

**Louisiana State Board of Examiners of Psychologists  
BOARD MEETING MINUTES**

**Friday, March 21, 2025**

An in-person meeting of the Louisiana State Board of Examiners of Psychologists (Board or LSBEP) at the Office of the Board located at 4334 S. Sherwood Forest Blvd., Suite #C-150, Baton Rouge, LA 70816 was noticed pursuant to La. R. S. 37:2353(B). The final agenda was posted and emailed to individuals and the news media who have requested to receive notices of LSBEP meetings on October 16, 2024. The notice included information on how to view the meeting virtually via Zoom at

[https://us02web.zoom.us/j/82507059591?pwd=ecboDCWAcFEbJxz\\_zXEEtBpZ-82zps.1](https://us02web.zoom.us/j/82507059591?pwd=ecboDCWAcFEbJxz_zXEEtBpZ-82zps.1)

Passcode: S46L5k Or One tap mobile: US: +13017158592, 82507059591#, \*143629# or +13126266799, 82507059591#, \*143629# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 301 715 8592; +1 312 626 6799; +1 929 205 6099; +1 253 215 8782; +1 346 248 7799 or +1 669 900 6833 Webinar ID: 825 0705 9591 Passcode: 143629

Board Chairperson, Dr. Gina Gibson, called the meeting to order at 9: 31 a.m. on Friday, March 18, 2022.

**Attendance:**

Board Members Present: Dr. Shannae Harness, Dr. T. Shavaun Sam, Dr. Shawanda Woods-Smith, and Dr. Marc Zimmermann

Board Members Absent: Dr. Matthew Holcomb

Staff Present: Executive Director, Jaime T. Monic, Prosecuting Attorney, Courtney Newton, and Administrative Assistant, Jalyne Brown

Guests Attending Virtually: Michelle Moore, Kristin Nixon, Kim VanGeffen, Ph.D., Dr. Kama Manuel, Lauren Keller, Nancy Brown, Joey Lacombe, Sara Stout, Scott LeJeune.

Guests Attending in Person: none

Dr. Harness 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.”*

Ms. Monic reviewed LSBEP’s policy for Video Meeting Decorum and reminded members to keep their video on to ensure a quorum.

**REVIEW AND APPROVAL OF AGENDA** Dr. Harness moved to add Ashonda Kirk to Executive Session discussion items under Supervision and Credentials Review; and to correct the listing on the Consent Agenda for Danielle Mason Cottonham from Reciprocity Interview to Oral Examination. The Board discussed the motion, the motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

Dr. Woods-Smith moved to approve the agenda as amended. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

Posted: 8/14/2025

**LSBEP BOARD MEMBER ELECTION RESULTS:** Dr. Harness brought the matter to discussion and announced Adrienne Brennan was the winner of the election; Ms. Monic read the results into record and voting statistics; Dr. Harness requested that Ms. Monic provide the election results to the Louisiana Psychological Association.

**EXECUTIVE SESSION:** Dr. Sam moved to enter Executive Session pursuant to LSA R.S.42:17.A(1) and (4) to review personnel performance, conduct supervision and credential file reviews, conduct oral examinations, and review complaints

**OPEN MEETING:** At 1:52 p.m. Dr. Sam moved to close Executive Session to enter the Open Meeting to report on matters reviewed during Executive Session and consider motions on those matters. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**E. CALL FOR EXECUTIVE SESSION MOTIONS:** Dr. Harness called for motions following executive session.

**1. ORAL EXAMINATIONS [LSA-R.S. 42.17.A(1)]**

**Adriana Pena, Psy.D.** - appeared before Board Members, Drs. Shannae Harness and Shawanda Woods-Smith for an oral examination for licensure in Clinical Psychology. The board discussed **Dr. Pena's** performance and qualifications in executive session (Dr. Woods-Smith was not present for this discussion or vote). Finding that **Dr. Pena** has met the requirements for licensure, Dr. Harness moved that **Dr. Pena** be granted a license to practice psychology with a declared specialty in Clinical Psychology. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (0); Absent: (2) Holcomb, Woods-Smith.

**Jesse Smotherman, Ph.D.** - appeared before Board Members, Drs. Shavaun Sam and Marc Zimmermann for an oral examination for Respecialization in Clinical Neuropsychology. The board discussed **Dr. Smotherman's** performance and qualifications in executive session. Finding that **Dr. Smotherman** has met the requirements for respecialization, Dr. Zimmermann moved that the board award the additional specialization of Clinical Neuropsychology to **Dr. Smotherman's** license. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**Minda Huang, Psy.D.** appeared before Board Members, Drs. Shannae Harness and Shawanda Woods-Smith for an oral examination for licensure in Clinical Psychology. The board discussed **Dr. Huang's** performance and qualifications in executive session. Finding that **Dr. Huang** has met the requirements for licensure, Dr. Harness moved that **Dr. Huang** be granted a license to practice psychology with a declared specialty in Clinical Psychology. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**Katherine Trimm, Psy.D.** appeared before Board Members, Drs. Shavaun Sam and Marc Zimmermann for an oral examination for licensure in Clinical Psychology. The board discussed **Dr. Trimm's** performance and qualifications in executive session. Finding that **Dr. Trimm** has met the requirements for licensure, Dr. Sam moved that **Dr. Trimm** be granted a license to practice psychology with a declared specialty in Clinical Psychology. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**Daniel Jacobson, Ph.D.** - appeared before Board Members, Drs. Shannae Harness and Shawanda Woods-Smith for licensure via reciprocity. The board discussed **Dr. Jacobson's** performance and qualifications in executive session. Finding that **Dr. Jacobson** has met the requirements for licensure, Dr. Woods-Smith moved that **Dr. Jacobson** be granted a license to practice psychology with a declared specialty in Clinical Psychology. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**Danielle Mason Cottonham, Ph.D.** - appeared before Board Members, Drs. Shavaun Sam and Marc Zimmermann for an oral examination for licensure in Counseling Psychology. The board discussed **Dr. Cottonham's** performance and qualifications in executive session. Finding that **Dr. Cottonham** has met the requirements for licensure, Dr. Zimmermann moved that **Dr. Cottonham** be granted a license to practice psychology with a declared specialty in Counseling Psychology. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

2. **REVIEW PERSONNEL PERFORMANCE [LSA-R.S. 42.17.A(1)]:** The board discussed personnel matters in executive session.

