Louisiana State Board of Examiners of Psychologists
4334 S. Sherwood Forest Blvd., Suite #C-150, Baton Rouge, LA 70816

BOARD MEETING MINUTES
Friday, July 18, 2025

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Vice Chair and Presiding Officer, Matthew Holcomb at 9:06 a.m.

Attendance:

- **Board Members Present:** Dr. Matthew Holcomb, Dr. T. Shavaun Sam, and Dr. Shawanda Woods-Smith
- **Board Members Absent:** Dr. Shannae Harness and Dr. Marc Zimmermann
- **Staff Present:** Executive Director, Jaime T. Monic, LSBEP General Counsel, Courtney Newton
- **Guests - in person:** Koren Boggs (LPA), Chanelle Batiste, Jesse Lambert (LPA)
- **Guests - virtually:** Greg Gormanous, Stevie Faust, "RC", "roxannemupah", Kim VanGeffen, Ph.D., Dr. Lauren Stokes, Amy Henke, Michelle Moore, Leisa Lawson

B. DECLARATION OF PURPOSE

Dr. Holcomb 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."*

C. REVIEW AND APPROVAL OF AGENDA

Motion: Dr. Sam moved to approve the agenda as posted. The Board discussed the motion. Dr. Holcomb called for public comments.
Roll Call Vote: Sam – Yes, Woods-Smith – Yes, Holcomb – Yes
Motion Passed.

D. ELECTION OF OFFICERS

1. **Call for Nominations/Self-Nominations for Chairperson/Vice Chairperson**
2 **Declaration for closing nominations and vote**

Motion: Dr. Sam nominated Dr. Holcomb for Chair. No other nominations were offered, therefore nominations were declared closed and the motion was put to a vote.

Roll Call Vote: Sam – Yes, Woods-Smith – Yes, Holcomb – Yes
Motion Passed.

Motion: Dr. Holcomb nominated Dr. Woods-Smith for Vice Chair. No other nominations were offered, therefore nominations declared were closed and the motion was put to a vote.
Roll Call Vote: Sam – Yes, Woods-Smith – Yes, Holcomb – Yes
Motion Passed.

Dr. Sam acknowledged and thanked Dr. Shannae Harness and the work she has done as Chair, recognizing the challenges of Board Members whose term started during Covid. Dr. Holcomb agreed.

3. **New Chair's Privilege**

a. **Discuss Goals and Objectives** – The Chair outlined priorities for 2025 included a return to meeting more frequently.

b. **LSBEP Standing Committee Appointments** – Dr. Holcomb appointed standing committees as follows, noting that Dr. Harness would serve until her replacement is appointed:

- **Executive Committee:** Dr. Matthew Holcomb, Chair | Dr. Shawanda Woods-Smith, Vice Chair | Jaime Monic
- **Finance** – Dr. Matthew Holcomb, Chair | Dr. Marc Zimmermann, Vice Chair | Jaime Monic
- **Complaints** – Dr. Matthew Holcomb, Chair | Dr. T. Shavaun Sam, Vice Chair | Jaime Monic
- **Continuing Professional Development** – Dr. T. Shavaun Sam, Chair | Dr. Marc Zimmermann, Vice Chair
- **Jurisprudence Examination** – Dr. Shawanda Woods-Smith, Chair | Dr. Shannae Harness, Vice Chair
- **Legislative Oversight** – Dr. Matthew Holcomb, Chair | Dr. T. Shavaun Sam, Vice Chair
- **Liaison to Professional Organizations and Boards** – Dr. Shawanda Woods-Smith, Chair | Dr. Shannae Harness, Vice Chair
- **Long Range Planning** – Dr. Matthew Holcomb, Chair | Dr. Shawanda Woods-Smith, Vice Chair
- **Oral Examination** – Dr. Shawanda Woods-Smith, Chair | Dr. Marc Zimmermann, Vice Chair
- **Public and Professional Outreach** – Dr. T. Shavaun Sam, Chair | Dr. Shawanda Woods-Smith, Vice Chair
- **Supervision/Credentials** – Dr. T. Shavaun Sam, Co-Chair | Dr. Marc Zimmermann, Co-Chair

EXECUTIVE SESSION

Motion: Dr. Sam moved to enter Executive Session pursuant to LSA-R.S. 42:17.A(1) & (4) to conduct file reviews and discuss complaint recommendations. The Board discussed the motion. Dr. Holcomb called for public comments.

