

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

Friday, April 19, 2024

Final Approved: July 19, 2024

The meeting of the Louisiana State Board of Examiners of Psychologists (Board or LSBEP) was noticed, and the final agenda was posted and emailed to individuals and the news media who have requested to receive notices of LSBEP meetings on Wednesday, April 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 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

Attendance:

Board Members Present: Dr. Michelle Moore, Dr. Shannae Harness, Dr. T. Shavaun Sam, Dr. Matthew Holcomb, and Dr. Shawanda Woods-Smith

Board Members Absent: None

Staff Present: Jaime T. Monic, Executive Director and Jalyne Brown, Administrative Assistant

In-person Attendees: Dr. Sue Austin, DOC

Zoom Attendees: Trae Russell, Covalent Logic LLC; Amy LeJeune, Covalent Logic, LLC; Cody Cifelli, Covalent Logic, LLC; Sonia Blauvelt, LPA; Greg Gormanous, Kim VanGeffen, Ph.D., and Maggie Mathew

CALL TO ORDER: A quorum of members being present, the Board Chairperson, Dr. Michelle Moore, called the meeting to order at 9:00 a.m. on Friday, April 19, 2024.

DECLARATION OF PURPOSE: Dr. Moore 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.”*

REVIEW AND APPROVAL OF AGENDA: Dr. Holcomb moved to take agenda items 10a and 10c out of order and move those items to after Executive Session Motions. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Moore, Harness, Sam, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (0).

Dr. Holcomb moved to approve the agenda with the addition of a Committee Report item for the Supervision and Credentials Review Committee. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Moore, Harness, Sam, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (0).

COMMITTEE AND LIAISON REPORTS

The Board received the following reports:

1. **Executive Committee Report:**

- a. Ms. Monic reported on the operations of the board as follows: LSBEP renewed the shared copy machine lease for below the current contracted amount, the Executive Committee took steps necessary to recruit for the vacant attorney position. All processes including payables/receivables, quarterly reports to state oversight agencies, application processing, are

functioning as usual. Processing complaints and response time has slowed down significantly since we are back to a contract model.

- b. The board underwent two audits this quarter: 1. Non-Criminal Justice Agency Audit 2023-2025 began on March 1, 2024, completed on March 20, 2024. The board was found compliant to continue receiving Criminal History Record Information. The report is available in your binders; and 2. Civil Service audit of accuracy and timeliness of personnel and position reporting (R.S.42:291) which was also found to be compliant.
- c. Ms. Monic reported information received from La School Psychological Association regarding allowing the specialist in school psychology program at Nicholls to go dormant.
- d. **Ms. Monic reported on staff/board activities/meetings/appearances since last meeting:**
 - o 2/19/24 LA Board Administrators meeting to discuss agency impact legislation.
 - o 3/5/24 LSSP Quarterly Meeting
 - o 3/15/24 Board Examiners Conducted Oral Examinations and held Special Meeting
 - o 3/18/24 LA Board Administrators meeting to discuss agency impact legislation
 - o 3/20/24 LDOE, Elizabeth Duncan to educate on location of laws, rules and board opinions regarding the practice of an LSSP.
 - o 3/25/24 Participation in ASPPB Townhall meeting regarding Association Management Center and ASPPB Governance Task Force Recommendations related to proposed changes to limit the power of Member Jurisdictions by removing their right to vote for ASPPB President and Vice President. Additional changes that were not as controversial included removing the track system for ASPPB Board Members.
 - o Met with the Executive Director for the Texas Behavioral Health Executive Counsel to hear the Texas Psychology Board’s concerns about the EPPP2. Listened to prerecorded discussions on the matter, which included meeting with ASPPB on April 11, 2024, regarding a request to delay the rollout deadline currently set for January 2026; and possibility of Texas developing their own examination.
 - o Regular weekly meetings and daily emails with Covalent on licensing system development.

e. **NEW APPLICATIONS RECEIVED**

APPLICATION TYPE	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24	Total
LSSP	0	0	0	0	0	0	0
REGULAR	4	0	4	2	3	1	14
TEMPORARY	2	2	5	3	3	3	18
ATAP	0	7	2	1	5	5	20
TOTAL	6	9	11	6	11	9	52

2. **Finance Committee**

- a. Dr. Moore read the Quarterly Financial Report as follows:

QUARTERLY FINANCIAL REPORT			
Date Report Prepared: April 18, 2024			
Name of Preparer: Jaime T. Monic			
REPORTING PERIOD: Ending 1/31/24			
Financial Reports have been prepared by Griffin & Furman LLC and provided to members for the months December 2023 and January 2024.			
TYPE	AMOUNT	BUDGETED	Trends/Notes
Income:	\$365,919.99	\$404,196.28	There are 5 months remaining in FY 2023-24. The board is \$38,276.29 from its projected goal and expected to meet or exceed the projection.
Expenses:	\$257,136.18	\$514,443.00	Expenses are well below the budgeted by \$257,306.82. New reports and accounting do

			not provide a budget vs. actual to analyze. These will need to be manually done or will require an upgrade to QB Online.		
INCOME SUMMARY JANUARY					
	Oct	Nov	Dec	Jan	FY YTD
Monthly Income	11,919.30	7025.44	12,007.48	5397.39	365,919.99
Monthly Expense	-34,323.91	-56,980.33	-41,971.50	-27,305.42	-257,136.18
Total Net Income	(-22,404.61)	(-49,954.89)	(-29,964.02)	(-21,908.03)	\$108,783.81
				Cash on hand	\$275,568.11

As of January 31, 2024: The budget is stable, and the board has projected funds to operate through the end of FY 2023-24. The Board's cash on hand at the beginning of the fiscal year was \$171,502.35, additional revenue collected through January 2024 totaled \$365,919.99 for a total cash balance of \$537,422.34. The Board has projected to collect an additional \$38,276.29 by the end of the current fiscal year. Amendments to the current 2023-24 will be discussed based on actual income and developments regarding in-house attorney. The Board has \$23,796.50 in receivables.

Board Strategy Recommendations: Focus on adopting new processes and procedures to implement Legislative Performance Audit recommendations including adopting a disciplinary matrix. Implement financially sustainable options for technology to be utilized in the application and renewal process which may either counter (or reduce) the cost of employees, workload and related expenses for processing applications, and/or counter (or reduce) the cost of real estate needed to store paper files. Fill the vacant attorney position and consider engaging in discussions regarding succession planning. Consider setting a goal to 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.

