



## **Tennessee Applied Behavior Analyst Licensing Committee**

**Monday, May 20, 2024**

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### **MINUTES**

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The Board meeting of the Tennessee Applied Behavior Analyst Licensing Committee was called to order at 9:04 a.m. in the Poplar Room, Ground Floor, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243 by Timothy Cripps, Acting Committee Chair on Monday, May 20, 2024.

Board members present: Timothy Cripps, BCBA, Acting Committee Chair  
Catherine Terry, Consumer Member  
Elizabeth Ginder, BCBA

Board member(s) absent: Amanda Spiess, Committee Chair  
Esther Bledsoe, BCBA

Staff present: Candyce Wilson, Board Director  
Katherine Trawick, JD, General Counsel

### **NOMINATION FOR ACTING CHAIR**

Ms. Elizabeth Ginder nominated Mr. Timothy Cripps to serve as acting Committee Chair for today's meeting. Mr. Cripps accepted the nomination. Ms. Catherine Terry seconded the motion and it passed.

### **ELECTION OF OFFICER**

Mr. Timothy Cripps nominated Ms. Amanda Spiess as Committee Chair. Ms. Ginder seconded the motion and it passed.

### **CONFLICT OF INTEREST POLICY REVIEW**

Ms. Katherine Trawick reviewed the Committee's conflict of interest policy.

### **APPROVAL OF MINUTES**

Ms. Terry motioned to approve the August 21, 2023, meeting minutes. Mr. Cripps seconded the motion and it passed.

Ms. Terry motioned to approve the February 26, 2024, meeting minutes. Mr. Cripps seconded the motion and it passed.

### **REPORT FROM THE OFFICE OF INVESTIGATIONS**

Ms. Melissa Judd presented the 2024 complaints report for the Committee.

### **ADMINISTRATIVE OFFICE REPORT**

Ms. Candyce Wilson presented the current administrative office report.

### **OFFICE OF GENERAL COUNSEL REPORT**

Ms. Katherine Trawick presented the report from the Office of General Counsel which included the following updates:

1. Currently there are no open cases against their licensees. There are two (2) Behavior Analyst licensees currently being monitored. There is one (1) licensee on probation with terms. There is one (1) licensee revoked with terms.
2. The Committee currently has two (2) rulemaking packets to update its rules that are currently in internal review. Based on a retrospective rule review by the Department, the Committee will be presented some proposed rule revisions for review today.
3. The fee decrease changes are moving through the rule review process.
4. Public Comment Policy Review – public comments will no longer be accepted at Board meetings without advance, written notice, to the administrative office. Public comment requests must be submitted to the administrative office ten (10) days or prior. If the public notice is amended after the ten (10) days, public comment may be submitted up to twenty-four (24) hours prior to the meeting.

### **CONDUCT NEW BUSINESS**

#### **Ratification of New Licensees**

The Committee reviewed the list of newly licensed individuals since the last meeting. Mr. Cripps motioned to ratify all names on the list. Ms. Ginder seconded the motion and it passed.

#### **Consultant for Investigations**

The Committee reviewed the resume of the recommended consultant. This consultant comes as a recommendation from Ms. Amanda Spiess. The Committee members discussed a desire for the investigative consultant to have at least give (5) year experience in the field. Mr. Cripps motioned to table the discussion until the next meeting to allow a chance for Ms. Spiess to speak on the matter since this came as recommendation from her. Ms. Ginder seconded the motion and it passed.

#### **Discuss and Take Action regarding rulemaking, rule amendments, and policies**

Ms. Trawick presented the Committee with a redline version of proposed rule amendments, from the retrospective rule, recommended by the Office of General Counsel. Ms. Trawick had the Committee look at a few additional amendments they had not reviewed at their last meeting.

There is an amendment under the fees which removes the ability to write a personal check. Another amendment which will require a licensee notify the Committee if they lose their BCBA certification with thirty (30) days. Ms. Trawick discussed a possibility for additional rule language to be added to make it clear how one may lose their license if their BCBA is revoked and how they may regain their license. Lastly, there is an amendment regarding the language “good moral character” when addressing the need for a letter of recommendation be sent with an application. The language is being amended to state “good professional character and ethics”. Ms. Terry motioned to approve all amended rule language presented before the Committee. Ms. Ginder seconded the motion and it passed.

#### **PUBLIC COMMENT**

None.

#### **ADJOURNMENT**

Ms. Terry motioned to adjourn the meeting. Ms. Ginder seconded the motion and it passed.

This meeting adjourned at 10:03am (CT).