

**Louisiana Board of Examiners for  
Speech-Language Pathology and Audiology**

**February 14, 2014**

**Attending:**

**Glenn Waguespack, L-AUD, Chairperson  
Kerrilyn Phillips, L-SLP, Vice Chairperson  
Dawn Richard, L-SLP, Secretary/Treasurer  
Laura Gresham, Public Member**

**Absent:**

**Stephen J. Harris, L-SLP/AUD, Board Member  
Stanley Peters, M.D., Medical Advisor**

The meeting was called to order by Glenn Waguespack at 9:05 a.m. in the conference room of the board office located at 18550 Highland Road, Suite B, Baton Rouge, Louisiana. Jolie Jones, Executive Director was present for the entirety of the meeting.

**PUBLIC COMMENTS:**

No one was available to give public comments.

**AGENDA:**

**Motion** was made by Kerrilyn Phillips, seconded by Dawn Richard and unanimously carried, to adopt the agenda as presented.

**MINUTES:**

**Motion** was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to approve the minutes of the meeting held December 13, 2013 as presented.

**FINANCIAL:**

1. Financial Statement for the Period Ended November 30, 2013  
Board members were provided a copy of the Financial Statement prepared by Susan Sevario, CPA, for the period ended November 30, 2013.
2. Financial Statement for the Period Ended December 31, 2013  
Board members were provided a copy of the Financial Statement prepared by Susan Sevario, CPA, for the period ended December 31, 2013.
3. Changes to Reporting Format  
Jolie Jones has a meeting scheduled with Susan Sevario, CPA on February 20, 2014. Susan Sevario will help explain the financial packet to Mrs. Jones and explain how to read the information provided monthly. Board members provided Mrs. Jones with categories that they would like more clarification on.

4. Purchase of New Computer

Jolie Jones requested that the board consider purchasing a new laptop with docking station to replace one office computer and consider purchasing another computer at the beginning of the fiscal year.

**Motion** was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to purchase two laptops with docking stations to be used by LBESPA employees.

Jolie Jones mentioned that she had a conference call with Bob White of Essential Solutions who has informed her that the shopping cart on the Board's website is obsolete and cannot be switched over from the Board's website during the process of splitting the Board's in the LMS database. Mrs. Jones has agreed to use a PayPal online purchase feature, which will change the way items are currently purchased by including a button to "Buy Now" as opposed to "Add to Cart". Mrs. Jones must set up a PayPal account for the Board to begin the process.

Mrs. Jones also informed board members that Essential Solutions is preparing to do a full review of office computers and equipment to make recommendations. Mrs. Jones will use this opportunity to find out what equipment will be necessary to be purchased and estimated costs when the boards separate at the end of the lease.

5. Quote for an Additional Phone Line

Jolie Jones provided the board with a quote to add an additional telephone line if needed. The quote included an initial set up charge from the Office of Telecommunications of \$76.50, plus an additional monthly charge of \$18.75. There will also be a labor charge from Preferred Telephone Systems of \$125.00.

**Motion** was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to allow Jolie Jones to add an additional phone line as needed. Mrs. Jones must inform Glenn Waguespack when an additional line is added.

6. Meeting with Capitol One

Jolie Jones informed the Board that she met with Tom Govan of Capitol One to review the Board's banking accounts. Fees were reviewed and Mr. Govan will waive a \$21 monthly fee that the Board has been paying. Mr. Govan and Mrs. Jones also discussed that the Board is currently paying \$70 for two wire transfers that are sent for monthly retirement payments. Mrs. Jones has since contacted Netchex, the Board's payroll company, who has now set up the account for ACH process at the cost of \$1-2 depending on what the Board is currently paying for checks, which will save the Board at least \$65 per month. Lastly, merchant services are being reviewed as they are now offered by Capitol One and would likely be offered at a better rate, given the amount of money the Board has at Capitol One.

