

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

BOARD MEETING MINUTES: February 21, 2024
(Approved March 20, 2024)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order once a quorum was met by Board Vice-Chair, Daniela Riofrio, at 8:49 a.m. on Wednesday, February 21, 2024 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Daniela Riofrio, Rebecca Mandal-Blasio, Angela Murray, Renee Cole, and Courtney Wright, Executive Director Rhonda Boe and Executive Administrator, Krysta Babin. Board members Joseph Tuminello, III and Alfred Tuminello, Jr. were absent.

A motion was made by Ms. Wright to approve the agenda for the February 21, 2024 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Ms. Riofrio moved to enter Executive Session at 8:50 a.m. for credential file reviews, complaints, lapsed renewals submitted and any other items to be reviewed in executive session.

Ms. Babin left the meeting at 10:45 a.m.

Ms. Riofrio closed Executive Session at 12:45 p.m.

Ms. Riofrio began the Open Meeting at 12:52 p.m.

Lindy West entered the meeting.

Ms. Wright made a motion to approve the January minutes with one change. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicants 2.24/A, 2.24/B, 2.24/C, 2.24/D, 2.24/E, and 2.24/F were reviewed and approved for licensure.

Certificate Applicants 2.24/G, 2.24/H and 2.24/I were reviewed and approved for certification.

Ms. Murray abstained on 2.24/I.

The board reviewed an application on an individual that was flagged for review when previously discontinued. Ms. Cole made a motion to approve registration. None opposed and the motion passed.

The board reviewed a discontinuation received on a RLT with concerns. Ms. Murray made a motion not to require the individual have board review should an application be submitted in the future. None opposed and the motion passed.

Ms. Cole left the meeting at 11:02 a.m. as she was required to abstain from the upcoming review. The board reviewed discontinuations received on 2 RLTs with concerns. Ms. Riofrio made a motion to

require the individuals have board review should a new application be submitted by either of these in the future. None opposed and the motion passed. Ms. Cole returned to the meeting at 11:16 p.m.

The board reviewed a self-report received from a SCaBA. After review and discussion, Ms. Cole made a motion to allow the certification to continue uninterrupted but to require monthly updates until the matter is resolved. None opposed and the motion passed.

The board reviewed a self-report received from a LBA for allowing an individual to provide services prior to being properly registered. After review and discussion, Ms. Riofrio made a motion to open a board initiated complaint and proceed with the process. None opposed and the motion passed.

The board reviewed the discovery of a RLT who worked the entire year without being renewed for 2023. The RLT was immediately removed from providing direct services. After reviewing, Ms. Wright made a motion to proceed with the board policy and impose the renewal fee, late fees of \$50.00 per month and process a renewal when received. None opposed and the motion passed.

The board reviewed a Waiver Application. Ms. Cole made a motion to grant a payment plan of \$40.00 per month over the next 10 months. None opposed and the motion passed.

The status of other applicants reviewed at the February meeting are listed below in the Credential File Reviews.

Complaints Committee:

The board reviewed the February supervision report submitted in reference to a Consent Agreement. The board approved the report but reserved the right to request additional documentation in the future.

The board previously reviewed a situation where transfers were submitted for discontinued line technicians who were allowed to continue working. The board conducted a supervision audit of the line technicians and deemed the documents sufficient.

The board reviewed and discussed a Consent Agreement and Order in reference to Complaint No. 2022-009C. Ms. Riofrio requested a Call to Question on a motion to accept the Consent Agreement and Order. The results of the votes were as follows:

Ms. Wright – yay, Dr. Mandal-Blasio – yay, Ms. Murray – yay, Ms. Cole – yay, and Ms. Riofrio – yay and the motion passed.

The board reviewed and discussed a Consent Agreement and Order in reference to Complaint No. 2023-016C. Ms. Riofrio requested a Call to Question on a motion to accept the Consent Agreement and Order. The results of the votes were as follows:

Ms. Wright – yay, Dr. Mandal-Blasio – yay, Ms. Murray – yay, Ms. Cole – yay, and Ms. Riofrio – yay and the motion passed.

