

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

Friday, October 18, 2024
FINAL APPROVED: January 17, 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 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. Shannae N. Harness, Ph.D., Vice Chair; Dr. T. Shavaun Sam, Ph.D.; Dr. Shawanda Woods-Smith, Psy.D.

Vacancy: Public Board Member

Staff Present: Executive Director, Jaime Monic; Executive Counsel/Prosecuting Attorney, Courtney P. Newton, No. 29373; Administrative Assistant, Jalyne Brown

In-Person Guest Attendees: Koren Boggs, Alicia Marks Williams, Ph.D.

Zoom Attendees: Kim VanGeffen, Shannae Harness, Lauren Keller, Amy Henke, K. Manuel, I.T. Keller

OPEN MEETING

- A. CALL TO ORDER:** A quorum of members being present, the Board Chairperson, Dr. Harness, called the meeting to order at 9:37 a.m. on Friday, October 18, 2024.
- B. DECARATION OF PURPOSE:** 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.
- C. REVIEW AND APPROVAL AND AGENDA:** Dr. Harness opened the matter for discussion.
 1. Jaime Monic informed the Board that there were three time-sensitive matters that needed to be added to the Agenda which included:
 - a. Discussion of the Attorney General’s letter regarding participation in the Occupational Licensing Review Program (OLRP). Dr. Sam Moved in favor of adding the OLRC to Discussion Items. Dr. Harness called for a roll call vote: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore
 - b. Discussion of Petition for Rulemaking to modify Rule §503 addressing the EPPP. Dr. Harness moved in favor of adding the review and consideration for the Petition for Rulemaking to the Discussion Items. Dr. Harness called for a roll call vote: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore

2. Dr. Harness moved to amend the agenda order to start the PUBLIC COMMENTS PERIOD at noon during the working lunch. Dr. Harness called for a roll call vote: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore

D. COMMITTEE AND LIAISON REPORTS: The Board received the following reports:

1. **Executive Committee Report**
 - a. **Operations/Updates:** None at this time.
 - b. **Renewal Report: Open July 1, 2024:** None at this time
2. **Finance Committee**
 - a. **Quarterly Financial Report:** J Monic reported that the report was not prepared because information not received from Griffin & Firman. Monic addressed issue of delayed responses from Griffin & Firman and stated that she would address timing of reconciliations as issue was addressed in audit. Monic further stated that if issue not resolved, she would begin identifying new candidates for CPA contract.
 - b. **Annual Financial Report Prepared by Griffin & Furman, LLC .** The Board reviewed the AFR. Dr. Sam moved to accept the AFR. Dr. Harness called for a roll call vote: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore
 - c. **Legislative Financial Audit Report (Fiscal Year Ending 6/30/2024) Prepared by Pinell & Martinez, LLC.** Ms. Monic provided the Board with a copy of the Legislative Financial Audit Report and advised that the Chair and Vice Chair were apprised of the findings and managements response. The Board discussed the findings and plan to mitigate future findings.
3. **Continuing Professional Development Committee:** No Report
4. **Oral Examination Committee:** Dr. Woods Smith reported that everything is moving smoothly now that the board is meeting to license candidates on the same date that oral examinations are being conducted.
5. **Legislative Oversight Committee:** Report on 2024 Regular Legislative Session Impacts/mandates on LSBEP – No report/no updates. Report on 2024 Regular Legislative Session: Courtney Newton reported that this information was erroneously included on agenda, but was addressed at July 19, 2024 Board meeting. Nothing to Report.
6. **Complaint/Investigation Report:** Attorney Newton reported on Complaints and Investigations as follows:

COMPLIANCE REPORT

October 18, 2024, Board Meeting
Data Collected on October 17, 2024

1. Total Files: 30
 - a. Monitored Orders: 3
 - b. Matters Requiring Legal Action: 25
 - c. Active Disciplinary Cases: 21 (7 matters consolidated into 3 matters)
 - d. Applicant: 1
 - e. Closed Cases (voted on in prior Board meeting): 1
 - f. Proposed Closures (for consideration at current Board meeting): 4
2. Active Disciplinary Cases: 21
 - a. RFI Received: 9
 - b. Board Initiated: 5
 - c. Self-Reports: 4

