

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD**  
**MEETING MINUTES**  
**August 24, 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 August 24, 2018.

**MEMBERS PRESENT**

Tammy H. Natof, Chair  
Allan Allday  
Erick Dubuque  
Jennifer Salvina  
Jonathan Keefe  
Dana Emmitt-Hall

**PUBLIC PROTECTION CABINET**

Isaac VanHoose, Commissioner  
David Trimble (Office of Legal Services)  
Bryan Morrow (Office of Legal Services)  
Elizabeth Busby, Board Administrator

**MEMBERS ABSENT**

Scott Brinkman

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**CALL TO ORDER**

Tammy H. Natof, Board Chair called the meeting to order at 10:13 a.m.

**MINTUES**

A motion was made by Mr. Dubuque to approve the minutes with for the June 22, 2018 and July 27, 2018 meetings with changes. Motion seconded by Mr. Allday, motion carried.

**FINANCIAL REPORTS**

The Board reviewed the financial statements for the months ending June 30, 2018 and July 31, 2018.

**DPL REPORT**

Mr. VanHoose informed the Board that DPL is now staffed at 100%. Mr. VanHoose noted DPL is working with the Personnel Cabinet in creating a more accurate job title regarding the duties of Board Administrators. Mr. VanHoose also informed the Board of DPL's efforts and research of outside software companies providing a more efficient and user-friendly database application.

**LICENSURE STATUS REPORT**

The Licensure Status Report was presented to the Board for review. The report showed there are currently (216) active behavior analysts along with thirteen (13) 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**

Mrs. H. Natof briefly discussed the role and duties of the Board Chair. It was decided the new Board Chair will begin their role in October. A motion was made by Mr. Allday for Mr. Keefe to serve has the new Board Chair. The motion was seconded by Mr. Dubuque, motion carried.

The board discussed an issue affecting the retention of two ABA faculty members at UK and the need to keep their expertise and training impact within the state. Mr. Dubuque made a motion for the Board Chair to send a letter to UK on behalf of the Board. The motion was seconded by Mr. Keefe, motion carried.

Ms. Busby presented an email received from Mrs. Donna Veno, with the Cabinet for Health and Family Services, regarding the development process for The Kentucky Telehealth Board. Mrs. Veno was requesting a representative from the Board due to having legislative and regulatory telehealth laws currently in place. Ms. Salvina expressed interest in representing the Board on the telehealth subcommittee. Mr. Dubuque made a motion to nominate Ms. Salvina to be the Board representative. Motion was seconded by Mr. Keefe, motion carried.

### **OLD BUSINESS**

Mr. Trimble discussed the LRC template and process for the drafted regulation changes.

The Board discussed the monitoring of Annual Supervision Plans and Annual Reports of Supervision. Mrs. H. Natof suggested checking to verify that all supervised licensees have current supervision plans and reports of supervision on file and accessible through e-services accounts.

The Board tabled discussion regarding the insurance mandate and ABA billing for next month's meeting.

### **LEGAL COUNSEL**

Mr. Trimble informed the Board on Mr. Ward's future departure from Office of Legal Services and introduced Mr. Morrow as the Board's new attorney.

### **APPLICATIONS REPORT**

The applications committee made a recommendation to approve five (5) licensure applications:

<b>Brink, Emma E.- LBA</b>
<b>Bowman, Sarah I.- LBA</b>
<b>Moore, Stephanie L.- LBA</b>
<b>Murray, Misty D. – Temp LBA</b>
<b>Nelson, Kelly S. - LBA</b>

The applications committee made a recommendation to defer four (4) licensure applications due to missing documentation:

<b>Diehl, Tiffany D. - LBA</b>
<b>Joyce, Leah A. - LBA</b>
<b>Reynolds, Rachel J. - LBA</b>
<b>Seale, Stacy J. - LBA</b>

A motion was made by Mr. Dubuque for a letter to be drafted by the Board's legal counsel, Mr. Morrow, requesting clarification of questions 6 & 7 answered on the application by 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. Dubuque to approve the recommendations of the applications committee. Motion seconded by Mr. Allday, motion carried.

**APPROVAL OF TRAVEL**

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

**ADJOURN**

Ms. Salvina made a motion to adjourn at 12:04p.m., having no further items of discussion. The motion seconded by Mr. Keefe, motion carried.

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Tammy H. Natof, Chair