

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD
MEETING MINUTES
October 28, 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 PPC Conference Room 127CW on October 28, 2022.

MEMBERS PRESENT

Ashley Clark
Jennifer Pollard
Jennifer A. Tucker
Kirsti Singer
Nicole Newsom
Michael J. Keefe

DPL STAFF

Jamar Carter, Administrative Section Supervisor
Daniel Leffel, Board Counsel
Tasha Stewart, Administrative Section Supervisor
Kristen B. Lawson, Commissioner
Barry N. Sullivan, Board Counsel

MEMBERS ABSENT

GUEST

None

NEW MEMBER SWORN-IN

Newly appointed board member Michael Jonathan Keefe 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 10:03 a.m.

APPROVAL OF MINUTES

The board reviewed the meeting minutes from the September 23, 2022 board meeting. A motion was made by Kirsti Singer to approve the meeting minutes, Jennifer Pollard seconded the motion & the motion carried.

FINANCIAL STATEMENT

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

DPL REPORT

Kristen Lawson reiterated board issued email addresses with an effective date of November 15, 2022.

LEGAL COUNSEL

Current board counsel Daniel Leffel informed the board that the new regulations took effect on October 15, 2022, followed by introduced Barry Sullivan as new board counsel who then provide some background on himself.

OLD BUSINESS

No old business to discuss at this time.

NEW BUSINESS

The board discussed the details of the repealed regulation 43:070 and the idea of an online application available to licensees. Administrative Section Supervisor, Jamar Carter will discuss the possibilities with the departments IT department & follow up with the board.

The board discussed the ABA newsletter and contents with a draft to be presented during the next board meeting drafted by Board Chair Ashley Clark & Kirsti Singer.

The board reviewed the 2023 board meeting dates, with the recommendation to meet the 4th Friday every month except for the months of May, November & December. Ashley Clark made a motion to accept the recommendation, Jennifer Tucker seconded the motion & the motion carried.

The 2023 board meeting dates are as follows:

January 27, 2023	April, 28, 2023	July 28, 2023	October 27, 2023
February 24, 2023	May 26, 2023	August 25, 2023	November 17, 2023
March 24, 2023	June 23, 2023	September 22, 2023	December 15, 2023

The board was notified of their new Boards and Commissions Support Specialist, Jeff Bardoff's official start date is November 1, 2022 and will be present at the next scheduled board meeting.

The board discussed member roles of the board and a motion was made by Kirsti Singer to appoint Michael Jonathan Keefe to the complaints committee, Ashley Clark seconded the motion & the motion carried.

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 (532) active behavior analysts; seventeen (17) active assistant behavior analysts with one (1) being Active-Active Not Eligible to Practice; eleven (11) active licensed temporary behavior analysts with one (1) being Active-Active Not Eligible to Practice, one (1) temporary licensed assistant behavior analyst.

SUPERVISION COMPLIANCE REPORT

4 Reports Due

- Assistant Behavior Analyst
 - Due 10/3/2022
 - Notified 9/2/2022, 9/20/2022, 10/19/2022 & 10/21/2022
- 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
- Temporary Behavior Analyst
 - Notified 9/2/2022, 9/30/2022 & 10/19/2022

A motion was made by Kirsti Singer to update the status of one (1) Assistant Behavior Analyst and one (1) Temporary Behavior Analyst to Active-Active-Not Eligible to Practice & send a certified notification of the updated status to the licensee. Michael Jonathan Keefe seconded the motion & the

motion carried. One (1) Assistant Behavior Analyst & one (1) Temporary Behavior Analyst decision tabled until next meeting.

APPLICATIONS COMMITTEE REPORT

The applications committee reviewed fifteen (15) applications with the following recommendations:

Akin, Heather M. – LBA Approved 10/4/2022	Miller, Kacey M. – TLaBA Approved 10/11/2022
Bardin, Teisha B. – LaBA Approved 10/18/2022	Murray, Misty D. – LBA Approved 10/11/2022
Flores, Jaime – LBA Approved 10/25/2022	Poland, Catherine N. – LBA Approved 10/11/2022
Johnson-Sluder, Leigh A – LBA Approved 10/11/2022	Silveira, Jennifer A. – LBA Approved 10/26/2022
Jones, Madison C.– LBA Approved 10/11/2022	Sortino, Brittany L. – LBA Approved 10/11/2022
Kaufman, Jennifer M. – LBA Deferred 10/26/2022	Umana, Walter J. – LBA Approved Deferred 10/26/2022
Koch, Halie N. – TLBA Approved 10/11/2022	Wilcox, Hailey C. – LBA Approved 10/25/2022
Lonnemann, Gabrielle N. – LBA Approved 10/16/2022	

Kirsti Singer 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 table the complaint and any action for further review & to provide an update to each party drafted by legal counsel. Ashley Clark made a motion to accept the recommendation, Jennifer Pollard seconded the motion & the motion carried.

TRAVEL & PER DIEM

A motion was made by Kirsti Singer to approve travel & per diem for all eligible members attending today’s meeting. Jennifer Pollard seconded the motion & the motion carried.

NEXT MEETING

The next scheduled board will take place on Friday, November 18, 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.

ADJOURN

Kirsti Singer made a motion to adjourn at 10:47a.m. having no further items of discussion. Jennifer Tucker seconded the motion and the motion carried.


Ashley Clark, Board Chair