

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

**BOARD MEETING MINUTES: November 18, 2020**  
*Approved January 6, 2021*

**CERTIFICATION**

*In accordance with Proclamation JBE2020 – 30, Section 4, the Louisiana Behavior Analyst Board hereby certifies it would have been unable to operate due to quorum requirements and therefore held this board meeting via Zoom. The public was invited to access the first few minutes of the meeting before the board moved to Executive Session. The agenda and certification was posted in accordance with law and distributed to every known news media outlet that broadcasts or publishes news within Louisiana.*

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Vice Chair, Calvin Cryer, at 9:05 a.m. on Wednesday, November 18, 2020 via Zoom. Participating were Board Members: Calvin Cryer, Lloyd Boudloche, Jr., Renee Cole, Alfred Tuminello, Jr., Angela Murray, Joseph Tuminello, III, and Executive Director Rhonda Boe. Board member Courtney Wright joined the meeting at 9:15 a.m. Compliance Officer, Justin Owens was absent. Calvin Cryer proclaimed the necessity of this meeting being held by electronic means due to Covid concerns.

A motion was made by Dr. Boudloche to approve the agenda for the November 18, 2020 meeting. None opposed and the motion passed.

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

Ms. Wright closed executive session at 10:45 a.m.

**A public Zoom code was posted and available to the public on the board website on August 10, 2020 and open meeting began at 11:05 a.m. with Ms. Wright calling the meeting to order and members identifying themselves. One guest joined at 11:25 and asked to identify himself. The guest, Daniel McMillan, was welcomed to the meeting.**

Ms. Boe advised board minutes were not complete and would be available at the next meeting.

The following was reported regarding the credential file reviews:

Licensure Applicants 11.20/C, 11.20/D, and 11.20/E were reviewed and approved for licensure. Applicants indicated they did not want to defer until January and would be responsible for renewal before the end of the year 2020. Ms. Cole abstained on 11.20/D.

Licensure Applicants 11.20/A and 11.20/B were reviewed and approved for licensure upon receipt of the last required original documents. Both indicated they would like to defer licensure to January but later sent a written decision change and were licensed prior to the end of the year.

Certificant Applicants 11.20/F, and 11.20/G were reviewed and approved for certification. Ms. Cole abstained on 11.20/G.

The status of other applicants reviewed are contained in the attached report by Rhonda Boe, Executive Director

Complaints Committee:

Ms. Boe presented the following report for Ellen Brocato, complaints coordinator:

- 1) Response being reviewed in response to renote.
- 2) Consent Agreement proposed, awaiting response.
- 3) Terms for a Consent Agreement are being considered by the committee.
- 4) Decision not reached yet on how committee will proceed.
- 5) Consent Agreement was declined and is still in negotiations.
- 6) Notice was sent to Respondent

Finance Committee:

Mr. A. Tuminello made a motion to approve the October LSBEP invoice if no apparent discrepancies are noted. None opposed and the motion passed.

The Reconciliations for October were reviewed and discussed. Many items need to be amended and the amended budget will be approved at this meeting. Therefore, a motion was made by Dr. Boudloche to approve, noting the necessity to amend some line items. None opposed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for October. Dr. Boudloche made a motion to approve the full financials for October with no apparent discrepancies noted other than the line items that will be amended at this meeting. None opposed and the motion passed.

The board reviewed and discussed the amended budget for FY 2020/2021. Changes were necessary due to reduction of renewal licensure and certificate fees; higher hearing expenses, licensure software changes and various other items that were affected due to COVID. Mr. Cryer made a motion to approve the amended budget. None opposed and the motion passed.

The board reviewed the projected budget for FY 2021/2022. Discussion included whether or not the board could continue with the reduction of the renewal licensure and certificate fees. The board decided to keep the regular renewal fees and evaluate the fiscal effect on this year's budget first as the board can always amend later. Dr. Boudloche made a motion to approve the projected FY 2021/2022 budget. None opposed and the motion passed.

Jurisprudence Committee:

No new business

Legislative Committee:

No new business.

Policies and Procedures Committee:

Policy and Procedures will be drafted for Emergency Closures. Updated Policy and Procedures for Complaints is being drafted.

Continuing Education Committee:

With COVID restrictions, the board discussed the review of CE reporting forms. Ms. Cole offered to review as much as possible since she is in Baton Rouge and Mr. A. Tuminello offered to assist her as he is also in Baton Rouge. Ms. Boe will coordinate.

Supervision Oversight Committee:

The audits have been delayed due to Compliance Officer being out on medical leave.

Long Range Planning:

The board will review the updates to CE reporting by BACB and work on changing our Rules to align.

Discussion Items:

The board reviewed two request to reinstate registration of line technicians who had not renewed last year but continued to work. According to the policy created, the proper renewal forms, regular fee and late fees were submitted. Dr. Boudloche made a motion to approve these requests. None opposed and the motion passed.

The board discussed the large amount of licenses and certificates that need to be signed by board members. The board will attempt to meet in person in January.

Ms. Boe reminded board members Ethics Training and Sexual Harassment Training must be completed once per year and links would be provided.

Executive Director Report:

Ms. Boe informed the board all her discussion topics were covered in the meeting.

The public attendee was asked if he had any comments and he left the meeting.

Ms. Wright adjourned the meeting at 12:23 p.m.

**Louisiana Behavior Analyst Board  
Credential Review Minutes  
November 18, 2020  
(Executive Session)**

- 11.20/1 Mr. A. Tuminello moved to approve if the results match exactly when received. None opposed.
- 11.20/2 Mr. Cryer moved to approve if the results match exactly when received. None opposed.
- 11.20/3 Ms. Wright moved to approve if the results match exactly when received. None opposed.
- 11.20/4 Ms. Murray moved to approve. None opposed.
- 11.20/5 Mr. A. Tuminello moved to approve if the results match exactly when received. None opposed.
- 11.20/6 Mr. A. Tuminello moved to approve. None opposed.
- 11.20/7 Mr. Cryer moved to approve. None opposed.
- 11.20/8 Mr. A. Tuminello moved to approve. None opposed.
- 11.20/9 Ms. Murray moved to approve. None opposed. Mr. A. Tuminello abstained.
- 11.20/10 Ms. Wright moved to approve if the results match exactly when received and to request monthly updates if required. None opposed.
- 11.20/11 Ms. Cole moved to approve. None opposed.
- 11.20/12 Mr. Tuminello requested additional documentation be required to be provided by applicant.

The board reviewed and confirmed an administrative revocation of a registered line technician based on information received in a rap back.

*The board tabled monthly updates and quarterly updates until the next meeting as those individuals report to Compliance Officer, Justin Owens, who is on medical leave.*