d. Status:	
1)	Settlement Negotiations: 2
2)	IPPA Offers: 1
3)	Informal Hearings (Bertucci): 2
4)	Hearing: 2
e. Fiscal Year Received:	
1)	2019 – 2020: 2
2)	2020 – 2021: 1
3)	2021 – 2022: 4
4)	2022 – 2023: 3
5)	2023 – 2024: 4
6)	2024 -2025: 11
*Note: Consolidated RFIs Tracked Individually – 25 RFIs	
3. Subject Matters:	
a.	Non-Psychologist: 6
b.	Substance Abuse/Impaired: 8 (6 Licensees)
c.	Forensic: 4
d.	Boundaries / Sex: 4 (3 Licensees)
e.	Applicants: 1

Newton informed the Board that the change in reporting was due, in part, to recommendations made by Legislative Audit that recommended that the Board review complaint information at regular intervals. Newton further stated that subject matters of complaints were included to help the Board to identify areas where rule revision and/or additional education opportunities may be needed.

7. **Jurisprudence Examination Committee:** Nothing to Report
8. **Public and Professional Outreach Committee:** Nothing to Report.
9. **Liaison to Professional Organizations and Boards:** Nothing to Report.
10. **Long Range Planning Committee:** The matter was opened for discussion. Jaime Monic informed the Board that the Long Range Planning meeting is set for January 16 – 17, 2025 and recommended to the Board that the Committee set dates to meet to plan and prepare for the Long Range meeting. Drs. Harness and Sam agreed to communicate dates of availability.
11. **Supervision/Credentials Committee:** Nothing to Report.

E. *No Header*

F. CONSENT AGENDA:

1. **Review and consideration of item removal:** Consent Agenda was reported by Dr. Harness. Prior to the reading of the Consent Agenda, Ms. Monic advised the Board that Financial Statements were not prepared by Griffin & Firman for the months of July, August, or September 2024.
2. **Items of consideration for affirmation, ratification, adoption, approval and conferral:** Dr. Sam read aloud the Consent Agenda. During the course and scope of the reading, it was discovered that the following names were erroneously identified: In the section entitled Application for Registration of an Assistant to a Psychologist, Barbara Phillips should be listed as the ATAP for Shawanda Woods-Smith and Victoria Butler should be listed as the ATAP for Mandi Musso; Matthew Holcomb's ATAP's were listed twice.

a. Minutes (Approval):

Minutes: July 19, 2024; Minutes: September 20, 2024

b. Financial Statements Received (Affirm and Ratify):

Monthly Financials: Statement of Assets, Liabilities, & Equity (Modified Cash Basis); Statement of Revenues & Expenses (Modified Cash Basis); Statement of Revenues & Expenses- Budgetary Comparison (Modified Cash Basis) Months of June, ~~July, August, September 2024.~~

c. Temporary Registrations approved (Affirm and Ratify):

Name	State of Residence	Reviewer	Date of review/Result
Bennett, Sarah	Washington D.C	J.Monic	8/19/2024 Approved
Schaffer, Vickie	Texas	J.Monic	8/27/2024 Approved
Natalia Vallejos	Maryland	J.Monic	10/15/2024 Approved
Matthew Mendel	North Carolina	J.Monic	10/15/2024 Approved
Margarita Diaz	Texas	J.Monic	10/4/2024 Approved

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

Applicant	Supervisor	Reviewer	Date of review/Result
McCLINTOCK, Lauren	Russell Anderson	M. Moore	8/30/2024 Approved

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

Candidate	Supervisor	Reviewer	Date of review/Result
HALEY, Paige	Michael Chafetz	M. Moore	7/31/2024 Approved/Invite for EPPP
McCLINTOCK, Lauren	Russell Anderson	M. Moore	9/9/1014 Approved/Ivite for EPPP

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

Candidate	Reviewer	Date of review/Result
MATHIS, Emily	M. Moore	7/31/2024 Invite to EPPP

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

Candidate	Reviewer	Date of review/Result
BUI, Joy	S. Sam	8/21/2024 Invite for Oral exam
CATANZARITE, Kaitlyn	M. Holcomb	8/6/2024 Invite for Oral exam
CARLEW, Annelizabeth	S. Sam	8/6/2024 Invite for Oral exam
BLANCHARD, Halley	M. Moore	8/19/2024 Invite for Oral exam
SMITH, Allison	M. Moore	8/19/2024 Invite for Oral exam
HOLLAS, Kristen	M. Moore	8/19/2024 Invite for Oral exam
LANTIER, Katherine	M. Moore	8/19/2024 Invite for Oral exam
SCURRIA, Alyssa	M. Moore	8/19/2024 Invite for Oral exam
LEAVEY, Jamie	S. Sam	8/27/2024 Invite for Oral Exam