3. **SUPERVISION AND CREDENTIALS REVIEW COMMITTEE File Reviews [LSA-R.S. 42.17.A(1)]:**

**Patricia D. Smith** – The board discussed the recommendation from the Licensed Specialist in School Psychology Committee and reviewed the application of Patricia Smith in executive session. Dr. Sam moved to accept the committee's recommendation and grant licensure as a Specialist in School Psychology to Ms. Smith. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**Ashonda Kirk** – The Board considered the ATAP application of Ashonda Kirk under the supervision of Dr. Shawanda Woods-Smith in executive session. The board discussed the application. After confirming that all requirements for registration had been met, Dr. Sam moved to approve the registration. Dr. Woods-Smith was recused from the discussion. The Board discussed the motion. Dr. Harness called for public comments. The motion

passed by roll call vote as follows: The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

4. **COMPLAINTS [LSA-R.S.42.17.A(4)]:**

**P19-20-15B** – Attorney Newton presented this case to the Board in Executive Session, and reported that following thorough investigation and consideration, the matter was being recommended for dismissal. Dr. Woods-Smith moved in favor of accepting the recommendation to close. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**P19-20-16B** – Attorney Newton presented this case to the Board in Executive Session, and reported that following thorough investigation and consideration, the matter was being recommended for dismissal. Dr. Woods-Smith moved in favor of accepting the recommendation to close with a letter of education. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**P20-21-15P** – The Board met in person with the Respondent to review compliance with the terms of the confidential Impaired Psychologist Procedure Agreement (IPPA), commending the work and compliance achieved by the Respondent, Dr. Zimmermann moved to approve the Respondents return to practice and terminate the IPP Agreement with a three-year successor psychologist in place. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**NP24-25-18C (anonymous) and NP24-25-19C (Duplicate Submissions).** Attorney Newton presented this case to the Board in Executive Session, and reported that following thorough investigation and consideration, the matter was being recommended for dismissal. Dr. Sam moved in favor of accepting the recommendation to close the matter with a referral to the appropriate jurisdiction. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**P21-22-08C** - Attorney Newton presented this case to the Board in Executive Session, and reported that following thorough investigation and consideration, an informal settlement was reached. Dr. Sam moved in favor of accepting the Voluntary Surrender of Mary Lou Kelley, License No. 510. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**NP24-25-24C** - Attorney Newton presented this case to the Board in Executive Session, and reported that following thorough investigation and consideration, the matter was being

recommended for dismissal. Dr. Sam moved in favor of accepting the recommendation to close the matter with a referral to the appropriate jurisdiction. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (3) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**NP24-25-26C** - Attorney Newton presented this case to the Board in Executive Session, and reported that following thorough investigation and consideration, the matter was being recommended for dismissal. Dr. Sam moved in favor of accepting the recommendation to close. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann; Against: (0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

**F. COMMITTEE AND LIAISON REPORTS:**

1. The board received the following reports:
2. **Executive Committee Report** –
  - a. **Operations/Updates**: Ms. Monic reported that regular operations have continued. Additional projects:
    - Except for a few outstanding paper applications, Phase I of the license portal Licensed Psychologists, Provisional Licensed Psychologists, Specialists in School Psychology, and Temporary Registrations is complete and fully operational. Functionality includes CE Reporting, License Renewals, Complaint management, license verifications, mailing lists and communications manager.
    - Phase 2 is still in development to incorporate the registration and renewal of ATAP's.
    - Covalent Logic was not willing to provide a quote to integrate Masters Licensure until the rules are complete and they are able to identify all application milestones.
    - There remains a vacancy for the public seat. Dr. Sam inquired about options for advertising the open seat. Options discussed included a more prominent post on the board's website, and an option to send the notice of vacancy through the CMS Communications Manager.
    - A Call for Self-Nominations for the LSSP Committee for vacancy occurring July 1, 2025, for Katherine Chenier's seat has been sent.

Ms. Monic added that this is our last meeting for regular business before the end of the Fiscal Year and the opening of Renewals so many of the agenda items today address time-sensitive matters.

Ms. Monic reported on meetings/appearances since the last meeting as follows:

- ASPPB BARC Meeting February 19, 2025. Reporting that ASPPB has launched their new website at asppb.net; BARC members discussed adjustments to EPPP and plans to navigate the current situation, some reports included steps to pause the EPPP2 rollout; one state is revising rules to eliminate the EPPP2; and another is carving out a strategy whereby anyone who wishes to take the EPPP prior to completion of training requirements they can apply to take the EPPP at that time. The group also discussed the APA Draft Revised Code of Ethics, noting

concerns that APA has not put out a redlined copy or summary report of changes.

- February 27, 2025, Attended ASPPB Board Member training with Courtney Newton and Shawanda Woods-Smith; and ASPPB Planning Meeting for RxP Presentation.
- February 21, 2025, Disciplinary Face to Face Meeting with Complaint Committee Courtney Newton, Laura Brown, Shannae Harness
- March 13, 2025, Louisiana Board Administrator meeting.
- March 13, 2025, LSSP Committee meeting.

**Ms. Monic provided the following report on new applications:**

NEW APPLICATIONS RECEIVED	JANUARY	FEBRUARY	MARCH (through 3/14/2025)	Quarter Totals
LICENSED PSYCHOLOGIST (LP)	7	3	3	13
LP RECIPROCITY	2	1	0	3
TEMPORARY REGISTRATION	11	1	2	14
LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY	0	3	0	3
PROVISIONAL LICENSED PSYCHOLOGIST	0	0	0	0
REINSTATEMENT APPLICATIONS	1	0	0	1
	<b>21</b>	<b>8</b>	<b>5</b>	<b>34</b>

- b. **Alleman et al v. Harness et al 3 24-cv-00877-JWD-SDI** – Ms. Monic reported that counsel for defendants (Harness *et al*) have submitted a motion to dismiss. No decision has been rendered to date.

- 2 **Finance Committee** – Ms. Monic reported that the Financial Reports have been prepared by Griffin & Furman LLC and provided to members for the month of January 2025. As of April 20, 2025, the budget is stable, with a little more than 3 months remaining in Fiscal Year ending June 30, 2025. Revenue collected to date is \$401,678.45. Expenses to date total 324,323.38, a difference of \$77,355.07. Current cash assets are \$195,154.77 and current receivables are \$31,796.50 (all related to disciplinary actions). Recommendations for short term goals: Focus on adopting new regulations for Licensed Psychological Associates and revising regulations for Continuing Education requirements, examination requirements for licensure and ADA accommodations for board meetings. Recommendations for long-term goals: 1. achieve and maintain a reserve balance to cover deferred liability plus unexpected expenses (e.g. hearing costs, lawsuits, major technology developments, moving) plus 3-6 months of operating expenses. Consider creating policy guidelines for Board approval to tap your reserve and then rebuild that amount. 2. review rules to develop efficiency in regulating, specifically related administrative fines for minor offenses (e.g. failure to maintain current contact information as required, late registration of ATAP's, and adopt structure for calculating fees to assess in informal complaint resolutions).

