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

BOARD MEETING MINUTES: April 9, 2025
(Approved May 14, 2025)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Chair, Daniela Riofrio at 9:04 a.m. on Wednesday, April 9, 2025 at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, Louisiana. Present were Board Members: Daniela Riofrio, Courtney Wright, Joseph Tuminello, III, Lloyd Boudloche, Jr., Renee Cole, and Lindy West, Executive Director Rhonda Boe and Executive Administrator, Krysta Babin. Rebecca Mandal-Blasio arrived at 9:10 a.m.

A motion was made by Ms. West to approve the agenda for the April 9, 2025 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Ms. Riofrio moved to enter Executive Session at 9:07 a.m. for credential file reviews, complaints, lapsed renewals submitted and any other items to be reviewed in executive session.

Ms. Babin left the meeting at 10:40 a.m.

Ms. Riofrio closed Executive Session at 11:35 a.m.

Ms. Riofrio began the Open Meeting at 11:36 a.m.

Ms. Riofrio made a motion to approve the March 12, 2025 minutes, with one correction. None opposed and the motion passed.

The following occurred regarding the credential file reviews:

Licensure Applicants 1.25/H, 4.25/C, 4.25/D, 4.25/E, 4.25/F, 4.25/G, 4.25/H, 4.25/N, 4.25/O and 4.25/P were reviewed and approved for licensure.
Dr. Mandal-Blasio abstained from 4.25/O.

Licensure Applicants 4.25/I and 4.25/J were reviewed and approved for licensure upon receipt of final required documents by mail and/or successful passage of Jurisprudence Exam.
Dr. Mandal-Blasio abstained on 4.25/I.

SCaBA Applicants 4.25/A, 4.25/B, 4.25/H and 4.25/K were reviewed and approved for certification.
Ms. West abstained on 4-25/A. Ms. Cole abstained on 4.25/B

SCaBA Applicants 4.25/L, 4.25/M and 4.25/Q were reviewed and approved for certification upon receipt of final required documents by mail and/or successful passage of Jurisprudence Exam.

Applicant 4.25/R submitted an Application for Fee Waiver and documentation. Dr. Tuminello made a motion to deny the fee waiver due to the applicant not meeting the qualifications but instead offering a payment plan. None opposed and the motion passed.

A rap back was received on a RLT (JH) and reviewed along with information submitted by the RLT. Dr. Mandal-Blasio made a motion to allow the registration to continue uninterrupted while providing monthly updates. None opposed and the motion passed.

A rap back was previously received on a RLT (SA) and reviewed along with information submitted by the RLT. Revocation of the RLT's registration occurred until individual could provide documentation confirming dismissal of the charges. Documentation was received and reviewed. Dr. Mandal-Blasio made a motion to approve the applicant's new application. None opposed and the motion passed.

A discontinuation was received on a RLT (CB) with a request to flag this individual from registering as a line technician in the future due to unethical and physical behavior with a client. Dr. Boudloche made a motion to flag the file of CB for board review should a new application for registration be received. None opposed and the motion passed.

A self-report was received from a LBA and was reviewed by the board. Ms. Wright made a motion to allow the licensure to continue uninterrupted while the licensee provides updates until this case is concluded. None opposed and the motion passed. Dr. Boudloche abstained.

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The status of other applicants reviewed and voted on at the April meeting is listed below in the Credential File Reviews.

<u>Complaints Committee:</u>
Last month, the board discussed notifying an individual of non-compliance with a Consent Agreement and providing a deadline to respond. Ms. Boe consulted with our prosecuting attorney who advised we open a new complaint for these violations. Ms. Wright made a motion to open a complaint in reference to this non-compliance of a Consent Agreement.

Ms. Riofrio requested a Call to Question on a motion to send a letter of non-compliance with a Consent Agreement and Order. The results of the votes were as follows:
Ms. Wright – yay, Ms. West – yay, Dr. Boudloche – yay, Dr. Mandal-Blasio – yay and Ms. Riofrio – yay, Ms. Cole – yay and Dr. Tuminello – yay. The motion passed.

