

Kentucky Applied Behavior Analyst Licensing Board

October 24, 2014

A regular meeting of the Kentucky Applied Behavior Analyst Licensing Board was conducted on October 24, 2014 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<p><u>Members Present</u> Shelli Deskins, Ph.D. - Chair Anne Gregory Steve Foreman, Vice Chair Tammy Hammond-Natof, Ph.D. Stephen Wood</p> <p><u>Members Absent</u> Cyndi Blackledge, Ph.D. Scott Brinkman, Attorney at Law</p>	<p><u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator</p> <p><u>Others</u> Jeremy Reed, General Counsel</p>
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Call to Order

Dr. Deskins called the meeting to order at 10:13am.

Approval of Minutes

Minutes of the August 22, 2014 meeting were presented for the Board's review. Mr. Foreman made a motion to approve the minutes as presented. Mr. Wood seconded that motion and it carried.

Financial Report

The Board reviewed the financial report ending September 30, 2014.

Report from O&P

Ms. Lane reported that since the online renewal system went live there have been some errors with the license information and some revisions that have been made in order to make the new system more efficient. The office continues to work with COT and will keep all Board updated of the progress that has been made.

The office currently has two vacancies and will is working to fill those positions as soon as possible. The Administrative Section Supervisor, Debra Day has announced her retirement effective Friday, October 31, 2014. This will mean the office has another vacancy and will fill this position as quickly as possible.

Board Counsel Report

Assistant Attorney General Jeremy Reed discussed how the Board could handle checking for unlicensed individuals practicing in the ABA field at facilities across the state. Last year the Board sent letters to all facilities that participate in the scope of Behavior Analysis and asked for them to please submit a list of all employees within their facility practicing as Behavior Analysts and to be sure that all employees understood that they were required to seek licensure if they hadn't. Several came into compliance shortly after the letters went out but some facilities have still not responded to the Boards request. Mr. Reed explained the Board does have subpoena powers and that they should consider taking that course of action. Mr. Foreman made a motion for the Board to subpoena these facilities. Mr. Wood seconded that motion and it carried.

Old Business

Mr. Reed went over the initial and renewal applications with the Board so they could make some revisions. Mr. Reed made some suggestions on ways to protect the Board by adding some language to eliminate any question of the applicant's history in the field. Mr. Reed will bring the revisions to the November meeting for the Board to approve.

The Board discussed an issue concerning someone that was practicing in a facility before receiving their license. Mr. Reed explained that they could initiate a complaint against this individual and the facility if they would like. Dr. Natof made a motion to begin the complaint process against the individual and the facility. Ms. Gregory seconded that motion and it carried.

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 Application for

Licensed Behavior Analyst submitted by Michael Bordeiri, and Michael Keefe. The Applications for Licensed Behavior Analyst submitted by Amanda Ralston was approved pending receipt of Ms. Ralston's first Supervisory Plan and Report, as well as the \$100 application fee. The Application for Licensed Behavior Analyst submitted by Kathrin Zeller was deferred until receipt of an official transcript, and proof of the required five hours of Abuse and Neglect Training. Dr. Natof seconded that motion and it carried.

It was brought to the Boards attention that there may be some licensees not in compliance with the regulations. The Board requires any licensure type that is Temporary of Assistant to "Annually" submit their Supervisory Report along with their Supervision plan that is signed and dated by their Supervisor. Ms. Lane explained that she has only seen individuals do that during their renewal periods but has not received annual reports from any licensee. The Board asked Ms. Lane to send a letter out to these individuals letting them know that it is their responsibility to keep up with this requirement and these reports need to be submitted as soon as possible to bring them back into compliance.

Ms. Lane reported that the Board Investigator was in search of the licensee that the complaint was filed against and had made contact with Ms. Lane to obtain more contact information. Another update will be provided in the November meeting.

The Board reviewed the latest list of active licensees. Currently there are 81 Licensed Behavior Analysts, 2 Licensed Assistant Behavior Analysts, and 7 Temporary Licensed Behavior Analysts.

The Board asked Ms. Lane to begin bringing a log of all calls received and provide an update of how the issue was handled.

The Board set their meeting schedule for 2015. The Board will continue to meet on the fourth Friday of the month except for November when they will meet the third Friday to avoid the Thanksgiving Holiday.

Travel and Per Diem

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

Adjournment

Mr. Foreman made a motion to adjourn the meeting. Dr. Natof seconded that motion and it carried unanimously. Meeting adjourned at 12:53am.