a roadmap for actions and next steps between meetings, acknowledging that the recording creates an official document that may be requested by law. The Board discussed this motion. Concerns were raised by Dr. Sam and Dr. Holcomb related to creating a policy or piloting this after discussion at the previous board meeting where storage and public record requirements were discussed. Following opportunity for discussion, the motion was put to a vote. The motion failed by roll call vote of the members present as follows: In favor: (1) Gormanous; Against (4) Moore, Harness, Sam and Holcomb; (0); Abstained: (0); Absent: (1) McNeely.

**No Action**

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- b. **Motion by Dr. Shannae Harness to adopt a consistent format for examining board members to sign up for conducting oral exams to begin in January 2023 (exam dates starting in March).** Dr. Harness presented a motion to adopt a consistent format for examining board members to sign up for conducting oral exams to begin January 2023. Ms. Monic presented an option in the form of a sharable document where board members could view Candidates ready for scheduling and sign-up for oral examinations, with the 3<sup>rd</sup> Friday of March, June, September and December set as an anticipated standing date, and with options to enter other available dates if needed. Dr. Harness indicated that she liked using Doodle and discussed concerns, logistics and issues with using One Drive. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.  
**Action – No specific format resulted from the discussion, docket for consideration of specific format in January 2023**

**EXECUTIVE SESSION:** Dr. Moore moved to enter Executive Session (pursuant to La. R.S.42:16.1, La. R.S. 42.17.A(1) and A(4) discuss interviews, qualifications, fitness and ability of applicant for In house Counsel, Jonathon Wagner and applicant for Complaint Coordinator, Laura Brown. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Gormanous moved to close Executive Session to enter the Open Meeting to report on and receive motions for Executive Session matters. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

**DISCUSSION/ACTION ITEMS:**

**2. Update In-house Counsel and Complaints Coordinator III Interviews**

- a. **Motion by Dr. Greg Gormanous to hire Mr. Jonathan Wagner to the In-House Attorney position for the previously approved salary of \$60K plus health insurance and retirement benefits.** Dr. Gormanous presented his motion to hire Mr. Jonathan Wagner to the In-House Attorney position for the previously approved salary of \$60K plus health insurance and retirement benefits. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.  
**Action: Monic to extend employment offer and onboarding if accepted.**
- b. **Motion by Dr. Michelle Moore to recommend Dr. Laura Brown be offered an 18-month contract beginning 1/2/2023 – 6/30/2024 in an amount not to exceed \$5,000 – [Dr. Sam was recused from this Executive Session discussion]** Dr. Moore presented a motion to recommend Dr. Laura Brown be offered an 18-month contract beginning 1/2/2023 – 6/30/2024 in an amount not to exceed \$5,000. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (3) Gormanous, Moore, and Holcomb; Against: (0); Abstained: (2) Dr. Harness and Dr. Sam.; Absent: (1) McNeely.  
**Action: Monic to extend contract offer and facilitate contract if accepted.**

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Dr. Sam moved to enter Executive Session (pursuant to La. R.S.42:16.1, La. R.S. 42.17.A(1) and A(4)) and to take the Agenda out of order to first consider the Consent Agenda prior to conducting Oral Examinations of Joshua Lieberman, Arialda Fejzic, Rochelle J. Holtzman, and Gina Bouillion; then review the Application for Licensure of James W. Carpenter; and review Complaints P17-18-04C (Compliance), NP21-22-24C, NP21-22-25C, NP21-22-26C, NP21-22-27C, P21-22-18C, P21-22-19C, P21-22-20C, P21-22-21C, P21-22-22C, P21-22-23C. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Gormanous moved to close Executive Session to enter the Open Meeting to conduct the Rules Hearing and report on and receive motions for Executive Session matters. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

### **OPEN MEETING**

#### **12:00 p.m. – 1:00 p.m. WORKING LUNCH and RULES HEARING –**

**The Board conducted a public rules hearing starting at Noon on the following Notices published in the Louisiana Register Volume 48 No. 11, November 20, 2022:**

- a. NOTICE OF INTENT: Training, Credentials and Scope of Practice for Neuropsychology Specialty Designation and Provisional Licensure; other technical corrections (LAC 46:LXIII. 100, 102, 103, 108, 201, 303, 305, 307, 701, 702, 705, 709, 1002, 1201, 1205, 1213, 1401, 1403, 1405, 1407, 1409, 1701, 1702, 1705, 1903, 1905 and amend Sections 3402 and 3403)
- b. NOTICE OF INTENT: Registration of Assistant to a Psychologist (LAC 46:LXIII. 601, 1100, 1101, 1103, 1105, 1107, and 1109)
- c. NOTICE OF INTENT: Continuing Education, Exemptions and Fees (LAC 46:LXIII. 601, 603, 803, 805, 806, 811, 905 and 4001)
- d. NOTICE OF INTENT: Code of Ethics for Licensed Specialists in School Psychology (LAC 46:LXIII. Sections 4201, 4203, 4205, 4207, 4209, 4211)

Present were: Mr. Jonathon Wagner and Ms. Rhonda Boe, Executive Director of the La Behavior Analyst Board.