3. **Complaints Committee Report:** Attorney Newton presented the Compliance Report as follows:

**COMPLIANCE REPORT**

Date Report Prepared: **March 20, 2025**

Name of Preparer: **Courtney P. Newton, No. 29373**

Reporting Period: **01.15.2025 – 03.20.2025**

**CURRENT:**

- Total number of Requests for Investigation (RFI) received since last report: **9**
  - Board-initiated RFI's since last report included in total RFI's above: **2**
- Total number of matters: **34**
  - **6** closed last meeting; all required closure actions completed (Notice, Website, ASPPB, NPDB, CMS)
  - **2** are informal resolutions still under monitoring
    - **1** Consent Orders
    - **1** IPPA (Matter on Board Agenda for Closure)
  - **1** Applicant
  - **31** are active Investigations/Disciplinary Matters
    - By Fiscal Year:
      - **2** from FY19-20
      - **0** from FY20-21
      - **2** from FY 21-22
      - **3** from FY 22-23
      - **4** from FY 23-24
      - **18** from FY 24-25
    - By Subject Matter (one matter may have multiple subject matters)
      - **7** are related to unlicensed practice
      - **7** are related to impairment
      - **8** are related to Forensic Practice
      - **3** are related to Boundaries/Inappropriate Relationships
      - **1** is related to Supervision / ATAP
  - **7** are under review/Respondent not yet noticed (Notice deadlines beginning 6.30.2025)

**FY 2024-25: (Thus Far...)**

- Formal hearings scheduled: **1 to docket (Option: May 23, 2025)**
- Face to Face Meetings Scheduled: **1 to docket**

4. **Oral Examination Committee Report** – No updates
5. **Legislative Oversight Committee** – No report
6. **Jurisprudence Examination Committee** – No report
7. **Public and Professional Outreach Committee** – Dr. Sam reported under this committee, noting that the **Supervision/Credentials Committee** had been omitted from the agenda. Dr. Sam reported that the Supervision Committee met on February 24, 2025,

and discussed ATAP supervision and development of a policy to address the variance of the level of supervisory practice and scope – large v. small agency, noting that the initial policy for ATAP’s only addressed small agencies. Dr. Sam noted that she is working on options for the policy. During their meeting the committee also discussed issues in reviewing supervised practice plans and whether there is a need to clarify/request information related to direct supervision and client contact for licensure applicants; whether a supervisor should be compensated for supervision services; variances in the level of supervision needed/qualified supervisors; and EPPP cutoff score and licensure implications. Dr. Zimmermann reported that he will be pursuing further information on EPPP cutoff scores and seeking additional information from ASPPB through the BIPOC Workgroup.

8. **Liaison to Professional Organizations** – No report
9. **Continuing Professional Development Report** – No report
10. **Long Range Planning Committee** – No report

## **G. CONSENT AGENDA:**

Noting the correction approved by the Board at the beginning of the meeting, Dr. Harness again called for the review and consideration of item removal from the Consent Agenda. Ms. Monic noted errors for the date/year listed for minutes and financial statements. The Board affirmed the corrections. Dr. Sam read aloud the amended Consent Agenda Items for affirmation, ratification, adoption, approval, and/or conferral as follows:

### **CONSENT AGENDA**

#### **a. Minutes (Approval):**

January 18-19-2024 <b>Correct date of Minutes Considered: January 16-17, 2025</b>
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#### **b. Financial Statements Received (Affirm and Ratify):**

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| 1. Monthly Financials: General Ledger, Balance Sheet, Budget vs. Actual, Profit & Loss for the months of <del>December 2023 and January 2024.</del> <b>Correct date of Financial Statements Considered December 2024 and January 2025.</b> |
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#### **c. Temporary Registrations approved (Affirm and Ratify):**

Name	State of Residence	Reviewer	Date of review/Result
RIKER, Brian	Ohio	J. Monic	1/27/2025 Approved
GREER, Alexander	Georgia	J. Monic	2/7/2025 Approved
SITZMANN-McLOUGHLIN, Brooke	Georgia	J. Monic	2/7/2025 Approved
STUDENT, Ami	California	J. Monic	2/19/2025 Approved
ROBBINS, Diana	California	J. Monic	2/21/2025 Approved
SCHWARTZ-MORAVEC, Norma	Texas	J. Monic	2/21/2025 Approved
MENDEL, Matthew	North Carolina	J. Monic	2/24/2025 Approved



HARRIS, Paula	Texas	J. Monic	2/27/2025 Approved
CANNON, Sharon	Maryland	J. Monic	3/11/2025 Approved

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

Applicant	Supervisor	Reviewer	Date of review/Result
None to report			

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

Candidate	Supervisor	Reviewer	Date of review/Result
None to report			

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

Candidate	Reviewer	Date of review/Result
HAWKINS, Nichole	S. Sam	2/25/2025 invite to take EPPP

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

Candidate	Reviewer	Date of review/Result
HUANG, Minda	S. Sam	2/13/2025 Invite for oral exam
TRIMM, Katherine	M. Zimmermann	2/22/2025 Invite for oral exam
SMOTHERMANN, Jesse	M. Zimmermann	2/22/2025 Invite for oral exam for CN Respecialization
VEAZEY, Connie	M. Zimmermann	3/15/2025 Invite for oral exam for Reinstatement

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

Candidate	Reviewer	Date of review/Result
JACOBSON, Daniel	S. Sam	2/13/2025 Invite for Reciprocity Interview
MASON, Danielle	M. Zimmermann	3/7/2025 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 to report			

**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 to report			

**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 to report			

**m. Respecializations of Licensed Psychologists:**

Name	Respecialization Area	Reviewer	Date of review/Result
None to report			

**n. LSSP Committee Recommendation for Licensure:**

Name	Reviewer	Date of review/Result
Gabrielle Lenoir	LSSP Committee	3/13/2025 Recommend to Board for Licensure
Kevin LeJeune	LSSP Committee	3/13/2025 Recommend to Board for Licensure
Nancy Alleman	LSSP Committee	3/13/2025 Recommend to Board for Licensure

