

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: July 21, 2015
(Approved: December 15, 2015)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Emily Bellaci at 12:00 p.m., Tuesday, July 21, 2015, at 8706 Jefferson Highway Suite B, Baton Rouge, Louisiana 70809. Present were Board Members, Emily Bellaci, Jennifer Longwell, Ph.D., Cassie Bradford, Ellen Brocato, Kathy Chovanec, and Executive Director, Kelly Parker.

The Board reviewed the July 21, 2015 agenda. Ms. Bellaci moved to accept the agenda. The motion passed unanimously.

The Board reviewed the draft minutes of the June 2, 2015 minutes. Dr. Longwell moved to accept the minutes as final. The Board discussed the motion. The motion passed by roll call vote as follows: Longwell-yay, Bradford-yay, Brocato-yay, Chovanec-nay and Bellaci abstained.

Pursuant to LSA R.S.42:6.1 (4), Ms. Bradford moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members as follows: Bellaci-yay, Longwell-yay, Bradford-yay, Brocato-yay, and Chovanec-yay.

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

The Board reviewed the complete behavior analyst application files of: Suzanne Carlile, Walter Chamberlain, Jr., Shelby F. Greene, Camilla C. Knoess, Evelyn Kung, Sara M. Mansilla, Steven Stout, Ph.D., and Denae Wilkinson. The Board agreed that all files met licensure requirements. Ms. Bellaci moved to issue behavior analyst licenses to the individuals. The motion passed unanimously.

The Board reviewed the following applicant files and their answers to **Part IV of the application**: LaToya Beal, Gregory Denke, Chris McNeil, Mack Sliman, Tammy Smith, Jaclyn White, Brandi Lombas, Cassidy Quartararo, Carl Wilbur, Brenda Bowes, Kimberly Doucet, and Betty Bennett. The Board discussed their files and opined that more information was required.

The Board reviewed the following applicant files and their answers to **Part IV of the application**: Julia Birt, Morgan Bush, Alexis Clough, Allison Hardin, Christa Matheny, Adele Perrodin, and Amanda Sykes. The Board discussed the files and opined that these individuals provided satisfactory information for registration.

The Board reviewed the following applicant file and answer to **Part VI of the application:** Amanda Sykes. The Board discussed the file and opined that the individual provided satisfactory information to proceed with the licensure process.

The Board reviewed the following applicant's file who was asked to provide more information based on the answers in **Part IV of the application:** Leanna Prill. The Board noted no response to their request for more information and the Line Technician's registration was revoked.

The Board reviewed the following applicant's file who was asked to provide more information based on the answers in **Part VI of the application:** Nicole Delano. The Board reviewed the information and opined additional information was needed as to the resolution.

The Board further reviewed the following SCABA applicant's file: Kelly Rouse. She provided more information for the Board to review after her file was closed during the May meeting. The Board reviewed the information and decided to close the file based on the amount of time the file was opened without certification. The applicant was informed she could reapply at any time.

Finance Committee: Ms. Brocato reported to the Board regarding the June finances. Ms. Brocato presented the Board with the LSBEP invoice for June. Dr. Longwell moved to approve the payment for the LSBEP June invoice. The motion was discussed and passed unanimously.

Ms. Parker presented a proposal from Teknarus for services for the LBAB website. The Board reviewed and discussed. Ms. Bellaci moved to accept the proposal. The motion was discussed and passed unanimously.

The Board met with CPA, Valerie Dominique, to discuss what the Board could afford for an Executive Director's salary.

Complaints Committee: No new report.

Jurisprudence Examination Committee: Discussion was held regarding updating the Jurisprudence Exams. Dr. Longwell will track the incorrectly answered questions.

Legislative Oversight Committee: The Board reviewed the final Supervision Guidelines and will discuss beginning promulgation of the Rule.

The Board discussed proper procedure for removal of a board member. Ms. Parker would research what the Administrative Procedures Act says regarding removal including how to fill the vacancy left by a removed board member.

Ethical guidelines will be noticed as of January 2016.

Regarding Continuing Education guidelines the Board is waiting to hear back from the fiscal office about changes in wording.

LaBAA and LBAB discussion held regarding MOU. Board agreed to invite Dr. Gautreaux to the next meeting.

Policies and Procedures Committee: Dr. Longwell made a motion to approve Rules/Regulations for Supervision of Registered Line Technicians. The motion passed unanimously.

A new Supervision Discontinuation form will be drafted. Ms. Bradford will begin writing Policy and Procedures for Jurisprudence Exam. The Board will begin complete drafting of committee and decorum policies.

Continuing Education: Tabled until next meeting.

Inactive Status: A request was received from Justin Daigle as to whether or not the Board had an inactive status for LBA's taking a sabbatical from practicing. There is no inactive status. An LBA would still need to renew to maintain their license.

Flash Drives: The Board will begin using flash drives as an electronic agenda book.

Ms. Bradford moved to adjourn the meeting at 2:28 p.m. The motion passed unanimously.