The board reviewed and discussed a Consent Agreement and Order in reference to Complaint No. 2023-017C. Ms. Riofrio requested a Call to Question on a motion to accept the Consent Agreement and Order. The results of the votes were as follows:

Ms. Wright – yay, Dr. Mandal-Blasio – yay, Ms. Murray – yay, Ms. Cole – yay, and Ms. Riofrio – yay and the motion passed.

Ms. Boe gave the following update on behalf of the Complaints Coordinator.

2022-009C	Consent Agreement voted on today
2023-016C	Consent Agreement voted on today
2023-017C	Consent Agreement voted on today
2023-021C	Informal meeting delayed
2023-022C	Response received/Investigation ongoing
2023-023C	Informal meeting being offered
2024-025B	Informal meeting held/Investigation continuing
2024-26B	Informal meeting being scheduled
2024-27B	Informal meeting being scheduled
2024-28C	Investigation ongoing
2024-29C	Response received/Investigation ongoing
2024-30C	Investigation ongoing
2024-31B	Noticed/Response Receive
2024-32B	Notice letter mailed

Finance Committee:

Ms. Cole made a motion to approve the LSBEP invoice for January if no apparent discrepancies noted. None opposed and the motion passed.

Financials for December were reviewed and discussed. Dr. Mandal-Blasio made a motion to approve the checking reconciliation, Ms. Cole made a motion to approve the savings reconciliation and Ms. Riofrio made a motion to approve the ICS Reconciliation. None opposed and the motions passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for December. The check numbers reviewed last month in the General Ledger did have discrepancies and were corrected. Ms. Murray made a motion to approve the full financials for December. None opposed and the motion passed.

An amended budget for this fiscal year was discussed. Ms. Boe will present a draft at next month's meeting. None opposed and the motion passed.

Financials for January will be reviewed at the March meeting.

Jurisprudence Committee:

No new business.

Legislative Oversight Committee:

Ms. Boe informed the board Notices of Intent for the mandated Telehealth and ADA rules were printed in the state register on February 20, 2024 and published on the website for public comment.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

The board reviewed a schedule for the upcoming renewal periods that lists the amount of hours due for the next 3 reporting periods. Ms. Wright made a motion to approve the schedule and have emailed to all LBAs. None opposed and the motion passed.

Supervision Oversight Committee:

3 Supervision audits are currently in progress.

Long Range Planning:

No new business.

Discussion Items:

The clerical WAE position is approved and Ms. Boe hopes to have the position filled by next month's meeting to begin training before renewals begin in May.

Ms. Boe suggested an email address be created to only accept renewals. After discussion, it was agreed this would be a good idea for receipt and storage of emailed renewals. Ms. Wright made a motion to obtain an email address for the state for renewals. None opposed and the motion passed.

Executive Director's Report:

Ms. Boe reported there were 2 findings and 1 area of concern for the FBI audit. The board was able to fix the findings by adding the Privacy Act Statement which was emailed to all LBA's and updated on the application forms.

Ms. Boe was informed by LSP that Identigo was testing the Right to Review process and we would be contacted soon to begin.

Ms. Boe and Ms. Babin will attend the first presentation at the APBA conference on March 8th where two board members, Dr. Mandal-Blasio and Ms. Murray will be panelists. As previously approved, they will also be attending the first Regulator's Conference for ABA on March 7th.

The election results were posted on the website. Self-nominees were sent emails thanking them for their nominations and encouraging them to participate again. LaBAA will send a letter to the Governor with the name of the top 4 candidates in rank order and he will appoint 2 to fill the vacancies that open in June.

