

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

April 4, 2014

Attending:

**Glenn M. Waguespack, L-AUD, Chairperson
Kerrilyn R. Phillips, L-SLP, Vice Chairperson
Dawn B. Richard, L-SLP, Secretary/Treasurer
Stephen J. Harris, L-SLP/AUD, Board Member
Brooke F. Normand, L-SLP, Board Member
Laura H. Gresham, Public Member**

Absent:

Stanley Peters, M.D., Medical Advisor

The meeting was called to order by Glenn Waguespack at 9:00 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.

WELCOME NEW BOARD MEMBER:

Glenn Waguespack, Board Chairperson, welcomed Brooke Normand, L-SLP, the board's newest member.

PUBLIC COMMENTS:

No one was available to give public comments.

AGENDA:

Motion was made by Kerrilyn Phillips, seconded by Steve Harris and unanimously carried, to adopt the agenda as amended to add 3. Email from Stacie Didier, L-SLP, regarding orders from out of state to Correspondence and add 13. Student Presentations to Board/Staff Issues.

MINUTES:

Motion was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to approve the minutes of the meeting held February 14, 2014, as amended.

FINANCIAL:

1. Financial Statement for the period Ended January 31, 2014
Board members were provided a copy of the Financial Statement prepared by Susan Sevario, CPA, for the period ended January 31, 2014.

2. Proposed Budget for Fiscal Year July 1, 2014 – June 30, 2015
Motion was made by Laura Gresham, seconded by Kerrilyn Phillips and
 unanimously carried, to approve the budget for fiscal year 2014-2015 as follows:

Revenues

License Fees - SLPs	200*125.00	\$	25,000.00
License Fees - AUD/HA Disp	10*150.00	\$	1,500.00
Upgrade Fees	120*30.00	\$	3,600.00
Renewal Fees - SLPs	3415*65.00	\$	221,975.00
Renewal Fees - AUD/HA Disp	250*75.00	\$	18,750.00
Restitution		\$	5,000.00
Interest (Checking)		\$	1,000.00
Miscellaneous		\$	10,000.00
Total		\$	286,825.00

Total Revenues **\$ 286,825.00**

Other Assets

Cash in Checking		\$	450,000.00
*Invested Funds		\$	125,000.00
Total		\$	575,000.00

Total Other Assets **\$ 575,000.00**

TOTAL AVAILABLE FUNDS **\$ 861,825.00**

*INVESTED FUNDS ARE MAINTAINED FOR LEGAL CHALLENGES, TO DEFEND A LAWSUIT, AND IN THE EVENT OF A NATURAL DISASTER.

LA R.S. 37:2657. Fees; compensation; expenses

The board shall retain all fees and other monies received by it. Such funds may be expended by the board without appropriation for costs of administration and other expenses. Additionally, such funds may be used for the establishment and operation of continuing education programs relating to speech, language, or hearing disorders. Any funds remaining unexpended and unencumbered at the end of each fiscal year shall be retained by the board for expenditure in succeeding years and no part thereof shall revert to the general fund of the state.

Salaries

Executive Director (75%)	\$	39,000.00
Administrative Specialist (100%)	\$	31,200.00
Total	\$	70,200.00

Related Employee Benefits

Retirement (37% ER contribution)	\$	26,000.00
Medicare (1.45%)	\$	1,025.00
Health Insurance (75% Exec Director & 100% Admin Spec)	\$	15,500.00
OPEB	\$	30,000.00
Total	\$	72,525.00

Total Salaries & Benefits **\$ 142,725.00**

Expenses/Travel

Administrative (in-state mileage)	\$	1,000.00
Administrative (in-state other)	\$	1,500.00
Administrative (out-state other)	\$	4,000.00
Board (in-state mileage)	\$	9,000.00
Board (in-state other)	\$	5,000.00
Board (out-state mileage)	\$	500.00
Board (out-state other)	\$	25,000.00
Total	\$	46,000.00

Meeting Expenses

Hotel, Food, etc.	\$	10,000.00
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Total Travel & Meeting Expenses **\$ 49,000.00**

Expenses/Operating

Advertising	\$	5,000.00
Rent	\$	17,200.00
Printing	\$	7,500.00
Postage & Delivery	\$	15,000.00
Dues & Subscriptions	\$	1,800.00
Maintenance	\$	1,000.00
Insurance	\$	1,000.00
Bank Charges/Credit Card Fees	\$	5,000.00