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

Primary Supervisor	ATAP NAME	Supervisors(S)	Date of review/Reviewer
Mkay Bonner	Kayla Henry	N/A	1/24/2025 Approved, J. Monic
Kevin Bianchini	Courtney Huang	Megan Alsop James McAbee Kevin Greve Matthew Holcomb	2/25/2025 Approved, J. Monic
Diane Franz	Robyn Giraud	Farrah Golmaryami Jodi Kamps Corrin Johnson Jessica Grande Michelle Niemeier Haley Blanchard	2/21/2025 Approved, J. Monic
Janet Sue Austin	Monica Kingsbury	N/A	3/10/2025 Approved, J. Monic
Roberta Bell	Lillian Hourguettes	N/A	Application Received 8/2/2023 3/10/2025 Recommended closure/Incomplete Application, J. Monic

Beverly Howze	Linda Sevalia	N/A	Application Received 8/30/2023 3/10/2025 Recommended closure/Incomplete Application, J. Monic
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**p. Miscellaneous for file review:**

Name	State of Residence	Reviewer	Date of review/Result
None to report			

**q. Consent agenda shared documents:**

<ol style="list-style-type: none"> <li>1. Louisiana Legislative Auditor Report and Summary: <i>Implementation Status of Recommendations from Select Performance Audits Issued During Fiscal Year 2022</i> February 2025.</li> <li>2. ASPPB Email 2/12/2025 APA's draft Ethics Code</li> <li>3. Executive Order JML 25-008/LSBEP Report re JML 25-008</li> </ol>
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**\*\* FILE REVIEWS: All file reviews are conducted independently.**

Following the reading of the Consent Agenda, Dr. Harness called for motions to object or approve the Consent Agenda. Regarding the items specified on the Consent Agenda, Dr. Sam moved to accept the consent agenda as read with corrections to dates listed on agenda. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (3) Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (1) Harness; Absent: (1) Holcomb.

**DISCUSSION/ACTION ITEMS**

1. **Nancy Brown - Pinecrest Supports and Services Center; request for exception/Emergency Plan for utilization of ATAP in the absence of a Licensed Psychologist.** Ms. Monic presented a written request from Nancy Brown, administrator at Pinecrest, requesting an exception to the rule regarding licensed psychologist and supervision of ATAPS when no licensed psychologist was present on campus; Dr. Sam stated that it was not within authority of the board to authorize supervision of ATAP duties by a non-licensed supervisor. Dr. Sam moved to deny the request for exception regarding the emergency plan submitted by Nancy Brown. The Board discussed the motion, Dr. Shawanda Woods-Smith recused from the discussion. The motion passed by roll call vote as follows: In favor: (3) Harness, Sam, Zimmermann; Against:(0); Abstained: (1) Woods-Smith; Absent: (1) Holcomb.

Dr. Harness moved that Dr. Sam work with staff to provide a letter of education notifying Nancy Brown of the decision and educating Ms. Brown on the authority and requirements surrounding the practice of psychology.

2. **La Psychological Association request for LSBEP Presentation on board updates and initiatives at their 2025 Conference to be held June 6 – June 7, 2025.** Ms. Monic provided LPA's invitation to present at their upcoming conference. Dr. Sam stated that she could be available if Dr. Holcomb wished to attend. Dr. Zimmermann moved that the board present

at the LPA meeting to provide an update on what the board has done and what the board plans to do. The Board discussed the motion. Dr. Harness called for public comments. Dr. Boggs stated that LPA would love to have the board present. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann, Woods-Smith; Against:(0); Abstained: (0); Absent: (1) Holcomb.

3. **Baton Rouge Area Psychologists request for Jaime Monic to present on board updates and initiatives at April 22, 2025 meeting.** Ms. Monic stated BRASP had requested that she present board updates to the group on April 22, 2025. Dr. Sam moved that Ms. Monic present at BRASP as requested. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Zimmermann, Woods-Smith; Against:(0); Abstained: (0); Absent: (1) Holcomb.
4. **Association of State and Provincial Psychology Boards (ASPPB):**
  - a. **Request for LSBEP to participate on presentation panel, “The Road to RxP” to provide Louisiana’s model, how well it works, and how we got to where we are, at April 2025 mid-year meeting.** Ms. Monic stated that ASPPB had reached out to Louisiana to request participation on this panel. Monic explained that Louisiana’s history and current model of regulating psychologists/medical psychologists is unique and presents challenges. Ms. Monic stated her belief that LSBEP’s contribution to the panel presentation would benefit ASPPB and jurisdictions who may be considering this model. Ms. Monic suggested other board members are attending, but volunteered herself to present on the topic. Dr. Woods-Smith moved that Ms. Monic or other interested board members present on the Road to RxP. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (3) Harness, Zimmermann, Woods-Smith; Against:(0); Abstained: (1) Sam; Absent: (1) Holcomb.
  - b. **ASPPB Virtual Townhall Meeting to Discuss the Reimagined EPPP, April 3, 2025, from 1PM – 3PM Eastern.** Ms. Monic stated that she would not be available to attend the ASPPB Townhall scheduled for April 3, 2025. Dr. Sam stated that she would be attending for at least part of the meeting. Ms. Monic stated that she would also see if Ms. Newton was available to attend and take notes.
  - c. **ASPPB 2025 Call for Nominations: Board of Directors; Fellow Nomination; Ming Fisher Award; Norma P. Simon Award; and State-Provincial Service Award.** Ms. Monic explained that ASPPB had put out a call for nominations where former board members and individual members can nominate individuals for awards. Dr. Boggs offered and read ASPPB’s formal notice. Dr. Sam asked if the board would feel comfortable in nominating her for the state-provincial service award; Dr. Woods-Smith read out the requirements for the SPSA. Dr. Harness moved to nominate Dr. Sam for the State-Provincial Service Award for her contributions as a board member. Specifically, ATAPs, supervision and credentials. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (3) Harness, Zimmermann, Woods-Smith; Against:(0); Abstained: (1) Sam; Absent: (1) Holcomb.

Dr. Harness called for other motions or nominations – hearing none – discussion was closed.

5. **Review and Approval of Board Member Reimbursements for Expenses in Alleman et al v. Harness et al 3 24-cv-00877-JWD-SDI.** The board discussed a reimbursement submitted by Dr. Sam related to this matter. Dr. Zimmermann moved to pay the notary fee for Dr. Sam, any other notary fees up to \$50 without board approval. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (3) Harness, Zimmermann, Woods-Smith; Against:(0); Abstained: (1) Sam; Absent: (1) Holcomb.