The board was notified of a complaint received which was properly investigated by the LBAB. The Complaint Committee recommended closing 2024-0042C with no action against the licensee. Ms. Riofrio requested a Call to Question on a motion to approve the recommendation of the Complaints Committee to close 2024-042C with no action against licensee. The results of the votes were as follows:
Ms. Wright – yay, Ms. West – yay, Dr. Boudloche – yay, Dr. Mandal-Blasio – yay and Ms. Riofrio – yay, Ms. Cole – yay and Dr. Tuminello – yay. The motion passed.

The board was notified of a complaint received which was properly investigated by the LBAB. The Complaint Committee recommended closing 2024-00423B with no action against the licensee. Ms. Riofrio requested a Call to Question on a motion to approve the recommendation of the Complaints Committee to close 2024-043B with no action against licensee. The results of the votes were as follows:
Ms. Wright – yay, Ms. West – yay, Dr. Boudloche – yay, Dr. Mandal-Blasio – yay and Ms. Riofrio – yay, Ms. Cole – yay and Dr. Tuminello – yay. The motion passed.

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Ms. Boe presented the following update for complaints on behalf of the Complaint's Coordinator.

2023-023C	CONSENT AGREEMENT BEING REVIEWED
2024-33C	ASKED FOR PLAN OF ACTION/LETTER OF EDUCATION CONSIDERED
2025-036B	SUSPENDED/REVISED CONSENT AGREEMENT
2025-038C	REPLIED/INVESTIGATION ONGOING
2025-039C	REPLIED/INVESTIGATION ONGOING
2025-040C	REPLIED/INVESTIGATION ONGOING
2025-041C	REPLIED/INVESTIGATION ONGOING
2025-042C	BOARD CLOSED EARLIER IN MEETING WITH NO ACTION
2025-043B	BOARD CLOSED EARLIER IN MEETING WITH NO ACTION
2025-044C	REPLIED/INVESTIGATION ONGOING
2025-045C	REPLIED/INVESTIGATION ONGOING
2025-046C	REPLIED/INVESTIGATION ONGOING
2025-047C	REPLIED/INVESTIGATION ONGOING
2025-049B	REPLY RECEIVED/CONSENT AGREEMENT BEING REVIEWED
2025-050B	NOTICE LETTER MAILED/WAITING ON RESPONSE
2025-51B	REPLIED/INVESTIGATION ONGOING
2025-052C	REVIEWING ALLEGED VIOLATIONS
2025-053C	NOTICE LETTER MAILED 4-3-25

<u>Finance Committee:</u>
Dr. Boudloche made a motion to approve the LSBEP invoice for April if no apparent discrepancies noted. None opposed and the motion passed.

Financials for February were reviewed and discussed. Ms. Cole made a motion to approve the checking reconciliation, Dr. Boudloche made a motion to approve the savings reconciliation, and Ms. West made a motion to approve the ICS Reconciliation. None opposed and the motions passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for February. Ms. Riofrio made a motion to approve the full financials for February with no apparent discrepancies noted, other than the ones discussed and outlined below. None opposed and the motion passed.
Discrepancies:

1) Payroll expenses entered as $16 should be $160 and will be corrected.
2) Conference expenses 155% over. (Budget being amended at this meeting to correct this projected figure.)
3) Late fees income over by 341.50%. This is due to numerous late renewal fees when identifying RLTs who were not renewed on time. (Budget being amended at this meeting to correct this projected figure.)

Ms. Boe shared the Proposal for AUP audit that the Legislative Auditor's office was posting for bids.

The board approved the following contracts for the 2025/26 Fiscal Year:

1) Ms. Wright made a motion to enter into a 1 year contract with James Raines of Breazeale, Sachse & Wilson for prosecuting/disciplinary legal representation with a fee increase as discussed. None opposed and the motion passed.
2) Ms. Wright made a motion to enter into a 3 year contract with Ellen Brocato for Complaints Coordinator services with a fee increase as discussed. None opposed and the motion passed.
3) Dr. Mandal-Blasio made a motion to enter into a 3 year contract with Statewide Surveillance & Investigations for investigation services with a fee increase as discussed. None opposed and the motion passed.
4) Dr. Boudloche made a motion to extend the current contract with for Administrative Law Judge/Hearing Officer services with Larry Roedel of Roedel Parsons Blache Fontana Piontek & Pisano, A Law Corporation for one year as the current contract was not utilized this year and the amount is still sufficient. None opposed and the motion passed.