3. **Continuing Professional Development Committee** – No report
4. **Oral Examination Committee** – Dr. Moore reported that Oral Examinations were conducted on March 15, 2024, and licenses were issued that same day.
5. **Legislative Oversight Committee** – Dr. Holcomb reported that Members of the Board on the committee are monitoring bills.
6. **Complaints Committee** – Ms. Monic presented the following Compliance Report:
 - a. **Complaint Committee Report**

<u>COMPLIANCE REPORT</u>
Date Report Prepared: 4/17/2024
Name of Preparer: Jaime Monic
REPORTING PERIOD: 1/19/2024 – 4/17/2024
CURRENT:
<ul style="list-style-type: none"> • Total number of Requests for Investigation (RFI) received since last report: 1 <ul style="list-style-type: none"> ○ Board-initiated RFI's since last report included in total RFI's above: 0 • Total number of open cases: 14 <ul style="list-style-type: none"> ○ 4 are informal resolutions still under monitoring <ul style="list-style-type: none"> ▪ 3 Consent Orders ▪ 1 IPPA ○ 14 are active Investigations <ul style="list-style-type: none"> ▪ 3 from FY19-20

<ul style="list-style-type: none"> ▪ 0 from FY20-21 ▪ 4 from FY 21-22 ▪ 4 from FY 22-23 ▪ 3 from FY 23-24 ○ 2 are under review/Respondent not yet noticed <ul style="list-style-type: none"> ▪ 2 from FY 23-24 <p>FY 2023-24: (Thus Far...)</p> <ul style="list-style-type: none"> • Formal hearings scheduled: 0 • Face to Face Meetings Scheduled: 3 • Disciplinary Actions: 1
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- 7. **Jurisprudence Examination Committee** – No report
- 8. **Public and Professional Outreach Committee** – No report
- 9. **Liaison to Professional Organizations** – Dr. Holcomb reported that the committee is actively engaging with associations.
- 10. **Long Range Planning Committee** – No report
- 11. **ADDED: Supervision and Credentials Review Committee** – Dr. Sam provided an in-service on the Registration Approval Process for an Assistant to a Psychologist.

E. CONSENT AGENDA

Dr. Moore called for changes or removal of items on the Consent Agenda. Dr. Sam questioned the minutes being on the consent agenda. The board discussed Dr. Sam’s question and affirmed that the minutes have previously been docketed for consent. The Board reviewed the purpose of the Consent Agenda and procedure that any item could be called for removal and taken up for discussion. Dr. Moore offered to pull the Minutes, but Dr. Sam declined. Without further discussion, Dr. Moore read aloud the Consent Agenda for consideration by the Board for affirmation, ratification, adoption, approval, and/or conferral as follows:

a. Minutes (Approval):

October 20, 2023, December 15, 2023, January 18-19-2024, March 15, 2024

b. Financial Statements Received (Affirm and Ratify):

1. Monthly Financials: General Ledger, Balance Sheet, Budget vs. Actual, Profit & Loss for the months of December 2023 and January 2024.
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c. Temporary Registrations approved (Affirm and Ratify):

Name	State of Residence	Reviewer	Date of review/Result
SITZMANN-McLOUGHLIN, Brooke	Georgia	J. Monic	1/31/2024 Approved
SLACK, Michael	Washington	J. Monic	1/31/2024 Approved
LAMM, Alexandra	New York	J. Monic	1/31/2024 Approved
STUDENT, Ami	California	J. Monic	2/7/2024 Approved
MCCAFFREY, Robert	New York	J. Monic	3/1/2024 Approved
HARRIS, Paula	Texas	J. Monic	3/7/2024 Approved
AARON, Jeffrey	Virginia	J. Monic	3/7/2024 Approved
HARMEILING, Sarah	Colorado	J. Monic	3/7/2024 Approved
WARCHOCKI, Heather Jo	New York	J. Monic	4/15/2024 Approved

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

Applicant	Supervisor	Reviewer	Date of review/Result
LEAVEY, Jamie	Nathan Brown	T. Sam	2/13/2024 Approved

SCURRIA, Alyssa	Yelena Johnson	S. Woods-Smith	2/26/2024 Approved
LANTIER, Katherine	Jacqueline Philpott	S. Woods-Smith	2/26/2024 Approved
CAHILL, Natalie	Sandra Daigle	S. Woods-Smith	2/26/2024 Approved
HOLLAS, Kristen	Russel Anderson	T. Sam	2/19/2024 Approved
HOLLAS, Kristen	Angelia Spurgin	T. Sam	2/19/2024 Approved
CATANZARITE, Kaitlyn	Daliah Bauer	M. Holcomb	4/5/2024 Approved
CATANZARITE, Kaitlyn	Shannon Bierma	M. Holcomb	4/5/2024 Approved
HALEY, Paige	Michael Chafetz	M. Holcomb	4/11/2024 Approved

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

Candidate	Supervisor	Reviewer	Date of review/Result
BLOCKER, Madeline	Franziska Noacklesage	M. Moore	2/22/2024 invite to EPPP
MULLER-COHN, Chantal	Anneliese Boettcher	M. Moore	2/22/2024 invite to EPPP
MUNSON, Jessie	Franziska Noacklesage	M. Moore	2/22/2024 invite to EPPP
CATANZARITE, Kaitlyn	Daliah Bauer/Shannon Bierma	M. Holcomb	4/15/2024 invite to EPPP

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

Candidate	Reviewer	Date of review/Result
JAMES, Vashonte	M. Moore	2/19/2024 invite to EPPP

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

Candidate	Reviewer	Date of review/Result
MILLER, Brittane	M. Moore	2/22/2024 Invite for Oral Exam
BATTLE, Amanda	M. Moore	2/22/2024 Invite for Oral Exam
CAPRON, Daniel	M. Moore	2/22/2024 Invite for Oral Exam
VAZQUEZ, Maria	M. Holcomb	4/15/2024 Invite for Oral Exam
COOPER, Ryan	M. Holcomb	4/15/2024 Invite for Oral Exam