Dr. Sam moved to recess until 3:21 p.m. and return at 3:30 p.m.– The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

6. **P23-24-08C – Report of Complaint Status/ Board review of Redacted Draft Administrative Complaint and request to Docket for Hearing. (CPN).** Ms. Newton presented a redacted Formal Administrative Complaint (FAC) in the referenced matter. Dr. Harness affirmed her oversight and recommendation to proceed with the filing of the FAC, and docket the matter for hearing. Dr. Sam moved to accept the filing and docket the matter for hearing on May 23, 2025, with an alternative date set for June 23, 2025. The Board discussed the motion. Dr. Harness called for discussion/public comments. The motion passed by roll call vote as follows: In favor: (3) Sam, Zimmermann, Woods-Smith; Against:(0); Abstained: (1) Harness; Absent: (1) Holcomb.

- a. **Request for Board Member Conflict Statements** – Ms. Monic explained following the acceptance of the Formal Administrative Complaint that members would be requested to complete conflict of interest statements to vet and establish an unbiased hearing panel.
- b. **Request to affirm Budget Item for Expert Witness and administrative authority to enter into an employment contract to facilitate hearing** – Ms. Monic requested the board affirm her authority to staff an expert witness, and other individuals such as court reporter/security, for the hearing. Dr. Sam moved that the following resolution be adopted by the Board:

*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; and*

*WHEREAS the nature of the functions performed by the Board require the continuing services of an Expert Witness to fulfill this function.*

*IT THEREFORE RESOLVES by motion of Dr. T. Shavaun Sam, to affirm the authority of Ms. Jaime Monic to employ staff necessary, including Expert Witnesses,*

*Court Reporter, Security, and others as may be necessary to facilitate the provisions of La. R.S. 37:2353(C)(5), and under the authority of La. R.S. 37:2353(C)(2). Further, with regard to Expert Witnesses, the board approves the total amount payable not to exceed \$5,500.00 in accordance with the following fee schedule: \$100/hour not to exceed \$2,500.00 for document review and informal communications with the LSBEP attorney; and \$3,000.00 for expert opinion and expert witness testimony, if also required.*

*FURTHER THAT that the Board authorize Ms. Jaime Monic, Executive Director, to execute such contract for expert witnesses, approval through the Office of State Procurement for a period beginning August 1, 2025 and ending June 30, 2026.*

*FURTHER THAT that this resolution shall take effect immediately.*

7. **FORMS REVIEW:**

a. **Supervised Practice Plan form for Licensed Specialist in School Psychology**

The Board reviewed the SPP for LSSP's drafted by the LSSP Committee. Dr. Sam asked if staff had authority to approve. Ms. Monic responded that the LSSP Committee drafted and approved the form. Dr. Sam moved to accept the Supervised Practice Plan for LSSP's as presented by the LSSP Committee. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

8. **POLICY**

a. **Complaint Procedures**

(i) **Review and discuss prescriptions under Chapter 1-A 37:21**

(ii) **Timelines for responding to complaints**

Ms. Monic presented the current policy and recommendations for revision. Ms. Newton explained reasons for requested revisions.

POLICY ITEMS "b" – "c". - Dr. Sam moved to table the following items due to time constraints:

b. **Assistant to a Psychologist Applications: Revised Agency Review Process**

c. **Review Updated Board Meeting Policy: Application File Reviews**

d. **Renewals and Reinstatements**

The Board discussed the motion to table POLICY "b" – "c". Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

e. **Web Accessibility Compliance - Review and adopt Title 4, Part V, Chapter 61 (LA PPM74) to comply with federal web accessibility requirements.**

Ms. Monic presented information from the State ADA Coordinator, Ms. Rikki David, and explained the Board's obligation to comply with state and federal guidelines to create an ADA accessible website. The roll-out included the designation of a Web Accessibility Coordinator and creating a plan to meet quarterly implementation deadlines. Monic explained her limitations with this role and requested professional assistance. Ms. Monic explained that the requirements will have substantial financial impacts on the Board that need to be considered

and explained that she preemptively obtained quotes, to be considered under Discussion Item #9. Contracts on this Agenda.

Ms. Monic discussed quotes received to make website ADA complaint. The current web designer General Informatics quoted \$8700 – but will not assist with conversion of paper forms. Ms. Monic met with GatorWorks and liked what they had to offer, however the quote was not within the Board’s budget. Covalent Logic’s quote was the most expensive, however the benefit would be having Covalent Logic manage all of the Board’s web properties.

1. **Designate Web Accessibility Coordinator**- Dr. Sam moved that the board designate Jaime Monic as the LSBEP Web Accessibility Coordinator. The Board discussed the motion. Dr. Harness called for public comments. The motion passed by roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.
2. **Discuss quarterly implementation deadlines** - Dr. Harness stressed that due to financial commitment, any plan would likely need to be a rollout (stage format). The
3. **Discuss budget implications** – Budgeting and consideration of contracts for this matter was tabled until July 2025.

## 9. **2024-25 Budget Review**

### a. **CONTRACTS:**

- i. **Accounting Contract: Griffin and Furman LLC** – Dr. Harness inquired about work product and communication with Griffin and Furman. Ms. Monic reported that things have improved since she has more time to focus on financials. Further, she had not considered new contractors. The current contract expires June 30<sup>th</sup>. Dr. Sam moved to empower Ms. Monic to contract with Griffin and Furman by resolution as follows:

*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 is authorized under R.S. 37:2353.G to be “...financially self-sufficient...receive no state funds through appropriation or otherwise and shall not expend any such state funds...” and is further authorized to collect fees under R.S. 37:2354 et al which “...shall be paid into the treasure of the State Board of Examiners of Psychologist and may be expended by the board without appropriation for costs of administration and other expenses, and any surplus at the end of a fiscal year or a biennium may be retained by the board for future expenditures and the board is not required to pay any such surplus into the general fund of the state of Louisiana.”*

*WHEREAS the nature of the functions performed by the Board require the services of a Certified Public Accountant to fulfill this function; and*

*WHEREAS Robert J. Furman, CPA has been found to be qualified for this position.*

*THEREFORE BE IT RESOLVED that the Board contract the services of Griffin & Furman, LLC for an amount not to exceed \$6,400, to furnish general accounting, consulting, and tax services as requested, including but not limited to: prepare monthly financial statements of the Board, which comprise the monthly statement of net position and the related statement of revenues and expenses; assist management in adjusting the accounting records each month, assist with processing payroll, assist with remittance of applicable federal, state and local tax reports including preparation of quarterly payroll tax returns, annual payroll tax returns and 1099's; and prepare the Boards annual fiscal report (AFR) that is required to be filed with the Office of Statewide Reporting and Accounting Policy for Director for the fiscal year July 1, 2025 through June 30, 2026.*