Telephone	\$	1,200.00
Security Maintenance	\$	100.00
Equipment Rental	\$	2,000.00
Miscellaneous	\$	1,000.00
Continuing Education	\$	20,000.00
Office Supplies	\$	6,000.00
Total	\$	83,800.00

Total Operating Expenses \$ **83,800.00**

Professional Services

Accounting	\$	2,400.00
AG Representation	\$	15,000.00
Auditor	\$	2,500.00
Calligrapher	\$	1,400.00
Computer Consultants	\$	10,000.00
Other Consultants	\$	30,000.00
Court Reporter	\$	1,500.00
Investigators	\$	5,000.00
Legal Counsel	\$	15,000.00
Payroll	\$	1,500.00
Total	\$	84,300.00

Total Professional Services \$ **84,300.00**

Acquisitions/Equipment

Computer Equipment	\$	5,000.00
Scanning Equipment/License Renewal	\$	6,000.00
Office Equipment	\$	4,000.00
Total	\$	15,000.00

Total Acquisitions \$ **15,000.00**

Total Expenditures \$ **381,825.00**

Total Revenue over Expenditures \$ **(95,000.00)**

Total Available Funds over Expenditures \$ **480,000.00**

3. Professional Service Contracts for fiscal year July 1, 2014 – June 30, 2015

Motion was made by Laura Gresham, seconded by Steve Harris and unanimously carried, to renew the contract with Ayn Stehr at \$175.00 per hour for a maximum contract amount of \$15,000.00.

Motion was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to renew the contract with Susan Sevario at \$200.00 per month for a maximum contract amount of \$2,400.00.

Motion was made by Dawn Richard, seconded by Steve Harris and unanimously carried, to renew the contract with the Department of Justice at \$120.00 per hour for a maximum contract amount of \$15,000.00.

Motion was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to renew the contract with Investigations Unlimited at a rate of \$50.00 per hour plus expenses at the state-approved rate for a maximum contract amount of \$5,000.00.

COMPLIANCE HEARING:

Cynthia Jenkins requested and appeared for a compliance hearing to appeal the Board's decision to deny reinstatement of her Speech-Language Pathology license. The Board denied Ms. Jenkins' request to reinstate her license due to her having worked in speech-language pathology from November 7, 2013 through February 2014 without a license.

Cynthia Jenkins testified that she did receive the Board's letter notifying her to cease practice of speech-language pathology and continued to practice. Ms. Jenkins indicated that she worked for East Baton Rouge Parish Schools and they knew she did not have a license and was applying. Ms. Jenkins had a caseload of 32 children doing re-evaluations, intervention services for articulation and language disorders, and IEPS in a failing school.

Motion was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to go in to Executive Session at 10:30 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: Steve Harris, yes; Brooke Normand, yes and Kerrilyn Phillips, yes.

Motion was made by Steve Harris, seconded by Dawn Richard and unanimously carried, to come out of Executive Session at 10:45 p.m. to offer Cynthia Jenkins a Consent Agreement and Order to include the open book examination within 60 days, \$750 fine, and notifications to LSHA, ASHA, SPALS, Department of Education, and reporting to the National Practitioner

Data Bank. Consent Agreement and Order must specifically state that Ms. Jenkins failed to follow the Board's directive and cease practice based on her testimony.

Motion was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to send letters of concern to the Lead Therapist and Special Education Director in East Baton Rouge Parish School System. The letter should note that Cynthia Jenkins is not allowed to engage in the practice and was in violation of the board's directive to stop working. Ms. Jenkins was not included on the updated Annual School Report. The letter should also mention concerns if Medicaid was billed for services.

BOARD/STAFF ISSUES:

1. Update on LBESPA Elections via electronic nominations/voting.
Jolie Jones presented the Board with a list of all licensees without an email address in the system, as there were only 16. Jolie Jones spoke with Carrie at LSHA about the board's concerns and Carrie stated that we input the email addresses that are in our system. The survey creates a link number or specific ID. The survey generates an email to recipients and each gets a different link; therefore a link cannot be placed on LSHA's homepage to nominate/elect, however it would be a notification that nominations/elections are in process. Carrie believes that we can add an email to the survey if someone did not get the original email. The Board will mail paper ballots to individuals without an email in the system.
2. Update on LBESPA 2014 CE Workshop
Jolie Jones informed that there were 100 participants pre-registered for the Board's workshop.
3. Plans for Law Revision
The Board will have a law revision workday on Saturday, May 3, 2014.
4. Media Library – Shipping charges
Motion was made by Steve Harris, seconded by Kerrilyn Phillips and unanimously carried, to add a \$10 shipping charge to all media rentals.
5. Educational Ads for Better Hearing and Speech Month
Motion was made to publish Better Hearing and Speech Ads in The Advocate, Times Picayune, The Times, and Baton Rouge Parents Magazine at the cost of \$2,275.26.
6. Policy regarding Signature Stamps
Motion was made by Laura Gresham, seconded by Dawn Richard, and unanimously carried, to change the policy regarding signature stamps to stamp all checks and provide check register and all checks for review at each board meeting, to not slow down the process of paying bills.
7. Financial Disclosure Forms due May 15th
Jolie Jones reminded board members that their Financial Disclosure Forms for the Board of Ethics are due by May 15th.