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

Candidate	Reviewer	Date of review/Result
VABLAIS, Cerise	M. Moore	2/22/2024 Invite for Face to Face
YOUNG, Rachel	M. Moore	2/22/2024 Invite for Face to Face
SAMUELSON, Kristin	M. Holcomb	04/15/2024 Invite for Face to Face
CURRIN, James	M. Holcomb	04/15/2024 Invite for Face to Face

h. 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			

i. 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			

j. License Reinstatements for Board conferral:

Name	Reviewer	Date of review/Result
NONE TO REPORT		

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

Name	Review Type	Reviewer	Date of review/Result
RAYBURN, Sarah Miller	Licensee Preapproval	S. Harness	1/16/2024 Approved
CHENIER, Katherine	Licensee Preapproval	M. Holcomb	2/1/2024 Approved

l. Respecializations of Licensed Psychologists:

Name	Respecialization Area	Reviewer	Date of review/Result
NONE TO REPORT			

m. LSSP Committee Recommendation for Licensure:

Name	Reviewer	Date of review/Result
NONE TO REPORT		

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

Primary Supervisor	ATAP NAME	Supervisors(S)	Date of review/Reviewer
LOBRANO, Michael T.	James Peck	No Addit.	1/15/2024 Approved/T. Sam
VIGGIANI, Sandra	Emma Trahan	No Addit	2/13/2024 Approved/T. Sam
HAAG, George	Matthews, Walter	No Addit	11/17/2023 Approved /T. Sam
HAAG, George	Ferrier, Patrick	No Addit	11/17/2023 Approved/T. Sam
HAAG, George	Flynn, Sarah	No Addit	11/17/2023 Approved/T. Sam
BOUDREAUX, Jean	Butler, Allison	Gibson, Gina	12/27/2023 Approved/T. Sam
CALAMIA, Matthew	DeLozier, Isaac	No Addit	2/23/2024 Approved /T. Sam
BRICKELL, Emily	Dean, Sarah	Anneliese Boettcher, Brian Mizuki, Robert Sawyer	2/23/2024 Approved /T. Sam
MAHLER, Chelsey	Stickley, Sarah	No Addit	3/19/2024 Approved/T. Sam
BOUDREAUX, Jean	Champagne, Kaitlin	Gibson, Gina	3/19/2024 Approved/T. Sam
POST, Patricia	McDonald, Ashton	Braud, Jacquelyn	3/19/2024 Approved/T. Sam
OLIVIER, Traci	Porta, Megan	No Addit	3/26/2024 Approved/T. Sam
BRENNAN, Adrienne	Neal, Catherine	Lisa Gallagher, Corinn Johnson, Amy Henke, Kristin Callahan, Sarah	3/26/2024 Approved/T. Sam

		Rayburn, Koren Boggs	
BOUDREAUX, Jean	Briggs, Dylan	Gibson, Gina	3/26/2024 Approved/T. Sam

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

Following the reading of the Consent Agenda, Dr. Moore called for motions to object or to approve the Consent Agenda. Regarding the items specified on the Consent Agenda, Dr. Harness moved to approve, affirm, and ratify the items on the Consent Agenda accordingly. Following an opportunity for discussion, the matter was put to a vote. The Motion to approve the consent agenda passed by majority roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb and Woods-Smith; Against: (0); Abstained: (1) Sam; Absent: (0).

Dr. Moore acknowledged guest Dr. Janet Sue Austin who signed in for Public Comment. As a courtesy, Dr. Moore offered the opportunity for Dr. Austin to provide public comment prior to going into Executive Session. Dr. Austin had a question about whether the job description for an employee with the Department of Corrections would qualify as an Assistant to a Psychologist. The Board provided information to Dr. Austin and asked that she submit future questions to the office.

EXECUTIVE SESSION: Dr. Moore moved to enter Executive Session at 10:19 a.m. Following an opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Moore, Harness, Sam, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Holcomb.

OPEN MEETING: Dr. Harness moved to exit Executive Session at 12:02 p.m. Following an opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (5) Moore, Harness, Sam, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (0).

ANNUAL PUBLIC HEARING:

On return to Open Meeting, the Board began with the time dedicated for the Annual Public Hearing and hearing comments submitted to the Board. Dr. Moore read the following comments into the record:

By Dr. Ron Cambias, per an email conversation provided comment regarding a CPD activity he attended with PESI on April 8th, on Internal Family Systems (IFS), that was not eligible for the preapproval process since he had already taken the course. Dr. Cambias explained that he “*needed confirmation from the Board due to the conflicting information given on the CE certificate itself stating that Psychologist will not receive credit for this offering.*” And further commenting that, “*Perhaps the Board can make a more definitive statement about PESI offerings being accepted regardless of what PESI itself puts on some of its CE certificates.*”

By Greg Gormanous, Ph.D. submitted by email on 4/19/2024: “*Dear Chairman Moore: This email officially requests my public comment be read into the record at the beginning of the meeting concerning the REVIEW AND APPROVAL OF AGENDA LSBEP on April 19, 2024: Under Louisiana’s Open Meetings statute*, please read the entire attached statement concerning the AGENDA and details on HB 828 into the record, including references. The statement details Agenda Item:12. 2024 Regular Legislative Session (Board Impact and Public Safety Bills). HB 828 MILLER – BOARDS AND COMMISSIONS – provides for the practice of a Medical Psychologist, explicitly removes authority for LSBEP to regulate a Medical Psychologist. With respect to “explicitly removes authority for LSBEP to regulate a Medical Psychologist,” this phrase is misleading and appears to be incorrect.*”

On closure of the Public Hearing, the Board agreed to take the comments under consideration.

Presentation by Covalent (Trae Russell and Cody Cifelli) – Licensing System Development Update

From approximately 12:30 p.m. – 1:15 p.m. Cody Cifelli, Trae Russell and Amy LeJeune from Covalent Logic, LLC provided a demonstration on the progress and development of the new licensing system.

CALL FOR EXECUTIVE SESSION MOTIONS:

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

The Board discussed this application in executive session.

