

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-150,
Baton Rouge, LA 70816

BOARD MEETING MINUTES: April 19, 2023
(Approved May 17, 2023)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Angela Murray at 9:11 a.m. on Thursday, March 8, 2023 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Angela Murray, Renee Cole, Alfred Tuminello, Jr., and Daniela Riofrio, Executive Director Rhonda Boe and Executive Administrator, Krysta Babin. Board Member Courtney Wright arrived at 10:04 a.m. Board Members Joseph Tuminello, III and Rebecca Mandal-Blasio were absent.

A motion was made by Ms. Cole to approve the agenda for the April 19, 2023 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Ms. Murray moved to enter Executive Session at 9:12 a.m. for credential file reviews, complaints, lapsed renewals submitted and review CE Reporting forms.

Due to the volume of files requiring board review, Mr. Tuminello made a motion to continue executive session until reviews are complete but to close executive session and revert to agenda if any public attendees arrive. None opposed and the motion passed.

Ms. Babin left the meeting at 12:35.

Ms. Murray closed Executive Session at 12:56 p.m.

Ms. Murray began the Open Meeting at 12:57 p.m.

Ms. Riofrio made a motion to approve the March minutes. None opposed and the motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicant 4/23/A, 4.23/B, 4.23/D, 4.23/E and 4.23/H were reviewed and approved for licensure.

Licensure Applicant 4.23/C, 4.23/F, 4.23/G and 4.23/I were reviewed and approved for licensure upon receipt of final required documents by mail. Ms. Murray abstained from 4.23/G.

Certificant Applicants 4.23/J, 4.23/K, 4.23/L, 4.23/M, 4.23/N and 4.23/O were reviewed and approved for certification. Mr. Tuminello abstained from 4.23/K and 4.23/M.

Certificant Applicant 4.23/P was reviewed and approved for certification upon receipt of final required documents by mail.

Research was requested and reviewed at the March meeting concerning asynchronous credits earned for continuing education hours. Mr. Tuminello reviewed the 2 remaining CE submissions from the

licensees/certificants who were audited. Mr. Tuminello made a motion that all submissions submitted were thoroughly reviewed and made a motion that all be found in compliance due to the certificates provided. None opposed and the motion passed.

The board reviewed and voted on the following items:

- Application for Licensure Fee Waiver – the application and supporting documents were reviewed. Mr. Tuminello made a motion to provide a payment plan, with the first payment due the 1st of the month after licensure and the last payment due on the 1st of the 12th month of licensure. None opposed and the motion passed.
- A discontinuation was submitted asking for review of the individual should they reapply for a Line Technician position. The request was reviewed and Ms. Murray made a motion to flag the file for review should the individual reapply. None opposed and the motion passed.
- A RLT revocation for failure to respond to board requests for information was reviewed as the information was now supplied. Ms. Cole made a motion to reverse the revocation. None opposed and the motion passed.
- A RLT revocation for failure to respond to board requests for information was reviewed as the information was now supplied. Ms. Cole made a motion to reverse the revocation. None opposed and the motion passed.
- A RLT transfer submitted for a RLT that was not renewed was reviewed. Ms. Wright made a motion to authorize Ms. Boe to implement the non-renewal policy fines and procedures. None opposed and the motion passed.
- Ms. Boe reported a previous late renewal policy was implemented was completed and closed.
- Ms. Boe reported a previous late renewal policy was still open and she would reach out and report next month if disciplinary action would be required.

The status of other applicants reviewed at the April meeting are listed below in the Credential File Reviews.

Complaints Committee:

Ms. Boe presented the following report on behalf of Complaints Coordinator, Ellen Brocato:

2022-009C	Respondent reviewing proposed Consent Agreement
2023-010B	Answer to notice received/Under Review
2023-011B	Consent Agreement being drafted for consideration
2023-012B	Consent Agreement being drafted for consideration
2023-013C	Consent Agreement being drafted for consideration
2023-015B	Consent Agreement being drafted for consideration
2023-016C	Answer to notice received/Investigation ongoing
2023-017C	Draft notice letter prepared/being reviewed
2023-018B	Extension granted to respond to notice letter until April 18 th
2023-019C	Potential violations for notice letter being prepared
2023-020C	Answer to notice received/Investigation ongoing

Finance Committee:

Ms. Wright made a motion to approve the LSBEP invoice for February and March if no apparent discrepancies noted. None opposed and the motion passed.

