

Kentucky Applied Behavior Analyst Licensing Board

June 28, 2013

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on June 28, 2013 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<p><u>Members Present</u> Steve Foreman, Vice Chair Brady Dunnigan, Attorney at Law Scott Brinkman, Attorney at Law Stephen Wood Tammy Hammond-Natof, Ph.D. Cyndy Blackledge, Ph.D.</p> <p><u>Members Absent</u> Shelli Deskins, Ph.D., Chair</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

Mr. Foreman filled in for Dr. Deskins who was unable to attend the June meeting and called the meeting to order at 10:01am.

Approval of Minutes

Minutes of the May 17, 2013 meeting were presented for the Board's review. Mr. Brinkman made a motion to approve the minutes as presented. Mr. Dunnigan seconded that motion and it carried.

Financial Report

The Board reviewed the financial report ending May 31, 2013.

Report from O&P

Ms. Lane reported that Executive Director Courtney Bourne will be resigning from the Office of Occupations and Professions to attend law school at the University of Kentucky in the Fall. The cabinet has selected Matt Osborne as Ms. Bourne's replacement and he will begin on July 1, 2013. Mr. Osborne comes to O&P from the Transportation Cabinet.

There is currently a Board Administrator vacancy as the office said farewell to Julie Jackson due to retirement. The office hopes to have this vacancy filled by the fall.

The management team conducted interviews in May and has selected Justin Turner to join the office as the new Resource Management Analyst. Mr. Turner comes to the office from the Commonwealth Office of Technology where he provided repair and support on hardware and software for end users and maintained the division website while handling other IT related projects. Mr. Turner sat in on the June meeting with the Board to offer assist on any web related items that the Board may wish to add to their website. The Board requested the member list be updated, and some quick links be added with the Board's forms. Mr. Brinkman made a motion that the checklist be placed on the Board's website for potential licensees to look over. Mr. Wood seconded that motion and it carried.

Ms. Lane reminded the Board that the office is still working to finalize a plan for the Open Meetings Training with the Attorney General's Office and Board members. Once the date and time has been set Ms. Lane will contact members with that information.

Board Counsel Report

Mr. West reported that the four Regulations that have been filed are officially effective. Those new regulations pertain to fees, complaints, supervisees, and renewals.

Old Business

Mr. Foreman passed around a list of health care centers that he feels should receive the Medicaid letter that has been drafted by Mr. West and Dr. Deskins. The letter requests these facilities to submit a list of who is licensed in their facility and how many employees are providing care. Ms. Lane will send this letter out once all final revisions have been made.

Ms. Lane provided the Board with a list of potential licensees who did not respond to the letter sent out regarding the required five hours of Abuse and Neglect Training. The Board asked Ms. Lane to make a final attempt at following up with these individuals by email and if that attempt

is unsuccessful Mr. Dunnigan will help Ms. Lane create a letter to send out regarding licensure laws and requirements.

New Business

Ms. Lane informed the Board that they had one (1) new application to review and possibly license. The applications committee made a recommendation to approve the following Application for Licensed Behavior Analyst submitted by Michael Trotta pending receipt of licensure fee, their transcript, and completion of the Abuse and Neglect training.

The complaint committee did not have a report at their June meeting as they are waiting to send all information regarding the two complaints to their Board Investigator.

Mr. Foreman asked Ms. Lane to please get a quote on the license cards that are sent to some of the Boards with O&P. Mr. Foreman feels it would be nice for all licensees to be able to carry a wallet card that verifies their licensure status with the state of Kentucky. Ms. Lane will request a quote from the Fiscal Section and bring that information back to the Board in July.

Travel and Per Diem

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

Adjournment

Mr. Dunnigan made a motion to adjourn the meeting. Dr. Blackledge seconded that motion and it carried unanimously. Meeting adjourned at 11:28am.