- a. **Traci W. Olivier ATAP Registration for Megan Porta** – no action
- b. **Adrienne Brennan, et al ATAP Registration for Catherine Neal** – no action
- c. **Jean Boudreaux, et al ATAP Registration for Dylan Briggs** – no action
- d. **Xavier Amador, Temporary Registration** – Dr. Moore moved that Dr. Amador’s request for an additional exception be denied. Following opportunity for comment, the motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam.
- e. **Betool B. Ridha, Ph.D., Application for License** – Dr. Moore moved that the Board grant the request for fee waiver to Dr. Ridha. Following opportunity for comment, the motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam.

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

- a. **Review of Qualifications for Independent Psychological Evaluators to facilitate La. R.S. 37:2356.H.** The Board reviewed and discussed the qualifications and potential conflicts of individuals who submitted letters of interest in serving as Independent Psychological Evaluators for the LSBEP. Dr. Moore moved to confirm the following individuals as Board Approved Evaluators,

- i. John Matthew Fabian
- ii. Jeffrey Luria
- iii. Michael Chafetz
- iv. Erica Meyers
- v. Keith Westerfield

Following opportunity for comment, the motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam.

- b. **P19-20-16B – Recommendation for dismissal with education.** – (*Complaint Committee: Jonathon Wagner, Attorney; Sasha J. Lambert, Complaint Coordinator; and Michelle Moore, Board Chairperson*) Dr. Moore presented this matter to the Board in Executive Session. Dr. Holcomb was recused from any discussion and vote on this matter. Dr. Woods-Smith moved to accept the recommendation of the Complaint Committee to dismiss the matter with a letter of education. Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (3) Moore, Harness, and Woods-Smith; Against: (0); Abstained: (0); Recused (1) Holcomb; Absent: (1) Sam.

3. REVIEW AND DISCUSS PROSPECTIVE CANDIDATES FOR IN-HOUSE ATTORNEY AND COMPLAINT COORDINATOR III [LSA-R.S. 42.17.A(1)]

The Board reviewed the qualifications of Jesse D. Lambert, Psy.D., MP and Jennifer L. Russell, Ph.D., for Complaint Coordinator III Contract. The Board reviewed and discussed prospective candidates for the In-House Attorney position and identified the following candidates for preferred interview: Courtney P. Newton, Attorney and Melvin Burmaster.

DISCUSSION/ACTION ITEMS:

1. **ELECTION RESULTS** - Dr. Moore opened the certified election results for the LSBEP Election 2024-2029 from Simply Voting on April 15, 2024, read them into the record and directed Ms. Monic to send a copy to the Louisiana Psychological Association for reporting to the Governor. Those results were reported as follows:

Start: 2024-02-02 12:01:00 America/Chicago

End: 2024-03-04 23:59:00 America/Chicago

Turnout: 281 (34.0%) of 826 electors voted in this ballot.

Option	Votes
Marc L. Zimmermann, Ph.D.	230
Abstain	51
Total	281

2. **2024-25 Budget Review** – The Board reviewed the budget and recommended amendments with respect to employee salaries and contracts for fiscal years 2024-2025 and 2025-26.

- a. **CONTRACTS:**

- i. **2024, 2025, AND 2026 Audit Contract (inc. contract amount)** - Ms. Monic reported that the La Legislative Auditor had offered a continuance of the contract with Pinell & Martinez, LLC, but that it came with a substantial increase of \$535/year. Alternately the Board could decline and LLA would open the contract up for bid. Following discussion, Dr. Holcomb moved to accept the proposal from Pinell & Martinez for auditing services as follows:

- For the year ending June 30, 2024, the proposed fee is \$2,335.
- For the year ending June 30, 2025, the proposed fee is \$2,335.
- For the year ending June 30, 2026, the proposed fee is \$2,335.

Following opportunity for comment, the motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam.

- ii. **Accounting Contract: Griffin and Furman LLC:**

The following Motion and Resolution was offered by **Dr. Shawanda Woods-Smith** who moved for its adoption at the **April 19, 2024,** meeting of the Louisiana State Board of Examiners of Psychologists (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”; and

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.”; and

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 \$6,177, 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, 2024** through **June 30, 2025**.*

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: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam. Whereupon the Resolution was declared adopted by the Louisiana State Board of Examiners of Psychologists on the **19th** day of **April 2024**.

iii. **Investigator Contract: Tony W. McCoy d/b/a Statewide Surveillance & Investigation, LLC**

The following Motion and Resolution was offered by **Dr. Shawanda Woods-Smith** who moved for its adoption at the **April 19, 2024**, meeting of the Louisiana State Board of Examiners of Psychologists (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"; 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 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; and

*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, 2024**, and ending **June 30, 2025**. 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.*

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: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam. Whereupon the Resolution was declared adopted by the Louisiana State Board of Examiners of Psychologists on the 19th day of April 2024.

iv. **Complaint Coordinator I: Sasha J. Lambert**

The following Motion and Resolution was offered by **Dr. Shawanda Woods-Smith** who moved for its adoption, and seconded by **Dr. Michelle Moore**, at the **April 19, 2024**, meeting of the Louisiana State Board of Examiners of Psychologists (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; 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 nature of the functions performed by the Board require the continuing services of a COMPLAINTS COORDINATOR who is a licensed psychologist, with experience in forensics, to review complaints and direct the investigation of complaints; and
WHEREAS potential conflicts of interest may arise, the Board requires more than one individual to serve in this role; and

WHEREAS the Sasha J. Lambert, Ph.D. has been found to be qualified for this position and previously contracted with Board to provide these services to the satisfaction of the Board; and

WHEREAS the hourly rates of pay for the position of Complaints Coordinator shall be:

- *\$150 per hour, contractor will dedicate a minimum of 8 hours per month for completion of a review of a Request for Investigation, with a preliminary and final recommendation to the Board, completion of a review/proof of an Administrative Complaint pleading, 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.*

WHEREAS, this resolution shall take effect immediately.

IT THEREFORE RESOLVES by motion of Dr. Gormanous that the Board contract with Sasha J. Lambert, Ph.D. to provide services as Complaints Coordinator I, for a multi-year contract beginning July 1, 2024, and ending June 30, 2027, for an amount not to exceed a maximum of \$50,400.