Ms. Boe reported the following statistics for the month of January:

- 358 Line Technicians Registered
- 10 Behavior Analysts Licensed
- 1 State Certified Assistant Behavior Analysts Certified
- 205 Transfers
- 289 Discontinuations

Ms. Riofrio adjourned the meeting at 2:12 p.m.

CREDENTIAL FILE REVIEWS:

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

2.24/1 Ms. Wright made a motion to approve. None opposed.

- 2.24/2 Ms. Wright made a motion to approve registration but will require monthly updates. None opposed.
- 2.24/3 Ms. Murray made a motion to request additional information and if provided, approve. None opposed.
- 2.24/4 Ms. Murray made a motion to request additional information and will review at the next board meeting. None opposed.
- 2.24/5 Ms. Murray made a motion to approve. None opposed.
- 2.24/6 Ms. Murray made a motion to allow registered line technician to continue without interruption but will require monthly updates. None opposed.
- 2.24/7 Ms. Wright made a motion to deny.
- 2.24/8 Ms. Murray made a motion to approve. None opposed.
- 2.24/9 Ms. Murray made a motion to approve. None opposed.
- 2.24/10 Ms. Cole made a motion to approve. None opposed.
- 2.24/11 Ms. Cole made a motion to approve. None opposed.
- 2.24/12 Ms. Cole made a motion to allow registered line technician to continue without interruption but will require monthly updates. None opposed.
- 2.24/13 Ms. Cole made a motion to approve. None opposed.
- 2.24/14 Ms. Cole made a motion to approve but will require monthly updates. None opposed.
- 2.24/15 Ms. Cole made a motion to approve. None opposed.
- 2.24/16 Ms. Riofrio made a motion to approve. None opposed.
- 2.24/17 Ms. Riofrio made a motion to approve. None opposed.
- 2.24/18 Ms. Riofrio made a motion to approve. None opposed.
- 2.24/19 Ms. Riofrio made a motion to approve. None opposed.
- 2.24/20 Ms. Wright made a motion to approve. None opposed.
- 2.24/21 Ms. Wright made a motion to approve. None opposed.
- 2.24/22 Ms. Riofrio made a motion to approve. None opposed.

- 2.24/23 Ms. Riofrio made a motion to approve. None opposed.
- 2.24/24 Dr. Mandel-Blasio made a motion to approve. None opposed.
- 2.24/25 Dr. Mandel-Blasio made a motion to approve. None opposed.
- 2.24/26 Dr. Mandel-Blasio made a motion to approve. None opposed.
- 2.24/27 Dr. Wright made a motion to approve. None opposed. Dr. Mandel-Blasio abstained.
- 2.24/28 Dr. Mandel-Blasio made a motion to approve. None opposed.
- 2.24/29 Dr. Mandel-Blasio made a motion to approve. None opposed.

The following applications are to provide monthly updates for review.

- 10.21/7 Update received.
- 3.22/C Update received.
- 4.22/8 Update received.
- 6.22/10 Ms. Riofrio made a motion if no update is received in 10 days, registration will be revoked. None opposed.
- 10.22/2 Update received.
- 10.22/7 Update received
- 2.23/5 Ms. Murray made a motion to discontinue requiring updates as final disposition has been received. None opposed.
- 4.23/4 Update received.
- 6.23/7 Update received.
- 8.23/13 RLT Registration discontinued. Dr. Mandel Blasio made a motion to require monthly updates if registered again.
- 9.23/19 RLT Registration discontinued. Dr. Mandel Blasio made a motion to require monthly updates if registered again.
- 9.23/20 Update received.
- 9.23/26 RLT Registration discontinued. Dr. Mandel Blasio made a motion to require monthly updates if registered again.

- 10.23/7 Update received.
- 11.23/9 Ms. Cole made a motion to discontinue requiring updates as final disposition has been received. None opposed.
- 11.23/15 Update received.
- 1.24/6 Ms. Wright made a motion if no update is received in 10 days, registration will be revoked. None opposed.
- 1.24/8 Update received.