8. Update on Ethics and Boundaries Examination
EBAS exam was discussed at FARB for use as discipline but the cost is \$1,500 and doesn't really meet the Board's needs. The Board may suggest that NCSB develop an ethics module at some point and sell it to other states.
9. Document Retention in Active Files
Jolie Jones discussed document retention in active files, in preparation for a scanning project. Supervision Form 200s would only need to be retained for three years. When documents are destroyed, a check sheet should be included in the file with a list of what was destroyed.
10. Clarification regarding Clinical Practicum Hours
Board members discussed clinical practicum hours for clarification when processing applications.
11. Policy regarding Board Member Attendance and Participation
Motion was made by Steve Harris, seconded by Dawn Richard and unanimously carried, to create a board policy that states "Board members with two consecutive unexcused absences may be requested to resign their position. Unexcused absences will be at the discretion of the Board."
12. Exhibit Display
The Board would like to purchase a table runner with LBESPA logo and name, as well as purchase picture frames for exhibit displays.
13. Student Presentations
Steve Harris presented to over 60 students at University of Louisiana at Lafayette recently. Glenn Waguespack presented at LSU Health Sciences Center in Shreveport for Mary Pannacker in March. Kerrilyn Phillips will present to her Louisiana Tech University students in May.

CORRESPONDENCE:

1. Email dated 3/18/14 from Kathy Pruner with information on regenerated Praxis Speech-Language Pathology test & new passing score
Reviewed for informational purposes.
2. Email dated 3/25/2014 from Doris Valdry regarding observation by facility
The Board recommended that Ms. Valdry make all parents aware when a new child starts therapy, that there is a facility employee that sits in to observe the child.
3. Email from Stacie Didier, L-SLP, regarding orders from out-of-state
The Board stated that SLP would need to find out if the physician is licensed in both states and check the facility's policy about orders. An in-state doctor can re-write the orders.

CONFERENCES:

LSHA

1. Board Presentation

Board presentation at the LSHA Convention will include topics such as: under new management (trying to be more fiscally responsible and customer friendly), phasing media library out, stats on number of licensees, update on changes of law, update on discipline, new board member, board member elections, Praxis scores/changes, student presentation available.

2. Exhibit Request for LSHA Convention

Motion was made by Steve Harris, seconded by Kerrilyn Phillips and unanimously carried, to pay the exhibit fee of \$400.00 to exhibit at the LSHA Convention.

CLEAR

1. Annual Educational Conference, September 11-13, 2014

Motion was made by Laura Gresham, seconded by Steve Harris and unanimously carried, to pay expenses and associated costs to send Marcy Ricca to the CLEAR Conference in New Orleans.

SPALS

1. Request for Sponsorship for SPALS Conference, October 2-3, 2014

Motion was made by Steve Harris, seconded by Dawn Richard and unanimously carried, to sponsor a speaker for the 2014 SPALS Conference in the amount of \$3,000.00.

2. Exhibit Request for SPALS Conference, Lafayette

Motion was made by Steve Harris, seconded by Laura Gresham and unanimously carried, to pay the exhibit fee of \$300.00 to exhibit at the SPALS Conference.

NCSB

1. NCSB Annual Conference, October 9-11, 2014

Motion was made by Steve Harris, seconded by Laura Gresham and unanimously carried, to pay expenses and associated costs to send Kerrilyn Phillips, Brooke Normand, Glenn Waguespack, and Ayn Stehr to attend the NCSB New Board Member Training, as well as the NCSB Conference.

Motion was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to pay expenses and associated costs to send Dawn Richard, Steve Harris, Laura Gresham, and Jolie Jones to the NCSB Annual Conference.