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

Following an opportunity for discussion, the resolution was put to a vote. The vote thereon was as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam. Whereupon the Resolution was declared adopted by the Louisiana State Board of Examiners of Psychologists on the 19th day of April 2024.

v. **Complaint Coordinator II: Laura Brown**

The following Motion and Resolution was offered by Michelle Moore, Ph.D. who moved for its adoption at the **April 19, 2024**, meeting of the Louisiana State Board of Examiners of Psychologists (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”; 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 nature of the functions performed by the Board require the continuing services of a COMPLAINTS COORDINATOR who is a licensed psychologist, with experience in forensics, to review complaints and direct the investigation of complaints; and
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 Complaints Coordinator II, for the period beginning **July 1, 2024**, and ending **June 30, 2025**, 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.

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: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam. Whereupon the Resolution was declared adopted by the Louisiana State Board of Examiners of Psychologists on the **19th** day of **April 2024**.

vi. **Complaint Coordinator III:**

The following Motion and Resolution was offered by Dr. Shannae Harness, who moved for its adoption, and seconded by Dr. Michelle Moore at the **April 19, 2024**, meeting of the Louisiana State Board of Examiners of Psychologists (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; 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 nature of the functions performed by the Board require the services of a COMPLAINTS COORDINATOR III who is a licensed psychologist, with experience in forensics, to review complaints and direct the investigation of complaints; and
WHEREAS potential conflicts of interest may arise, the Board requires more than one individual to serve in this role; and*

*WHEREAS Jennifer **L. Russell, Ph.D.** has been found to be qualified for this position;
WHEREAS the hourly rates of pay for the position of Complaints Coordinator III shall be:*

- *\$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.”*

*IT THEREFORE RESOLVES by motion of **Dr. Harness** that the Board contract with **Dr. Russell** to provide services as **Complaints Coordinator III**, for a fiscal year beginning **July 1, 2024**, and ending **June 30, 2025**, for an amount not to exceed a maximum of \$5,000.*

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: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam. Whereupon the Resolution was declared adopted by the Louisiana State Board of Examiners of Psychologists on the **19th** day of **April 2024**.

vii. **Legal (Prosecutor): Chehardy, Sherman, Williams, Recile & Hayes (Courtney P. Newton)**

The following Motion and Resolution was offered by **Dr. Matthew Holcomb** who moved for its adoption, and seconded by **Dr. Shannae Harness** at the **April 19, 2024**, meeting of the Louisiana State Board of Examiners of Psychologists (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; 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 nature of the functions performed by the Board require the continuing services of an attorney who specializes in prosecuting cases under administrative law fulfill this function; and

WHEREAS the Courtney P. Newton, Esq. has been found to be qualified for this position and has previously contracted with Board to provide legal services to Board to their satisfaction; WHEREAS the hourly rates shall not exceed the rates approved by the State of Louisiana, Office of the Attorney General.

*IT THEREFORE RESOLVES by motion of Dr. Henke, that the Board contract with **CHEARDY, SHERMAN, WILLIAMS, MURRAY, RECILE, STAKELUM & HAYES, LLP** to provide legal services including, but not limited to, prosecutorial functions, for a multi-year contract beginning July 1, 2024, and ending June 30, 2025. The contract to commence; at the rate of \$190 per hour plus travel and expenses that are preapproved in accordance with Policy and Procedure Memo 50, and not to exceed a maximum of \$20,000 for that period.*

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 and proposed contract described herein be submitted to the Attorney General for the State of Louisiana for approval.

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: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam. Whereupon the Resolution was declared adopted by the Louisiana State Board of Examiners of Psychologists on the **19th** day of **April 2024**.

EXECUTIVE SESSION: Dr. Holcomb moved for an Executive Session to discuss personnel matters prior to considering the next discussion items. Following an opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Abstained: (0); Absent: (1) Sam.

OPEN MEETING: Dr. Moore moved to exit Executive Session. Following an opportunity for discussion, the matter was put to a vote. The motion passed by unanimous roll call vote of the members present as follows: The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Absent: (1) Sam.

- b. **IN-HOUSE ATTORNEY POSITION** – The Board discussed the hiring process. Dr. Woods-Smith moved that the Executive Committee be empowered to make an offer of employment to the selected candidate based on the interview process and within the allotted budget amounts. Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Recused (0); Absent: (1) Sam.
- c. **Income/Expenses for 2023-24 and Projected 2024-25** – The Board discussed the budget. Dr. Holcomb moved that the Board revised the budget related to the line item for 2024-25 Total Salaries and raise that amount to a limit not to exceed \$185,000. Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Recused (0); Absent: (1) Sam.
3. **La Psychological Association Conference Saturday, June 1, 2024: Presenters/Content** – The Board discussed the invitation to present at the 2024 LPA Conference. Dr. Woods-Smith volunteered to present with Ms. Monic. The Board confirmed the representation by Dr. Woods-Smith and Ms. Monic at LPA.

4. **ASPPB Midyear Meeting, Boston MA April 24, 2024 – April 28, 2024**
 - a. **Association Management Center: ASPPB Governance Task Force Recommendations** – Ms. Monic explained concerns after attending the ASPPB Townhall meeting that there could be a call for a vote to amend ASPPB Bylaws and requested the designation of a delegate. The Board affirmed Dr. Moore as Delegate and Ms. Monic as Alternate Delegate.
 - b. **Presentations to ASPPB by Dr. Michelle Moore (Succession Planning Panel) and Jaime Monic (Success Story Panel)**. Dr. Moore reported on the planned presentations to ASPPB.
5. **2024 License Renewals**
 - a. **Processing Renewals** – Ms. Monic assured the Board that Covalent Logic was on schedule to roll out the new system for renewals in July; that there was not an option to use the old database to process renewals in July 2024; and that, if need be, a manual process could be managed.
 - b. **Continuing Professional Development Authorizations/Delegations** The Board discussed the following delegations and for the 2024 renewal period, Dr. Moore moved to affirm staff authority to review approve or reject CPD submissions, reporting extensions, and Emerit applications; and authorize the reinstatement of unintended lapsed licenses with oversight from the CPD Committee as needed. Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Recused (0); Absent: (1) Sam.
6. **Lynn Aurich - Request for Board Opinion regarding Psychologist Emergency Certificate** – The Board reviewed the request for Board Opinion from Dr. Lynn Aurich. After reviewing the request, it was determined that a legal opinion or declaratory judgement would be appropriate in this instance.
7. **Shawanda Woods-Smith - Request to consider interim/alternative ATAP's (floater) in the event of absences.** – Per Dr. Woods-Smith's request, the Board discussed a scenario where a supervisor may go on leave or an extended absence, and during such time, could an interim or alternative ATAP float or fill in for such absence? The Board determined this would require an application or Transfer request for supervision of an ATAP by a different Supervisor during such times of emergency or special circumstance.
8. **POLICY DISCUSSION/MOTIONS**
 - a. **Regularly Scheduled Board Meetings - discussion to move to a bi-monthly meeting schedule, requested by Dr. Matthew Holcomb.** The Board discussed this policy noting that special meetings were being called in the month prior to the current quarterly meeting for the last two meetings. Because members were already convening to conduct oral examinations in the month preceding the regular meeting, Dr. Holcomb requested consideration of changing the policy from meeting quarterly to meeting on a more frequent basis so as not to delay licensing. Dr. Moore noted that during the last Special Meeting, the Board was able to respond to a deadline from the Governor's Office because the meeting so happened to fall on an oral examination date. This allowed the board to address the request without another meeting. The Board discussed the need to limit the additional meetings to licensing examinations or matters that were critical or time sensitive. Concerns were also raised that in some months, there may only be one or two oral examinations which would not require a quorum of the Board to be present. In such cases, some members would not want to spend money to travel for a 15-minute licensing

