

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD  
MEETING MINUTES  
September 28, 2018**

A regular meeting of the Applied Behavior Analyst Licensing Board was held at the Department of Professional Licensing (DPL) at 911 Leawood Drive, Frankfort, Kentucky, on September 28, 2018.

**MEMBERS PRESENT**

Tammy H. Natof, Chair  
Allan Allday  
Erick Dubuque  
Jennifer Salvina  
Jonathan Keefe  
Scott Brinkman

**PUBLIC PROTECTION CABINET**

Quincy Ward (Office of Legal Services)  
Bryan Morrow (Office of Legal Services)  
Elizabeth Busby, Board Administrator  
Susan Ellis, Administrative Section Supervisor

**MEMBERS ABSENT**

Dana Emmitt-Hall

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**CALL TO ORDER**

Tammy H. Natof, Board Chair called the meeting to order at 10:29 a.m.

**MINTUES**

A motion was made by Mr. Dubuque to approve the minutes for the August 24, 2018 meeting as presented. Motion seconded by Mr. Allday, motion carried.

**FINANCIAL REPORTS**

The Board reviewed the financial statements for the months ending August 30, 2018. Mrs. Ellis was present to answer questions.

**DPL REPORT**

Nothing to report

**LICENSURE STATUS REPORT**

The Licensure Status Report was presented to the Board for review. The report showed there are currently (220) active behavior analysts along with eleven (11) active licensed assistant behavior analysts. The report also indicated six (6) licensed temporary behavior analysts and zero (0) temporary behavior analyst assistants. No further action was required.

**NEW BUSINESS**

The Board reviewed and discussed updates to the ABA forms, along with the addition of a reinstatement form.

Ms. Salvina gave a brief update from the Telehealth sub-committee phone conference. The next meeting will be October 11, 2018.

The Board discussed the process for reviewing LaBA renewals on-line. Ms. Busby will periodically send reminder emails of new renewal submissions to the reviewing Board members.

### **OLD BUSINESS**

Mr. Ward explained what the next step and process for the regulation changes would be.

Ms. Busby discussed the findings of four (4) applicants out of compliance with the supervision requirement. Reminder emails have been sent out to all four (4) licensees. Ms. Busby will check on the possibility for Board members to view previously scanned supervision documents uploaded by the licensees, and will give an update at the next meeting.

The Board briefly discussed the insurance mandate and ABA billing.

### **LEGAL COUNSEL**

Mr. Ward was in attendance to give his farewell to the Board before his departure this month. Nothing else to report.

### **APPLICATIONS REPORT**

The applications committee made a recommendation to approve ten (10) licensure applications:

<b>Bruce, Amber K.- LBA</b>
<b>Butrum, Leeann E.- LBA</b>
<b>Chiri Crawford, Jessica M.- LaBA</b>
<b>Diehl, Tiffany D.- LBA</b>
<b>Gorton, Kathryn L. - LBA</b>
<b>Jones, Robin L. - LBA</b>
<b>Parker, Amanda E. - LBA</b>
<b>Seale, Stacy J. - LBA</b>
<b>Smith-Wehr, Kendra M. - LBA</b>
<b>Williams, Candice A. - LBA</b>
<b>Reynolds, Rachel J. - LBA</b> (vote was separate from other approved apps.)

The applications committee made a recommendation to defer three (3) licensure applications due to missing documentation:

<b>Browning, Kelley W. - LBA</b>
<b>Burton, Monica D.- Temp LBA</b>
<b>Smith, Sarah J. - LBA</b>

The applications committee made a recommendation to approve two (2) license applications:

<b>Doucette, Sable M. - LBA</b>
<b>Russell, Shannon M. - LBA</b>

A motion was made by Ms. Salvina to approve the application of Rachel Reynolds. Motion seconded by Mr. Allday, motion carried. It is noted Mr. Keefe recused himself from the vote.

A motion was made by Mr. Keefe to approve the recommendations of the applications committee. Motion seconded by Ms. Salvina, motion carried.

#### **APPROVAL OF TRAVEL**

A motion was made by Mr. Dubuque to approve travel and per diem for all eligible members attending today's meeting. The motion seconded by Mr. Keefe, motion carried.

#### **ADJOURN**

Mr. Dubuque made a motion to adjourn at 12:12p.m., having no further items of discussion. The motion seconded by Ms. Salvina, motion carried.

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Tammy H. Natof, Chair