

Kentucky Applied Behavior Analyst Licensing Board

February 22, 2013

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on February 22, 2013 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<p><u>Members Present</u> Shelli Deskins, Ph.D., Chair Steve Foreman, Vice Chair Stephen Wood Tammy Hammond-Natof, Ph.D. Cyndy Blackledge, Ph.D. Brady Dunnigan, Attorney at Law</p> <p><u>Members Absent</u> Scott Brinkman</p>	<p><u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator</p> <p><u>Others</u> Michael West, Board Counsel</p>
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Call to Order

Dr. Deskins called the meeting to order at 10:10am.

Approval of Minutes

Minutes of the January 25, 2013 meeting were presented for the Board's review. Dr. Natof made a motion to approve the minutes as presented. Mr. Dunnigan seconded that motion and it carried.

Financial Report

Ms. Lane gave presented the financial report for review ending in January 31, 2013. Ms. Lane informed the Board that she presented the letter Dr. Deskins wrote concerning the outstanding debt that the Board currently has. Supervisor Susan Ellis of the Operations Section was able to provide a chart showing the debt that has been accrued and offer the Board a way to dwindle

some of the debt down. Ms. Ellis suggested taking some of the funds from the cash reserve the Board currently has from application fees collected and paying off any debt that was accrued in Fiscal Year 2011. This allows the Board the opportunity to reimburse travel expenses that were made that year and allows them to pay off the remaining debt from the Attorney General's Office from that year. Mr. Wood made a motion to pay the remaining balance of FY2011 debt with the cash reserves. Mr. Foreman seconded that motion and it carried.

Report from O&P

Ms. Lane reported the office is currently interviewing for the vacant Board Administrator position. They hope to have that position filled by March. The office is also in the process of hiring a new Web Administrator. The Operations Section continues to work with the Commonwealth Office of Technology is making revisions to the licensee database. Ms. Lane will continue to update Board on the status with changes being made. Executive Director Courtney Bourne will be out of the office from mid March until May on maternity leave. If anyone should need to speak with someone in management from the office they can contact Administrative Section Supervisor Deb Day or Operations Section Supervisor Susan Ellis.

Board Counsel Report

Mr. West reported that the Supervisee, Disciplinary, and Renewal Regulations were filed on February 15, 2013. All three should have Public Comment Hearings scheduled for March. Mr. Wet will keep the board informed of the status of these regulations.

New Business

Ms. Lane informed the Board that they had four (4) new applications to review and possibly license. The applications committee made a recommendation to approve the following Applications for Licensed Behavior Analysts submitted by Rebecca Click, Tara Sorgi, and Erin Elfers pending completion of the Abuse and Neglect training. The application for Licensed Behavior Analyst submitted by Kimmerle Green was approved and ready for licensure as her application contained proof of the required five hours of Abuse and Neglect Training.

The complaint committee informed the Board they had reviewed a complaint that needed further investigation. The Board would like to seek out the services of an Investigator by creating a Memorandum of Agreement with another Boards Investigator or submitting a Request for Proposal (RFP) with the Finance and Administration Cabinet to seek bids for this service from Private Investigators. The Board asked Ms. Lane to send a copy of the complaint file to individual that is listed in the complaint for their response. Their response must be returned to the office no later than twenty days after it was received.

Travel and Per Diem

Mr. Foreman made a motion to approve travel and per diem for today's meeting. Mr. Dunnigan seconded that motion and it carried unanimously.

Adjournment

Mr. Foreman made a motion to adjourn the meeting. Mr. Dunnigan seconded that motion and it carried unanimously. Meeting adjourned at 11:09am.