Time: 9:45 a.m.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.
Items discussed in Executive Session:

1. **SUPERVISION AND CREDENTIALS REVIEW COMMITTEE File Review**
   a. The Board considered license reinstatement for Dr. Chin-Chin Ho.
2. **COMPLAINTS** – Ms. Newton presented the following matters to the board in Executive Session:
   a. NP24-25-27C
   b. NP24-25-29C
   c. NP24-25-30C
   d. NP24-25-31C
   e. NP24-25-37C
   f. P24-25-22C

Recess/Lunch
Time: 11:30 a.m. – 12:30 p.m.

OPEN MEETING RESUMED

Motion: Dr. Sam moved to exit Executive Session and open the meeting to the public. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Time: 12:30 p.m.
Motion Passed.

F. CALL FOR EXECUTIVE SESSION MOTIONS

1. Supervision and Credentials Review
a. Chin-Chin Ho, Reinstatement
Motion: Dr. Sam moved to approve the retroactive reinstatement of Chin-Chin Ho. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

2. Complaints
a. NP24-25-27C

Motion: Dr. Sam moved in favor of dismissing matter NP24-25-27C and remand the matter to the Louisiana State Board of Medical Examiners. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

b. **NP24-25-29C**
Motion: Dr. Holcomb moved in favor of 1) proceeding with investigation and notice to Respondent in matter NP24-25-29C; 2) giving Respondent 15 days to respond to notice; and 3) if no response is received within 15 days of receipt of notice, proceed with report to District Attorney and out-of-state licensing board. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

c. **NP24-25-30C**
Motion: Dr. Holcomb moved in favor of dismissing matter NP24-25-30C and remand the matter to the Louisiana State Board of Medical Examiners.. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

d. **NP24-25-31C**
Motion: Dr. Woods-Smith moved in favor of dismissing matter NP24-25-31C. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

e. **NP24-25-37C**
Motion: Dr. Holcomb moved in favor of dismissing matter NP24-25-37C. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

f. **P24-25-22C**
Motion: Dr. Sam moved in favor of accepting the Complaints Committee's recommendation to dismiss matter P24-25-22C. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.

Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

Given time considerations Dr. Holcomb called for a motion to take the agenda out of order.

Motion: Dr. Sam moved in favor of taking the agenda items out of order, given time considerations and proposed that items H. "COMMITTEE AND LIAISON REPORTS" and I. "CONSENT AGENDA" occur before item G. "DISCUSSION/ACTION ITEMS". The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

H. COMMITTEE AND LIAISON REPORTS

Reports were received from Committee representatives as follows:

1. **Continuing Professional Development Committee** – Dr. Sam reported a busy season reviewing preapproval applications prior to the beginning of renewals, nothing further to report.

2. **Complaints Committee -** Ms. Newton presented the following Compliance Report:

COMPLIANCE REPORT
Date Report Prepared: **July 15, 2025**
Name of Preparer: **Courtney P. Newton, No. 29373**
Reporting Period: 3/22/2025– 7/18/2025

CURRENT:

- Total number of Complaints Received in FY 24-25: 37
- Total number of Requests for Investigation (RFI) received since last report: 11
    - Board-initiated RFI's since last report included in total RFI's above: 1
- Total number of open cases: 36
    - 0 are informal resolutions still under monitoring
        - 0 Consent Orders
        - 0 IPPA
    - 35 are active Investigations
        - 0 from FY19-20
        - 0 from FY20-21
        - 1 from FY 21-22
        - 4 from FY 22-23
        - 4 from FY 23-24
        - 26 from FY 24-25
    - 8 are under review/Respondent not yet noticed
- Monitoring: 0
- Closed: P17-18-04C (Licensee Deceased)

STATISTICS OF OPEN MATTERS:

- Non-Psychologists: 10
- Impaired: 5
- Forensic: 8
- Boundaries/Sexual Misconduct: 3
- Supervision / ATAP: 1
- Applicant/Provisional Licensee: 2

UPCOMING:

- Formal hearings scheduled: P23-24-08C (Continued Without Date)
- Face to Face Meetings Scheduled: 1 to docket

3. **Executive Committee –** Ms. Monic reported on board operations as follows:

EXECUTIVE DIRECTOR REPORT ON OPERATIONS
Prepared for July 2025 Board Meeting

Regular operations have continued as planned. Below are the current priorities and updates:

1. **Current Projects:**
   • **License Renewals** – Opened 7/1/25, ongoing through 7/31/25.
   • **LPA Application/Renewal Development** – A quote was requested from Covalent on **July 1, 2025**. They have requested additional details, including:
      1. Application structure (fields, field types, conditional logic)
      2. Unique details for LPA licenses (similar to LP specialties)
      3. CE requirements for renewal
      4. Applicable milestones (checklist items)
      5. List of new checklist items and whether licensees upload them
   • **LSSP Rules** – Finalized on **April 20, 2025** (applications and reciprocity).
   • **LPA Rules** – Filed on **June 20, 2025**, with a public comment period through **July 10, 2025**.
   • **Phase II: Licensing Portal Development** – Completed for the registration and application of Assistants to a Psychologist (ATAP).
      o **Go-Live Date:** August 15, 2025. **Note:** Integration of current data is not feasible due to system complexity. Onboarding will require assistance from current supervisors and ATAPs to ensure proper registration in the portal.

2. Board Vacancy
The public member seat remains vacant. The Office of Boards and Commissions has been notified via email.

3. Pending Rulemaking
Time has been scheduled for next month to begin rulemaking on previously approved regulations, including:

   • **Chapter 8 & Chapter 40:** Continuing Education requirements
   • **Chapter 1:** Removal of the limitation on attempts to pass the EPPP

4. Legal Update - Alleman et al v. Harness et al (3:24-cv-00877-JWD-SDI)

• A scheduling conference is set for **July 24, 2025**.

5. Public Records Requests. Three public records requests were received in July, requiring significant time to draft initial responses. The ongoing review and search for records is continuing.

6. Meetings & Appearances Since Last Meeting

• **BIPOC Workgroup** – Follow-up on LPA request for LSBEP presentations (**March 28, 2025** and **June 27, 2025**).

• **Baton Rouge Area Psychologists** – Presentation on **April 22, 2025.**

• **ASPPB Virtual Town Hall** – Discussion on the Reimagined EPPP, **April 3, 2025** (1 PM–3 PM Eastern).

• **ASPPB Annual Meeting** – Attended and presented at the Association of State and Provincial Psychology Boards, **April 24–27, 2025.** Attendees: Dr. Shavaun Sam, Dr. Matthew Holcomb, Ms. Courtney Newton.

• **LSSP Committee Meeting – June 4, 2025.**

• **LPA Presentation** – Delivered by Ms. Courtney Newton and Dr. Matthew Holcomb.

• **ASPPB Planning Committee for Missouri** – Meetings on **June 9 and June 23, 2025**.

• **ASPPB Virtual Town Hall** – Discussion on revisions to bylaws.

7. New Applications Received 3rd Quarter 2025FY:

APPLICATION TYPE	JANUARY	FEBRUARY	MARCH	Quarter Totals
LICENSED PSYCHOLOGIST (LP)	7	3	3	13
LP RECIPROCITY	2	1	0	3
TEMPORARY REGISTRATION	11	1	4	16
LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY	0	3	1	4
PROVISIONAL LICENSED PSYCHOLOGIST	0	0	0	0
REINSTATEMENT APPLICATIONS	1	0	0	1
TOTALS	**21**	**8**	**8**	**37**

4. **Finance Committee –** Ms. Monic reported as follows:

Louisiana State Board of Examiners of Psychologists
Financial Summary Report
For the Period Ended June 30, 2025
Prepared July 17, 2025

NOTE: This report was prepared by Management for information purposes only. It is based on preliminary data, not yet reviewed or verified by CPA.

For the fiscal year ended June 30, 2025, the Board reported total revenue of **$436,662**, primarily driven by license renewals (72% of income). Total expenses were approx. **$454,383**, resulting in a net operating deficit of approx. **$17,720**. Major expense drivers included salaries and benefits (58% of expenses) and contract labor, notably legal services and website development. As of June 30, 2025, the Board maintains approx. **$91,381 in cash reserves** and total assets of approx. **$321,037**, offset by approx. **$195,538 in liabilities**, largely related to the office lease. While the Board remains financially stable with positive equity of approx. **$125,500**, continued monitoring of operating costs and exploration of additional revenue streams* are recommended to ensure long-term sustainability. Note, the anticipated revenue from masters' level licenses was not generated in FY25 as budgeted. Income from masters' licenses will be realized in FY26.