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

Candidate	Reviewer	Date of review/Result
SULLIVAN-BACA, Erin	M. Moore	7/31/2024 Invite for Face to Face
FREEBURG, Amyanne	M. Holcomb	8/6/2024 Invite for Oral exam

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
Patricia Aptaker, Ph.D.	T. Sam	8/14/24 – Reinstatement Approved
Cheryl Knight, Ph.D.	T. Sam	8/14/24 – Reinstatement Approved
Eban Walters, Ph.D.	T. Sam	8/16/24 – Reinstatement Approved
Maria Vazquez, Ph.D.	S. Woods-Smith	8/16/24 – Reinstatement Approved
Sam Allouche, Ph.D.	S. Woods-Smith	8/16/24 – Reinstatement Approved
David Kutz, Ph.D.	T. Sam	8/21/24 – Reinstatement Approved
Wayne Stewart, Ph.D.	T. Sam	8/21/24 – Reinstatement Approved
Natalie Cahill, Ph.D.	S. Harness	8/23/24 – Reinstatement Approved
Sean Ransom, Ph.D.	T. Sam	8/27/24 – Reinstatement Approved
Stacey L. Johnson, S.S.P.	Chenier, Pursell, Hebert	9/4/24 – Reinstatement Approved
Courtney Creppel, S.S.P.	Chenier, Pursell, Hebert	9/4/24 – Reinstatement Approved
Adam Winter, Ed.S.	Chenier, Pursell, Hebert	9/4/24 – Reinstatement 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
Breiah L. Daniels-Charles, S.S.P.	Chenier, Pursell, Hebert	9/4/2024 – Recommended for Licensure
Rachelle M. Schuck, S.S.P.	Chenier, Pursell, Hebert	9/4/2024 – Recommended for Licensure

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

Primary Supervisor	ATAP NAME	Supervisors(S)	Date of review/Reviewer
Laura Brown	Thais Wise	none	8/20/2024/ TSS - Approved
Adrienne Brennan	Kayli McLaughlin	None	8/22/2024/ TSS - Approved
Jackyln Ruhl	Mishell Prem	None	8/22/2024/ TSS- Approved
Erin Reuther	Celeste Reames	None	8/22/2024 / TSS - Approved
Sarah Dean	Emily Brickell	None	8/22/2024/ TSS - Approved

Randee Booksh	Katherine Boudreaux	None	8/22/2024/ TSS - Approved
Jane Morton	Madisynn Moss	Emily Boudreaux Phillip Richard	8/30/2024/TSS – Approved
Matthew Holcomb	Veronica Dow	Kevin Bianchini James McAbee Megan Alsop Kevin Greve Lauren Rasumussen	8/28/2024/TSS – Approved
Barbara Phillips Shawanda Woods-Smith	Shawanda Woods-Smith Barbara Phillips	None	8/27/2024 - Approved M.Moore
Matthew Holcomb	Paris Williams	Kevin Bianchini James McAbee Megan Alsop Kevin Greve Lauren Rasumussen	8/30/2024/ TSS - Approved
Matthew Holcomb	Paris Williams	Kevin Bianchini James McAbee Megan Alsop Kevin Greve Lauren Rasumussen	8/30/2024/ TSS - Approved
Diane Franz	Jamaica Humphreys	Michelle Niemeier Hillary Becker	8/30/24024/ TSS - Approved
Adrienne Brennan	Amie Johnson	Lisa Gallagher Corrinn Johnson Amy Henke Kristen Callahan Roberto Varela	8/30/2024 / TSS - Approved
Adrienne Brennan	Catherine Neal	Lisa Gallagher Corrinn Johnson Amy Henke Kristen Callahan Roberto Varela	8/30/2024 / TSS - Approved
Victoria Butler Mandi Musso	Mandi Musso Victoria Butler	None	10/15/2024 (Transfer within agency) JMonic Approved

p. Miscellaneous:

Action		Reviewer	Date of review/Result
None			

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

Call for objections/approval of Consent Agenda: Dr. Harness moved to approve, accept, confirm, and ratify the Consent Order as read with revisions. There was no objection. The motion to approve accept, confirm, and ratify the Consent Order as read and all matters set forth therein and attached hereto with the above referenced amendments passed by unanimous roll call vote of the members present as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore.