*FURTHER THAT the Board authorize Ms. Jaime Monic, Executive Director, to execute such contract for approval through the Office of State Procurement.*

*FURTHER THAT this resolution shall take effect immediately.*

The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

- ii. **Investigator Contract: Tony W. McCoy d/b/a Statewide Surveillance & Investigation, LLC** Ms. Monic presented that SSI had satisfactorily performed investigative duties for the board and explained that the current contract expires on June 30, 2025. Dr. Woods-Smith moved to empower Ms. Monic to contract with SSI by resolution as follows:

*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 Licensed Private Investigator to fulfill this function; and*

*WHEREAS **Statewide Surveillance & Investigations** provides the services of Licensed Private Investigators who are uniquely qualified for this position and have previously contracted with Board to provide investigative services to Board to their satisfaction.*

*THEREFORE BE IT RESOLVED that the Board contract with **Statewide Surveillance & Investigations** for an amount not to exceed \$12,000, to provide investigatory services beginning July 1, 2025 and ending June 30, 2026. The contract to commence at the following rates of pay \$62 per hour for investigative work; Travel and lodging may be reimbursed, if pre-approved/pre-authorized by the Executive Director. However, travel and other allowable expenses shall be*



*reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49. All out-of-state travel will be subject to prior approval by the Executive Director or his/her designee.*

*FURTHER THAT, this resolution shall take effect immediately.*

*FURTHER THAT the Board authorize Ms. Jaime Monic, Executive Director, to execute such contract for approval through the Office of State Procurement.*

The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

- iii. **Complaint Coordinator II: Laura Brown** - Ms. Monic presented that Dr. Brown had satisfactory performed investigative duties for the board and explained that the current contract expires on June 30, 2025. Sam moved to empower Ms. Monic to renew the contract with Dr. Brown, by resolution as follows:

*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 the **Laura Brown, Ph.D.** has been found to be qualified for this position.*

*THEREFORE, BE IT RESOLVED that the Board contract with **Laura Brown, Ph.D.** to provide services as **Complaint Coordinator II**, for the period beginning **July 1, 2025, and ending June 30, 2026**, for an amount not to exceed a maximum of \$10,000. The contract to commence at the following rates of pay: \$100 per hour, payable upon completion of a review of a Request for Investigation, with a preliminary and final recommendation to the Board, such review shall not exceed \$300 per case. \$100 per hour, payable upon completion of a review/proof of an Administrative Complaint pleading, not to exceed \$100. \$100 per hour for all meetings, including training and meetings with attorneys, investigator, executive director, board, and preliminary hearings. Travel and lodging may be reimbursed, if pre-approved/pre-authorized by the Executive Director. However, travel and other allowable expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for*

*State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49. All out-of-state travel will be subject to prior approval by the Executive Director of the agency or his/her designee.*

*FURTHER THAT the Board authorize Ms. Jaime Monic, Executive Director, to execute such contract for approval through the Office of State Procurement.*

*FURTHER THAT, this resolution shall take effect immediately.*

The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

- iv. **Complaint Coordinator III:** Ms. Monic presented that the Board had approved a contract for Dr. Jennifer Russell last fiscal year, however there were delays coordinating paperwork and the contract was never implemented. Ms. Monic requested the board approve a new contract for 2025-26. Dr. Sam moved Sam moved to empower Ms. Monic contract with Dr. Russell by resolution as follows:

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

*THEREFORE, BE IT RESOLVED that the Board contract with **Jennifer Russel, Ph.D.** to provide services as **Complaint Coordinator III**, for the period beginning **July 1, 2025, and ending June 30, 2026**, for an amount not to exceed a maximum of \$5,000. The contract to commence at the following rates of pay: \$100 per hour, payable upon completion of a review of a Request for Investigation, with a preliminary and final recommendation to the Board, such review shall not exceed \$300 per case. \$100 per hour, payable upon completion of a review/proof of an Administrative Complaint pleading, not to exceed \$100. \$100 per hour for all meetings, including training and meetings with attorneys, investigator, executive director, board, and preliminary hearings. Travel and lodging may be reimbursed, if pre-approved/pre-authorized by the Executive Director. However, travel and other allowable expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for*

*State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49. All out-of-state travel will be subject to prior approval by the Executive Director of the agency or his/her designee.*

*FURTHER THAT the Board authorize Ms. Jaime Monic, Executive Director, to execute such contract for approval through the Office of State Procurement.*

*FURTHER THAT, this resolution shall take effect immediately.*

The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

- v. **Attorney General: Interagency Collections** - Ms. Monic presented the Interagency Collections agreement the Board has with the Office of the Attorney General. Dr. Woods-Smith moved to continue with current agreement with the Attorney General's office. The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.
- vi. **Attorney, General Counsel: Taylor, Porter, Brooks & Philips, LLC (Amy Lowe)** - Ms. Monic presented that the Board had approved a contract for Attorney Amy Groves Lowe for services in the prior three fiscal years as General Counsel for the board. Ms. Monic explained that the current contract terminates on June 30, 2025, and the Attorney General's office is no longer approving multi-year contracts for attorneys. Ms. Monic recommended contract renewal for Mr. Roedel.

*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; and*

*WHEREAS the BOARD licenses psychologists and specialists in school psychology, conducts hearings on complaints concerning the disciplining of licensees, and may 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; and*

*WHEREAS the BOARD is currently in a multi-year contract with **Taylor, Porter, Brooks and Phillips, LLP** to provide these services which end June 30, 2025, and under this contract utilizes the services of **Attorney Amy Groves Lowe**; and*

*WHEREAS the BOARD requires the continuing services of an attorney who specializes in administrative law to provide general counsel to the board in carrying out its functions; and*

*WHEREAS **Attorney Amy Groves Lowe** has been found to be uniquely qualified for this position and has previously provided these services to the satisfaction of the Board; and*

*THEREFORE BE IT RESOLVED that the Louisiana State Board of Examiners of Psychologists, pursuant to La. R.S. 42:262, does hereby retain and employ the legal*

*services of **Taylor, Porter, Brooks & Phillips, LLC**, for the services of **Amy Groves Lowe** through a contract beginning **July 1, 2025** through **June 30, 2026**; and*