meeting. Following this discussion, Dr. Holcomb moved that the board conduct 8 meetings per year, 4 meetings with limited agendas to conduct oral examinations and address urgent or time sensitive issues and 4 regular meetings. Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (3) Moore, Holcomb, and Woods-Smith; Against: (0); Abstained: (1) Harness; Recused (0); Absent: (1) Sam.

- b. **Supervised Training by Medical Psychologists not licensed by LSBEP.** – This matter was Tabled without objection.
- c. **Board Member Self-governance – discussion to adopt policy requested by Dr. Michelle Moore** – Ms. Monic reported progress on a draft, but that it was not ready for discussion. This matter was tabled without objection.

9. **OPINIONS:**

- a. **Specialty Areas – related to considerations for health service psychologist supervisors (clinical, counseling and school) providing supervised training to an individual specializing in a health service specialty.** Dr. Moore requested this discussion topic to consider revising opinion #002 related to the Clinical, Counseling, School specialties. Dr. Moore explained the issue was lack of specificity regarding the language used to describe supervision requirements under LAC Rule 705 which requires that the supervisor have “training in the specific area of practice in which they are offering supervision”. Historically, specialty designations have been used to determine supervisor qualifications when approving a Supervised Practice Plan. Ms. Monic suggested that the resolution may need to be a new opinion and explained the reasoning for Opinion 002 was to address prerequisite requirements for “clinical” experience imposed by extraneous laws outside of the psychology act and suggested that any revision take that aspect into consideration vs. Training.
- b. **Revisions to related forms.** – The board looked at potential revisions to the Supervised Practice Plan and Postdoctoral Documentation form to address the issue of specialty area. Dr. Moore agreed to review the forms and opinion for further recommendation.

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

- a. **All new: Master’s Level Licensure** – The Board approved the establishment of a Workgroup to consist of Jaime Monic, Shavaun Sam, Dr. Cynthia Lindsey and One Member of LPA.
- b. **Chapter 1. Definitions related to:** Dr. Moore moved that the Board proceed with rulemaking to address the concerns discussed at the January 2024 LRP Meeting to remove the 3 limit attempt for the EPPP and make it unlimited; change 105.C. to allow a candidate to sit for the examination as frequently as offered by the Board; change 105.D. to allow for the applicant’s removal from candidacy after a certain amount of time, requiring reapplication without imposing a 2 year delay.
- c. **Chapter 5. Written Examinations § 501.A. related to required examinations** - The board approved the establishment of a Workgroup to consist of Jaime Monic, one member of LPA and Dr. Shawanda Woods-Smith to begin reviewing changes required to the laws and rules related to the EPPP to allow for the current structure of the examination.
- d. **Chapter 8. Continuing Education** – The Board thoroughly reviewed changes to the Continuing Education regulations. Dr. Moore moved in favor of the following changes (**Bold/underlined** indicates new language):

§805. Acceptable Sponsorship, Offerings and Activities

D. The board will recognize the following activities offered by acceptable sponsors in Section 805.C. above.

1. Workshops—live or **pre-recorded workshops** offered for credit. Live Workshops may be presented in-person, **live or** by video conference/virtual **format or pre-recorded/on-demand format**.

2. Conference Workshops/Training Activities—Conferences are trainings lasting longer than one day (eight hours). Conference training may be presented in-person or by video conference/virtual format.

E. The board will recognize the following professional activities offered by acceptable sponsors in Section 805.C. These activities shall be limited to 10 credits:

1. Professional Activities—serving on an international, national, regional, or state psychological association board or committee; or board member of regulatory body related to the field of psychology. Professional activities shall not include lobbying activities. One year equals 10 credits;

2. Registered attendance at conferences/conventions—attendance at a conference related to the field of psychology or a conference, that aids in the licensee’s professional development. One conference day equals one credit. This credit is separate from traditional continuing education units that may be awarded by an approved sponsor at said conference. A certificate of attendance is required;

3. Instruction—preparation and teaching of a semester-long graduate or undergraduate course, related to psychology, in a regionally accredited institution, or continuing education workshop presentation. Credit can only be received the first-time teaching or presenting the material:

a. credit hours for preparing and teaching a workshop shall be calculated at four times the credit granted attendees, divided by the number of presenters, but shall not exceed 10 credits;

b. credit hours for teaching a university course shall be awarded 10 credit hours. Documentation required to earn credit shall be the course syllabus or brochure;

4. Academic courses—a graduate-level course related to the psychologist’s discipline and practice, taken for credit from a regionally accredited university or one pre-approved by the board. One three-hour course or equivalent equals 10 credits; or, one registered audit, documented by the university, equals five credits;

5. Publications—author of an article for peer-reviewed publications or author, editor or co-editor of a book/book chapter related to the field of psychology. One article equals 10 credit hours; one book/book chapter equals 10 credit hours. Documentation required to earn credit shall include a copy of journal abstract or a copy of the publication;

6. APA or APA-approved sponsor home study course.

F. Sponsors of CPD approved under Section 805.C. may not advertise a CPD as board-approved or endorsed or purport that the CPD satisfies the licensure requirements set forth in §803.