## **BOARD/STAFF ISSUES:**

1. **Reimbursement of Annual Leave Payout and Unemployment**  
The Louisiana Board of Social Work Examiners and the Louisiana Board of Examiners in Dietetics and Nutrition have both agreed to reimburse the Board for their portion of the annual leave payouts that were paid to former employees, Terry Martin and Carmen Quebedeaux. LABSWE agreed to pay 60% for Ms. Quebedeaux and LBEDN agreed to pay 25% for Mrs. Martin and 10% for Ms. Quebedeaux. Both boards have also agreed to pay their portion of unemployment for Terry Martin and Carmen Quebedeaux.
2. **Update on Website**  
Jolie Jones informed the Board that the website's About Us page has been updated, as well as the shopping cart to revise the media library offerings and to add the board's workshop. Glenn Waguespack mentioned that the website still includes the Code of Ethics from 2007, which needs to be changed.
3. **Update on Calligrapher**  
**Motion** was made by Kerrilyn Phillips, seconded by Dawn Richard and unanimously carried to begin using Gina Cox, Calligrapher with certificates at the rate of \$6.00 each.
4. **Update on Media Library**  
Jolie Jones informed board members that she purged the Media Library as requested and there are 14 media offerings remaining. Mrs. Jones also inquired if the Board wanted to still include media regarding Tinnitus that was previously purchased, but does not offer ASHA continuing education credits. The Board approved the use of the Tinnitus media. The Board will continue to monitor the Media Library to see if it is something they want to continue or phase out.
5. **Update on LBESPA Elections via Electronic Nominations/Voting**  
Jolie Jones contacted a LSHA representative via email to request additional information to answer the Board's questions relative to the process. No response has been received to date.
6. **Update on Annual School Report**  
Jolie Jones informed board members that the Annual School Report has been completed and responses from all schools have been received.
7. **Update on LBESPA Board Appointments**  
Laura Gresham informed the Board that she was notified that she has been reappointed by the Governor and was requested to fill out additional paperwork.

A letter has been sent from the Board to the Louisiana State Medical Society requesting that a physician be nominated to serve on the Board effective May 9, 2014.

8. Update on LBESPA 2014 CE Workshop  
Erica Ray has agreed to be the speaker for Grand Rounds in Audiology. Allison Bland, who is employed by ASHA, is not allowed to accept an honorarium for her presentation at the workshop; however the Board will submit a \$500.00 donation to the ASHA Foundation in her name.

The Board would like to send out a brochure to advertise the workshop this year.

9. List of Office Equipment  
Jolie Jones presented board members with a list of office equipment as requested. Board members requested that items be split by what equipment is in each office (example: the computer, printer, desk, desk chair, label printer, phone, calculator, etc.) remain the property of the person who currently is in possession of the items. All items can be split closer to the time of relocation.

10. Application Procedure Discussion  
This matter was tabled until further notice.

11. Adoption of New Board Policies
  - a. Application Approval Process

**Motion** was made by Laura Gresham, seconded by Kerrilyn Phillips and unanimously carried to adopt the Application Procedure policy as follows:

Board staff will scan and send licensure applications and simple upgrades to board members. In addition to pertinent documents, staff should include a copy of the front of the file, in a pdf format that is password protected. Board staff will include a list of names of the individual applications in the email for record of each individual's name and approval when the email is printed out. Once a board member sends an email approval, board members and board staff should delete the files from their computer and email so as not to compromise the information. Board staff will print out the email to include in each approved licensee's paper file and process the application as usual. Board staff will hold licensure files that have been approved via email for board member signatures at the next board meeting. The email approval will be included in the file for board members to officially sign off on each applicant. Once a board member has signed the paper file, board staff will remove the email approval from the file.

Due to the complexity of documentation for supervision, Provisional SLP Assistant licensees upgrading to SLP Assistants will be sent for approval via mail, with a scanned copy being kept in the board office until the file is returned. First time SLP Assistant and Provisional SLP Assistant applications can be included in the scanning approval process.

b. Revision of LBESPA Election by LSHA

**Motion** was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried to revise the LBESPA Election by LSHA policy, subject to changes in the law, as follows:

LBESPA voted to begin using SurveyMonkey for LBESPA elections facilitated by LSHA. LBESPA will pay costs to send postcards to all licensees notifying them that nominations or elections are in process and a link to submit nominations or vote. Nominations and vote responses will be submitted through SurveyMonkey and handled by LSHA.