Zoom attendees were: LSBEP Staff Jalyne Brown, Richard Niolon, Ph.D., Kim VanGeffen, Ph.D., Dr. Chelsey Mahler, Beth Arrendondo, Chloe Brubaker, Stevie Faust, Lacey Moffatt, Julie Nelson, Clifton Mixon, Dr. Myers, Paula Zeanah

Oral and written comments were received related to rule changes involving the registration of assistants; telesupervision; continuing professional development, doctoral program in psychology and clinical neuropsychology. Comments were both in support and opposition of the rule changes.

All written comments and questions received were read into the record. Individual who provided written comments were: Dr. Adam Hess, Dr. Julie Nelson, Dr. Clifton Mixon. Dr. Erin Tarcza Reuther, Dr. Emily

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Brickell, Dr. Beth Arredondo, Dr. Matthew Calamia , Dr. Traci Olivier, Dr..Larry Benoit, Dr. Darlyne Nemeth, Dr.Bern Lee, Dr. Anneliese Boettcher, Dr.Jacklyn Ruhl, Dr. R. John Sawyer, Dr. Marc Zimmermann, Dr. Stella Tran, Dr. Tina Myers, and Dr. Chelsey Mahle.

### **DISCUSSION/ACTION ITEMS:**

- 3. Debrief following Rules Hearing** – Immediately following the hearing, the Board of Directors, being sensitive to public attendees, next devoted time and discussed most of the comments with the majority of comments received being questions and suggestions for improving rules and/or roll out procedures. The Board considered the comments, questions and suggestions. Ms. Rhonda Boe, Executive Director of the La Behavior Analyst Board was asked by the Board to provide information related to her experience requesting Criminal Background Checks from La State Police, including timelines, transferability of the record being no more than 2 years, Rap Back’s provided for employer review and follow up reports received by the Board on arrests/convictions occurring subsequent to the initial report. Ms. Boe reported that she processes the applications administratively and is able to turn-around approvals within 1-3 days if they go directly to state police.

The board discussed proposed goals for the implementation of the Registration of Assistants at length and considered the public comments in their deliberations including adding a renewal question regarding the utilization of assistants to aid with compliance when initiating registrations and implications regarding possible delays in rulemaking timelines and workload if implemented at the same time as renewals.

The Board approved the addition a field on the application form for *Date Hired* in order to facilitate roll-out procedures.

The Board considered impacts on the budget given the deadline to adopt the ensuing 2023-24 budget and amend the current 2022-23 budget docketed for discussion on today’s agenda.

The Board discussed the approval and denial of registrations and agreed that the authority to approve registrations should be an administrative process and staff would consult with the Supervision and Credentials Review Committee regarding recommendations to deny applications for registration of an Assistant To A Psychologist (ATAP); that approvals will be reported at quarterly meetings and recommendations to deny will be received in executive session at the next regularly scheduled meeting. Additionally, they discussed delegating the review of any information received that may warrant immediate action to one examining board member for the initiation of immediate action to administratively suspend and ATAP’s registration (see 1107.C.), including a review of the draft application form, workflow and timeline and notice as follows:

#### **GOAL FOR ROLLOUT:**

##### **Early Registration Period April 1, 2023 – April 30, 2023:**

- Begin accepting and processing APPLICATIONS for ATAPS that are employed before April 1, 2023 **on April 1, 2023** (paper applications unless by a miracle we have upgraded our system).

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- Applications for the initial registration of ATAPS employed before April 1, 2023 and received between April 1, 2023 and April 30, 2023 will not be subject to a renewal fee for the 2023-24 FY.

**Registrations received After April 30, 2023:**

- Applications of ATAP’s who are currently employed before April 1, 2023, and who submit their APPLICATION after April 30, 2023 will be subject to the current Application and Renewal fee for the 2023-24 FY.

**Registration Deadline:**

- **July 31, 2023 is the deadline** to register an ATAP that is currently employed prior to April 1, 2023.