§806. Board Approval of Proposed CPD Offerings and Activities; CPD promotion and Advertisement

C. CPD offerings and activities not approved by the board under Sections 805 or 806 of this Chapter may generate acceptable CPD credits for licensees under the following circumstances:

1. The licensee submits a complete application for preapproval of the course or activity using the form provided by the **board prior to engaging in the activity** and **submits** payment of an application fee required under Chapter 6.

2. The course or activity submitted for approval shall only be considered for the licensee who submits the approval.
3. A licensee may not request approval of an activity after June 30 of their reporting year for the renewal of their license.
 - a. A provisionally licensed psychologist that fails to meet the CPD requirements by June 30 of their reporting year, including acceptable sponsorship, offerings and activities, shall be subject to the provisions of R.S. 37:2356.2.
 - b. A licensed psychologist that fails to meet the CPD requirements by June 30 of their reporting year, including acceptable sponsorship, offerings and activities, shall be subject to the provisions of R.S. 37:2357.A(2).
- D. The licensee ~~may choose to~~ **must** apply for preapproval of the following unsponsored activities. These activities shall be limited to 10 credits:

- ~~4. professional activities serving on an international, national, regional, or state psychological association board or committee; or board member of regulatory body related to the field of psychology. Professional activities shall not include lobbying activities. One year equals 10 credits;~~
- ~~5. registered attendance at conferences/conventions attendance at a conference related to the field of psychology or a conference, that aids in the licensee's professional development. One conference day equals one credit. This credit is separate from traditional continuing education units that may be awarded by an approved sponsor at said conference. A certificate of attendance is required;~~
- ~~7. instruction preparation and teaching of a semester long graduate or undergraduate course, related to psychology, in a regionally accredited institution, or continuing education workshop presentation. Credit can only be received the first time teaching or presenting the material:

 - a. credit hours for preparing and teaching a workshop shall be calculated at four times the credit granted attendees, divided by the number of presenters, but shall not exceed 10 credits;
 - b. credit hours for teaching a university course shall be calculated at 10 times the number of credit hours awarded the students. Documentation required to earn credit shall be the course syllabus or brochure;~~
- ~~8. publications author of an article for peer reviewed publications or author, editor or co-editor of a book/book chapter related to the field of psychology. One article equals 10 credit hours; one book/book chapter equals 10 credit hours. Documentation required to earn credit shall include a copy of journal abstract or a copy of the publication.~~

Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Recused (0); Absent: (1) Sam.

- a. **Chapter 11. Supervision of Assistants to Psychologists** - The Board discussed the need for policies/rules related to the following items:
 - i. **Notarized forms must be dated before or within 30 days of start date given that all registrations should have been up to date by summer 2023** – The Board agreed that new applications received beyond this timeline are subject to complaint investigation for violation of the rules.
 - ii. **Penalties/opening complaints for failing to register/late registration of ATAP** – the Board agreed that penalties should be imposed. Ms. Monic recommended rulemaking to implement monetary penalties imposed administratively.

- iii. **Telesupervision Requests related to ATAP Applications** – Dr. Sam addressed this in her presentation. No further discussion on this matter.
- iv. **Limitation on the number of supervisees that a person can serve as a secondary supervisor** – Dr. Sam addressed this in her presentation. No further discussion on this matter.
- v. **Include definitions for supervisor versus consultant and “client contact” (not requiring registration)** No discussion on this matter.
- vi. **Need for proxy/surrogate supervisor paperwork** – this was addressed in discussion item D.7. Request to consider interim/alternative ATAP’s (floater) in the event of absences.
- b. **Chapter 12. Criminal Background Checks (new procedures)** – this item was tabled.
- c. **Chapter 19. Public Information**
 - i. **Act 393 of the 2023 Regular Legislative Session related to Americans with Disabilities Act and accommodations** - The Board reviewed rules prepared by Amy Lowe, as follows:

CH 19. Public Information
Section 1907. ADA Accommodations

A *The following persons are encouraged to contact the board office to discuss viable alternative methods to participate in any function of the board, including but not limited to open meetings, applying for licensure, licensure examinations or accessibility to the full range of programs, services, activities and facilities of the agency: (i) any person with a qualified disability recognized by the Americans with Disabilities Act in 42 USC §12102, or a designated caregiver of such person; (ii) a participant member of the agency, an applicant, a candidate or licensee who requires an accommodation; (iii) an individual who pursuant to La. R.S. 23:341-342 experiences temporary limitations arising from pregnancy, childbirth or related medical conditions.*

B *To facilitate accommodations timely so as not to disrupt essential board functions, it is incumbent on the qualifying individual with a disability or their caregiver to request reasonable accommodation(s) at least five (5) days prior to the scheduled meeting, program, or service.*

C *Procedures for making a request:*

 - 1*** *Members of the public:*
 - a*** *A person needing accommodations pursuant to this section may submit a request to the ADA Coordinator either verbally or in writing for participation in open meetings, hearings or other publicly available programs.*
 - b*** *Utilization of teleconference or video conference is an available accommodation that will be made available to the requestor.*
 - c*** *The board will make every attempt to meet the requestor’s needs outside of currently available options except as provided under Section D.*
 - 2*** *Applicants, Candidates or Licensees:*
 - a*** *A person needing accommodations pursuant to this section may submit a request to the ADA Coordinator.*
 - i*** *A request may be initiated verbally or by completing and submitting a Request for Accommodation form to the ADA Coordinator.*
 - ii*** *If a request is initiated verbally, the requestor must complete and submit a Request for Accommodation Form prior to the board meeting.*
 - iii*** *If the individual needs assistance to complete the request form, board staff will provide such assistance.*
 - b*** *The ADA Coordinator will initiate an interactive process to determine and facilitate a reasonable accommodation.*