LSHA will submit the call for nominations (developed by LSHA personnel) to LBESPA by July 1<sup>st</sup>. LSHA personnel will have Call for Nominations posted on SurveyMonkey and an email blast to all licensees on July 15.

Licensees will be allowed until August 15<sup>th</sup>, to submit the Self-Nomination Ballots to LSHA through SurveyMonkey. LSHA personnel will develop the voting ballot and submit to LBESPA staff on or before September 1<sup>st</sup> for approval. Once approved, LSHA personnel will post the ballot on SurveyMonkey.

Licensees shall have until October 15<sup>th</sup>, to submit their ballots through SurveyMonkey. LSHA personnel will submit the election results to the Governor's office no later than November 1<sup>st</sup>.

Board members discussed a possible future change in the Law to say "A professional association designated by the Board" instead of specifying LSHA.

c. Signature Stamps

**Motion** was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried to adopt the following policy regarding the use of signature stamps:

Signature stamps are to be held by a staff member who does not have the authority to issue checks.

12. Plans for Law Revision – scheduling of retreats, topics, participants, etc.

Board members scheduled a workday for law revisions for Saturday, May 3, 2014 at the Board office.

13. Posting of Board Meeting Minutes

Board members decided to discontinue posting Minutes to the website, but to have them available if someone requests them.

**CORRESPONDENCE:**

A. Update on Letter dated 7/15/13 from Connections Learning

Board members were given an update on the letter from Connections Learning.

Megan Doran has submitted clarification and has been issued a license.

- B. Email dated 1/31/2014 from David Morledge re: intraoperative monitoring  
The Board received an email from David Morledge requesting information related to neurophysiological intraoperative monitoring. Board staff has responded to the email and Mr. Morledge was very complimentary of the thorough and up-to-date information received from the Board.

### CONFERENCES:

#### FARB

1. Report from the 38<sup>th</sup> Annual FARB Forum, Austin, TX  
Glenn Waguespack provided a written and oral report to the board regarding the FARB Forum.

Mr. Waguespack requested that board staff use the log in provided to print a Model Consent Agreement, Code of Conduct, Practice Act and Application. He also requested that Mrs. Jones get more information about the "Look Up A License" feature through FARB and the EBAS ethics examination.

#### NCSB

1. Renewal of NCSB Membership  
**Motion** was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to renew the Board's annual NCSB membership for \$450.00.

#### AMERICAN ACADEMY OF AUDIOLOGY

1. Annual Convention: AudiologyNOW!, March 26-29, 2014 in Orlando, FL  
This information presented for informational purposes.

### EXECUTIVE SESSION:

**Motion** was made by Dawn Richard, seconded by Laura Gresham and unanimously carried, to go in to Executive Session at 1:25 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting, and

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

**Votes** for going into Executive Session: Laura Gresham, yes; Dawn Richard, yes and Kerrilyn Phillips, yes.

**Motion** was made by Dawn Richard, seconded by Laura Gresham and unanimously carried, to come out of Executive Session at 3:35 p.m. to take the following actions:

1. Letter to Lorra Pettit and response from Lorra Pettit  
Glenn Waguespack presented board members with the letter sent to Ms. Pettit on behalf of the Board, as well as her response to that letter.

2. Update on Complaint #2013-05  
 This matter has been set for hearing on Saturday, May 10, 2014.

3. Update on Complaint #2013-07  
 Ryan Seidemann is continuing to work toward a Consent Agreement and Order. **Motion** was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to reconsider it's motion from December 13, 2013 and include stipulations in the Consent Agreement and Order for reimbursement of attorney fees for Ayn Stehr. The Board does not wish to negotiate on the stipulations outlined in December, which included: \$1,500 fine, cannot supervise for one year, open book examination, investigation costs, public reprimand, notification to NPDB-HIPDB, and an essay on the importance of accurate medical records.

4. Update on Complaint #2011-07  
 Jolie Jones informed the Board that Complainant has paid all fines in full and has contacted the Board to schedule the remaining portion of the Board's Open Book Exam.