**New Registration:**

- Any Application for initial registration of a new ATAP hired on or after April 1, 2023, must be received and processed in accordance with the Louisiana Administrative Code.
- New registrants will be subject to renewal fees accordingly.

**Failure to comply with the registration process prescribed by the Board may result in action by the Board.**

Additionally, following deliberations several important non-substantive tweaks were considered and approved as follows:

- Regarding the concerns that the language under 1101.A. “Upon employment of an ATAP...” would create a hardship on the business, the psychologist, the assistant, or all of above if employment is required prior to the approval of an ATAP’s registration, it is the intention of the proposed rule that as a *condition for an ATAP to assist in the provision of psychological services*, the licensed psychologist must register their ATAP. The Board of Directors found this section needed clarification. In response, Dr. Sam moved in favor of initiating a non-substantive change, to added clarifying language under §1101.A. so that the proposed rule reads, “Upon, *or pending*, employment of an ATAP...” and proceed with rulemaking process; and to further empower administrative staff to complete a timely review of applications, and consult the Supervision and Credentials Review Committee when necessary, as well as enact the proposed roll-out timeline as discussed.

Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

**Action: Gormanous, Sam and Monic**

- Regarding comments where the specific language proposed in **§1403. & §1409. E.4. Telesupervision and Telepsychology** was being interpreted to require only video and audio transmissions simultaneously; in other words, concerns that audio-only is not allowed in either the provision of psychological services or in providing supervision. The Board agreed that it was not the intent of the proposed regulations to prohibit audio only. In fact, under the currently proposed §1403.C. “Telesupervision” is defined as “a method of providing supervision to psychology trainees via two- way video and audio transmissions simultaneously **or other telecommunication technologies**. [Emphasis added]” Further, §1403.D. defines Telecommunication as “...the preparation, transmission, communication, or related processing of information by electrical, electromagnetic, electromechanical, electro-optical, or electronic means

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(Committee on National Security Systems, 2010).” Which would include telephone communications. In response, Dr. Michelle Moore moved that the LSBEP clarify that the proposed rules do not exclude audio only and made a non-substantive change to revise §1403.A. and §1409.E.4, to add the language to clarify that audio only communication is allowable under to sections **§1403. & §1409. E.4.** to clarify that audio only communication is allowable. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

**Action: Gormanous and Monic**

- In consideration of the comment bringing awareness that the term “Emeritus” is the masculine form. In response, Dr. Michelle Moore moved that the LSBEP made a non-substantive change to use “Emerit” throughout the rules. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

**Action: Gormanous and Monic**

**CONSENT AGENDA:**

Dr. Gormanous called for the review and consideration of item removal from the Consent Agenda. Following opportunity for consideration, Dr. Gormanous requested the removal of Item “a. Minutes (Approval): November 18, 2022 Board Meeting Minutes”. Hearing no objection, Dr. Gormanous requested clarification and input on the questions and suggestions he added to the original draft. The Board discussed Dr. Gormanous’ questions and suggestions. Hearing no objections to the suggested changes, Dr. Moore moved to approve the minutes of November 18, 2022 as discussed. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

Dr. Gormanous called for the removal of the financial statements prepared by Valerie Dominique. Noting that he had not reviewed and approved all of the bank reconciliations and had questions.

Ms. Monic read aloud the Consent Agenda Items for consideration by the Board for affirmation, ratification, adoption, approval, and/or conferral as follows:

**a. Minutes (Approval):**

November 18, 2022 Minutes were removed for Discussion
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**b. Financial Statements Received (Affirm and Ratify):**

November 2022– General Ledger, Balance Sheet, Budget vs. Actual, Profit & Loss were removed.
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**c. Temporary Registrations approved (Affirm and Ratify):**

Name	State of Residence	Reviewer	Date Approved
None to report			

**d. Supervised Practice Plans approved (Affirm and Ratify):**

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Applicant	Supervisor	Reviewer	Date
CHOE,Danbi	Anna Long	M. Moore	11/30/2022
PIERCE,Lindsey	Allison Boothe Trigg	M. Moore	11/22/2022

**e. Applicants approved for Candidacy Status and issued Provisional Licensure (eligible for EPPP) (Affirm and Ratify):**

Candidate	Supervisor	Reviewer	Date Approved
CHOE,Danbi	Anna Long	M. Moore	12/12/2022

**f. Applicants approved for Candidacy Status (eligible for EPPP) (Affirm and Ratify):**

Candidate	Reviewer	Date Approved
GARCIA, Suzanne	M. Moore	12/1/2022
BOUTTE, Jill	M. Moore	12/1/2022
JONES, Kevin M	M. Moore	12/12/2022
CLARK, Kelly N	M. Moore	12/12/2022