An updated MOU was signed with LSBEP wherein LBAB will utilize their staff attorney as board general counsel. Contracts still need to be entered into for accounting. The Legislative Auditor's office will inform the board of the proposals received for the SAUP Audit. Ms. Boe has been in contact with Faulk & Winkler, the current accountant, to negotiate terms for a contract. The contract with Certemy will need to be renewed by October of 2025.

The board reviewed a quote from General Informatics to bring the website into ADA Compliance as mandated by state and federal laws. Dr. Boudloche made a motion to accept the proposal. None opposed and the motion passed.

The board reviewed a quote from E. Delaune to convert 10 PDF documents, such as applications, renewals, transfers, etc. to into ADA Compliance forms as mandated by state and federal laws. Dr. Boudloche made a motion to accept the proposal. None opposed and the motion passed.

Jurisprudence Committee:
Mr. Tuminello reported he has completed the changes to the Jurisprudence Exam, previously approved by the board. These updates include questions from the board's most recent adopted rules. Ms. Cole made a motion to initiate issuance of the updated Jurisprudence Exam effective today. None opposed and the motion passed.

Legislative Oversight Committee:
The board reviewed and approved quotes to update their web properties to be in compliance with WCAG standards.
The board reviewed a list of bills introduced for this legislative session which could impact boards.

Latocia Robins entered the meeting at 12:58 p.m.

Dr. Mandal-Blasio made a motion to move the agenda out of order to accommodate Ms. Robins' schedule. None opposed and the motion passed.

Under Executive Director's Report, Ms. Boe requested the board review a question submitted by Ms. Robins concerning implementation of behavior plans included in IEP at schools and the responsibility of the LBA. During discussion, the issue is that school districts do not require aids providing ABA services in the schools as part of an IEP plan to be registered. The question posed is what is the responsibility of LBAs who write behavior plans in their capacity as a school employee for these non-registered individuals. It was determined that the students receiving services are not clients of the

LBA and the school bills for these services. Additionally, the LBA has no authority to hire or fire the aids providing services in the schools.

Ms. Robins thanked the board for their time and left the meeting at 1:15 p.m.

Dr. Mandal-Blasio made a motion to return the meeting to the agenda order. None opposed and the motion passed.

<u>Policies and Procedures Committee:</u>
No new business

<u>Continuing Education Committee:</u>
No new business

<u>Supervision Oversight Committee:</u>
Ms. Boe reported she has not been able to begin the next round of audits due to the current workload. She plans to attempt to begin these audits in May.

<u>Long Range Planning:</u>
The board discussed the lower attendance than the survey indicated and attributed this to having to move the location from Baton Rouge to Kenner. The board discussed and directed Ms. Boe to open the conference to lead techs who are currently enrolled in or completed an ABA program.

Final preparations to the program chosen to issue the CE certificates was tweaked. Ms. West shared the slide show for the codes. Ms. West made a motion for the board to pay for a one-time event fee to Certify'em so the board could have access to the certificates if needed. None opposed and the motion passed.

Ms. Boe and Ms. Babin will handle all the last-minute details and preparations for the conference, including room bookings required to be utilized. All board members, with the exception of the consumer member, will be attending.

Ms. Riofrio made a motion to hold a Long Range Planning Meeting during this event. The meeting would open at 8:00 a.m. close for the conference at 8:30 and resume at 4:00 when the conference ended. None opposed and the motion passed.

At this meeting, the board would like to discuss the minutes from the board's last Long Range Planning Meeting held September 9, 2022, the changes implemented since that meeting, important decisions made and upcoming changes required. The board asked itself questions and then identified factors which require future changes.

Ms. Boe will prepare a Long Range/Strategic Planning Review handout for all attendees to include a Comments/Suggestions sheet. Ms. Boe and Ms. Babin will review and compile the questions and answers for review at the end of the conference when the meeting resumes.