ITEM G. EXECUTIVE SESSION: Dr. Harness moved to enter into Executive Session at 10:21 a.m. as authorized by La. R.S. 42:17.A.(4) to discuss the items docketed for Supervision and Credentials

Review Committee and Complaints pursuant to **LSA-R.S. 42.17.A(1) and LSA-R.S.42.17.A(4)**.

Following an opportunity for discussion, the matter was put to a vote. The motion to enter into Executive Session passed by unanimous roll call vote of the members present as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore.

OPEN MEETING: Dr. Sam 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: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb.

ITEM I. PUBLIC COMMENTS PERIOD - The Board will receive public comments at this point in the meeting, no more than 3 minutes will be allowed per individual.

Dr. Koren Boggs spoke on behalf of the Louisiana Psychology Association (LPA) by reading a letter sent from the LPA to the LSBEP to share their concerns regarding what LPA views is a lengthy and cumbersome process. Dr. Boggs reported that members have expressed frustration with meeting minutes delayed due to the quarterly meeting schedule; that responses to questions about licensure and license renewal were not timely; and that the licensing process was difficult. Dr. Boggs also read concerns about continued confusion regarding continuing professional development requirements, including the CPD preapproval process and timelines. Finally, concerns were raised regarding approved revisions to Chapter 8 (CPD rules) on July 19, 2024 that were retracted on April 19, 2024. Dr. Boggs thanked members for their time and urged members to address the issues raised in the letter.

ITEM H. EXECUTIVE SESSION – Consideration of motions offered following Executive Session:

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

- a. **Eshonda S. Kirk, ATAP Review (Supervisor, Shawanda Woods-Smith)** - Dr. Sam made a motion to deny registration on the grounds that the evidence obtained through the application process was not consistent with Ms. Kirk's notarized application. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (2) Harness, Sam; Against: (0); Abstained: (1) Woods-Smith; Absent: (2) Moore, Holcomb.
- b. **Katelyn M. Duplantis, ATAP #10056 (Supervisor, Carmen Broussard)** - Dr. Sam made a motion to affirm the Administrative Suspension and to revoke Ms. Duplantis' registration pursuant to La. R.S. 37:2359(B)(12) or (13), and the Board's rules respecting any such health care provider as set forth in LAC 46:LXIII. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb.
- c. **Alicia Marks Williams, Ph.D. – Reinstatement Review** – Finding that Dr. Williams is not eligible for reinstatement to the status Emerit, Dr. Sam made a motion to instruct staff to advise Dr. Marks Williams of option to reinstate to full license. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb.
- d. **Andrew Swantek, Psy.D. – LP Application Review** – Dr. Sam made a motion to affirm Candidacy and allow applicant to move forward with application for License Psychologist. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb.
- e. **Katherine A. Thomas, Ph.D. – Temporary Registration** - Dr. Harness made a motion to deny Temporary Registration based on incomplete documentation. The matter was put to a

- roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
- f. **Brett E. Valette, Ph.D. – Temporary Registration** - Dr. Sam made a motion to deny Temporary Registration based on prior disciplinary history. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

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

- a. **P24-25-08NP – Recommendation for dismissal** - Dr. Woods-Smith made a motion to adopt the Complaint Committee's recommendation to provide information to the complaining witness on how to submit a complaint to the Louisiana State Board of Licensed Professional Counselors Board and to dismiss the matter. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
- b. **NP23-24-09LSSP – Recommendation for dismissal** - Dr. Sam made a motion to adopt the Complaint Committee's recommendation to educate the Respondent and to dismiss the matter. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
- c. **C24-25-10P – Recommendation for dismissal** - Dr. Harness made a motion to adopt the Complaint Committee's recommendation to dismiss the matter. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
- d. **C24-25-11NP - Recommendation for dismissal** - Dr. Harness made a motion to adopt the Complaint Committee's recommendation to provide information to the complaining witness on how to submit a complaint to the Louisiana State Board of Licensed Professional Counselors Board and to dismiss the matter. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
- e. **P24-25-04B and P24-25-09NP – Tentative Settlement** - Dr. Woods-Smith made a motion to adopt the Complaint Committee's recommendation to accept the Stipulation and Agreement for Voluntary Relinquishment of Psychologist Licensee. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

