

**MEETING MINUTES
APPLIED BEHAVIORIAL ANALYST LICENSING COMMITTEE**

DATE: May 18, 2020
TIME: 9:00 A.M.
LOCATION: Health Related Boards Conference Center
Poplar Room, 665 Mainstream Drive
Nashville, TN 37243

COMMITTEE MEMBERS

PRESENT: Amanda Spiess, BCBA
Peter A. Beddow, BCBA-D
Timothy Cripps, BCBA
Esther Bledsoe, BCBA-D

COMMITTEE MEMBERS

ABSENT: Catherine Terry, PhD

STAFF

PRESENT: Teddy Wilkins, Unit Director
Lisa Williams, Board Administrator II
Paetria Morgan, Associate General Counsel

Ms. Spiess called the Webex meeting to order at 9:14 a.m.

Due to gathering restrictions imposed by the Covid – 19 virus, it was necessary to conduct this meeting virtually. Ms. Wilkins read the required script into the record, noting all votes must be conducted by roll call. Ms. Wilkins called a roll call vote to establish a quorum. All members were present with the exception of Ms. Terry. 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 Mr. Cripps seconded by Dr. Beddow 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 Ms. Spiess, Chair.

Review/Approve Minutes

Upon review of the February 24, 2020 minutes, Dr. Beddow made a motion, seconded by Mr. Cripps, 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 the year 2020, we have no new complaints or investigations received or opened for licensed behavior analysts and licensed assistant behavior analysts. Three complaints are open and pending investigation as of the end of the year 2019 for behavior analysts. In the year 2019 for licensed assistant behavior analysts, there no complaints open at the end of the year.

Financial Report

Maria McCormick presented the financial midyear report. This year's payroll expenditures are \$9,820.78. Total other expenditures are \$1,654.75. The total direct expenditures for March 2020 are \$11,475.53. It is projected that the board will have payroll expenditures that will close at \$13,094.37. The closing figure consists of salaries and wages at \$9,652.24 and employee benefits at \$3,442.13. It is anticipated that this board will have a total of direct expenditures of \$15,057.77. It is anticipated that this board will have additional other expenditures of \$1,963.40. Allocated expenditures through March 2020 are \$9,933.56. This consisted of administration at \$5,279.57, investigations at \$3,239.81, legal at \$1,244.70 and the shared expenditure of cash office at \$169.47. The board is projected to have at yearend total allocated expenditures of \$13,244.74. The total expenditures through March 2020 was \$21,409.09. It is projected that the board will have total expenditures of \$28,302.51 at year end. The board collected \$78,740.00 through March of 2020. It is anticipated that this board will collect \$96,731.82. The current year net through March of 2020 was \$57,330.91. It is anticipated that this board will close with a surplus of \$68,429.31. The board's cumulative carryover through March 2020 is \$196,015.38. It is anticipated that this board will have a total cumulative carryover at the end of fiscal year 2020 of \$207,113.77. Fee reduction scenarios were verbally presented to the board with a visual form to be sent to the board later for discussion at the next board meeting.

Office of General Counsel

Ms. Morgan stated there were no litigation matters which means there are no consent orders, no agreed orders, no open cases in the Office of General Counsel. The committee was reminded of the conflict of interest policy. The cultural continuing education rules will be presented to the board of examiners in psychology during their June 11, 2020 meeting.

Administrative Report

Ms. Wilkins gave the administrative report stating that there were currently 547 active licensed Behavior Analysts and 16 active licensed Assistant Behavior Analysts. There were 8 behavior analyst applications in process and 0 assistant behavior analysts. Applied Behavior Analysts licensed since the last meeting were 25 new behavior analysts and 1 new assistant behavior analysts. There were 39 renewals for behavior analysts and 1 renewal for assistant behavior analyst. There were 0 retired licenses for behavior analysts and 6 behavior analysts that have expired and 1 assistant behavior analyst that has retired and 1 assistant behavior analyst expired. There were 2 reinstated behavior analysts due to lack of renewing on time. The date of the next committee meeting is August 17, 2020 with the last meeting of the year being November 16, 2020.

Jennifer Morgan had an agreed citation for failure to timely renew her license while continuing to practice as a behavior analyst. Ms. Wilkins stated the Ms. Morgan paid her fine of \$300 and she signed the agreed citation and requested the committee ratify this agreed citation. Mr. Cripps made a motion to ratify the agreed citation, seconded by Dr. Beddow. A roll call vote was taken and the motion carried.

Discuss and Ratify/Deny Newly Licensed

Newly Licensed Behavior Analysts and Assistant Behavior Analysts

Ms. Wilkins called for a motion to ratify the list of Licensed Behavior Analysts. Mr. Beddow made a motion to ratify the list of Licensed Behavior Analysts, seconded by Mr. Cripps. A roll call vote was taken and the motion carried. The list of 25 newly licensed Behavior Analysts was approved to go before the Board of Examiners in Psychology on June 11, 2020, to be ratified.

Behavior Analyst

Alonso Rosa	Postma Nicole J
Armstrong Shayla Mckay	Samter Jennifer L
Colbert Jenifer E	Shaffer Jessica O.
Crump Vernekie	Snodgrass Heather R
Emrick Ellen	Terry Kathryn E.
Grandi Jamie M	Thweatt-Burton Jacqueline R
Grappo Briana C	Tobenski Kelly L
Gray Kathryn M	Trimble Sherron T
Grombach Brittini N	Weeks Alexandra
Hammond Rebekah	White Krista D
Hutchison Sage L	Wray Hayley E
Lorson Lindsay M	Wynn Kayla R
Peck Brayden N	

Ms. Wilkins called for a motion to ratify the Licensed Assistant Behavior Analysts. Dr. Beddow 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 Analysts was approved to go before the Board of Examiners in Psychology on June 11, 2020, to be ratified.

Assistant Behavior Analyst

Bingham Sara

Ms. Wilkins called for a motion to ratify the Reinstated Behavior Analysts. Dr. Beddow 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 2 reinstated Behavior Analysts was approved to go before the Board of Examiners in Psychology on June 11, 2020, to be ratified.

Reinstated Behavior Analysts

Greer Tiffany Chandrel

Morgan Jennifer

Adjourn

With no other Committee business to conduct, Dr. Beddow made a motion, seconded by Mr. Cripps to adjourn at 10:04 a.m. A roll call vote was taken and the motion carried.

Ratified by the Applied Behavior Analysts Licensing Committee on this the 17th day of August, 2020.