**g. Candidates approved for Oral Examination or Face to Face (Affirm and Ratify):**

Candidate	Reviewer	Date Approved
BOULLION, Gina	M. Moore	12/1/2022 Oral Examination
GOLMARYAMI, Farrah	M. Moore	12/1/2022 Oral Examination
EAVES, Ashleigh	M. Moore	12/1/2022 Oral Examination
DONATI, Matthew R	M. Moore	12/12/2022 Oral Examination
KOBAYASHI, Jade E	M. Moore	12/12/2022 Oral Examination
SHAFFER, Robert D	M. Moore	12/12/2022 Oral Examination
PASOLD, Tracie L	M. Moore	12/12/2022 Oral Examination

**h. Licensure recommendations of applicants and candidates who have completed all licensing requirements, including passing LSBEP's Jurisprudence and Oral Examinations (Board Conferral):**

Name	Declared Specialty	Date of Examination	Examining Members
None to report			

**i. Licensure recommendations of applicants and candidates who have completed all licensing requirements, including passing LSBEP's Jurisprudence and Face to Face Interview (Board Conferral):**

Name	Declared Specialty	Date of Examination	Examining Members
None to report			

**j. Licensure recommendations from the LSSP Committee of applicants for Licensed Specialist in School Psychology (LSSP) who have completed all licensing requirements (Board Conferral):**

Name	Date of LSSP Committee Review	Committee Reviewers
None to report		

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**k. License Respecialization:**

Name	Current	Added	Date	of	Examining
None to report					

**l. License Reinstatements (Board Conferral):**

Name	Reviewer	Date
Lauren Robinson, Psy.D.	Shavaun Sam	11/14/2022

**m. Continuing Professional Development Reviews (Affirm and Ratify):**

Name	Review Type	Reviewer	Date Approved
None to report			

**n. Shared News releases/general information/previously approved business (Affirm):**

1) ASPPB 2022 Annual Meeting Summary shared with Board Members via email 12/1/2022
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Following the reading of the Consent Agenda, Dr. Gormanous called for motions to object or approve the Consent Agenda. Regarding the items specified on the Consent Agenda, Dr. Sam moved to approve, affirm and ratify the items on the Consent Agenda accordingly. Following opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote as follows: The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, Sam and Holcomb; Against: (0); Abstained: (0); Absent: (1) McNeely.

**The Board reported on Executive Session Discussions as follows:**

**1. FILE REVIEWS [LSA-R.S.42.16.1]**

- a. **James W. Carpenter, Ph.D. – Application for Licensure** – Dr. Sam reported that she reviewed the current Application for Licensure of Dr. Carpenter and that the Board discussed this matter in Executive Session, noting his request to be considered for licensure via Reciprocity. Dr. Sam recommended that Dr. Carpenter be advised of the process of applying for licensure via reciprocity over his current application for licensure. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Gormanous, Moore, Harness, and Holcomb; Against: (0); Abstained: (1) Dr. Sam was recused from this discussion and vote; Absent: (1) McNeely.

**Action – Sam/Monic**

**2. COMPLAINTS [LSA-R.S.42.17.A(4)]:**

- a. **P17-18-04C – Compliance Review** – Dr. Sam reported that the Board reviewed the Compliance of Dr. Christopher Garner in this matter in Executive Session. Dr. Sam moved that a letter from the Board be sent to Dr. Garner addressing the denial of Dr. Garner’s request for supervision and reiterating the requirements in the Consent Order further outlined in the letter dated December 11, 2020. Following opportunity for discussion, the motion was put to a vote. The motion passed by unanimous roll call

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vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness, and Holcomb; Against: (0); Abstained: (1) Dr. Sam was recused from this discussion and vote; Absent: (1) McNeely

**Action – Sam/Monic**

- b. **Items added by Dr. Gormanous: P17-18-04C, NP21-22-24C, NP21-22-25C, NP21-22-26C, NP21-22-27C, P21-22-18C, P21-22-19C, P21-22-20C, P21-22-21C, P21-22-22C, P21-22-23C** – Dr. Gormanous reported that this was not discussed in Executive Session, but that he wanted to update the Board that he was acting Complaints Coordinator on these matters and although he prepared a recommendation in these matters, he believed them to be prescribed and his recommendation moot. However, he wanted to follow procedure to have Dr. Moore review and affirm his recommendation prior to docketing for a formal board determination.

