

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD  
MEETING MINUTES  
November 18, 2022**

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 Computer Lab 130CW on November 18, 2022.

**MEMBERS PRESENT**

Ashley Clark  
Jennifer A. Tucker  
Nicole Newsom  
Michael Jonathan Keefe  
Jessika Vance-Morgan

**DPL STAFF**

Jamar Carter, Administrative Section I Supervisor  
Tasha Stewart, Administrative Section II Supervisor  
Barry N. Sullivan, Board Counsel

**MEMBERS ABSENT**

Kirsti Singer  
Jennifer Pollard

**GUEST**

None

---

**NEW MEMBER SWORN-IN**

Newly appointed board member Jessika Vance-Morgan was sworn-in by Tasha Stewart on October 28, 2022 as an active member of the Kentucky Applied Behavior Analysis Licensing Board

**CALL TO ORDER**

Board Chair, Ashley Clark called the meeting to order at 10:04 a.m.

**APPROVAL OF MINUTES**

The board reviewed the meeting minutes from the October 28, 2022 board meeting. A motion was made by Jonathan Keefe to approve the meeting minutes, Nicole Newsom seconded the motion & the motion carried.

**FINANCIAL STATEMENT**

The board reviewed the financial statement for the month of October 2022 with no additional questions

**DPL REPORT**

Administrative Section II Supervisor Tasha Stewart presented the DPL report on behalf of Kristen Stewart & informed the board that their board member email addresses have gone into effect & that all meeting material will be moving from Google Drive to Microsoft Teams in 2023. All board members will receive more information via email from Commissioner Lawson.

**LEGAL COUNSEL**

No updates at this time

**OLD BUSINESS**

No old business to discuss at this time.

**NEW BUSINESS**

The board reviewed the 2023 ABA newsletter with suggested amendments. A motion was made by Jessica Tucker to approve the newsletter as amended; Jonathan Keefe seconded the motion & the motion carried. The finalized newsletter will be posted to the ABA board website.

**LICENSURE STATUS REPORT**

The Licensure Status Report was presented to the Board for review. The report showed there are currently five hundred and sixty-one (561) active licenses: five hundred and thirty-two (533) active behavior analysts; sixteen (16) active assistant behavior analysts with two (2) being Active-Active Not Eligible to Practice; eleven (11) active licensed temporary behavior analysts with two (2) being Active-Active Not Eligible to Practice, one (1) temporary licensed assistant behavior analyst.

**SUPERVISION COMPLIANCE REPORT**

4 Reports Due

- Assistant Behavior Analyst
  - Due 9/15/2022
  - Notified 10/19/2022 & 10/21/2022 via Certified Mail
- Temporary Behavior Analyst
  - 10/22/2022
  - Supervisor Notified 10/23/2022 via email
  - Certified Mail sent 10/27/2022
    - Return to Sender-No Authorized Recipient Available
- Temporary Behavior Analyst
  - Annual Report Due 10/13/2022
    - Uploaded via eServices 10/27/2022
- Temporary Behavior Analyst
  - Annual Report Due 10/30/2022
    - Notified 10/2, 10/19 & 10/21 via email

A motion was made by Ashley Clark to notify the BACB supervisor on file of the updated licensure status of one (1) Assistant Behavior Analyst. Jonathan Keefe seconded the motion & the motion carried.

A motion was made by Ashley Clark to update the status of one (1) Temporary Behavior Analyst to Active-Active-Not Eligible to Practice & send a notification via email to the licensee & the supervisor on file. Nicole Newsom seconded the motion & the motion carried.

A motion was made by Ashley Clark to send notification via certified mail to one (1) Temporary Behavior Analyst of the past due supervision report. Nicole Newsom seconded the motion & the motion carried.

**APPLICATIONS COMMITTEE REPORT**

The applications committee reviewed three (3) applications with the following recommendations:

Hedrick, Shelby R. – LBA Approved 11/8/2022	Kaufman, Jennifer M. – LBA Approved 11/10/2022	Umana, Walter J. – LBA Approved 11/18/2022
--	---	---

Jessika Vance-Morgan made a motion to approve the applications committee’s recommendations, Michael Jonathan Keefe seconded the motion & the motion carried.

**COMPLAINTS COMMITTEE REPORT**

The complaints committee reviewed 2022ABA00003 with a recommendation to dismiss the complaint. A motion was made by Ashley Clark to accept the Complaint Committee’s recommendation, Nicole Newsom seconded the motion & the motion carried.

**TRAVEL & PER DIEM**

A motion was made by Jonathan Keefe to approve travel & per diem for all eligible members attending today’s meeting. Nicole Newsom seconded the motion & the motion carried.


**NEXT MEETING**

The next scheduled board will take place on Friday, December 16, 2022 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. If no items of business arise for the board’s, the next board meeting will take place on January 27, 2023

**ADJOURN**

Jonathan Keefe made a motion to adjourn at 10:51 a.m. having no further items of discussion. Nicole Newsom seconded the motion and the motion carried.

Board Chair  
Ashley Clark

Handwritten signature of Ashley Clark, MS, LPP, BCBA in purple ink.