

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD**  
**MEETING MINUTES**  
**February 24, 2023**

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 & in the Mayo-Underwood Conference room 127CW on February 24, 2023.

**MEMBERS PRESENT**

Kirsti Singer  
Jennifer Tucker  
Nicole Newsom  
Jessika Vance-Morgan  
Ashley Clark  
Jennifer Pollard

Tasha Stewart, Administrative II Section Supervisor  
Jeff Bardroff, Board Administrator  
Barry N. Sullivan, Board Counsel  
Kristen Lawson, Commissioner  
Alice Powell, Adecco Staffing

**MEMBERS ABSENT**

Michael Jonathan Keefe

**GUEST**

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**CALL TO ORDER**

Board Vice Chair Kirsti Singer called the meeting to order at 10:01 a.m.

**APPROVAL OF MINUTES**

The board reviewed the meeting minutes from the January 27, 2023 board meeting. A motion was made by Kirsti Singer to approve the meeting minutes, Jennifer Pollard seconded the motion and the motion carried.

**FINANCIAL STATEMENT**

The board reviewed the financial statements for the months of January 2023 with no additional questions.

**DPL REPORT**

- Commissioner Lawson discussed the Child Fatality / Near Fatality report. No action taken.

**LEGAL COUNSEL**

- Legal counsel updated the board regarding the delinquent supervisory reports. Counsel recommended the board allot 15 days for the licensees to comply with the requested supervisory documents. Counsel is to provide a report of all delinquent supervisory reports at the next board meeting for board recommendation. A motion was made by Kirsti Singer for Ashley Clark and Jessika Vance-Morgan to attend the LPC meeting. Jennifer Pollard seconded the motion and the motion carried.
- Preliminary discussion regarding HB 470. Legal extended invitations to the board to attend the Kentucky Board of Licensed Professional Counselors special meeting on March 3, 2023 to discuss HB470. A motion was made by Jennifer Pollard for Ashley Clark and Jessika Vance-Morgan to attend the LPC meeting. Kirsti Singer seconded the motion and the motion carried.

## **OLD BUSINESS**

No updates.

## **NEW BUSINESS**

- The board reviewed the 2022 Behavior Analyst Regulatory Information Exchange packet.
- The BACB update their website for regulators.
- LinkedIn chatter. Board member Jonathan Keefe has some concerns regarding chatter on LinkedIn. Discussions tabled until next meeting where Mr. Keefe can present the board with his concerns.

## **LICENSURE STATUS REPORT**

The Licensure Status Report was presented to the Board for review. The report showed there are currently (589) active licenses: (556) active behavior analysts; (18) active assistant behavior analysts with (3) being Active-Active Not Eligible to Practice; (14) active licensed temporary behavior analysts with (4) being Active-Active Not Eligible to Practice, (1) temporary licensed assistant behavior analyst.

## **SUPERVISION COMPLIANCE REPORT**

4 Reports Due; 4 Change of supervision

- Assistant Behavior Analyst
  - Annual report Due 1/5/2023
  - Invalid email address on file
  - Supervisor Notified 1/25/2023 via email
  - No Longer practicing
- Assistant Behavior Analyst
  - Annual Report Due 01/12/2023
    - certified mail sent 01/10/2023
    - Updated VIA eservice's
- Assistant Behavior Analyst
  - Annual Report Due 09/15/2022
    - Notified 10/19/2022 and 10/21/2022 via email certified mail
    - Mail returned- No Authorized recipient
    - Notified supervisor via certified mail
    - Sent on 12/15/2022 – Received 12/30/2022
    - No update
- Assistant Behavior Analyst
  - Annual Report Due 2/11/2023
  - Submitted 2/18/2023
- Temporary Behavior Analyst
  - Annual Report Due 2/11/2023
  - Change of supervision received 1/10/2023
  - Added supervisor 1/10/2023
- Temporary Behavior Analyst
  - Annual report due 10/11/2023
  - Change of supervision received 2/21/2023
- Temporary Behavior Analyst
  - Annual report due 12/8/2022
  - Change of supervision received 12/8/2022
- Temporary Behavior Analyst

- Annual report due 10/13/2022
- Change of supervision received 12/7/2022
- Temporary Behavior Analyst
  - Annual report due 10/30/2022
  - Notified 10/2/2022, 10/19/2022, and 10/21/2022
  - No update

A motion was made by Kirsti Singer to have counsel provide calls to all supervisee's that are non-complaint to attempt to gain compliance. Jennifer Pollard seconded the motion, and the motion carried.

#### **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, Jennifer Tucker seconded the motion and the motion carried.

#### **COMPLAINTS COMMITTEE REPORT**

None.

#### **TRAVEL & PER DIEM**

Kirsti Singer made the motion to approve per diem, and Jennifer Tucker seconded, and the motion carried.

#### **NEXT MEETING**

The next scheduled board will take place on Friday, March 24, 2023, 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 11:48 a.m. having no further items of discussion. Kirsti Singer seconded the motion and the motion carried.

Ashley Clark



Board Chair