*BE IT FURTHER RESOLVED that the hourly rates shall be \$225 per hour for services of partners or associates with experience in the practice of law of 10 years or more; \$175 per hour for services of partners or associates with experience in the practice of law of 5 to 10 years; \$150 per hour for services of partners or associates with experience in the practice of law of 3 to 5 years; \$125 per hour for services of partners or associates with experience in the practice of law of less than 3 years; \$60 per hour for paralegal services; \$40 per hour for law clerk services. A total amount not to exceed \$45,000 for the term of the contract; and*

*BE IT FURTHER RESOLVED that the Board authorize Ms. Jaime Monic, Executive Director, to request and execute the terms of a contract with the Taylor, Porter, Brooks & Phillips, LLC in accordance with the policies, procedures, regulatory and statutory contracting requirements of the state; and*

*BE IT FURTHER RESOLVED, this resolution shall take effect immediately.*

*BE IT FURTHER RESOLVED, that this Resolution and proposed contract described herein be submitted to the Attorney General for the State of Louisiana and Office of State Procurement for approval.*

The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

vii. **Attorney, Administrative Law Judge:**

1. **Roedel Parsons Blanche Fontana Piontek & Pisano, A Law Corporation (Larry Roedel)** – Ms. Monic presented that the Board had approved a contract for Attorney Larry Roedel for services in the prior three fiscal years as Administrative Law Judge. Ms. Monic explained that the current contract terminates on June 30, 2025, and the Attorney General’s office is no longer approving multi-year contracts for attorneys. Ms. Monic explained that she and Mr. Roedel discussed the increased amount for hourly pay for attorneys, and that Mr. Roedel had agreed to a lower rate, but would consider future contracts on a sliding scale until the maximum hourly rate was achieved. Dr. Sam moved to empower Ms. Monic to renew the contract with Mr. Roedel by resolution as follows:

*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”; and*

*WHEREAS the BOARD licenses psychologists and specialists in school psychology, conducts hearings on complaints concerning the disciplining of licensees, and may 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; and*

*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; and*

*WHEREAS the BOARD requires the services of additional counsel specializing in administrative law to provide services to the board as general counsel, administrative law judge or hearing officer, when workload diversion or recusal in certain matters is necessary in order to carry out best practices and ensure due process; and*

*WHEREAS the BOARD requires the services of an attorney with experience in administrative law to carry out such duties; and*

*WHEREAS Attorney Larry Roedel has been found to be uniquely qualified for this position;*

*THEREFORE BE IT RESOLVED that the Louisiana State Board of Examiners of Psychologists, pursuant to La. R.S. 42:262, does hereby retain and employ the services of **Rodel Parsons Blanche Fontana Piontek & Pisano, A Law Corporation** for the services of **Larry Roedel** through a contract beginning **July 1, 2025** through **June 30, 2026**; and*

*BE IT FURTHER RESOLVED, that the hourly rates shall be within the amounts approved by the Louisiana Office of the Attorney General as follows: \$267 for services of partners or associates with experience in the practice of law of 10 years or more; \$175 per hour for services of partners or associates with experience in the practice of law of 5 to 10 years; \$150 per hour for services of partners or associates with experience in the practice of law of 3 to 5 years; \$125 per hour for services of partners or associates with experience in the practice of law of less than 3 years; \$60 per hour for paralegal services; \$40 per hour for law clerk services. A total amount not to exceed \$12,000 for the term of the contract; and*

*BE IT FURTHER RESOLVED, that the Board authorize Ms. Jaime Monic, Executive Director, to request and execute the terms of a contract with the **Rodel, Parsons, Koch, Blanche, Balhoff & McCollister** in accordance with the policies, procedures, regulatory and statutory contracting requirements of the state; and*

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

*BE IT FURTHER RESOLVED, that this Resolution and proposed contract described herein be submitted to the Attorney General for the State of Louisiana and Office of State Procurement for approval.*

The motion, having been put to a roll-call vote of the members present passed unanimously as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

2. **Breazeale, Sachse & Wilson, LLP, (James Raines)** – Ms. Monic stated that she had requested a Curriculum Vitae from Mr. Raines for board consideration; and to have alternate ALJ's in the event of a recusal. However, being made aware of a current conflict, Ms. Monic recommended tabling the matter until such conflict is resolved.

b. **Technology: Update website (of PPM 74, to comply with Dept. Of Justice RULE 28 CFR Part 35.)**

- i. **Quote from Covalent Logic**
- ii. **Quote from General Informatics**
- iii. **Quote from Gatorworks**
- iv. **Govunity**

Consideration of technology contracts for Web Accessibility was tabled until July 2025.

10. **RULES (Louisiana Administrative Code, Title 46, LXIII)**

a. **All new: Master's Level Licensure – Draft Rule Review**

Following consideration of written comments presented by the Louisiana Psychological Association and the Louisiana Association of Medical Psychologists, Dr. Sam moved to adopt the draft with the following revisions to the draft regulations presented during long range planning meeting in January:

- 6303D – title will remain with addition of the language recommended from LPA clarifying is not and shall not lead to formation of licensure.
- 6709D – agree with deletion of said section – re involvement with supervision
- 6101B15 – will stand (the availability of supervision for only those MP to register when do not have licensure with LSBEP). Clarify language if not clear.
- 6711c – shall remain given that while we do investigate any complaint that comes before the board, even if does not fall within jurisdiction, we must address complaints and will then forward to proper jurisdiction.
- 6711d – shall stand – the qualified supervisor designation is not meant to be antagonistic but to offer avenue for supervision to MP who are not licensed with LSBEP; the Board will update where MP Practice Act is referenced to include that it is Chapter 37.

Dr. Harness called for discussion:

- Dr. Zimmermann suggested that the proposed language regarding the assessment and examination limits the board to the EPPP (Examination for Professional Practice in Psychology. Dr. Zimmermann recommended the language, “assessment and examination selected by the Board”
- Ms. Monic noted that the draft had incomplete language and contained options that had not yet been decided by the Board.

Dr. Sam amended her motion to include:

- 6003.b.2.7 delete.
- 6705.A. – option 1 selected
- 6705.C. – “after July 31, 2027” – insert; based on Dr. Linsay’s recommendation due to current curriculum and already accepted – we neutralize gender language – “they”

Dr. Harness called for discussion on the amended motion:

- Dr. Zimmermann proposed deletion of all of 6003.B.2. in its entirety.
- There was further discussion on fees and statutory authority – under 6601.
- There was further discussion on 6003.B. – LPA opposed the title Provisional Licensed Psychological Associate, and stated these individuals need to be registered ATAP's (Assistant to a Psychologist).
- Dr. Sam disagreed with having licensure and registration under the same board; Dr. Sam stated it would be confusing when operating under multiple licenses under same board – needs to be clear that one can only operate under one license or registration under same agency.
- Dr. Boggs disagreed and stated it is more confusing if one can do some things under supervision and somethings independently.
- Dr. Lambert agreed with Dr. Boggs and stated it is a public protection issue; and believed the provision does not represent the spirit of the law.