1. Financial Performance (Profit & Loss)

- **Total Income: $436,662.24**
  - Major sources:
    - License Renewals: **$317,054.18**
    - Applicant Fees: **$24,696.70**
    - Rental Income (LBAB Expense Sharing): **$32,003.16**
    - Miscellaneous (including Disciplinary Reimbursements): **$19,495.41**
    - Jurisprudence Exam: **$7,050.68**
    - Oral Examination: **$6,423.65**
    - Verifications: **$29,167.11**
- **Approx. Total Expenses: $454,382.64**
  - Key expense categories:
    - **Salaries & Benefits:** $262,507.85
    - **Contract Labor:** $90,642.58 (Legal $25,675; Website $42,272; Complaints-related services $15,911)
    - **Operating Expenses:** $61,940.29 (Office Rent $47,519; Insurance $5,342)
    - **Other Operating Costs:** $24,183.00 (Credit Card Fees $12,162; Dues & Subscriptions $6,920)
    - **Travel & Conferences:** $12,486.17
- **Net Operating Income: (- $17,720.40**)*(Operating Deficit)*

2. Balance Sheet Overview (as of June 30, 2025)

- **Total Assets: $321,037.47**
  - **Current Assets:** $133,322.69 (Cash $91,381; A/R $34,239)
  - **Fixed Assets:** $187,714.78 (Leased Building Net $187,495)
- **Total Liabilities: $195,537.95**
  - Includes Lease Current Liability: **$190,242.32**
  - Payroll Liabilities & Payables: **$5,201.35**
- **Equity: $125,499.52**
  - Prior Net Assets: $142,560.52
  - Current Year Deficit: -$17,720.40

3. Key Highlights & Observations

- Primary revenue source remains **license renewals (72% of total income)**.
- Major expense drivers are **personnel (58%)** and **contract labor (20%)**.
- **Website maintenance/development costs ($42K)** were significant, but not unexpected.

- The Board incurred a **net loss of $17,720.40** for the fiscal year, reducing equity.
- Strong liquidity position with **$91K cash on hand**, but **high current liability** primarily due to **lease obligation**.

5. **Jurisprudence Examination Committee –** Dr. Holcomb reported that he had been working with Ms. Jalynne Brown to obtain data on the Jurisprudence examination and is close to providing recommendations for item revision. Regarding elimination of partial credit, he stated that he determined that removing partial credit would not have an impact on the current pass rate, and had therefore requested a discussion item to consider removing partial credit.

6. **Legislative Oversight Committee** – No Report.

7. **Liaison to Professional Organizations** – No Report.

8. **Long Range Planning Committee** – No Report.

9. **Oral Examination Committee**– Dr. Woods-Smith reported that Oral Examinations were last conducted in March and continue to go well.

10. **Public and Professional Outreach Committee** – No Report.

11. **Supervision and Credentials Committee** – Dr. Sam reported that the Committee continue to look for ways to strengthen the process.

I. CONSENT AGENDA REVIEW LOG (3/14/2025 – 7/14/2025)

Dr. Holcomb called for the review and consideration of item removal from the Consent Agenda. Dr. Sam read aloud the Consent Agenda Items for affirmation, ratification, adoption, approval, and/or conferral as follows:

a. Minutes (Approval):

February 24, 2025 Supervision & Committee Minutes; March 21, 2025 Board Meeting Minutes; June 20, 2025 Board Meeting Minutes

b. Financial Statements Received (Affirm and Ratify):

Monthly Financials: General Ledger, Balance Sheet, Budget vs. Actual, Profit & Loss for the months of February 2025, March 2025, April 2025

c. Temporary Registrations approved (Affirm and Ratify):

Name	State of Residence	Reviewer	Date of review/Result
COMBS, Darien	Texas	J. Monic	3/27/2025 Approved

DIAZ, Margarita	Texas	J. Monic	4/29/2025 Approved
WIERZCHOWSKI, Andrea	Texas	J. Monic	6/23/2025 Approved
BIGLER, Erin	California	J. Monic	6/27/2025 Approved

d. Review Supervised Practice Plan (Affirm and Ratify):