J. **DISCUSSION/ACTION ITEMS**

1. **P19-20-15B – Status/Docket for Hearing/Request for Board Member Conflict Statements (CPN)** - Attorney Newton presented the matter to the Board and reporting that a final settlement was offered to the respondent. Dr. Sam moved to docketed a hearing date for Friday, February 21, 2025 at 10 a.m. in the event the matter does not settle.
2. **P20-21-10B (part 2); P21-22-14C; P21-22-15C – Status/Docket for Hearing/Request for Board Member Conflict Statements (CPN)** - Attorney Newton presented the matter to the Board and reporting that a final settlement was offered to the respondent. Dr. Sam moved to docketed a hearing date for Friday, January 31, 2025 at 10 a.m. in the event the matter does not settle.

3. **Review Legislative Financial Audit (6/30/2024) and Annual Financial Report for discussion and consideration of any policy or budgetary considerations.** – Noting the Board reviewed this information during Committee Reports, no further discussion was initiated.
4. **LEASE: 4334 S. Sherwood Forest, Blvd., Suite C-150/175. Continuing issues with leased property including water intrusion (ceiling/floor), mold allergens, regular maintenance requests, HVAC system in waiting room/board room.** - Attorney Newton presented the matter to the Board. She provided the Board with the history of property issues including, but not limited to water intrusions (ceiling/floor), mold/allergen concerns, lack of response for regular maintenance requests, and continued issues with HVAC system and temperature regulation in lobby and board room. Attorney Newton further informed the Board that carpet cleaning and mitigation of HVAC/temp regulation issues was a condition of lease renewal agreed upon on January 23, 2023. As of the date of the meeting, these terms had not been satisfied. Attorney Newton informed the Board that on October 3, 2024, the LSBEP placed the landlord on notice. Dr. Harness made a motion that the staff be authorized to communicate with the landlord as necessary, to issue a notice to vacate should terms not be satisfied, to work with an agent to locate a new office facility. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

Dr. Sam moved to recess at 1PM for a 10 minute break. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

Dr. Harness moved to return to open meeting at 1:10PM The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

5. **BUDGET:**

a. **Draft Revised 2023-24 Ensuing 2024-25. Consider Resolution to Adopt.**

Following review and discussion, Dr. Sam moved for the adoption of the following resolution:

WHEREAS, in consideration of the Board's obligation to continue to carry out its duties and delegated authority under Louisiana Revised Statutes, 37:2351 to safeguard life, health, property and the public welfare in order to protect the people of this state against unauthorized, unqualified, and improper application of psychology, the Louisiana State Board of Examiners of Psychologists, on October 18, 2024, Board Members met and thoroughly reviewed and discussed amendments to the Budget for the current Fiscal Year 2024-25; and adoption of a Budget for the ensuing Fiscal Year 2025-26, including but not limited to, income, expenses, unfunded operations, salaries, training, travel, and required long-term liabilities (OPEB and pension);

WHEREAS, following discussion, Dr. T. Shavaun Sam, moved that the Board adopt the ensuing 2025-26 Budget and amendments to the current 2024-25 Budget.

The resolution and motion having been put to a vote of the members present, was adopted by unanimous roll call vote of the members present as follows: In favor: (3) Shannae Harness, T. Shavaun Sam, and Shawanda Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Matthew Holcomb and Michelle Moore.

