

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

**BOARD MEETING MINUTES: August 20, 2019**  
*(Approved September 17, 2019)*

Committee meetings began at 9:00 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Lloyd Boudloche, Ed.D. at 10:14 a.m. on Tuesday, August 20, 2019 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana 70816. Present were Board Members: Lloyd Boudloche, Ed.D., Courtney Wright, Renee Cole, Alfred Tuminello, Jr., Calvin Cryer, Scott Williamson and Executive Director Rhonda Boe.

A motion was made by Ms. Wright to approve the agenda for the August 20, 2019 meeting. None opposed and the motion passed.

Ms. Boe informed the board the minutes from the July 30, 2019 meeting were not completed and would be ready for review at the September meeting.

Pursuant to LSA R.S. 42:6.1(4), Dr. Boudloche moved to enter Executive Session at 10:16 to review and discuss Credential Review files and renewals requiring documentation and approval. None opposed and the motion passed.

Dr. Boudloche closed Executive Session at 11:58 a.m. and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 8.19/D, 8.19/E and 8.19/F were reviewed and approved for licensure.

State Certified Behavior Analyst Applicant 8.19/H was reviewed and approved for certification.

Behavior Analyst Applicants 8.19/C and 8.19/G were reviewed and approved for licensure upon receipt of last documents.

Behavior Analyst Applicants 8.19/A and 8.19/B were reviewed and the board will review again at the next meeting.

State Certified Behavior Analyst Applicant 7.19/L was reviewed again and approved for certification.

State Certified Behavior Analyst Applicant 7.19/O was reviewed again and will be reviewed once again at the September meeting.

Line Technician Applicants 8.19/3, 8.19/7, and 7.19/1 were reviewed and approved.

Line Technician Applicants 8.19/1, 8.19/4, 8.19/5 and 8.19/6 were reviewed and approved if results match exactly when received.

Line Technician Applicant 8.19/2 was reviewed and registration allowed to continue without interruption, with monthly updates to be provided.

Line Technician Applicant 8.19/9 was administratively revoked by the Executive Director. The board reviewed explanation and documentation received and reversed the revocation.

Line Technician Applicant 2.19/13 was reviewed again based on new information received. The registration is allowed to continue without interruption, monthly updates to be provided.

Line Technician Applicant 6.19/3 was approved with required monthly updates.

Line Technician Applicant 7.19/4 was up for review for a 2<sup>nd</sup> time; however, Ms. Boe reported yesterday the supervising LBA advised employment was terminated the day after the application was received but the board was not notified. The board asked for a letter of education to be sent to the supervisor to advise the board when an application is withdrawn.

Line Technician Applicant 7.19/7 was re-reviewed and allowed to continue registration uninterrupted based on sufficient explanation and documentation received.

Line Technician Applicant 7.19/6 was reviewed again and the board asked that the RLT be notified to respond within ten (10) days to the board request or a revocation will be issued for failure to reply.

Behavior Analyst 8.19/8 was reviewed after self-reporting and approved to continue with monthly updates.

Behavior Analyst 11.18/4 was reviewed and approved to continue with monthly updates.

Line Technicians 2.18/4, 6.19/10, 5.17/8, 12.18/10, 1.19/4, 2.19/3, and 6.19/4 were approved to continue registration uninterrupted and continue sending monthly updates.

Line Technician 5.19/2 did not update and board move to request official documentation by September meeting or a revocation will be issued.

Line Technician 6.19/5 did not provide an update and a certified letter will be sent requesting same.

#### Complaints Committee:

The following report was given by Ms. Boe on behalf of Complaints Coordinator, Ellen Brocato:

- 1) Open
- 2) Open – Investigation continues
- 3) Open – Investigation continues
- 4) Possible an agreement will be reached
- 5) Possible an agreement will be reached
- 6) Informal Meeting between parties scheduled for 8-21-19
- 7) Hearing today after board meeting
- 8) Waiting on response from complainant before proceeding
- 9) Information received on previous investigation closed with a letter of warning. Board advised new information proved to be valid. Board motion to proceed with a board initiated complaint made by Mr. Williamson, all voted yay with the exception of Dr. Boudloche who abstained.

Finance Committee:

Ms. Boe reported motion the July invoice from LSBEP was not received as of today. The Reconciliations for July were reviewed and a motion was made by Ms. Wright to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by Finance Committee Chair, Ms. Wright, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss for July. No apparent discrepancies were noted. Ms. Cole made a motion to approve all the financials. None opposed.

Ms. Boe advised of the need to hire a Compliance Officer/Investigator. She also advised LSBEP had the same need and as the boards share resources, one person could be hired and the salary and benefits split between the boards. Mr. Tuminello made a motion to approve the hiring of a Compliance Officer/Investigator and split the costs with LSBEP. None opposed.

Jurisprudence Committee:

No new business.

Legislative Committee:

The amendments to the Supervision Requirements rule promulgation is scheduled for review by the Legislative Oversight Committee on August 22, 2019. Ms. Boe and counsel will appear to answer any questions.

Policies and Procedures Committee:

No new business.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

No new business.

Long Range Planning:

Ms. Boe advised registrations for the CLEAR Investigator Training was completed for Mr. Tuminello, Ms. Brocato and herself. She also advised registration was completed for board investigator, Tony McCoy, and that LSBEP would be splitting the cost for that registration.

Ms. Boe advised FARB training for this board and LSBEP was not yet scheduled.

Discussion Items:

Ms. Boe advised the licensure software already produced deliverables and she is working with the team. Phone conferences are scheduled for every other Friday. The GO-LIVE date is tentatively scheduled for November 1, 2019; however, if that date cannot be met it will be delayed until January 1, 2020. This is due to renewals during November and December and a new procedure in the middle would cause disruptions.

Dr. Boudloche adjourned the meeting at 12:55 p.m.

NO PUBLIC HOUR DUE TO HEARING AT 1:30 AS NOTICED ON AGENDA.