Applicant	Supervisor	Reviewer	Date of review/Result
RUKUS, Victoria	M. Todd Lobrano	J. Monic	4/1/2025 Denied/ Supervisor not licensed with LSBEP
LOWN, Elizabeth	Donna Aucoin	J. Monic	4/2/2025 Denied/ Supervisor not licensed with LSBEP
MANN, Ramika	Yelena Johnson	M. Zimmerman	4/4/2024 Approved
LANDRIEU, Laurie Claire	Brenna Sapotichne	M. Zimmerman	4/23/2024 Approved
FRANK, Megan	Beth C. Arredondo	M. Zimmerman	4/26/2025 Approved
Shurigar, Brian	Kimberly Kent	S. Sam	5/2/2025 Approved
Cloud, Cody	Crystal Frazier	S. Sam	5/2/2025 Approved

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

Candidate	Supervisor	Reviewer	Date of review/Result
Mann, Ramika	Yelena Johnson	M. Zimmerman	4/19/2025 Approved
SHURIGAR, Bryan	Kimberly Kent	M. Zimmerman	5/13/2025 Approved

f. Review for Candidacy Status (eligible for EPPP) (Affirm and Ratify):

Candidate	Reviewer	Date of review/Result
TEW, Mary Kristen	M. Zimmerman	5/31/2025 invite to take EPPP
FRANK, Megan	S. Sam	6/3/2025 invite to take EPPP

g. Review for Oral Examination Scheduling (Affirm and Ratify):

Candidate	Reviewer	Date of review/Result
VEAZEY, Connie	M. Zimmerman	3/15/2025 Invite for Oral Exam
MATHIS, Emily	M. Zimmerman	4/29/2025 Invite for Oral Exam
BLOCKER, Madeline	S. Sam	4/15/2025 Invite for Oral Exam
PROTTI, Tracy	S. Sam	4/15/2025 Invite for Oral Exam
PRITCHETT, Shawn	S. Sam	4/14/2025 Invite for Oral Exam
VAN BERKEL, Angela	S. Sam	6/3/2025 Invite for Oral Exam

h. Reciprocity Review for Face to Face Scheduling (Affirm and Ratify):

Candidate	Reviewer	Date of review/Result
MELTON, Laura	M. Zimmerman	2/13/2025 Invite for Reciprocity Interview

i. Oral Examination 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			

j. Reciprocity Licensure recommendations for Board conferral of applicants and candidates who have completed all licensing requirements, including passing LSBEP's Jurisprudence and Face to Face Interview:

Name	Declared Specialty	Date of Examination	Examining Members
none			

k. License Reinstatements for Board conferral:

Name	Reviewer	Date of review/Result
FROMING, Karen	M. Zimmermann	2/10/2025 Approved
LEMOINE, Randall	S. Sam	2/18/2025 Approved

l. Continuing Professional Development Reviews (Affirm and Ratify):

Name	Review Type	Reviewer	Date of review/Result
None			

m. Respecializations of Licensed Psychologists:

Name	Respecialization Area	Reviewer	Date of review/Result
None			

n. LSSP Committee Recommendation for Licensure:

Name	Reviewer	Date of review/Result
None		

o. Application for Registration of an Assistant to a Psychologist:

Primary Supervisor	ATAP NAME	Supervisors(S)	Date of review/Reviewer
Lisa Gallagher	Lauren Walker	Adrianne Brennan, Kristen Callahan, Koren Boggs, Sarah Rayburn	2/25/2025 Approved J. Monic
Mandi Musso	Erica Aney	None	4/4/2025 Approved J. Monic
Adam Hess	Alicia Lewis	Leighann Hess	4/22/2025 Approved J. Monic
Andrew Swiantek	Jarrod Ramos	None	5/7/2025 Approved J. Monic
Janet Sue Austin	Jordan Wilburn	None	6/3/2025 Approved J. Monic
Shay Burns	Carmen Blouin	None	6/3/2025 Approved J. Monic
Candi Hill	Madison Decou	None	6/23/2025 Approved J. Monic
Andrew Swiantek	Cody Montgomery	None	6/23/2025 Approved J. Monic
Erin Reuther	Nyha Hagan	Claire Burns, C. Christine Creveling, Emily Crochet, Ashleigh Eaves, Katherine Lantier, Virgina Hatch	7/8/2025 Approved J. Monic

p. LSSP Committee Recommendation for Licensure:

Name	Reviewer	Date of review/Result
None		

q. Miscellaneous for file review:

Name	State of	Reviewer	Date of review/Result

	Residence		
None			

r. Consent agenda shared documents:

1. None

** FILE REVIEWS: All file reviews are conducted independently.

Motion: Dr. Holcomb moved to approve the Consent Agenda as listed. The Board discussed the motion. Dr. Holcomb called for public comments.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

G. DISCUSSION/ACTION ITEMS

1. BIPOC/EPPP Workgroup

a. Summary Report received.
b. Written Comments reviewed. No action taken.

