

**KENTUCKY APPLIED BEHAVIOR ANALYST LICENSING BOARD
MEETING MINUTES
November 21, 2025**

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 Teams & in the Mayo-Underwood Conference room 127CW on November 21, 2025.

MEMBERS PRESENT

Kirsti Singer
Jennifer Tucker
Nicole Newsom
Jonathan Keefe
Jennifer Pollard
Jessika Vance-Morgan
Jared Dillow

DPL STAFF PRESENT

Jeff Bardroff, Administrative II Section Supervisor
Niki Sharp, Board Administrator
Daniel Leffel, Board Counsel

MEMBERS ABSENT

GUEST

Monica Zaugg

CALL TO ORDER

Kirsti Singer called the meeting to order at 10:01am.

APPROVAL OF MINUTES

The board reviewed the meeting minutes from the September 26, 2025 board meeting. Jennifer Pollard made the motion to approve the meeting minutes, Jonathan Keefe seconded the motion, and the motion carried.

FINANCIAL STATEMENT

The board reviewed the financial statements for the months of October and September 2025 with no additional questions.

DPL REPORT

Jeff B is giving the report and concluded the interviews for supervisors and should know by the next meeting the new supervisors.

LEGAL COUNSEL

- Legal counsel stated that we are coming on the next legislative session. Biggest thing that is being seen on other boards is members of general assembly are reaching out to board members more than in the past and if reached out to they need to reach out to the board counsel.
- Regulation review has the drafts almost ready to go and issue has popped up regarding potential loopholes of going inactive and dodge fees. Get the regulations committee back together for one more meeting. The next meeting is scheduled for 12/12/25 @ 10am after the complaints committee meeting. Motion for the meeting date Jessica Vance Morgan makes the motion and Jennifer Pollard seconds the motion.

- Special meeting for Complaints Committee plan to meet 12/12/25 @ 9am. Jessika Vance Morgan makes the motion and Nicole Newsom seconds the motion.

OLD BUSINESS

No updates.

Newsletter committee has not formally met yet but has sent documents and received feedback and try to finalize this so that we can have a motion to send it out in December.

Reviewing the newsletter and changing anything necessary before sending it out.

NEW BUSINESS

Swearing in Jared Dillow; Jeff B led the swearing of him in.

Confirmed the calendar for 2026 and Jonathan Keefe made a motion and Jessika Vance Morgan seconded the motion.

Jan 23

Feb 27

Mar 27

Apr 24

May 22

June 26

July 24

August 28

September 25

October 23

November 20

December 18

Motion made by Jessika Vance Morgan and Jennifer Pollard seconds the motion to have everything tied up and ready to go by December for the newsletter.

APBA Convention, March 12-14, 2026 in New Orleans, LA and this is the Association for Professional Behavior Analysts annual convention. The BACB (National certifying body) is hosting a regulator's lunch and will provide a discount code for registration cost. Board members that would like to go JP, KS, and JK

The next conference is **ABAI Convention, May 23-25, 2026** in San Francisco, CA and this is the Association for Behavior Analysis International annual convention. Board members that are interested in going: Kirsti Singer

The next conference is **Regulators Conference, TBD** in Littleton, CO (BACB Headquarters) and this is a BACB hosted event specifically for regulators. Board members that would like to go: JK, JVM, JP, Nicole Newsom, Jennifer Tucker, Daniel Leffel, Niki Sharp

LICENSURE STATUS REPORT

The Licensure Status Report was presented to the Board for review. The report showed there are currently (874) active licenses: (821) active behavior analysts; (24) active assistant behavior analysts with (1) being Active-Active Not Eligible to Practice; (25) active licensed temporary behavior analysts with (1) being Active-Active Not Eligible to Practice, (4) temporary licensed assistant behavior analyst.

The board reviewed the Supervisor Compliance Report with no changes made. Jonathan Keefe made the motion to approve the supervisor compliance report, and Kirsti Singer seconded the motion and the motion carried.

APPLICATIONS COMMITTEE REPORT

The Application Committee reviewed (20) applications and made the recommendation to approve all 20 applications. The application Committee made a motion to approve the applications committee’s recommendations, Jonathan Keefe seconded the motion and the motion carried.

COMPLAINTS COMMITTEE REPORT

Met this morning but made no formal recommendations.

TRAVEL & PER DIEM

A motion was made by Johnathan Keefe to approve travel and per diem for all members attending the February 2023 meeting. Jennifer Pollard seconded the motion and the motion carried.

JVM- 11/20; 10/23

JP- 11/20; 10/23; 10/1

NN- 11/20; 10/23

KS- 10/1; 10/2; 10/3; 10/15; 10/16; 10/17; 10/20; 10/21

JK- 10/17; 10/14; 10/16

NEXT MEETING

The next scheduled board will take place on Friday, December 19, 2025, 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

Jessika Vance Morgan made a motion to adjourn at 10:48 a.m. having no further items of discussion. Jennifer Pollard seconded the motion and the motion carried.

Board Chair: Kirsti Singer