Financials for January were reviewed and discussed. Ms. Cole made a motion to approve the checking reconciliation and Ms. Riofrio made a motion to approve the savings reconciliation. None opposed and the motion passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for January. The Walgreens and Amazon payments were questioned. Ms. Boe informed the board the Walgreens payment was to print board photos and the Amazon payment was for a storage shelf for boxes of files. Ms. Murray made a motion to approve the full financials for January. None opposed and the motion passed.

Financials for February were reviewed and discussed. Ms. Murray made a motion to approve the checking reconciliation and Ms. Wright made a motion to approve the savings reconciliation. None opposed and the motion passed. Another Amazon payment was noted and Ms. Boe informed the board a second storage shelf was purchased and panels to cover the units. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for February. Ms. Murray made a motion to approve the full financials. None opposed and the motion passed.

Ms. Boe presented information received from First Horizon on opening ICS and/or CDARS account to protect the board's funds over the \$250,000.00 FDIC security. Ms. Wright made a motion to authorize and prepare a resolution if required for Ms. Boe to open an ICS account with First Horizon and for Ms. Cole as Vice-Chair of Finance and a local board member to enroll as secondary on the account. None opposed and the motion passed.

The Louisiana Legislative Auditor submitted the proposed fees for the independent end of year audits from Pinell and Martinez, LLC for FY 2022/23 and 2023/24 for approval. The board reviewed. A motion was made by Ms. Cole at approve the proposal for the independent audits for the next two fiscal years. None opposed and the motion passed.

The board reviewed two proposals submitted for CPA contract services for the upcoming fiscal year. Ms. Cole made a motion to enter into a contract with Faulk & Winkler according to the terms of the proposal. None opposed and the motion passed.

The board reviewed law firms and choose 3 to request proposals to contract as board counsel.

Jurisprudence Committee:

The board was updated on the recently implemented online Jurisprudence Exam. Ms. Boe and Ms. Babin explained the process and reported it has been implemented without issues thus far and accomplished the goal of allowing more individuals to meet the deadline by avoiding the delays experienced with mailing the exam.

Legislative Oversight Committee:

The board reviewed the bills currently being watched.

Policies and Procedures Committee:

The draft of the Policy and Procedures for Renewals reflecting the recently promulgated rules was reviewed. Ms. Wright made a motion to adopt the Policy and Procedures without changes. None opposed and the motion passed.

The draft of the Policy and Procedures for Continuing Education reflecting the recently promulgated rules was reviewed. Ms. Murray made a motion to adopt the Policy and Procedures without changes. None opposed and the motion passed.

The draft of the Policy for approved registered line technicians who failed to renew and provided services, reflecting the recently promulgated rules, was reviewed. Ms. Riofrio made a motion to adopt the Policy without changes. None opposed and the motion passed.

Continuing Education Committee:

The board reviewed and approved the last 2 audited Continuing Education Reporting Forms during Executive Session.

Supervision Oversight Committee:

No new business

Long Range Planning:

No new business.

Discussion Items:

The board reviewed and discussed an email with questions from a future licensure applicant, who will register as a RLT and requested an exemption of her supervisor being licensed in Louisiana. The board's reply will be as follows:

The board refers you to the BACB for all questions regarding BCBA supervisors as this board only regulates service providers in Louisiana. The board will not grant any exception from licensure to a behavior analyst who provides direct ABA services in Louisiana. Any individual who provides ABA direct services in Louisiana is required to either be registered as a Line Technician, certified as an Assistant Behavior Analyst or licensed as a Behavior Analyst. All Registered Line Technicians and State Certified Assistant Behavior Analysts must be under the supervision of a Louisiana licensed behavior analyst.

The board reviewed an email requesting certain information regarding the complaint procedures and process. Ms. Boe will respond with the information available and direct the individual to where to find information publicly that was requested.

The board was asked to present at the Gulf Coast ABA Conference. The board agreed Ms. Murray, board chair, would do a presentation of the recent changes and accomplishments of the board.

Executive Director's Report:

Ms. Boe asked the board if there were any recommended changes to the redesigned website. The board members stated the new design was more user-friendly and easier to navigate and search. No changes were recommended. Ms. Boe informed the board she would close the project.