**Action – Gormanous/Moore**

**Dr. Sam left the meeting at 3:15 p.m., the Board retained a quorum to continue.**

**3. ORAL EXAMINATIONS [LSA-R.S.42.16.1]:**

- a. ***Oral Examination: Joshua M. Lieberman, Psy.D. (PL1623)*** appeared before Board Members, Drs. Gormanous and Harness for an oral examination for licensure in Clinical Psychology. Dr. Holcomb abstained from this examination. Finding that Dr. Lieberman met the requirements for licensure, Dr. Harness moved that Dr. Lieberman be granted a license to practice psychology with a declared specialty in Clinical Psychology. Following opportunity for discussion, the motion was put to a vote. The motion passed by majority roll call vote of the members present as follows: In favor: (3) Gormanous, Moore, and Harness; Against: (0); Abstained: (1) Holcomb; Absent: (2) McNeely and Sam.
- b. ***Oral Examination: Arialda Fejzic, Psy.D.*** appeared before Board Members, Drs. Moore and Holcomb for an oral examination for licensure in Clinical Psychology. Finding that Dr. Fejzic met the requirements for licensure, Dr. Moore moved that Dr. Fejzic be granted a license to practice psychology with a declared specialty in Clinical Psychology. Following opportunity for discussion, the motion was put to a vote. The motion passed by majority roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against: (0); Abstained: (0); Absent: (2) McNeely and Sam.
- c. ***Oral Examination: Rochelle J. Holtzman, Ph.D.*** appeared before Board Members, Drs. Gormanous and Harness for an oral examination for licensure in Clinical Psychology. Finding that Dr. Holtzman met the requirements for licensure, Dr. Gormanous moved that Dr. Holtzman be granted a license to practice psychology with a declared specialty in Clinical Psychology. Following opportunity for discussion, the motion was put to a vote. The motion passed by majority roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against: (0); Abstained: (0); Absent: (2) McNeely and Sam.
- d. ***Oral Examination: Gina Q. Boullion, Ph.D.*** appeared before Board Members, Drs. Moore and Holcomb for an oral examination for licensure in Clinical Psychology. Finding that Dr. Boullion met the requirements for licensure, Dr. Holcomb moved

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that Dr. Bouillion be granted a license to practice psychology with a declared specialty in Clinical Psychology. Following opportunity for discussion, the motion was put to a vote. The motion passed by majority roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against: (0); Abstained: (0); Absent: (2) McNeely and Sam.

4. **Debrief December 2, 2022 CPD Offering: Immigration Evaluations Ethical and Cultural Considerations, Speaker Cynthia de las Fuentes, Ph.D.** – Ms. Monic reported that there were approximately 40 attendees at the December 2, 2022 offering. Ms. Monic reported this was well attended given the limited registration period, however the CPD would be an On-demand activity providing additional opportunity for licensees to register and attend the recorded session.
  
5. **Motion by Dr. Greg Gormanous for Dr. Gormanous and Dr. Moore to facilitate an in- person visit from ASPPB Executive Director, Dr. Mariann Atwell and Exam Program Director, Dr. Matt Turner on January 19, 2023.** - Dr. Gormanous presented a motion to request that he and Dr. Moore be allowed to facilitate an in-person visit from Mariann Atwell and Exam Program Director, Dr. Matt Turner (and/or his replacement) on January 19, 2023. Following opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against (0); Abstained: (0); Absent: (2) McNeely and Sam.  
**Action: Dr. Gormanous and Dr. Moore work on facilitating meeting with ASPPB.**
  
6. **Long Range Planning Meeting:** Dr. Gormanous appointed Dr. Harness to the Long Range Planning Committee.
  - a. **Agenda** – The Board discussed potential agenda topics. The following topics were requested by board members respectively:
    - i. Use of Specialties vs. the use of Health Service Provider/General Applied Psychologist (Moore)
    - ii. Continued Use of the Oral Examination vs. EPPP [EPPP2] or other examination (Sam)
    - iii. Executive Session review of Jurisprudence Examination (Moore)
    - iv. Masters Level Licensure (Sam)
    - v. Team Building Exercise (Harness)
    - vi. Training for new rules (Sam)
    - vii. Anti-Trust Training (Monic)
    - viii. Orientation of New Board Members (Sam)
    - ix. Photographs (Harness)
  - b. **Invitations (LPA/Former Board Members)** – Monic explained that in prior years invitations were sent from the current Board Chairperson to the executive counsel of LPA, LAMP and LSPA and that only one or two officers were invited to the discussion as well as former board members.

