

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

December 1, 2017

Attending:

**Stephen J. Harris, L-AUD/SLP, Chairperson
Daphne Washington, L-SLP, Vice Chairperson
Tammy P. Crawford, L-SLP, Secretary/Treasurer
Deanna B. Hardy, Public Board Member
Annette E. Hurley, L-AUD/H.A. Dispensing, Board Member
Theresa H. Rodgers, L-SLP, Board Member
Glenn M. Waguespack, L-AUD/H.A. Dispensing, Board Member**

The meeting was called to order by Stephen Harris at 8:30 a.m. in the Beauregard room at the Loews Hotel located at 300 Poydras Street, New Orleans, Louisiana. Jolie Jones, Executive Director, was present for the entirety of the meeting.

PUBLIC COMMENTS:

No one was present to provide public comment.

AGENDA:

Motion was made by Daphne Washington, seconded by Deanna Hardy and unanimously carried, to adopt the agenda as presented.

MINUTES:

1. **Motion** was made by Annette Hurley, seconded by Theresa Rodgers and unanimously carried, to accept the minutes of the meeting held September 29, 2017, as amended.
2. **Motion** was made by Theresa Rodgers, seconded by Glenn Waguespack and unanimously carried, to accept the minutes of the meeting held September 30, 2017, as presented.
3. **Motion** was made by Theresa Rodgers, seconded by Daphne Washington and unanimously carried, to accept the minutes of the meeting held October 28, 2017, as presented.

FINANCIALS:

1. Financial Statements for the period ended July 31, 2017

Board members were provided a copy of the Financial Statements prepared by Susan Sevario, CPA, for the period ended July 31, 2017.

2. Financial Statements for the period ended August 31, 2017

Board members were provided a copy of the Financial Statements prepared by Susan Sevario, CPA, for the period ended August 31, 2017.

3. Financial Statements for the period ended September 30, 2017

Board members were provided a copy of the Financial Statements prepared by Susan Sevario, CPA, for the period ended September 30, 2017.

4. Auditor's Report for FY 2016-2017

Board members reviewed the Auditor's Report for FY 2016-2017.

EXECUTIVE SESSION:

Motion was made by Glenn Waguespack, seconded by Theresa Rodgers and unanimously carried, to go in to Executive Session at 9:05 a.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.

Motion was made by Daphne Washington, seconded by Glenn Waguespack and unanimously carried, to come out of Executive Session at 10:50 a.m. to take the following actions:

1. Receipt of New Complaints

a. #2018-04

Motion was made by Theresa Rodgers, seconded by Annette Hurley and unanimously carried, to accept complaint #2018-04 and refer for investigation.

Motion was made by Daphne Washington, seconded by Tammy Crawford and unanimously carried, that the Board will continue the practice of not notifying individuals when a complaint is received as it may not be accepted by the Board for reasons such as lack of subject matter jurisdiction. Once the Board accepts a complaint via formal motion, the individual is notified. Moving forward, the Board needs to ensure the individual is notified regarding planned discussion of the complaint any time it is placed on an Agenda.

b. #2018-06

Motion was made by Theresa Rodgers, seconded by Deanna Hardy and unanimously carried, to accept complaint #2018-06 and refer for investigation. Recused - Glenn Waguespack.

2. Review of Pending Complaints/Cases

a. Complaint #2016-08A and B

Complaints #2016-08A and B have been continued without a scheduled hearing date.

3. Review of Applications

a. MS

Motion was made by Theresa Rodgers, seconded by Tammy Crawford and unanimously carried, to deny MS's Speech-Language Pathology Assistant license, as she does not meet the clinical practicum hour requirement.

b. DF

Motion was made by Daphne Washington, seconded by Glenn Waguespack and unanimously carried, to grant DF's Provisional Speech-Language Pathology license.

4. Review of Correspondence from Clara Wicker, L-SLP

Board members reviewed a letter from Clara Wicker, Speech-Language Pathologist, informing the Board about a recent situation involving her license. The Board feels that based on the ASHA Code of Ethics, if Ms. Wicker is an ASHA member and/or ASHA-certified individual, she has an obligation to report the individual involved to the Louisiana State Board of Nursing.