Motion: Dr. Holcomb moved to table Discussion Item #1 since Dr. Marc Zimmermann was the group moderator and in light of his absence at the meeting. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

2. RULES (LAC 46:LXIII)

a. Chapter 5, §501.A – Written Examinations (required examinations)

Motion: Dr. Holcomb moved to table Discussion Item #2.a because it is relevant to Discussion Item #1. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

b. Chapter 2 – Reciprocity (Act 253, 2024 "Welcome Home Act")

Motion: Dr. Holcomb moved to table Discussion Item #2.b. pending a draft of proposed language. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

c. Provisional Licensing Process - Dr. Sam presented on this topic explaining that other jurisdictions allow the applicant to submit an application prior to the conferral of a degree. Dr. Sam's goal is to find ways to shorten the application process to allow for provisional licensure sooner.

Motion: Dr. Sam moved to allow applicants to submit application prior to the conferral of a degree.

Public Comment Dr. Holcomb called for public comments. Ms. Monic clarified that current statutory and regulatory language requires an applicant to hold a doctoral degree in psychology, and this requirement is also affirmed through attestation on the licensing application. Dr. Holcomb suggested that this topic would be appropriate for discussion at the Long Range Planning meeting. The Board agreed to add it to the 2026 Long Range Planning agenda.
Dr. Sam withdrew her motion.

3. POLICY

a. Assistant to a Psychologist Applications: Revised Agency Review Flowchart & Written Policy - Dr. Sam introduced the discussion by noting that the original procedures were designed primarily for individual supervisory relationships. The draft takes into consideration large agencies with multiple supervisors and ATAP's.

Motion: Dr. Sam moved to adopt the revised ATAP review process and policy as presented. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

b. Review Policy for Supervised Practice Plan – Administrative Denial for Non-LSBEP Supervisors - Dr. Sam and Ms. Monic presented this discussion topic for board consideration in the interest of eliminating unnecessary steps when a Supervised Practice Plan is received by an unqualified supervisor, a determination that is objectively verifiable.

Motion: Dr. Holcomb moved to adopt the policy authorizing administrative denial where the proposed supervisor is not licensed by LSBEP. Discussion held. Dr. Holcomb called for public comments; hearing none, the matter was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

c. Board Meeting Policy: Meeting Frequency / September 19, 2025 Conflict - Dr. Holcomb introduced the discussion item, explaining that after trialing quarterly meetings, it was his opinion that meeting quarterly is not sufficient to address the volume of Board business. The members discussed various options for restructuring the meeting schedule, taking into account administrative functions and management.

Motion: Dr. Sam moved in favor of revising the meeting policy and transitioning to meeting every other month beginning in September; further allowing the schedule to include oral examinations scheduled in accordance with current policy as well as business and discussion topics. The Board discussed the motion. Dr. Holcomb called for public comments; Dr. Boggs with LPA expressed that LPA supported a return to more frequent meetings. Dr. Holcomb called for a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

Ms. Monic requested the board rescheduled the September 19, 2025 Board Meeting due to conflicts. The board members reviewed their schedules and reached a consensus to reschedule the next meeting to Monday, September 29, 2025.

d. ADA Policy: Transitional Return to Work Plan (Sec 1015) - Ms. Monic presented this discussion item explaining that a return to work policy is mandated by the state. Ms. Monic drafted the policy utilizing the model language provided by the state.

Motion: Dr. Sam moved to adopt the Transitional Return to Work Plan as drafted and incorporate the draft into the board's ADA Policy. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the motion was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

4. Nominations/appointment for SCR193 Task Force on Child Sexual Abuse Investigation Processes - The board reviewed self-nominations pursuant to SCR197 to consider an additional psychologist appointee to the Task Force who has expertise as a practicing child psychologist with experience in cases involving child sexual assault.

Motion: Dr. Sam moved in favor of appointing Dr. Berre Burch to the Task Force on Child Sexual Abuse Investigation Processes. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the motion was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

Motion: Dr. Sam moved to thank Dr. Burch and current appointee Steven Thurber for their service and invite them to attend the 2026 Long Range Planning meeting to report on their experience serving on the Task Force.