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- c. **Awards Ceremony/Luncheon** Monic identified the outgoing member to be recognized as Dr. Gina Gibson and noted that awards had not been formally presented to Dr. Koren Boggs or Dr. Amy Henke due to Covid preventing a gathering.
- d. **Budget** Based on the November Financial Statements (Budget vs. Actual), Monic identified the budget to purchase awards and luncheon to be \$1,000.

**Action – Gormanous, Moore, Sam, Harness, Monic**

- 7. **Motion by Dr. Greg Gormanous to authorize organizational analyses of LSBEP functioning with respect to efficiencies and effectiveness. Criteria for analyst shall include the following:**
  - a. **I-O expertise.**
  - b. **Psychology licensing experience.**
  - c. **That the project is without cost (gratis) to LSBEP.**
  - d. **That the project is privileged communication and privilege data.**
  - e. **That Interviews with single individuals shall be conducted in-camera**

Dr. Gormanous presented a motion to authorize organizational analyses of LSBEP functioning with respect to efficiencies and effectiveness and that the criteria for the analyst shall include the following: I-O expertise; Psychology licensing experience; that the project is without cost (gratis) to LSBEP; that the project is privileged communication and privilege data; that Interviews with single individuals shall be conducted in-camera. Dr. Gormanous prefaced his motion noting the previous discussions in October and November 2022 at the Regular Board Meetings, and that even though he was interested, the Board agreed to revisit this after the legislative audit. He wanted to formally present it as a motion. Dr. Gormanous also stated that board members could vote against the motion. Dr. Moore wished to address Dr. Gormanous’ comment for the record that this was the second time during this meeting that a very aspirational motion was presented with the intention of improving processes, but prefaced with a comment suggesting it could/would be voted down by others prior to discussion. **Dr. Gormanous thought Dr. Moore’s comment was justified. He apologized & asked that Dr. Moore’s comment be included in the minutes.**

The Board discussed this motion which discussion included inquiries regarding the purpose of the organizational analyses of LSBEP functioning, the similarities and differences between the annual financial audit and the performance audit that the Board undergoes each year, confidentiality of records, and time it would take for staff to undergo such an audit. Dr. Gormanous explained it would be similar to the analysis that ASPPB conducted of their organization. But would not be a “deep dive” but rather a shallow dive. Following opportunity for discussion, the matter was put to a vote. The motion failed by roll call vote of the members present as follows: In favor: (1) Gormanous; Against (4) Moore, Harness, Sam and Holcomb; (0); Abstained: (0); Absent: (1) McNeely.

**No Action**

- 8. **Technology - Current issues and potential upgrades.** – Dr. Holcomb reported that he and Ms. Monic met with representatives of Sparkhound (Dave Baxter and Mike Carter) which meeting clarified justification for the needed upgrades. However, noted that additional quotes were being obtained to justify the expenditure should similar quotes be

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obtained. Ms. Monic reported that she has contacted Covalent Logic and Tyler Tech and other companies; that she met with Covalent Logic who writes software for the Physical Therapy Board and Covalent Logic would be providing a quote for board consideration at a future meeting.

**9. BUDGET: Current FY 2022-23, Ensuing 2023-24**

- a. Employee COLA/Equity Salary**
- b. Board Member Travel**
- c. LEASE: 4334 S. Sherwood Forest Expires September 2023.**
- d. Mileage reimbursement to LSSP Members for quarterly meetings in Baton Rouge.**

The Board reviewed revisions to the Budget proposed by Dr. Moore and Dr. Holcomb, which changes reflected a 4% cost of living increase for Jaime Monic and Jalyne Brown, adjustments to board member travel, maintaining the current lease with Sherfolks at the current fixed amount and approval for mileage reimbursement to LSSP Members for their attendance at quarterly meetings. Dr. Moore offered the following resolution for adoption:

*WHEREAS the LSBEP is created under La. R.S. 37:2351 to safeguard life, health, property and the public welfare of this state and in order to protect the people of this state against unauthorized, unqualified, and improper application of psychology; and*

*WHEREAS the LSBEP, in carrying out its obligations, under La. R.S. 37:2353, “shall be financially self-sufficient. It shall receive no state funds through appropriation or otherwise and shall not expend such state funds. No state funds shall be expended or committed to expenditure for the group benefits program or any other health insurance or employee benefit program, for any retirement system, for any salary, per diem payment, travel or expenses, office supplies and materials, rent, purchase of any product or service, or for any other purpose.”*