5. LBESPA Staff Performance Evaluation

Motion was made by Daphne Washington, seconded by Annette Hurley and unanimously carried, to grant Jolie Jones a raise of 4%, pending the Louisiana Board of Examiners in Dietetics and Nutrition's approval.

Motion was made by Deanna Hardy, seconded by Daphne Washington and unanimously carried, to grant Marcy Ricca a raise of 3.5%.

Motion was made by Daphne Washington, seconded by Annette Hurley and unanimously carried, to require applications to be submitted with all required documents, other than online applications, eScripts, and Praxis scores which are submitted electronically, effective January 1, 2018. Incomplete applications will be returned with a letter stating what documents are needed. Board staff needs to communicate with the universities to inform them of this new requirement. The Board's rules will be revised to reflect this change.

Motion was made by Deanna Hardy, seconded by Tammy Crawford and unanimously carried, to approve the following applications for **Full or Provisional Speech-Language Pathology and/or Audiology licenses**:

Gibson, Todd	8015	L-SLP	Holmes, Krystal	8016	L-SLP
Hartzheim, Daphne	8017	L-SLP	Poirrier, Ashley	8018	PL-SLP
Browning, Cynthia	8019	L-SLP	Jones, Kaila	8020	PL-SLP
Meese, Jeanine	8021	L-SLP	Harrison, Megan	8022	PL-SLP
Dupuy, Katie	8023	L-SLP	Brewer, Tyler	8024	L-SLP
McClendon, Kayla	8026	L-SLP	Fukuhara, Marissa	8027	PL-SLP

Newman, Kim	8028	L-SLP	Mears, Amy	8029	L-SLP
Hubly-Sushka, Brenda	8030	L-SLP	Jackson, Bianca	8031	PL-SLP
Branch, Abigail	8032	L-SLP	Salvatore, Anthony	8034	L-SLP
Frazier, Derick	8035	PL-SLP			

Motion was made by Theresa Rodgers, seconded by Glenn Waguespack and unanimously carried, to approve the following applications for **Speech-Language Pathology Assistant and Provisional Speech-Language Pathology Assistant** licenses:

Harris, Maya	8025	Provisional SLP Assistant
Joseph, Kelsey	8033	Provisional SLP Assistant

Motion was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to **upgrade** the following licenses:

Murphy, Emily	7780	L-SLP	Harrison, Allison	7784	L-SLP
Fox, Heather	7744	L-SLP	Brasseaux, Kelsey	7398	L-SLP
Collingsworth, Cricket	7707	L-SLP			
Smith, Karli	7591	SLP Assistant			
Adams, Jenny	7734	SLP Assistant			

Motion was made by Glenn Waguespack, seconded by Tammy Crawford and unanimously carried, to **reinstate** the following licenses:

Piper, Beulah	322	L-SLP	O’Laughlin, Heather	5018	L-SLP
Causey, Monica	3721	L-SLP			

ONGOING BOARD EDUCATION REGARDING INTERNATIONAL APPLICANT INTERVIEWS:

Steve Harris, Board Chairperson, informed the Board that 30 minutes will be included at each meeting to discuss pertinent topics and ensure ongoing education regarding procedures, regulations, and issues is provided for new and existing Board members.

Motion was made by Glenn Waguespack, seconded by Tammy Crawford and unanimously carried, to add to the Policy Manual that board staff needs to conduct a voice recording of each of these assessments to be filed with the application and have the Evaluator write a brief summary of the interview for the file.

Motion was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to adopt the list of foreign credential evaluation agencies listed by the American Speech-Language-Hearing Association (ASHA) as members of the National Association of Credential Evaluation Services (NACES).

COMPLIANCE HEARING:
Cassandra Sanchez 1:15 p.m.

Cassandra Sanchez requested and appeared for a compliance hearing to appeal the Board's decision to deny the upgrade of her Provisional Speech-Language Pathology Assistant license. The Board denied Ms. Sanchez's request to renew and upgrade her license based on the supervision documentation submitted.

