

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD**  
**MEETING MINUTES**  
**October 25, 2019**

A regular meeting of the Applied Behavior Analyst Licensing Board was held at the Department of Professional Licensing (DPL) at 911 Leawood Drive, Frankfort, Kentucky on October 25, 2019.

**MEMBERS PRESENT**

Jonathan Keefe, Chair  
Dr. Erick Dubuque, Vice-Chair  
Dana Emmitt-Hall  
Ashley Ratliff  
Jennifer Salvina  
Scott Brinkman (left at 10:15 a.m.)

**DPL STAFF**

Chessica Nation, Administrative Section Supervisor  
Bryan Morrow, Board Counsel (OLS)  
Isaac VanHoose, Commissioner  
Vickie Logan, Fiscal Administrative Specialist

**MEMBERS ABSENT**

Allan Allday

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**CALL TO ORDER**

Jonathan Keefe, Board Chair, called the meeting to order at 10:04 a.m.

**MINUTES**

Dr. Erick Dubuque made a motion to approve the minutes for the September 27, 2019 meeting as amended. Ashley Ratliff seconded the motion and the motion carried.

**FINANCIAL REPORTS**

The Board reviewed the financial statements for the months of September 2019. No further action required.

**DPL REPORT**

Commissioner VanHoose provided details regarding DPL's move to the Mayo-Underwood building, including the projected move date and features of the new building. He also reported that a new Boards and Commissions Support Specialist will be starting on November 1<sup>st</sup>.

**LICENSURE STATUS REPORT**

The Licensure Status Report was presented to the Board for review. The report showed there are currently three hundred and nine (309) active licenses: two hundred and eighty-seven (287) active behavior analysts; fourteen (14) active licensed assistant behavior analysts; eight (8) licensed temporary behavior analysts; and zero (0) temporary behavior analyst assistants. DPL will verify both active license directory & license verification websites for consistency.

Dr. Erick Dubuque will review individuals with BCBA certifications but no license.

**SUPERVISION COMPLIANCE REPORT**

The Supervision Compliance Report was presented to the Board for review. The report showed there are currently thirteen (13) assistant behavior analysts under supervision and eight (8) temporary behavior analysts under supervision. Four (4) supervision reports due.

Dr. Erick Dubuque made a motion to send a letter to Jessica Chiri-Crawford advising that she has 14 days to submit her annual report or the board will consider taking action at the next meeting. The motion was seconded by Jennifer Salvina and it carried.

Jennifer Salvina made a motion to send letters to Amber Bruce, Kimberly Cabrera, and Misty Murray advising that they have 14 days to submit their annual reports or the board will consider taking action at the next meeting. The motion was seconded by Ashley Ratliff and it carried.

### **OLD BUSINESS**

Dr. Erick Dubuque advised that KYABA is currently accepting nominations for the positions of President, Representative, and Student Representative.

Dana Emmitt-Hall reported that the Blessings Unleashed Foundation is currently waiting on a provider number.

### **NEW BUSINESS**

Dr. Erick Dubuque made a motion to move the November meeting from November 22<sup>nd</sup> to November 15<sup>th</sup> due to the move. The motion was seconded by Jennifer Salvina and it carried.

The Board set the following dates for its meeting in 2020:

|                           |   |
|---------------------------|---|
| January 24 <sup>th</sup>  | July 24 <sup>th</sup>   |
| February 28 <sup>th</sup> | August 28 <sup>th</sup>   |
| March 27 <sup>th</sup>    | September 25 <sup>th</sup>  |
| April 24 <sup>th</sup>    | October 23 <sup>rd</sup>  |
| May 29 <sup>th</sup>      | November 20 <sup>th</sup> (tentative – will verify room availability) |
| June 26 <sup>th</sup>     |   |

Dr. Erick Dubuque advised that he has been invited to speak as a Kentucky board member at a symposium in Nevada.

### **LEGAL COUNSEL**

No report.

### **APPLICATIONS REPORT**

The applications committee made a recommendation to approve six (6) licensure applications:

|  |
|--|
| <b>Gibson, Katherine - LBA</b>           |
| <b>Hawkins, Sarah - LBA</b>              |
| <b>Nix, Julie - LBA</b>                  |
| <b>Rowan, Brandon - LBA</b>              |
| <b>Stewart, Rebecca - LBA</b>            |
| <b>Nastally, Becky – LBA<br/>Renewal</b> |

The applications committee made a recommendation to defer one (1) licensure application:

Munson, April - TBA

Dana Emmitt-Hall made a motion to accept the recommendations. Dr. Erick Dubuque seconded the motion and the motion carried.

**COMPLAINTS COMMITTEE**

No report.

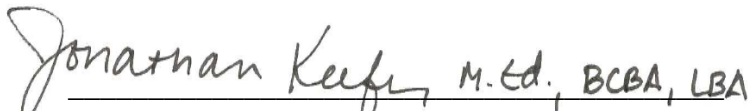
Ashley Ratliff received information regarding possible unlicensed practice. She will provide more details to Bryan Morrow to be reviewed by the Complaints Committee.

**APPROVAL OF TRAVEL**

Ashley Ratliff made a motion to approve travel and per diem for all eligible members attending today's meeting. Jennifer Salvina seconded the motion and the motion carried.

**ADJOURN**

Jennifer Salvina made a motion to adjourn at 11:20 a.m. having no further items of discussion. The motion was seconded by Dana Emmitt-Hall and the motion carried.

  
Jonathan Keefe, M.Ed., BCBA, LBA  
Jonathan Keefe, Chair