<u>Discussion Items:</u>
Renewals – an email blast will be sent to all LBAs in April with forms and instructions. Renewals begin processing May1, 2025 and must be completed by June 30, 2025.
The following future meeting dates were scheduled:

May 14, 2025
June 11, 2025
July 9, 2025

Executive Director's Report:
Ms. Boe reminded board members Tier 2.1 reports are due April 15, 2025. Board members who had theirs completed gave to Ms. Boe for electronic submission.
Ms. Boe also reminded board members of annual trainings that were required to be completed.

Ms. Boe shared Executive Order 25-038 from Governor Landry. The board scheduled a Long Range/Strategic Planning Meeting earlier in this meeting to review rules, etc. The last Long Range Planning Meeting was September 9, 2022.

Ms. Boe requested input on updating the policy for falsifying RLT applications. The board recently changed the time frame an individual must wait before reapplying from 3 months to 45 days. After discussion, the board asked Ms. Boe to prepare a draft using the discussion to create a matrix to address the issues that arise from the falsifying of RLT applications.

STATS – March 2025

LBA	8
SCABA	6
RLT	314
TRANSFERS	127
DISCONT.	250

Ms. Riofrio adjourned the meeting at 2:21 p.m.

CREDENTIAL FILE REVIEWS:

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

4.25/1 Ms. West made a motion to approve if results match exactly when results received. None opposed.

4.25/2 Dr. Tuminello made a motion to approve but will require to provide monthly updates. None opposed.

4.25/3 Dr. Tuminello made a motion to approve. None opposed.

4.25/4 Applicant no longer required board review.

4.25/5 Ms. Riofrio made a motion to approve if results match exactly when results received. None opposed.

4.25/6 Ms. Riofrio made a motion to deny. None opposed.

4.25/7 Dr. Boudloche made a motion to revoke registration. None opposed.

4.25/8 Dr. Mandal-Blasio made a motion to allow registration to continue uninterrupted but will require to provide monthly updates. None opposed.

4.25/9 Dr. Mandal-Blasio made a motion to request additional information, and table the file until the next meeting. None opposed.

4.25/10 Ms. Wright made a motion to approve but will require to provide quarterly updates. None opposed.

4.25/11 Dr. Boudloche made a motion to approve. None opposed. Ms. Cole abstain.

4.25/12 Ms. West made a motion to approve. None opposed. Dr. Boudloche abstain.

4.25/13 Ms. Wright made a motion to approve. None opposed.

4.25/14 Ms. Cole made a motion to approve. None opposed.

4.25/15 Ms. Cole made a motion to approve. None opposed.

4.25/16 Ms. Wright made a motion to approve. None opposed.

<u>The following applications are to provide monthly updates for review.</u>

10.21/7 Update received.

10.23/F Update received.

7.24/22 Update received.

6.23/7 Update received.

11.23/15 Update received.

2.24/6 Update received.

5.24/1 Update received.

5.24/6 RLT Registration discontinued. Dr. Boudloche made a motion to require monthly updates if registered again.

5.24/20 Update received.

5.24/23 Update received.

6.24/30 Update received.

8.24/1 Update received.

9.24/1 Update received.

9.24/26 Update received.

10.24/21 Update received.

10.24/26	Update received.
11.24/4	RLT Registration discontinued. Ms. West made a motion to require quarterly updates if registered again.
11.24/19	Dr. Tuminello made a motion if no update is received in 10 days, registration will be revoked. None opposed.
12.24/13	Update received.
12.24/20	Update received.
12.24/21	Update received.
1.25/1	RLT Registration discontinued. Ms. Riofrio made a motion to require quarterly updates if registered again.
1.25/3	RLT Registration discontinued. Dr. Mandal-Blasio made a motion to require quarterly updates if registered again.
1.25/5	RLT Registration discontinued. Ms. Wright made a motion to require quarterly updates if registered again.
1.25/6	Update received.
1.25/14	Update received. Ms. Cole abstained.
1.25/20	Update received.
1.25/21	Update received.
2.25/32	Update received. Ms. Cole abstained.
3.25/8	Update received.
3.25/9	Update received.
3.25/12	Ms. Cole made a motion to request additional information by the next board meeting or registration will be revoked. None opposed.
3.25/14	Update received.
3.25/20	RLT Registration discontinued. Dr. Boudloche made a motion to require quarterly updates if registered again.
3.25/26	Update received.