Motion was made by Annette Hurley, seconded by Tammy Crawford and unanimously carried, to deny Cassandra Sanchez's request to upgrade her Provisional Speech-Language Pathology Assistant license, as the required number of on-site in-view supervision hours were not obtained and the three year timeframe to hold the Provisional Speech-Language Pathology Assistant license has elapsed. Ms. Sanchez may obtain the remaining 22 hours in a university setting and apply for a Speech-Language Pathology Assistant license.

ENGLISH PROFICIENCY ASSESSMENT
1:30 p.m. MONICA KANIAMATTAM

Monica Kaniamattam appeared before the board as required by Rule 113.C. for an English proficiency assessment for speakers of English as a second language. Daphne Washington facilitated the interview with Ms. Kaniamattam, requesting oral and written demonstrations of proficiency.

Motion was made by Daphne Washington, seconded by Glenn Waguespack and unanimously carried to issue Monica Kaniamattam a conditional Provisional Speech-Language Pathology license contingent upon submission of passing TOEFL scores with suggested improvements (e.g. accent modification strategies). Ms. Kaniamattam, as well as her supervisor, will be required to submit a report to the Board regarding Ms. Kaniamattam's ability to be understood by the clients she serves. The Board must pre-approve Ms. Kaniamattam's supervisor. Reports must be submitted after the first month, then every three months, and must be submitted individually by the both the supervisor and Ms. Kaniamattam. Ms. Kaniamattam will be required to appear before the board for another English proficiency assessment before her license can be upgraded.

ADMINISTRATIVE REVIEW:

1. Executive Director Update

Jolie Jones provided the board with the following updates:

- Files have been sent to C.F. Biggs for scanning.
- Driver's Authorization Forms and Defensive Driving course information were sent to board members.
- Criminal background check documentation is in place with the Louisiana State Police.
- Hubbard and Tennyson requested a Board presentation regarding supervision.

- Deadline for agenda items and documentation for the board's February 2nd meeting will be January 24th.

2. LBESPA Processing

The Board reviewed data for the period of September 26 through November 22. The summary is as follows:

- initial applications – 29
- upgrade requests – 10
- applications approved - 20
- applications denied - 0
- upgrades approved - 8
- board member requests for additional information – 0
- online renewals - 25
- renewals in the board office - 21
- audits completed - 1
- complaints received - 2

3. Update on Annual School Report

The Board was provided with an update on the Annual School Report. Six of sixty-four parishes have not yet responded. Those parishes are: Caddo, Caldwell, Evangeline, Plaquemines, Red River, and Sabine. Out of 134 charter schools, only two have responded. Out of seven Catholic Dioceses, only one has responded.

Theresa Rodgers will contact Kathy Edmonston to see if there is a way to gather the information from charter schools.

4. Update on Social Media

The Board reviewed proposals from Gray Matter Consulting, Gatorworks and Jaci Russo.

By the April board meeting, the Social Media Committee will have a Facebook page open and will attempt to monitor the page internally before committing to a contract.

5. Continuing Education and Credit Card Policies

Continuing Education Policy

Beginning in 2018, individuals who submit continuing education past the reporting period (July 1 – June 30) will have their renewal application denied and be provided with the opportunity to request a compliance hearing. Dependent upon compliance hearing results, the board will consider a conditional renewal requiring double the continuing education hours to be submitted with the next year's renewal. The Board will still consider granting continuing education extensions in the case of extenuating circumstances.

Motion was made by Deanna Hardy, seconded by Annette Hurley and unanimously carried, to adopt the continuing education policy above.

Procedures for Financial Matters

Credit Card Policy

The Executive Director will be designated as the holder of the Board's credit card and will be personally responsible for all purchases made on the card. All purchases must be individually itemized and substantiated by original receipts, which will be reconciled monthly. The business purpose of each purchase must be described.

The Secretary/Treasurer will review all credit card statements and the supporting receipts to verify that the expense was appropriate and related to the board's business.

Unless specifically approved by the board, cash advances are a prohibited use of this card. Personal use of the board's credit card is not allowed.

Based on state guidelines, no alcoholic beverages or non-business related purchases may be obtained with this card.

Motion was made by Glenn Waguespack, seconded by Daphne Washington and unanimously carried, to adopt the credit card policy above.