The Board discussed the motion. Dr. Holcomb called for public comments; hearing none, the motion was put to a vote.
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

5. LSSP Committee nomination/appointment – Wayne Stewart - The board reviewed the Nomination Form and Letter of Interest for Dr. Wayne Stewart in consideration of his appointment to the LSSP Committee for the term July 1, 2025 – June 30, 2028.

Motion: Dr. Woods-Smith moved to appoint Wayne Stewart to the LSSP Committee. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

6. ASPPB's Annual Meeting – St. Louis, Missouri. October 22, 2025

a. Bylaws revision – Ms. Monic provided board members with a copy of the revised ASPPB Bylaws revision to be considered at the ASPPB Annual Meeting in Missouri and encouraged a review for discussion in September. Monic advised that member jurisdictions will be voting to adopt or revise the proposed amendment.

b. Articles of Incorporation revision – Ms. Monic provided Board members with a copy of the newly filed Articles of Incorporation from ASPPB. She advised the Board that she had raised concerns regarding an amendment during an ASPPB Townhall Meeting about one revision that changed vetting for membership structure, specifically related to protections for psychology board jurisdictions. Ms. Monic reported that ASPPB Chair, Hugh Moore, assured her that the amendment actually strengthens the protection—ensuring that only one psychology board per jurisdiction would remain eligible for membership. A second notable change was the reduction in board seats.

c. Request for Courtney Newton to sit on attorney panel to present on supervision complaints - Ms. Monic presented this request on behalf of the ASPPB 2025 Annual Meeting Committee.

Motion: Dr. Holcomb moved to approve Ms. Newton's participation. The Board discussed the motion. Dr. Sam requested to affirm that the funds for Ms. Newton's travel would come from funds budgeted for training. Monic affirmed. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

d. Attendees for Annual Meeting – Board Members discussed the budget and their interest and availability to attend the ASPPB Annual Meeting in Missouri.
Motion: Dr. Holcomb moved to approve travel expenses including registration fees for Dr. Woods-Smith and Ms. Monic, as well as the previously approved expenses for Ms. Newton's participation. The Board discussed the motion. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

7. LAMP Request for official position regarding medical psychologists providing supervision for licensure and certification - The board reviewed a letter from the Louisiana Academy of Medical Psychologist, President, Kelly Ray Paulk, Ph.D., M.P., requesting an official position regarding medical psychologists providing supervision for licensure and certification. The board reviewed a draft response prepared for consideration and revision.

Motion: Dr. Holcomb moved to approve the draft response to LAMP, which points to the statutory provisions, and affirms the Board's position regarding supervision by medical psychologists who are not licensed under the jurisdiction of the LSBEP. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

8. Jurisprudence Examination: change scoring rubric to pass/fail (0/1) - Dr. Holcomb led this discussion by reminding the board of his earlier Jurisprudence Examination Committee Report, regarding elimination of partial credit and that doing so would not have an impact on the current pass rate.

Motion: Dr. Holcomb moved in favor of changing the scoring rubrics to remove partial redit and set each item to pass/fail or (0/1). The Board discussed the motion. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

9. Update on alternate Administrative Law Judge contracts. Ms. Monic updated the board on the status of the contracts pending approval. The Attorney General was requiring a revision because the board included reimbursement for law clerks. Because this reimbursement is not in the AG'S approved rates, they are requiring a revision, which also needs to be reflected in the resolution.

a. Celia R. Cangelosi –

Motion: Dr. Sam moved in favor of adopting the contract amendment to remove the $40/hour reimbursement for law clerks as required by the Attorney General's office. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

b. Bankston & Associates (Larry Bankston) – Ms. Monic provided the Board with additional information discovered when researching this contractor.

Motion: Dr. Sam moved in favor of adopting the contract amendment to remove the $40/hour reimbursement for law clerks as required by the Attorney General's office. The Board discussed the motion. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

Motion: Dr. Woods-Smith moved to rescind the Board's prior motion dated June 30, 2025, which approved a contract with Bankston & Associates for Administrative Law Judge services. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

10. P23-24-08C – Report of Complaint Status. Request availability for new hearing date. Staff directed to coordinate dates; no motion required – Ms. Monic reported that the Larry Roedel, Administrative Law Judge (ALJ) for this matter had recused himself. Pending contract approvals for a new ALJ, the currently scheduled hearing has been postponed as agreed to by the Respondent. Ms. Monic requested additional availability. The Board approved the following alternate dates: Monday, October 6, 2025 – Tuesday, October 7, 2025; or Thursday, October 16, 2025 – Friday, October 17, 2025

12. **Gina Manguno-Mire – request for refund of ATAP Application; appeal of No-Refund policy** - The Board reviewed Gina Manguno-Mire's request for refund of ATAP Application fee.

