

**MEETING MINUTES
APPLIED BEHAVIORIAL ANALYST LICENSING COMMITTEE**

DATE: February 22, 2021
TIME: 9:00 A.M.
LOCATION: Health Related Boards
Webex
665 Mainstream Drive
Nashville, TN 37243

COMMITTEE MEMBERS

PRESENT: Peter A. Beddow, BCBA-D
Catherine Terry, PhD
Timothy Cripps, BCBA
Amanda Spiess, BCBA

COMMITTEE MEMBERS

ABSENT: Esther Bledsoe, BCBA-D

STAFF

PRESENT: Lisa Williams, Board Administrator II
Paetria Morgan, Senior Associate General Counsel

Dr. Beddow called the Webex meeting to order at 9:10 a.m.

Due to gathering restrictions imposed by the Covid – 19 virus, it was necessary to conduct this meeting virtually. Ms. Williams read the required script into the record, noting all votes must be conducted by roll call. Ms. Williams called a roll call vote to establish a quorum. All members were present with the exception of Ms. Bledsoe. Another preliminary vote was taken to establish all members were able to hear each other and that they had received meeting documents prior to the meeting. A motion was made by Dr. Beddow seconded by Dr. Spiess to proceed with the meeting electronically. A roll call vote was taken all voted in favor; the motion carried. The meeting was turned over to Dr. Beddow, Chair.

Review/Approve Minutes

Upon review of the November 16, 2020 minutes, Mr, Cripps made a motion, seconded by Ms. Spiess to approve the minutes. An electronic roll call vote was conducted and the motion carried.

Office of Investigations Report

Lori Leonard, Disciplinary Coordinator for all non-nursing boards, presented the reports for investigations. There are currently no licensees being monitored for behavior analysts. For the year 2020, investigations received and opened a total of four complaints which were all unprofessional conduct. One was closed with a letter of warning. At the end of 2020 there were seven open complaints pending investigation and or review. For the licensed assistant behavior analysts, there were no complaints received, no closed complaints, no complaints open and no pending complaints. For the licensed behavior analyst for the year 2021 we have received and opened one new complaint for a lapsed license. No complaints have been closed this year and seven complaints are still open that are being reviewed and or investigated at this time. For the licensed assistant behavior analysts, there are zero complaints open, zero complaints closed and zero complaints pending.

Financial Report

Matt McSpadden, Fiscal Manager presented the mid-year 2021 financial report. The actual payroll expenditures for 2021 is \$7,079.89. The total direct expenditures are \$8,176.11. Allocated expenditures for administration, investigations, legal and cash office for a total allocated expenditure is \$9,120.21. Total expenditures are \$17,296.32. The board fee revenue is \$68,161.14. The current year net is \$50,864.82. The cumulative carryover is \$251,943.89. The analysis of operating expenditures and carryover balance for two times the three-year average of the annual operating expenditures is \$60,163.01. The 2020 cumulative carryover balance is \$201,554.36. It is the opinion of the fiscal office that the committee may want to look into a restructuring of the fee structure based on that cumulative carryover balance. Dr. Beddow requested that Mr. McSpadden put together fee reduction scenarios for the next meeting. Mr. Cripps asked if there were other reasons besides operations that a board or committee would carryover a larger sum. Mr. McSpadden stated that he would look into what other boards do and include it in his report at the next meeting.

Office of General Counsel

Ms. Morgan stated there were no consent orders, no agreed orders and no open cases in the Office of General Counsel. The committee was reminded of the conflict of interest policy.

Administrative Report

Ms. Williams gave the administrative report stating that there were currently 610 active licensed Behavior Analysts and 19 active licensed Assistant Behavior Analysts. There were 23 behavior analyst applications in process and 2 assistant behavior analysts. Applied Behavior Analysts licensed since the last meeting were 41 new behavior analysts and 1 new assistant behavior analyst. There were 64 renewals for behavior analysts and 2 renewals for assistant behavior analyst. There was 0 retired license for behavior analysts, 13 behavior analysts that have expired, 0 assistant behavior analyst that has retired and 0 assistant behavior analysts expired. There were 3 reinstated behavior analysts and 0 reinstated assistant behavior analysts. The date of the next committee meeting is May 17, 2021 and the remaining dates for the year 2021 are August 23, 2021 and November 15, 2021.

Discuss and Ratify/Deny Newly Licensed

Newly Licensed Behavior Analysts and Assistant Behavior Analysts

Dr. Beddow called for a motion to ratify the list of Licensed Behavior Analysts. Dr. Terry made a motion to ratify the list of Licensed Behavior Analysts, seconded by Ms. Spiess. A roll call vote was taken and the motion carried. The list of 41 newly licensed Behavior Analysts was approved to go before the Board of Examiners in Psychology on December 3, 2020, to be ratified.

Behavior Analyst

Bowers Alex Jasmine	Nowling Aimee Elizabeth
Bruce Sara	O'Nan Sarah P
Davis Jamie E	Olmstead Allison Rae
De Leon Victor Marcus	Peek Shelby Ms.
Fussell Joanna H	Reddick Chelsea N
Gulish Erin	Roos Raquel
Hancock Mary E	Runtal Jennifer
Hemby William	Ruz Sheryll S
Hertel India	Schalk Amber M
Jenkins Tina A	Shipe Alyssa D
Jordan Amber N	Simmons Ashley Nicole
Keenan Jr. Christopher D	Todd Jacqueline Michelle
Lee Erin H	Trillizio Laura K
Locke Caitlyn Nicole	Vincent Kimberly A
Masler Elizabeth Anne	Wagner Ashley
Matheney Sara M	White Rebekah Grace
Mauldin William	Whitley Rochelle A
Mckenney Kristyn D	Wilson Katherine
Middleton Brian Franklin	Woolley Ashling Valerie
Moore Kristina B	Conley Cindy Freer
Morgan Elizabeth N	

Dr. Beddow called for a motion to ratify the Licensed Assistant Behavior Analysts. Dr. Terry made a motion to ratify the list of Assistant Behavior Analysts, seconded by Mr. Cripps. A roll call vote was taken and the motion carried. The list of 1 newly licensed Assistant Behavior Analyst was approved to go before the Board of Examiners in Psychology on December 3, 2020, to be ratified.

Assistant Behavior Analyst

Lewis Jennifer

Dr. Beddow called for a motion to ratify the Reinstated Licensed Behavior Analysts. Dr. Terry made a motion to ratify the list of Reinstated Licensed Behavior Analysts, seconded by Ms. Spiess. A roll call vote was taken and the motion carried. The list of 3 Reinstated Licensed Behavior Analysts was approved to go before the Board of Examiners in Psychology on December 3, 2020, to be ratified.

Reinstated Behavior Analysts

Adams Shemicka Renee
Hice Emily
Palm Tracy

Adjourn

With no other Committee business to conduct, Dr. Beddow called for a motion to adjourn. Mr. Cripps made a motion, seconded by Dr. Terry to adjourn at 9:43 a.m. A roll call vote was taken and the motion carried.

Ratified by the Applied Behavior Analysts Licensing Committee on this the 23rd day of August 2021.