6. Update on Meeting with LSU Department of Communication Sciences and Disorders and LSU Officials

Ayn Stehr and Steve Harris met with Matthew Lee, Vice President for Academic Affairs, Stacia Haynie, Dean of the College of Humanities and Social Sciences, Janet Norris, Communication Sciences and Disorders Department Chair, and James Marchand, Assistant to the LSU General Counsel. These individuals asked for a letter from the Board regarding the handling of this matter and setting a precedence moving forward. Steve Harris asked Ayn Stehr to write the letter to LSU regarding this situation.

7. CAPCSD Supervision Training Modules

Daphne Washington mentioned to the board members that CAPCSD offers supervision training modules. Board members do not believe that the Board would be granted access to this information.

8. Election of Board Officers

Motion was made by Daphne Washington, seconded by Glenn Waguespack, and unanimously carried, to elect Steve Harris for Board Chairperson.

Motion was made by Annette Hurley, seconded by Tammy Crawford, and unanimously carried, to elect Daphne Washington for Vice Chairperson.

Motion was made by Glenn Waguespack, seconded by Daphne Washington, and unanimously carried, to elect Deanna Hardy to serve as Secretary/Treasurer.

9. Discussion regarding promulgating new Rules and Regulations

The Board discussed the October 28 draft of proposed revisions to the Rules and Regulations.

Motion was made by Theresa Rodgers, seconded by Daphne Washington, and unanimously carried, to promulgate the Rules and Regulations.

10. Ethics Presentation to Baton Rouge Area Speech-Language Pathologists Organization (BRASLP)

Theresa Rodgers provided an ethics presentation to the Baton Rouge Area Speech-Language Pathologists (BRASLP) on October 3, 2017. The presentation was well-received by participants representing med/rehab, private practice, public school, and university settings.

CORRESPONDENCE:

1. Email dated October 3, 2017 from Nancy Martino of Xavier University regarding clinical practicum hours

Board members reviewed the letter from Nancy Martino noting that she will be leaving Xavier University and is unsure if her successor will allow individuals to gain their clinical practicum hours as non-matriculating students, as has been allowed in the past.

CONFERENCES:

Federation of Association of Regulatory Boards (FARB)

1. 42nd Annual FARB Forum, January 25-28, 2018, Coronado Springs, CA

Motion was made by Glenn Waguespack, seconded by Tammy Crawford and unanimously carried, to send Annette Hurley and Daphne Washington to the Comprehensive Regulatory Training and the FARB Forum and pay related expenses.

2. Call for Volunteers for Strategic Action Teams

The Board reviewed an email from FARB asking for volunteers for strategic action teams.

National Council of State Boards of Examiners for Speech-Language Pathology and Audiology (NCSB)

1. Board Membership Renewal

Motion was made by Annette Hurley, seconded by Daphne Washington and unanimously carried, to renew the Board's NCSB membership at the rate of \$450.00.

American Speech-Language-Hearing Association (ASHA)

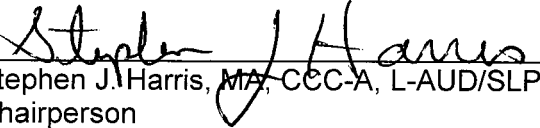
1. 2018 CE Provider Annual Fee

Motion was made by Theresa Rodgers, seconded by Tammy Crawford and carried, to no longer continue as an ASHA CEU provider. Vote in Favor: Tammy Crawford, Annette Hurley, Theresa Rodgers. Votes in Opposition:

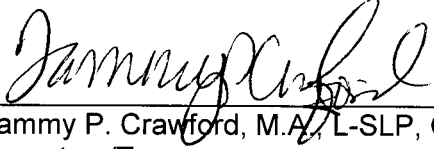
Deanna Hardy, Glenn Waguespack, and Daphne Washington. Steve Harris, Chairperson, broke the tie and voted in favor of the motion.

Motion was made by Deanna Hardy, seconded by Tammy Crawford and unanimously carried, to adjourn the meeting at 5:40 p.m.

MINUTES APPROVED BY:



Stephen J. Harris, MA, CCC-A, L-AUD/SLP
Chairperson



Tammy P. Crawford, M.A., L-SLP, CCC-SLP
Secretary/Treasurer