- b. **Amended Pay Agreement, Courtney P. Newton** - Executive Director Jaime Monic presented the matter to the Board. Mrs. Monic informed the Board that the Amended Pay Agreement required Attorney Newton to prepare continuing education courses for use by the LSBEP. Dr. Harness made a motion that the Amended Pay Agreement be approved and accepted by the Board. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
6. **Covalent Logic - Phase II Development of ATAP Registration and Renewal**
 - a. **Review paper process/application forms.** Members were directed to form links on the lsbeb.org website for review and discussion.
 - b. **Consideration for program logic and limitations of CMS related to the renewal workflow/design of the ATAP renewal process.** The members discussed the current ATAP paper forms, and discussed the development of online processes in the Licensing Portal related to the registration and renewal of ATAP's. Presently, the paper process allows for bulk renewals. Covalent proposed the best functionality of the CMS, because of the allowance for multiple licensees to share a single ATAP, would require that each ATAP renewal was handled in a separate transaction. Dr. Sam moved in favor of approving the process for separate renewals for ATAP's. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
 - c. **Develop reinstatement application components and workflow.** No discussion on this item.
7. **ASPPB Dallas, TX on October 31, -November 2, 2024 –**
 - a. **Review and discuss Board position on the motion from the Texas Board of Examiners of Psychologists petition to amend ASPPB Bylaws to be adopted and the Annual Meeting of Membership.** Dr. Koren Boggs spoke on behalf of the Louisiana Psychology Association (LPA) by reading a letter sent from the LPA to the LSBEP to share their support for the amendment to the ASPPB Bylaws proposed by TSBE. The Board discussed the amendment, the intent and potential consequences. Dr. Woods-Smith moved in favor of supporting the amendment proposed by TSBE to amend ASPPB Bylaws. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
 - b. **Update on Texas Behavioral Health Executive Counsel, 6/25/2024 Complaint Against ASPPB for Anti-Competitive Practices and Unlawful Restraint of Trade.** Ms. Monic reported no update on the matter.
 - c. **2024 Nominees for President-Elect, Secretary-Treasurer and Member-at-Large.** The Board reviewed statements from the nominee for President-Elect and the nominee for Secretary Treasurer and the statements from all of the nominees for Member-at-Large. The Board discussed Dr. Sam's authority as delegate to interview and select the best candidate that best aligned with LSBEP's goals.
8. **LSSP Committee**
 - a. **Recommendations from 10/9/24 Meeting to adopt revisions to the Louisiana Administrative Code, Title 46:LXIII.Psychologists, Chapters 31. Definitions and**

Chapter 33. Definition of Applicant for Licensure to add legacy and reciprocity licensing provisions.

Executive Director Jaime Monic presented the LSSP's recommended rule revisions and reasons therefore. The matter was opened for discussion. Board discussion centered around public safety, desire to work jointly with the Louisiana Department of Education to ensure licensure of qualified individuals, and the need for additional LSSPs to provide services to the citizens of Louisiana. After discussion, Dr. Sam made a motion to accept the LSSP's recommended rule revisions. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

- b. **Presentation to LSPA Conference (Nov. 6-8, 2024) and conference table.** - Executive Director Jaime Monic presented the matter. The matter was opened for discussion. Dr. Sam made a motion to approve presentation to the LSPA at Nov. 6-8, 2024, conference and conference table. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

9. POLICY:

a. **Board Refund Policy**

- i. **Procedures for handling requests for refunds and disputes.** - Executive Director Jaime Monic presented the matter, providing information that the current vendor used for credit card processing requires specific legal notices to be posted on the Board's website, or written invoices, prior to accepting payment. Due to timeline requirements, Ms. Monic consulted with Executive Counsel and posted the information on the Board's website as required, and in sync with the Board's current "no refund" policy in order to avoid having the account blocked. Mrs. Monic presented the required language and requested the Board affirm approval, or alternately authorize staff to seek a new credit card processing vendor. Ms. Newton explained legal basis for nonrefundable payments. Following review and discussion, Dr. Sam moved the No Refund Policy be adopted as posted. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

Further on this discussion, Ms. Newton proposed procedure for handling potential stop-payments/disputes on a nonrefundable payment, including that the licensee be first notified in writing of the issue and amount owed; and that failure to submit payment after notice may result in the initiation of formal disciplinary action. Dr. Sam made a motion to accept Attorney Newton's proposal. The matter was open for discussion. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

- ii. **Time Tracking and Rate Approval for calculation of reimbursement costs of contract employees and in house attorney/staff pursuant to La. R.S. 37:2359.C.(1), C.(2), and C.(3)** - Attorney Newton presented the matter to the Board and proposed that reimbursement costs for contract employees be actual cost billed to Board. Attorney Newton further proposed that the hourly reimbursement rate for staff be the total annual cost of the employee's

employment package to the Board divided by 2080 hours. Staff employees shall track-time spent on each matter and bill in 6-minute intervals. Dr. Harness made a motion to accept Attorney Newton's proposal. The matter was open for discussion. The matter was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