Motion: Dr. Woods-Smith moved to deny the refund request and uphold the No-Refund policy. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

12. Continuing Education Activity Created by Courtney Newton: Ethics in Practice: Understanding the Complaint Process and Common Ethical Issues.

Motion: Dr. Holcomb moved to accept the CE activity as compliant and delegate Dr. Marc Zimmermann to finalize the review with Ms. Newton. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:

Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

13. **Web Accessibility compliance with La. Title 4, Part V, Chapter 61 (LA PPM 74) and federal laws.**

a. Review web properties. – Ms. Monic provided the report submitted to the State ADA Coordinator.

b. Review quarterly implementation deadlines. – The board reviewed the quarterly implementation deadlines. Ms. Monic requested that the board approve a contractor so that work could begin to meet the compliance deadlines.

c. Consider contract for assistance to update website for web accessibility (Quotes: Covalent Logic; General Informatics; Gatorworks) - The board reviewed quotes from Covalent Logic, General Informatics and Gatorworks.

Motion: Dr. Holcomb moved to approve the quote provided by General Informatics to analyze and update the LSBEP Website to be compliant with the provisions of PPM74 and federal laws. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

14. 2024-25 Budget Review

a. Laptop Computer for Legal Department – Ms. Monic reported on the need for a laptop computer for Ms. Courtney Newtons use and provided quotes.

Motion: Dr. Holcomb moved to approve the expenditure of up to $2,000 for technology upgrades to allow for the purchase of a laptop computer for the legal department. Further that

the budget be amended to reflect the approval. Dr. Holcomb called for public comments; hearing none the motion was put to a vote:
Roll Call Vote: Sam – Yes; Woods-Smith – Yes; Holcomb – Yes
Motion Passed.

b. **Jennifer Russel contract amendment** – The Board considered revisions to Dr. Jennifer Russel's contract to account for the loss of Dr. Sasha Lambert as Complaint Coordinator I.

Motion: Dr. Holcomb moved to adopt the following resolution to amend the contract with Jennifer Russel, Complaint Coordinator, III:

WHEREAS, the Board is authorized under R.S. 37:2353.C(2) to "Employ, within the limits of funds received by the Board, ...general legal counsel, or other personnel necessary for the proper performance of work under this Chapter";

WHEREAS, the Board conducts hearings on complaints, cause the prosecution and enjoinder of all persons in violation of Title 37: Chapter 28 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;

WHEREAS, the nature of the functions performed by the Board require the continuing services of a Complaint Coordinator who is a licensed psychologist, with experience in forensics, to review complaints and direct the investigation of complaints;

WHEREAS, potential conflicts of interest may arise, the Board requires more than one individual to serve in this role; and

WHEREAS, ***Jennifer Russel, Ph.D.*** *has been found to be qualified for this position.*

THEREFORE, BE IT RESOLVED that the Board amends the payment terms for the current contract with ***Jennifer Russel, Ph.D.*** *for the period for the period beginning* ***July 1, 2025, and ending June 30, 2026,*** *to increase the total amount of the contract from $5,000 to an amount not to exceed $15,000.*

BE IT FURTHER RESOLVED that the Board authorize Ms. Jaime Monic, Executive Director, to execute such contract for approval through the Office of State Procurement.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Following an opportunity for discussion, the resolution was put to a vote. The vote thereon was as follows: **Roll Call Vote:** Sam – Yes; Woods-Smith – Yes; Holcomb – Yes

Motion passed unanimously by the members present.

ADJOURNMENT

Motion: Dr. Sam moved to adjourn the meeting at 2:10 p.m. The Board discussed the motion. Dr. Holcomb called for public comments.
Roll Call Vote: Woods-Smith – Yes, Zimmermann – Yes, Holcomb – Yes
Motion Passed.

Respectfully Submitted,

Jaime T. Monic,
Executive Director

Certification of Approval:

I hereby certify that these minutes were approved by the Board of Directors at the meeting held on September 29, 2025.

PhD #1320

Matthew J. Holcomb, Ph.D.
Chairperson
Date: 10/03/2025

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.