

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD**  
**MEETING MINUTES**  
**July 22, 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 & PPC Conference Room 127CW on July 22, 2022.

**MEMBERS PRESENT**

Ashley Clark  
Jennifer Pollard  
Jennifer A. Tucker  
Kirsti Singer

**DPL STAFF**

Jamar Carter, Boards & Commissions Support SPC  
Kevin Winstead, Commissioner  
Daniel Leffel, Board Counsel  
Tasha Stewart, Administrative Section Supervisor

**MEMBERS ABSENT**

Nicole Newsom

**GUEST**

None

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**CALL TO ORDER**

Board Chair, Ashley Clark called the meeting to order at 10:16 a.m.

**APPROVAL OF MINUTES**

The board reviewed the meeting minutes from the June 24, 2022 board meeting. A motion was made by Kirsti Singer to approve the amended meeting minutes from the June 24, 2022 board. Jennifer Pollard seconded the motion and the motion carried.

**FINANCIAL STATEMENT**

The board reviewed the financial statement for the month of June 2022 with additional questions regarding the display for per diem from May & June 2022. The board was advised that verification will be confirmed with fiscal & an update will be presented during the August 26, 2022 board meeting.

Commissioner Winstead notified the board of the quarterly fee will be displayed during the next financial report.

**DPL REPORT**

Commissioner Winstead informed the board of his retirement effective 8/1/2022. The new commissioner, Kristin Lawson would be the new commissioner effective 9/1/2022. The ABA regulations being referred to the 2<sup>nd</sup> Legislative Committee & state email address for board members.

**LEGAL COUNSEL**

No Update at this time.

**OLD BUSINESS**

No old business to discuss at this time.

**NEW BUSINESS**

No new business at this time

**LICENSURE STATUS REPORT**

The Licensure Status Report was presented to the Board for review. The report showed there are currently five hundred and thirty-four (534) active licenses: five hundred and fourteen (514) active behavior analysts; thirteen (13) active assistant behavior analysts with two (2) being Active-Active Not Eligible to Practice; seven (7) active licensed temporary behavior analysts with zero (0) being Active-Active Not Eligible to Practice, zero (0) temporary behavior analyst assistants and zero (0) temporary registered telehealth health care providers.

**SUPERVISION COMPLIANCE REPORT**

2 Reports Due; 1 submitted

- Temporary Behavior Analyst
  - Due 5/18/2022
  - Requested via email & Certified Mail
- Temporary Behavior Analyst
  - Due 7/22/2022
  - Notifications sent on 6/8/2022 & 7/20/2022
    - No response received at this time
- Assistant Behavior Analyst
  - Change of Supervisor
    - Received 7/18/2022

Ashley Clark moves and Kirsti Singer seconds entering into closed session at 10:47am, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding supervision compliance reports at which information protected by KRS 61.810(1)(k) may be discussed]:

Ashley Clark moves and Jennifer Tucker seconds returning to open session at 10:57am.

A motion was made by Ashley Clark to defer approval for the change of supervision for non-compliance of **201 KAR 43:050 Section 3(2)**. Kirsti Singer seconded the motion & the motion carried. Notification will be sent to the licensee & the past supervisor.

A motion was made by Ashley Clark to send a correspondences via email & certified mail to the licensee & current supervisor for non-compliance of **201 KAR 43:050 Section 11 & 12**. Jennifer Pollard seconded the motion & the motion carried.

A motion was made by Ashley Clark to defer the supervision report per the completion of frequency & duration on form ABA-003. Kirsti Singer seconded the motion & the motion carried.

**APPLICATIONS COMMITTEE REPORT**

Brandenburg, Terry S.- TLBA Deferred	Lindsey, Ebony J. – LaBA Deferred
Colas, Kristin R. -LBA Approved 7/8/2022	Schaefer, Amanda J – LBA Approved 7/22/2022
Dwenger, Unnu E. - LBA Approved 7/8/2022	Spaulding, Haley D. – LBA Approved 7/21/2022
Jones, Jacqueline M. – LBA Approved 7/1/2022	Rittenhouse-Shaw, Kristen L. – LBA Approved 7/8/2022
Kroening, Jennifer L – LaBA Approved 7/21/2022	

The applications committee reviewed nine (9) Licensed Behavior Analyst Applications.

A motion was made by Ashley Clark to defer one (1) Temporary License Behavior Analyst for BCBA licensure compliance. Jennifer Pollard seconded the motion & the motion carried.

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**COMPLAINTS COMMITTEE REPORT**

No complaints to review at this time.

A motion was made by Ashley Clark to approve the minutes from the June 24, 2022 complaints committee meeting. Jennifer Pollard seconded the motion & the motion carried.

**PER DIEM**

A motion was made by Kirsti Singer to approve per diem for all eligible members attending today's meeting on July 22, 2022. Jennifer Tucker seconded the motion & the motion carried.


A motion was made by Kirsti Singer to approved travel for Ashley Clark attending the AARS Meeting held on June 14, 2022. Jennifer Pollard seconded the motion & the motion carried.

**NEXT MEETING**

The next scheduled board will take place on Friday, August 26, 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 11:28 a.m. having no further items of discussion. Jennifer Tucker seconded the motion and the motion carried.

  
Ashley Clark, Board Chair