*WHEREAS the LSBEP is authorized under La. R.S. 37:2354 to collect certain fees to be paid into the treasury of the State Board of Examiners of Psychologists and which revenue may be expended by the board without appropriation for costs of administration and other expenses, and any surplus at the end of a fiscal year or a biennium may be retained by the board for future expenditures and the board is not required to pay any such surplus into the general fund of the state of Louisiana;*

*THEREFORE, in consideration of its financial obligations and commitment to carry-out the duties delegated under La. R.S. 37:2351 et al, at its meeting on December 16, 2022, the Louisiana State Board of Examiners of Psychologists (LSBEP), reviewed, discussed and offered opportunity for public comment of the current July 1, 2022 through June 30, 2023, and ensuing July 1, 2023 – June 30, 2024 budget as prepared by the LSBEP Finance Committee and in collaboration with Valerie Dominique, CPA. Following discussion, by motion of Dr. Michelle B. Moore, and roll call vote of the members present, the LSBEP, by majority roll call vote **RESOLVED** to adopt revisions to the current July 1, 2022 through June 30, 2023 budget, which amendments include:*

- 1. An increase in the projected income from \$374,510 to \$392,124 due to:*
  - a. Updated actual amounts collected for licensing fees.*

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- b. *Decrease in the fees anticipated to be collected for the 2022-23 FY for registration of assistants to psychologists.*
  - c. *Reallocation of property lease shared with LBAB. Previously reported only as LSBEP's portion, the changes now reflect the full amount of the lease contract in expenditures, and reports LBAB's share as income ( \$27,345.30)*
2. *An increase in the projected expenditures from \$405,589 to \$440,010 due to:*
- a. *Reallocation of 30K of contract revenue for Chehardy, Sherman, Williams to the In-house Attorney Position.*
  - b. *Update actual salary amounts.*
  - c. *Reallocation of property lease shared with LBAB. Previously reported only as LSBEP's portion, the changes now reflect the full amount of the lease contract (\$54,690.60), and reports LBAB's share as income.*
  - d. *Updates to the actual cost to publish the Notice of Intent and projected cost to publish the anticipated rule (11,884).*

*FURTHER, to adopt the ensuing budget for the July 1, 2023 – June 30, 2024 Fiscal Year, which include provisions for a 4% salary increase for Jaime Monic and Jalyne Brown; travel restrictions for attending ASPPB's Annual and Midwinter meetings limited to one board member and the executive director (each meeting); adjustments to travel and per diem reimbursements that reflect the Board's quarterly meeting policy and include provisions for 8 committee meetings (with two members attending each); and reflect anticipated developments including current rulemaking for the 2022-23 FY that will impact revenue in FY2023-24, and include requiring the registration of assistants to psychologists providing psychological services to clients under the supervision of a licensed psychologist and offering preapproval of continuing professional development related to regulatory issues and ethics.*

Following opportunity for discussion, the resolution having been submitted to a vote of the majority of the LSBEP members present passed by roll call vote as follows: 4 – Yeas – Gormanous, Moore, Harness, Holcomb 0 – Nays - 0 - Abstained 2 – Absent – McNeely, Sam 0 – Vacant Seats

**10. Motion by Dr. Greg Gormanous to seek exemption of LSBEP mandatory adherence to PPM 49 by the Commissioner of Administration, Mr. Jay Dardenne. This exemption is contingent on the board developing its own parallel travel policy, following the general parameters of PPM 49. A main feature of the exception is that LSBEP would be exempt from mandatory participation with the state contracted travel agency. Other changes may include simplifying some of the rigid specificity in PPM 49** - Dr. Gormanous presented a motion to seek exemption of LSBEP mandatory adherence to PPM 49 by the Commissioner of Administration, Mr. Jay Dardenne contingent on the board developing its own parallel travel policy, following the general parameters of PPM 49. A main feature of the exception is that LSBEP would be exempt from mandatory participation with the state contracted travel agency. Other changes may include simplifying some of the rigid specificity in PPM 49. Following opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against (0); Abstained: (0); Absent: (2) McNeely and Sam.