Ms. Boe reminded the board to submit their Tier 2.1 reports by May 15, 2023.

Mr. Tuminello left the meeting at 2:30 p.m.

Ms. Murray adjourned the meeting at 2:46 p.m.

CREDENTIAL FILE REVIEWS:

After review of the reports, explanations, and documents, the following occurred:

- 4.23/1 Ms. Riofrio made a motion to approve. None opposed.
- 4.23/2 Ms. Riofrio made a motion to deny registration due to the charges being recent and the nature of the charges. None opposed. Ms. Cole abstained.
- 4.23/3 Ms. Wright made a motion to approve, but will require quarterly updates. None opposed.
- 4.23/4 Ms. Wright made a motion to request additional information, and to approve if results and additional information match exactly when results received. If matches and approved, monthly updates required. None opposed.
- 4.23/5 Ms. Wright made a motion to approve. None opposed.
- 4.23/6 Ms. Wright made a motion to approve. None opposed.
- 4.23/7 Ms. Wright made a motion to approve. None opposed.
- 4.23/8 Application tabled until May meeting if registration fee paid.
- 4.23/9 Ms. Wright made a motion to approve if results match exactly when results received. None opposed. Mr. Tuminello abstained.
- 4.23/10 Ms. Cole made a motion to approve. None opposed.
- 4.23/11 Ms. Cole made a motion to approve. None opposed.
- 4.23/12 Ms. Riofrio made a motion to approve. None opposed.
- 4.23/13 Ms. Cole made a motion to approve. None opposed.
- 4.23/14 Ms. Riofrio made a motion to approve. None opposed.
- 4.23/15 Ms. Cole made a motion to approve. None opposed.
- 4.23/16 Ms. Cole made a motion to approve. None opposed.
- 4.23/17 Mr. Tuminello made a motion to approve if results match exactly when results received. None opposed.
- 4.23/18 Ms. Cole made a motion to approve. None opposed.
- 4.23/19 Ms. Cole made a motion to approve. None opposed.

- 4.23/20 Ms. Murray made a motion to approve. None opposed.
- 4.23/21 Ms. Murray made a motion to approve. None opposed.
- 4.23/22 Ms. Murray made a motion to approve. None opposed.
- 4.23/23 Ms. Murray made a motion to approve. None opposed.
- 4.23/24 Ms. Murray made a motion to approve. None opposed.
- 4.23/25 Ms. Murray made a motion to approve. None opposed.
- 4.23/26 Ms. Murray made a motion to approve. None opposed.
- 4.23/27 Mr. Tuminello made a motion to approve. None opposed.
- 4.23/28 Mr. Tuminello made a motion to request additional information, and table until next board meeting. None opposed.
- 4.23/29 Mr. Tuminello made a motion to approve. None opposed.
- 4.23/30 Mr. Tuminello made a motion to approve if results match exactly when results received. None opposed.
- 4.23/31 Mr. Tuminello made a motion to approve. None opposed.

The following applicants required a 2nd Review:

- 3.23/13 Mr. Tuminello made a motion to approve. None opposed.
- 3.23/15 Mr. Tuminello made a motion to deny registration due to failure to respond to board's request for additional information. None opposed.

The following applications are to provide monthly updates for review.

- 8.19/8 Update received. Will receive verification that all conditions have been met to discontinue monthly updates before next month's meeting.
- 10.21/7 Update received.
- 9.22/35 Update received.
- 4.22/8 Update received.
- 6.22/1 Ms. Riofrio made a motion to discontinue requiring updates as final disposition has been received. None opposed.

- 6.22/10 No update received. Ms. Wright made a motion if no update is received in 10 days, registration will be revoked. None opposed.
- 10.22/2 Update received. Mr. Tuminello abstained.
- 10.22/7 Update received. Mr. Tuminello abstained.
- 11.22/23 No update received. Ms. Cole made a motion if no update is received in 10 days, registration will be revoked. None opposed.
- 11.22/24 RLT Registration discontinued. Ms. Riofrio made a motion to require monthly updates if reapplies for registration.
- 11.22/25 Update received.
- 2.23/1 Update received.
- 2.23/5 Update received.
- 2.23/13 No update received. Ms. Murray made a motion if no update is received in 10 days, registration will be revoked. None opposed.
- 3.23/5 Mr. Tuminello made a motion to discontinue requiring updates as final disposition has been received. None opposed.