

KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD

MEETING MINUTES

May 22, 2026

A regular board meeting of The Applied Behavior Analyst Licensing Board was held by The Department of Professional Licensing (DPL) at 500 Mero St., Frankfort, KY 40601 via Zoom and in the Mayo-Underwood Conference room 259SW.

MEMBERS PRESENT

Kirsti Singer
Nicole Newsom
Jennifer Tucker
Jennifer Pollard

Jonathan Keefe

MEMBERS ABSENT

Jared Dillow
Jessika Vance-Morgan

DPL STAFF PRESENT

Jeff Bardroff, Administrative Supervisor
Jennifer Wolsing, Board Counsel
Courtney Parker, Administrative Supervisor
Chasity Wray, Administrative specialist senior
Niki Sharp, Board Administrator
Kristen Lawson, Commissioner

GUEST

Corwin Bishop
Calee Carroll
Joseph Carey

CALL TO ORDER

Kirsti Singer called the meeting to order at 10:00am

APPROVAL OF MINUTES

The board reviewed the meeting minutes from April 22, 2026, board meeting. Jonathan Keefe made the motion to approve the meeting minutes; Jennifer Pollard seconded the motion and the motion carried. **FINANCIAL STATEMENT**

The board reviewed the financial statements for April 2026 with no additional questions. Courtney Parker discussed the budget financial report.

DPL REPORT

Jeff Bardroff shared that Commissioner Lawson was at another meeting and would be reporting for her. Introduced the intern for DPL Joseph Carey.

LEGAL COUNSEL

Couple updates from Jennifer Wolsing. Introduced legal interns, Calee Carroll and Corwin Bishop. Regulatory update after filing, copies and made it to research commission three days before deadline. Planning to hear something from the LRC soon. Administrative sub committee and will have a board member attend. 9 more days for another subcommittee to look at the regulations. Then the regulations will be final, November should be final and on books.

Closed session motion Jennifer Pollard and Jonathan Keefe seconds; closed session at 10:19am. Licensee number 1 discussion and plan and send a letter, letter was sent two weeks ago and have a month to send over the documents.

Open session motion Jennifer Pollard and Jonathan Keefe seconded the motion; open session at 10:23am

OLD BUSINESS

No discussion

NEW BUSINESS

Interested in attending the autism summit on October 27th in Charleston SC. Jonathan Keefe and Jessika Vance Morgan will be attending representing their jobs. Kirsti Singer is willing to be a representative to attend this for the board. Nicole Newsom also stated that she would like to attend the meeting. Add this to old business section to discuss for the next meeting.

Kirsti Singer stated that she had sent the BACB two of the representatives and then those that wish to attend.

Jennifer Pollard is looking at the end of her term to be in August of this year. Discussed putting it in the newsletter that we need some new board members that are opening up in the future and sharing the link for the boards and commission.

KYABA announced that they are holding a two-day conference. More options for presentations and presenters. Submit a presentation for the board since the regulations should be up to date in November, it's open for requests/application. November 13th in Louisville KY and add to old business for the next meeting to discuss who would like to attend.

LICENSURE STATUS REPORT

The Licensure Status Report was presented to the Board for review. The report showed there are currently (915) active licenses: (854) active behavior analysts; (23) active assistant behavior analysts with (1) being Active-Active Not Eligible to Practice; (34) active licensed temporary behavior analysts with (7) being Active-Active Not Eligible to Practice, (4) temporary licensed assistant behavior analyst.

SUPERVISION COMPLIANCE REPORT

DM and KD send an official letter to them. File a complaint on SK. Complaint meeting set for June 11th 2026 at 9am and submit recommendations at the June 26th meeting.

APPLICATIONS COMMITTEE REPORT

The Application Committee reviewed 8 applications and made the recommendation to approve 3 applications and 5 were deferred. The application Committee made a motion to approve the applications committee's recommendations; Jonathan Keefe seconded the motion and the motion carried.

COMPLAINTS COMMITTEE REPORT

Discussion of complaint that the licensee failed to properly handle their time off and leave it to next month's complaints meeting for more information.

TRAVEL & PER DIEM

A motion was made by Jonathan Keefe to approve travel and per diem for all members attending the May 22, 2026 meeting. Jennifer Tucker seconded the motion and the motion carried.

JP- 5/21, 4/30

KS- 4/27, 4/28, 4/30

JK- 4/30

JT- 4/30

NN- 5/21

JVM- 4/30, 5/21

JD- 4/30

NEXT MEETING

The next scheduled board meeting will take place on Friday, June 26, 2026, at 500 Mero St. Frankfort, KY 40601 at the Mayo-Underwood Building. The Complaints Committees will meet prior, at 9:00 a.m., with the board meeting to follow at 10:00 a.m.

ADJOURN

Jennifer Pollard made a motion to adjourn at 11:06 a.m. having no further items of discussion. Nicole Newsom seconded the motion and the motion carried.