

KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD

MEETING MINUTES

August 22, 2025

A regular board meeting of The Applied Behavior Analyst Licensing Board was held by The Department of Conference room 259SW.

MEMBERS PRESENT

Kirsti Singer
Jennifer Tucker
Jennifer Pollard
Nicole Newsom
Jonathan Keefe

DPL STAFF PRESENT

Niki Sharp, Board Administrator
Kristen Lawson, Commissioner
Lily Coiner, Board Counsel
Jeff Bardroff, Interim Administrative Supervisor

MEMBERS ABSENT

Jessika Vance-Morgan

GUEST

CALL TO ORDER

Kirsti Singer called the meeting to order at 10:08am.

APPROVAL OF MINUTES

The board reviewed the meeting minutes from the July 25, 2025, board meeting. Jennifer Pollard made the motion to approve the meeting minutes, Jonathan Keefe seconded the motion, and the motion carried.

FINANCIAL STATEMENT

The board reviewed the financial statements for July 2025 with no additional questions.

DPL REPORT

Jeff Bardroff presented for the commissioner and stated that there are some personnel changes to DPL. Jamar Carter has left for a new position as well as April Alsabrook has left for a new position. Jeff Bardroff stated that he is currently the interim supervisor.

LEGAL COUNSEL

None

OLD BUSINESS

A BACB letter has not been posted.

NEW BUSINESS

Discussion of a new newsletter committee and the possibility of working on it in December.
Discussion of a power point for all new board members. Designated members for the newsletter committee will be Nicole Newsome (oversight), Jennifer Pollard, and Kirsti Singer.

LICENSURE STATUS REPORT

The Licensure Status Report was presented to the Board for review. The report showed there are currently (836) active licenses: (783) active behavior analysts; (27) active assistant behavior analysts with (1) being Active-Active Not Eligible to Practice; (22) active licensed temporary behavior

analysts with (1) being Active-Active Not Eligible to Practice, (4) temporary licensed assistant behavior analyst.

SUPERVISION COMPLIANCE REPORT

None

APPLICATIONS COMMITTEE REPORT

The Application Committee reviewed 21 applications and made the recommendation to approve all 21 applications. 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

None

TRAVEL & PER DIEM

A motion was made by Jonathan Keefe to approve travel and per diem for all members attending the August 22, 2025 meeting. Nicole Newsom seconded the motion, and the motion carried.

Jennifer Pollard- 8/21

Nicole Newsome- 8/21

Jessica Vance-Morgan- 8/21

Kirsti Singer- 7/29

NEXT MEETING

The next scheduled board meeting will take place on Friday, September 26, 2025, 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 10:32 a.m. having no further items of discussion. Jonathan Keefe seconded the motion and the motion carried.

Kirsti Singer Board Chair

A handwritten signature in black ink that reads "Kirsti Singer". The script is cursive and fluid, with the first name "Kirsti" and last name "Singer" clearly legible.