- iii. **Complaint Process Policy** -Attorney Newton presented revised Complaint Process Policy and new Disciplinary Matrix. Dr. Sam made a motion to adopt the policy with technical amendments. The matter was open for discussion. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

10. **RULEMAKING:**

- a. **Status on Master's Level Licensure (Licensed Psychological Associate) regulations.**
Dr. Sam provided Board Members with a draft of the requirements that the LPA Workgroup, consisting of herself, Dr. Jesse Lambert and Dr. Cynthia Lindsay have been working on. The Board discussed the draft and timelines for consideration of the draft at the January Long Range Planning meeting. Ms. Monic urged members to consider moving the regulations to the next level of review by staff and meeting earlier to consider the recommendations so the proposed rules could in a better position to be finalized in January. Ms. Monic expressed concern for not considering a draft until January, explaining that when the legislature passes a law that requires the board to engage in rulemaking to facilitate a mandate, it is directive that should be prioritized. Monic reiterated the lengthy timeframe for getting a rule passed, noting that the current pace, even with everyone in agreement, would put the Board at one year past the approval of the legislation before they issue their first license. The Board discussed the input.

Dr. Woods-Smith moved to have a draft ready to review at the Special Meeting in December. The motion was put to a roll-call vote of the members present. The motion failed to pass as follows: In favor: (1) Woods-Smith; Against: (1) Harness; Abstained: (1) Sam; Absent: (2) Moore, Holcomb

Dr. Harness moved to have staff review the draft and provide input for presentation at the January Long Range Planning Meeting. The motion was put to a roll-call vote of the members present. The motion failed to pass as follows: In favor: (1) Harness; Against: (1) Woods-Smith; Abstained: (1) Sam; Absent: (2) Moore, Holcomb

No further discussion or motions were offered.

- 11. **Discussion for potential LSBEP Facebook Page to update meetings, task forces, conventions, etc.** – Dr. Harness moved to table this discussion. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb
- 12. **Reciprocity Agreement with Oklahoma and Texas** - Dr. Harness moved to table this discussion. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

Old Business

13. RULES:

- a. **Chapter 8: Continuing Professional Development** - Dr. Harness moved to table this discussion to Long Range Planning. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

14. POLICY DISCUSSION/MOTIONS:

- a. **This was tabled last meeting, be prepared to consider draft at October Meeting.**
- b. **Board Member Self-governance – discussion to adopt policy requested by Dr. Michelle Moore** Dr. Harness moved to table this discussion until legal could finalize a draft. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Moore, Holcomb

15. **ADD ON DISCUSSION - Attorney General's letter regarding participation in the Occupational Licensing Review Program (OLRP)**- Following discussion, no action was taken by the Board.

16. **ADD ON DISCUSSION, Petition for a Rule Change from Chanelle Batiste** – The Board discussed the petition from Dr. Chanelle Batiste to request that the Board engage in rulemaking to modify the La Administrative Code, section 503 relating to the passing rate/attempts to pass the Examination for Professional Practice in Psychology. Dr. Batiste's petition noted concerns previously presented to the board related to racial disparity in pass rates of Black/African American and Hispanic/Latinx test takers on the EPPP (Part I-Knowledge). The Board discussed the Petition. Dr. Sam moved in favor of allowing individuals who receive a scaled score between 476-499 the option of engaging in an additional year of supervised practice in lieu of achieving a scaled score of 500. The motion was put to a roll-call vote of the members present. The motion failed to pass as follows: In favor: (1) Sam; Against: (2) Woods-Smith and Harness; Abstained: (0); Absent: (2) Moore, Holcomb

Dr. Harness moved to table further discussion but move forward with rulemaking on the previously approved provisions to remove the limitation on the number of times an individual can take the EPPP. The motion was put to a roll-call vote of the members present and the motion passed as follows: In favor: (2) Harness, Woods-Smith; Against (0); Abstained (1) Sam; Absent: (2) Moore, Holcomb

Dr. Harness made a motion to adjourn the Board meeting at 5:10 p.m. The matter was open for discussion. The motion passed by unanimous roll call vote of the members present as follows: In favor: (3) Harness, Sam, Woods-Smith; Against: (0); Abstained: (0); Absent: (2) Holcomb, Moore.

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.