5. Transition Issues  
 Board members discussed transition issues with the separation of the boards.

6. Review of Complaints  
 #2014-01  
**Motion** was made by Kerrilyn Phillips, seconded by Dawn Richard and unanimously carried, to send a letter to the licensee that the Board is not taking any action at this time, but at the time of licensure renewal, licensee must provide us with a court document of her progress in completing the stipulations.

7. Review of Applications  
**Motion** was made by Dawn Richard, seconded by Kerrilyn Phillips and unanimously carried, to approve the following applications for Full or Provisional Speech-Language Pathology and/or **Audiology licenses:**

Pizza, Andrea	7056	PL-SLP	Meynard, Andrea	7058	PL-SLP
Prat, Claire Rubin	7057	PL-SLP	Lee, Heidi	7059	PL-SLP
Jackson, Julie	7060	PL-SLP	Fisse, Diana	7061	PL-SLP
Wheeler, Whitnie	7062	PL-SLP	Turknett, Sarah M	7063	PL-SLP
Fowler, Anna	7064	PL-SLP	Gristina, Katherine	7065	PL-SLP
Doran, Megan	7067	PL-SLP	Seiler, Mara J	7068	PL-SLP
Leger, Sarah	7069	PL-SLP	Forrester, Emily C	7070	PL-SLP
Everson, Laura	7071	PL-SLP	Taylor, Tiffany	7072	PL-SLP
Stauffer, Jourdan	7073	PL-SLP	Jackson, Sherley	7074	L-SLP
Long, Kimberly G	7075	L-SLP	Molloy, Kristen M	7075	L-SLP
Quin, Tara	7066	PL-SLP	Whitley, Justin D	7076	PL-SLP
Villa, Jordan	7078	PL-SLP	Gardner, Laura	7080	L-SLP
Zeppuhar, Lisa	7081	L-SLP	Loris, Sherry	7082	L-SLP
Thomas, Heather	7084	PL-SLP	Smith, Shelley	7079	L-AUD

Simpson, Rachel	7083	L-AUD	Arceneaux, Sierra	6703	PL-SLP
Warren, Nicole	6686	PL-SLP			

**Motion** was made by Kerrilyn Phillips, seconded by Dawn Richard and unanimously carried, to approve the following applications for a **Speech-Language Pathology Assistant, Provisional Speech-Language Pathology Assistant, or Provisional Audiology/Hearing Aid Dispensing** licenses:

Verret, Leslie	7085	PL-SLP Asst
Soileau, Melanie B	7086	PL-SLP Asst
Watkins, Emily	7087	SLP Asst

**Motion** was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to **upgrade** the following licenses:

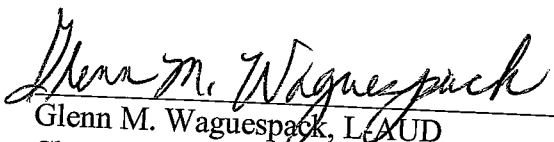
Marlin, Tammy G	3885	L-SLP	Whittington, Alicia	6627	SLP-Asst
Davis, Shameka F.	6895	SLP-Asst	Pruna, Claudia	6762	L-SLP
Maloney, Kelly	6789	L-SLP	Amedee, Kacey	7048	SLP-Asst
Dufresne, Megan	6790	L-SLP	Mitchell, Janice	6517	L-SLP
Argeanton, Kellie	6716	L-SLP	Smith, Jessica	6211	L-SLP
Smith, Cray C	7016	SLP-Asst			


**Motion** was made Dawn Richard, seconded by Kerrilyn Phillips and unanimously carried, to **reinstate** the following licenses:

Cantrell, Alicia	6380	L-SLP	Bruml, Sarah K	6397	L-SLP
Williams, Dedra	4402	SLP-Asst			

**Motion** was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to adjourn the meeting at 4:00 p.m.

**MINUTES APPROVED BY:**

  
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 Glenn M. Waguespack, L-AUD  
 Chairperson

  
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 Kerrilyn Phillips, L-SLP  
 Vice-Chairperson