

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

**Finance Committee Meeting Minutes  
Friday, October 17, 2025  
9:00 A.M.**

**1. CALL TO ORDER**

The meeting was called to order by Committee Chair, Dr. Matthew Holcomb 9:09 a.m.

**Attendance:**

**Committee Members Present:** Dr. Matthew Holcomb and Dr. Marc Zimmermann

**Committee Members Absent:** none

**Staff Present:** Executive Director, Jaime T. Monic, Ad Hoc Committee Member

**Guests - in person:** none

**Guests - virtually:** none

**2. DECLARATION OF PURPOSE**

Dr. Holcomb read the mission statement as follows, *“It is hereby declared that the creation of a state board of examiners of psychologists is necessary in order to safeguard life, health, property, and the public welfare of this state, and in order to protect the people of this state against unauthorized, unqualified, and improper application of psychology.”*

**3. REVIEW AND APPROVAL OF AGENDA**

**Motion:** Dr. Holcomb moved to amend the agenda to add an item for Executive Session to discuss personnel matters. Dr. Zimmermann seconded the motion.

**Motion Passed.**

**Motion:** Dr. Holcomb moved to approve the agenda as amended

Dr. Zimmermann seconded the motion.

**Motion Passed.**

**Motion:** Dr. Holcomb moved to enter Executive Session to discuss personnel matters.

Dr. Zimmermann seconded the motion.

**Motion Passed.**

**Motion:** Dr. Holcomb moved to exit Executive Session to discuss personnel matters.

Dr. Zimmermann seconded the motion.

**Motion Passed.**

#### 4. DISCUSSION AND ACTION ITEMS

- a. Review, discuss, and formulate recommendations for the Fiscal Year 2025-2026 Budget and preliminary planning for the Fiscal Year 2026-2027 Budget including but not limited to:**
- i. Review current year-to-date financial statement and comparison.**
  - ii. Identify and prioritize anticipated variances and cost drivers (e.g., contracts, personnel, technology, regulatory obligations (ADA Compliance, portal development, legal matters)).**
  - iii. Consider projected revenues, fees, and expenditures for FY 2026-2027.**
  - iv. Development of recommendations for budget amendments for Board consideration and adoption.**

The committee reviewed the current 2025-26 Budget, year to date financial statements and comparison statement from the 2024-25 FY. The Committee identified the following anticipated variances and cost drivers:

- 1) *Phase I and II LSBEP Licensing Portal Development is completed the final payment of \$20K for development was made in the 2025-26 FY;*
- 2) *New revenue will be generated for applications for Licensed Psychological Associate in the 2025-26FY;*
- 3) *New revenue will be generation for renewal of Licensed Psychological Associate in the 2026-27FY;*
- 4) *Future development of online application processing for Licensed Psychological Associate;*
- 5) *Potential loss of income due to PSYPACT Legislation;*
- 6) *Potential loss of Oral Examination Income due to revision to EPPP;*
- 7) *General Counsel/legal expenses to defend 3 lawsuits;*
- 8) *Administrative Law Judge/legal expenses for anticipated hearing;*
- 9) *ADA Website development was a substantial expense mandated by federal and state regulation, increasing the board's expenses by \$8,700;*
- 10) *Shared LBAB Employee expenses;*
- 11) *Anticipated changes to the full-time administrative assistant position, to part-time permanent or student worker; and*
- 12) *Employee salaries.*

The Committee considered additional revenue sources including instituting administrative fines in lieu of disciplinary action, and in response to the recommendations of the La. Legislative Auditor in their 2022 Performance Audit Report.

Dr. Holcomb moved to make recommendations to the board for an amended budget to include adjustments to revenue to reflect anticipated increases due to the application fees for Licensed Psychological Associate; increased jurisprudence examination fees, license verification and shared LBAB revenue; to set a date to terminate the full-time administrative assistant position and replace it with a permanent part-time or part-time student worker position between \$20 - \$30/hour depending on experience and position; to increase the Executive Director's salary; and to amend contracts for the 2025-26FY as follows: Amy Groves Lowe not to exceed 65K; Celia Cangelosi not to exceed 22K.

Dr. Zimmermann seconded the motion.

**Motion Passed.**

**b. Evaluate the Board’s current banking relationship, service quality, fees, and account structure to ensure that financial management practices continue to meet operational needs.**

Director Monic reported major financial disruption due to the current financial institution making updates to their online banking causing the board to lose access to its bill pay accounts, which created a need to revert to paper checks. Monic reported that as of the date of this meeting, banking had not been restored to the functional state that would meet the board’s needs. Monic stated that she was in the process of interviewing products offered by other financial institutions and would report on progress at the November 21, 2025 board meeting.

**ADJOURNMENT**

All business being considered, Dr. Zimmermann moved to adjourn at 11:51 a.m.  
Dr. Holcomb seconded the motion.  
The meeting adjourned at 11:51 a.m.

**Respectfully Submitted,**



Jaime T. Monic,  
Executive Director

**Certification of Approval:**

I hereby certify that these minutes were approved by the Board of Directors at the meeting held on November 21, 2025.



**Matthew J. Holcomb, Ph.D.**  
**Presiding Chairperson**  
**Date: 11/21/2025**

**LEGAL NOTICES**

LA R.S. 42:14.D. Public comments\*\* – In accordance with LA R.S. 42:14.D., the LSBEP shall allow public comments at any point in the meeting prior to action on an agenda item upon which a vote is to be taken. Individuals who wish to comment on a matter must sign in and state their intent to comment on a matter.

La. R.S. 44:33.1 - In compliance with La. R.S. 44:33.1, the LSBEP hereby gives notice that information submitted to the LSBEP may become public record pursuant to the provisions of Louisiana Public Records Law, La. R.S. 44:1, et seq.