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**Action: Develop internal policy for board review/approval. Submit the proposed policy with exemption request to Commissioner Darden.**

- 11. Discuss board member interest/approval for attendance: Regulatory Academy Workshop - Dale Atkinson, Attorney and Amy Richardson, Attorney - February 10, 2023, 8:30 a.m. – 4:30 p.m.: Renaissance Hotel Baton Rouge | Early bird: \$275.00 Nov. 30; \$350.00 after Dec. 1. Hosted by Boards of Speech-Language Pathology and Audiology and Dietetics and Nutrition** – The Board discussed this training. Dr. Gormanous moved in favor of approving the registration fee and attendance for Mr. Jonathon Wagner to attend as part of new employee training. Following opportunity for discussion, The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against (0); Abstained: (0); Absent: (2) McNeely and Sam.  
**Action: Monic**

- 12. Approval for new member orientation** – Dr. Sam was not present to present this item.  
**Action: Docket for January**

**COMMITTEES, COMMITTEE CHAIRS AND LIAISON/AD HOC/OTHER REPORTS**

Ms. Monic provided the following Financial Report to the Board of Directors:

<b>Date Report Prepared:</b> December 15, 2022			
<b>Name of Preparer:</b> Jaime T. Monic			
<b>REPORTING PERIOD:</b> 11/1/2022 - 11/30/2022			
Financial Reports have been provided to members as noted through the consent agenda. As of this report, we are 5 months into FY 2022-23.			
TYPE	AMOUNT	BUDGETED	Trends/Notes
<b>INCOME:</b>			
<b>Income:</b>	\$333,590.31	\$374,560	The Board has collected 89.1% of the total projected budget. ATAP fees are budgeted to be collected within this FY \$10K. Renewal of ATAP is also budgeted, this will need to be amended.
<b>EXPENSES:</b>			
<b>Expenses:</b>	\$148,329	\$405,809	Overall expenses are at or below the budgeted amount. Significant on this report is the expenditure for Rulemaking. Publication of the Notice of Intent (1 <sup>st</sup> publication) and publication of the Final Rules (2 <sup>nd</sup> publication) is required. For current rulemaking, the cost for the Notice of Intent was \$5,942. This amount will be assessed again once the board finalizes the rules. Should substantive changes occur, republication of the Notice of Intent will be required. . Additionally, as reported last month, some line items are over budget including Credit Card Processing fees, Printing and Reproduction, Insurance-Property/Liability. Additionally, the line item for Travel for Conferences is overbudget by \$1,233.01

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			following the 2022 ASPPB annual meeting. However overall, the amount budgeted for Travel and Transportation is at 15.1%
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<b>INCOME SUMMARY OCTOBER</b>			
<b>Monthly Income</b>	\$5,745.94	<b>YTD Income</b>	\$333,590.31
<b>Monthly Expense</b>	\$24,920.17	<b>YTD Expense</b>	\$148,329
<b>Total Net Income</b>	<b>\$-19,174.23</b>	<b>Total Net Income</b>	\$ 185,261.26

As of November 2022: The budget is stable and the board has funds to operate through the end of FY 2022-23. The Board's cash on hand is reported to be \$344,649.25, with an additional \$7,637.88 in receivables. Your budgeted expenses for FY 2022-23 are estimated to be: \$405,809. Since this is the third month of the fiscal year, the majority of expenses are either at or below what is expected.

The Board should meet their rulemaking goals in FY 2022-23. This should have a positive impact on revenue. The Board is still understaffed with the In-house counsel position vacant. The Executive Director continues to work overtime to keep up with daily operations, employee/contract management, accounting, complaints, general operations and office management, legislative obligations and board member/meeting management. Regarding software development for its licensing management system, the Board has obtained an estimate from its current IT developer and is exploring its options.

**Board Strategy Recommendations:**

Work on process and procedures for implementing new rules that will impact licensing, license renewal for emeritus, telepsychology. Focus on adopting new processes and procedures to implement Legislative Performance Audit recommendations including adopting a disciplinary matrix.

Continue to explore financially sustainable options for technology to be utilized in the application and renewal process which may either counter (or reduce) the cost of employees, workload and related expenses for processing applications, and/or counter (or reduce) the cost of real-estate needed to store paper files.

Consider setting a goal to achieve and maintain a reserve balance to cover deferred liability plus unexpected expenses (e.g. hearing costs, lawsuits, major technology developments, moving) plus 3-6 months of operating expenses. Consider creating policy guidelines for Board approval to tap your reserve and then rebuild that amount.

At 5:09 p.m. Dr. Harness moved to adjourn. Following opportunity for discussion, The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Gormanous, Moore, Harness and Holcomb; Against (0); Abstained: (0); Absent: (2) McNeely and Sam. LEGAL NOTICES

LA R.S. 42.14.D. Public comments\*\* – In accordance with LA R.S. 42.14.D., the LSBEP shall allow public comments at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. Individuals who wish to comment on a matter must sign in and state their intent to comment on a matter. La. R.S. 44:33.1 - In compliance with La. R.S. 44:33.1, the LSBEP hereby gives notice that information submitted to the LSBEP may become public record pursuant to the provisions of Louisiana Public Records Law, La. R.S. 44:1, et seq.

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