2. ASHA CEU Sponsorship for NCSB Conference

Motion was made by Steve Harris, seconded by Dawn Richard and unanimously carried, to co-sponsor the ASHA CEUs for the NCSB Conference.

3. Call for Nominations

Motion was made by Laura Gresham, seconded by Steve Harris and unanimously carried, to nominate Kerrilyn Phillips for President-Elect and Glenn Waguespack, George Purvis, and Amy Goldman for the NCSB Board of Directors.

EXECUTIVE SESSION:

Motion was made by Steve Harris, seconded by Dawn Richard and unanimously carried, to go in to Executive Session at 1:30 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; Brooke Normand, yes and Kerrilyn Phillips, yes.

Motion was made by Laura Gresham, seconded by Dawn Richard and unanimously carried, to come out of Executive Session at 4:05 p.m. to take the following actions:

1. Review of Complaints

a. 2013-07

Motion was made by Kerrilyn Phillips, seconded by Steve Harris and unanimously carried, to send a letter that a Consent Agreement and Order was offered in December 2013. We have not received a response from you, therefore the hearing will be set for June 14th, 21st, or 28th. The Board will check with Ayn Stehr and Ryan Seidemann first.

b. 2013-05

Motion was made by Kerrilyn Phillips, seconded by Steve Harris and unanimously carried, to offer the Consent Agreement and Order drafted by Ayn to include the following stipulations: open book examination, investigation costs, reimburse attorney fees, three year suspension, \$10,000 fine within three years that the board signs the Consent Agreement and Order, investigative costs, restitution of money to PCF (approximately \$57,000), and notifications to LSHA, ASHA, SPALS, Department of Education, and reporting to the National Practitioner Data Bank and PCF.

c. 2013-03

Motion was made by Steve Harris, seconded by Laura Gresham and unanimously carried, to ratify the suspension of Amy Ballard's L-SLP license number 5759, until the 1,000 word narrative is received according to the Consent Agreement and Order signed on February 22, 2013. Motion was also made to re-send the letter regarding suspension via first class mail and research the employer on record.

d. 2012-01

Motion was made by Steve Harris, seconded by Dawn Richard and unanimously carried, to accept supervision submitted and release from Consent Agreement and Order for successful completion.

- e. 2011-07
Motion was made by Kerrilyn Phillips, seconded by Dawn Richard and unanimously carried, to release from Consent Agreement and Order for successful completion.
- f. 2010-18
 This matter needs to be set for hearing per legal counsel. The Board will revisit this matter at its meeting in June.
- g. Disciplinary action status on website
 The Board would like to add "Revoked" and "Suspended" status to be reflected under the Disciplinary Action page on the website.

2. Transition Issues
 No transition issues were discussed.

3. Executive Director 6 month Review
Motion was made by Kerrilyn Phillips, seconded by Laura Gresham and unanimously carried, to raise Jolie Jones' salary by \$1,000 annually as per the original offer letter dated November 17, 2013.

- 4. Review of Applications
 - a. An application for a Provisional SLP Assistant was reviewed, wherein the applicant was awarded a degree 16 years prior to application. The Board may want to consider this as a future rule change.

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**:

Turner, Sharonda	7089	L-SLP	Major, Ashlyn	7091	L-SLP
Guidry, Neal	7090	L-SLP	White, Tameka	7092	L-SLP
Harwood, Laura	7093	L-SLP	Ewing, Victoria	7095	L-SLP
Morlas, Holly	7094	L-AUD	Rogers, Melissa	5989	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**:

Chiasson, Jenna	7088	PL-SLP Asst
Lyons, Christina	7096	PL-SLP Asst

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

Delatin, Rebecca	6708	L-SLP	Bailey, Elizabeth	6614	L-SLP
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Brown, Stacie	6216	L-SLP	Leggitt, Sara	6909	L-SLP
Copperberg, Kelsey	6921	L-SLP	Finley, Megan	6382	L-SLP
Walker, Mollie	6798	L-SLP	Beslin, Ali	6914	L-SLP
Manley, Kelli	6923	L-SLP			

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


Jenner, Melissa	5431	L-SLP	Obst, Denise	6892	PL-SLP
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Motion was made by Kerrilyn Phillips, seconded by Steve Harris and unanimously carried, to adjourn the meeting at 4:20 p.m.

MINUTES APPROVED BY:



 Glenn M. Waguespack, L-AUD
 Chairperson



 Dawn Richard, L-SLP
 Secretary/Treasurer