- i *As part of the interactive process, it may be required that the requestor provide the ADA Coordinator with medical documentation from their health care provider describing the nature of the disability and the functional limitations thereof. Such documentation shall be required for any testing accommodations for applicants for licensure.*
 - 3 *Board Members: A board member who has a disability as defined in this section shall be allowed to participate and vote in a meeting via electronic means and shall be counted in the quorum. However, pursuant to open meeting laws, participation in this manner precludes participation in disciplinary hearings and/or adjudications.*
 - D *Reasonable accommodations under this section will be approved unless,*
 - a *the Requestor is not a qualified individual.*
 - b *doing so poses an undue hardship on the agency's essential functioning that is substantial, cost prohibitive, or disruptive.*
 - c *doing so would fundamentally alter the nature of the agency's service, program or activity.*
 - d *doing so poses a direct threat to the health or safety of the individual with a disability or others.*
 - E *Grievance procedures are available to individuals with disabilities to resolve complaints regarding the disposition of an accommodation request or asserting any action that would be prohibited by the ADA as follows:*
 - 1 *An internal grievance may be filed to elevate the request for consideration by the full Board.*
 - 2 *Individuals may also contact or file a complaint with the following external agencies:*
 - a *U.S. Equal Employment Opportunity Commission (EEOC).*
 - b *Louisiana Commission on Human Rights.*
 - c *U.S. Department of Justice (DOJ), Civil Rights Division*
 - F *Confidentiality*
 - 1 *All documentation obtained as part of an accommodation request, including medical and other relevant information, shall be maintained as confidential records, separate from the employee's personnel file, and subject to disclosure only as allowed by law or with the individual's permission.*

Dr. Holcomb moved to adopt the rules as drafted and proceed with rulemaking. Following opportunity for comment, the motion passed by majority roll call vote of the members present as follows: In favor: (3) Moore, Holcomb, and Woods-Smith; Against: (0); Abstained: (1) Harness; Recused (0); Absent: (1) Sam.

- d. **Chapter 32. Licensed Specialist in School Psychology Advisory Committee (restructuring)**
the previously discussed amendments to restructure the LSSP Advisory Committee was affirmed. No further discussion on this matter.
- 2. **2025 Regular Legislative Session**
 - a. **Discuss Committee work to bring recommendations for changes needed in the 2025 Regular Session** – This matter was fully addressed in Discussion Item 10.
- 3. **2024 Regular Legislative Session (Board Impact and Public Safety Bills)** – The board reviewed and discussed impacts of the following legislative instruments.
 - a. **SB 57 LAMBERT – PSYCHOLOGISTS (Licensed psychological associate)** – The board reviewed SB57 and discussed amendments needed to facilitate fiscal transactions including initial

- licensing, renewal and the ability to enforce the provisions of the statute related to disciplinary actions for the proposed license.
- b. **SB 59 FIELDS – COUNSELING/GUIDANCE (access to mental health counseling in educational institutions)**
 - c. **SB60 PRESSLY – FEES/LICENSES/PERMITS relative to occupational licenses (“Welcome Home Act”)** Ms. Monic reported on the fiscal note requested by the Louisiana Legislative Auditor related to this bill.
 - d. **SB129 OWEN – PUBLIC RECORDS – confidentiality of certain personnel records**
 - e. **SB 336 PRESSLY – STUDENTS (provides for dyslexia screening and subsequent testing and core assessment)**
 - f. **HB 109 MACK – ADMINISTRATIVE PROCEDURE - Relative to the review of agency rules (5-year review, petitions, requires rulemaking and for the Louisiana Register to set up a comment portal)**
 - g. **HB 180 WRIGHT – ADMINISTRATIVE PROCEDURE. Requires legislative oversight committees to hold hearings on proposed rules**
 - h. **HB192 MILLER – SUNSET LAW – recreates the Louisiana Department of Health**
 - i. **HB 265 AMEDEE – STATE AGENCIES – relative to benefits, products, and services by governmental entities (prohibits term “free”)**
 - j. **HB 268 JOHNSON – PUBLIC RECORDS relative to confidentiality of home address and contact information for a public employee.**
 - k. **HB 598 VENTRELLA – PSYCHOLOGISTS (definition of “psychologist”)** The Board discussed the potential negative impacts on the public and concerns for the Board’s ability to regulate should this bill pass. The Board agreed to monitor this bill closely and educate as needed.
 - l. **HB 599 VENTRELLA – ADMINISTRATIVE PROCEDURE relative to adjudications and judicial review (removes board deference)** Ms. Monic explained the potential financial impacts on the board should this bill pass.
 - m. **HB 408 LANDRY – WEAPONS/FIREARMS** – Ms. Monic reported that a fiscal note on this bill was provided to the Louisiana Legislative Auditor at their request.
 - n. **HB 446 HILFERTY et al – PUBLIC MEETINGS – requires agencies to submit a notice of each meeting to the commissioner of administration in the manner required by R.S. 49:1303 and 1305.1.; the commissioner will be responsible for setting up electronic meeting notification.**
 - o. **HB 658 HENRY/ROMERO – ADMINISTRATIVE PROCEDURE – relative to notices prior to administrative revocation of a license (allows electronic notifications)**
 - p. **HB682 HILFERTY – LEGISLATORS – provides authority for legislators to attend board executive sessions**
 - q. **HB716 OWEN – LICENSING – universal recognition of occupational licenses**
 - r. **HB828 MILLER – BOARDS AND COMMISSIONS- provides for the practice of a Medical Psychologist, explicitly removes authority for LSBEP to regulate a Medical Psychologist. –** The Board discussed the fiscal impacts, and continuing issues related to supervision of trainees by Medical Psychologists who do not retain their license to practice psychology with the LSBEP. The Board reviewed and approved a letter of education related to this proposed bill.
 - s. **HB 872 MILLER - STUDENTS: Provides behavioral health services for students (OR NO IMPACT See Note)** The Board reviewed this bill. Ms. Monic reported that it was her understanding that the La Psychological Association was looking into concerns that would exclude services currently offered to students in school systems by Licensed Psychologists or Licensed Specialists in School Psychology.
 - t. **Other legislation:** no other legislation was discussed.

Dr. Holcomb exercised privilege to formally express his appreciation to Dr. Moore for her time and service, which sentiment was shared by Dr. Harness, Woods-Smith and Ms. Monic.

Dr. Holcomb moved to Adjourn at 7:05pm. Following opportunity for discussion. The motion passed by unanimous roll call vote of the members present as follows: In favor: (4) Moore, Harness, Holcomb, and Woods-Smith; Against: (0); Abstained: (0); Abstained: (0); Absent: (1) Sam.

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.