Dr. Sam withdrew her motion.

Dr. Zimmermann moved that the wording of 6501.B.6 change from the examination for EPPP to “a board approved licensing examination”, and in 6503 where the score is set, that the language be changed to “a score set by the Board.”

Dr. Harness called for a discussion of Dr. Zimmermann's motion.

- Ms. Monic noted that the rule is the place for the board to identify what they have approved as the licensing examination; and set the passing score.
- Dr. Koren Boggs requested that the rules be consistent with what is already in Chapter 5.
- Dr. Woods-Smith expressed that she understood Dr. Zimmermann's concerns with the EPPP, but that no other options have been presented to replace the current examination at this time.

Following discussion, Dr. Zimmermann's motion was put to a vote. The motion failed by roll call vote as follows: In favor: (1) Zimmermann; Against: (1) Sam; Abstained: (2) Woods-Smith, Harness; Absent: (1) Holcomb. TSS moved to accept the masters level licensure draft with the following amendments:

- 6003b.2. – deleted in its entirety.
- 6303.D.3. – title remains with the addition of language indicating that this does not constitute the qualification of licensure currently or in the future.
- 6601. – will indicate that application for qualified supervisor designation will be \$50 and renewal of qualified supervisor designation will be \$40.
- 6703.A. – deleting “in person”

- 6703.C. – deleted as will be all language addressing term and practice throughout rules.
- 6705. – option 1 of A will be utilized
- 6705C – will indicate candidates graduating before July 31, 2027, and any other sections referencing July 2027 will reference July 31, 2027.
- 6707 – deleted in its entirety
- 6709.D.1. – deleted in its entirety

Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

- b. **Chapter 8. Continuing Education – Draft Rule Review** - The Board discussed revisions to Chapter 8. Dr. Sam moved to adopt Chapter 8 with the changes presented. Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.
- c. **Chapter 40. Continuing Education Requirements of Licensed Specialists in School Psychology** - The Board discussed revisions to Chapter 40 presented by the LSSP Committee to model changes in Chapter 8 for Licensed Psychologists. Dr. Sam moved to adopt Chapter 40 with the changes presented. Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.
- d. **Chapter 5. Written Examinations §501.A. related to required examinations** - This matter was tabled pending report from the BIPOC Workgroup that Dr. Zimmermann is facilitating.
- e. **Chapter 2. Reciprocity (Act 253 2024 Regular Legislative Session “Welcome Home Act”)** Ms. Monic noted that the board needs to develop parameters of review within the limitations of the statute; further that the licensing management system (CMS) will need to be modified due to the designation of “Licensed By Endorsement” that is required on the license of an individual licensed under this provision.

Dr. Boggs commented that nursing and LPC board have already promulgated regulations to accommodate the provision.

Dr. Harness moved to table the matter for the next Board meeting to allow Dr. Sam to work with staff on the language. Dr. Sam mentioned that work could be done when Dr. Holcomb and Sam were together with staff at ASPPB. Dr. Harness withdrew her motion.

Dr. Sam moved to table the discussion so that the identified work group could prepare a draft for consideration at the next meeting. Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as



follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

f. **Chapter 19. Public Information: Act 393 of the 2023 Regular Legislative Session related to Americans with Disabilities Act and accommodations**

Dr. Sam moved to adopt Section 1907 as written. Dr. Harness called for discussion.

- Dr. Zimmermann asked if the proposed accommodation was doable. Ms. Monic confirmed that telephone access is doable.
- Dr. Harness asked about the difference between meeting virtually and section 1907. Members discussed the requirements for meeting ADA Accommodations vs. having hybrid/virtual board meetings, vs. live streaming a meeting.

Following discussion, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**11. OPINIONS:**

a. **Brandon Romano, Psy.D., Request for Formal Opinion regarding client record retention, specifically related to the destruction of patient records in response to a court order.**

Ms. Monic presented an email from Dr. Romano requesting an opinion regarding client record retention when there is a court order for the destruction of patient records.

Dr. Harness stated that the code requires seven years.

Dr. Zimmermann recommended that the board inform Dr. Romano of applicable ethics code sections and rules.

Ms. Monic read her acknowledgment of receipt and initial email response which included the specific rule provisions.

Dr. Zimmerman moved to provide the information already in the law, and decline offering a formal opinion; further to advise Dr. Romano to consult with legal counsel. Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

b. **Application of Rule §105 regarding EPPP attempts in another jurisdiction.**

Ms. Monic presented the following question from an applicant regarding the number of attempts on EPPP – Does LA consider attempts in another jurisdiction toward limit on attempts?

Dr. Sam moved to clarify that the rules on EPPP attempts apply only to attempts taken while the individual is an applicant under Louisiana's jurisdiction. Dr. Sam read aloud Section 105.C. of the La. Administrative Code.

Dr. Harness called for discussion. Dr. Zimmermann asked about remediation. Dr. Woods-Smith mentioned prior motion to remove the limitation on attempts.

Following discussion, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**12. Revised Minutes October 18, 2024 – record discussion of added agenda item for Occupational Licensing Review.**

Ms. Monic explained that the minutes of October 18, 2025, did not record the determination of a discussion item added for the Occupational Licensing Review Agency. Dr. Sam moved that the meeting minutes of October 18, 2024, be amended to capture that no action was taken by the board on that matter. Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

Dr. Zimmermann moved to adjourn at 7:21 PM. Dr. Harness called for discussion. Hearing none, the motion was put to a vote. The motion passed by unanimous roll call vote as follows: In favor: (4) Harness, Sam, Woods-Smith, Zimmermann; Against: (0); Abstained: (0); Absent: (1) Holcomb.

**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 **July 18, 2025**.



Matthew Holcomb (Aug 14, 2025 10:37:01 CDT)

**Matthew J. Holcomb, Ph.D.**

**Presiding Chairperson**

**Date:** Aug 14, 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.

# MINUTES 3-21-2025 FINAL APPROVED 7-18-25

Final Audit Report

2025-08-14

Created:	2025-08-14
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-  Document created by Jaime Monic (admin.lsbep@la.gov)  
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