

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

BOARD MEETING MINUTES: April 11, 2017
(Approved 5-9-17)

Committee meetings began at 9:30 a.m. Working board lunch began at 11:30 p.m. and ended at 12:17 p.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Jennifer Longwell, Ph.D. at 12:17 p.m., Tuesday, April 11, 2017 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Jennifer Longwell, Ph.D., Alfred Tuminello, Jr., Cassie Bradford, Scott Williamson, Phillip Griffin, Ph.D., LSBEP ex-officio member and Executive Director, Rhonda Boe. Emily Bellaci was absent.

A motion was made by Dr. Longwell to approve the agenda for the April 11, 2017 meeting, with one change. None opposed and the motion passed.

A motion was made by Ms. Bradford to approve the minutes of the March 14, 2017 meeting, with one change. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Dr. Longwell moved to enter Executive Session to review and discuss applicant files. None opposed and the motion passed.

Dr. Longwell closed Executive Session at 12:17 p.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 4.17/A and 4.17/B were reviewed and approved.

Line Technician Applicant 4.17/1 was ready for review; however, the supervisor filed a discontinuation so the file was closed and marked for review if applicant reapplies.

Line Technician Applicant 4.17/2, 4.17/3, 4.17/4 and 4.17/5 were approved based on documentation provided being sufficient.

Line Technician Applicant 4.17/6 was conditionally approved if the CBC results exactly match the documentation applicant provided.

Line Technician Applicant 3.17/1 was approved based upon receipt of additional documentation requested.

Line Technician Applicant 3.17/4 who was previously revoked did not provide sufficient explanation and documentation to overturn the revocation. Additional explanation and documentation to be requested from applicant.

Line Technician Applicant 3.17/5 who was previously revoked did not provide sufficient explanation and documentation to overturn the revocation. Additional explanation and documentation to be requested from applicant.

Line Technician Applicant 8.16/4 who is revoked was arrested again. It was noted there have been several arrests since applicant first submitted an application. It was decision of board that file be marked, for future reference, that this board recommends this person not be allowed to work as a line technician in the future based on the lengthy and repeated criminal history.

Complaints Committee:

The Executive Director reported one complaint ended the investigation phase and would move to an informal meeting. Presently waiting to receive documents from attorney. A second complaint is proceeding to investigation. A third complaint is waiting for response. There is also a fourth complaint which is still pending receipt of certain documents. Certified/return receipt letter will be mailed to complaint asking if the person wishes to proceed since documents were not received.

The ethics board has placed a request by the Board allowing a past board member to apply for the newly created Complaints Coordinator position on the agenda for April 21, 2017. Ms. Boe will attend in case there are questions which need to be answered. After ethics board decision, board will work on job posting and timeline for Complaints Coordinator position.

Finance Committee:

Dr. Longwell made a motion to pay the LSBEP March invoice. None opposed, motion passed. The full board reviewed the financials as of March 31, 2017 which included Reconciliation, Balance Sheet, Profit and Loss, Profit and Loss/Budget vs. Actual and General Ledger. The board decided the budget would have to be amended to account for overage in income. Mr. Williamson made a motion to approve the financials with an amended budget to be presented at the next meeting to account for overage. None opposed. The reconciliation was dated and signed by preparer and signed by Finance Committee Member, Mr. Williamson, indicating board approval. Ms. Bellaci will review and sign at next board meeting giving final approval.

The board discussed the published audit findings from the Legislative Auditor's office. The board reviewed the corrective actions that the board will be implementing.

The board reviewed the investigator's February and March bill. Discrepancies (simple calculations) were noted and Dr. Longwell moved to approve payment of both bills upon receipt of corrected invoices. None opposed. Dr. Longwell also motioned to amend investigator's contract from \$5000.00 to \$10000.00. None opposed.

The board lunches are ordered through Waitr under an account in Ms. Boe's name. Ms. Boe provided receipts showing an error where her personal debit card was billed for board lunch last meeting. She had used her account for a personal order the Friday before and did not realize she had to change it back. Dr. Longwell approved reimbursement to Ms. Boe for the March board lunches.

The S10 form was reviewed. Ms. Boe will work on completing the S10 form to be submitted by May 1st.

Jurisprudence Committee:

Discussion was held concerning retake of the Jurisprudence Exam if a SCABA applies to become an LBA or if an LBA lapses, etc. and wants to be reinstated. Mr. Tuminello moved that passing of the Jurisprudence Exam will be valid for 180 days from the date the completed exam is received by the board office.

Legislative Committee:

Ms. Bradford discussed the needed changes to the Continuing Education rule which will be repromulgated. Items such as non-repeating events, online survey hours were discussed. Research will be done with BACB approved events before final draft for rule is approved.

The board reviewed bills for this legislative session that need to be watched with emphasis placed on SB 75. Board will review other bills and advise Ms. Boe if any need to be watched.

Policies and Procedures Committee:

Dr. Longwell led discussion on more policies and procedures for Supervision Audits. Board provided feedback and final draft should be completed for the next meeting for a vote.

Ms. Bellaci drafted the policies and procedures for complaints. The board reviewed and discussed. Final draft to be presented at next meeting for vote.

Continuing Education Committee:

The committee presented a new report from the audits. Numbers C001- C were in compliance and received letters informing them. Numbers N001 – N005 were found to be in non-compliance and sent letters advising of the lacking documentation and a thirty-day timeline to comply as well as notification that they will automatically be audited again next reporting period. Documentation was received from the 5 in non-compliance. Ms. Bradford reported all licensees were now in compliance. Final report to be presented at next meeting.

Long Range Planning Committee:

No new report

Discussion Items:

Ms. Boe presented new form and submission guidelines for discontinuations. The board reviewed and tested. Mr. Williamson moved to approve the form with the corrections for immediate release to LBA's and to begin putting in use. None opposed.

Ms. Boe will have surgery, tentatively scheduled for the end of June. Discussion was held on how to proceed with office duties. Final decision will be made at May meeting.

Mr. Tuminello made motion to honor outgoing board members at July meeting. None opposed.

July meeting tentatively scheduled for July 11, 2017.

Dr. Longwell adjourned the meeting at 2:34 p.m.