

Behavior Analyst Licensure Board

Regular Meeting

August 23, 2024

11:00 AM - 1:00 p.m.

Location: 2100 River Haven Drive, Suite 210, Birmingham, AL 35244

The Alabama Behavior Analyst Licensing Board held its board meeting on August 23, 2024. Prior notices of the meeting had been given in accordance with the Alabama Open Meetings Act.

Copies of the meeting notes supplied to board members are retained on file at the Alabama Behavior Analyst Licensure Board Office located in Legal Services in the Department of Mental Health. They are available upon request.

Member(s) Present (In-Person): Kenneth Atkins, Jessica Arevalo, Lauren Elliott, Ashley Nichols

Member(s) Present (Remotely): Doris Hill and Lisa Powell

Member(s) Absent: None

Public Member(s)/Guest(s) in Attendance: Anna McConnell-State Autism Coordinate-ADMH, Beverly Johnson-Commissioner, ADMH, Nicole Walden-Associate Commissioner of the Metal Health and Substance Use Division, ADMH

I. TIME OF MEETING CALLED TO ORDER With a quorum present, Mr. Atkins called the meeting to order at 11:02 AM.

The Chairperson called for a motion to adopt the agenda. Jessica Arevalo motioned to adopt the agenda. Seconded by Lauren Elliott, all ayes unanimous.

II. MINUTES OF THE LAST MEETING AND INTRODUCTIONS

The Chairperson called for the approval of the minutes from 5/31/24. Lauren Elliott motioned to approve the minutes from 5/31/24. Seconded by Jessica Arevalo, all ayes were unanimous.

All board members introduced themselves and the guests from ADMH introduced themselves.

III. OLD BUSINESS

1. ADMH Update On Progress

-The Department of Mental Health is to supply an administrative assistant. Anna McConnell has a vacant position and they feel one administrative person can fill both roles. If it becomes too much for one administrative assistant, they will add a second position.

-Ken Atkins indicates he spends approximately 10-15 hours a week on the administrative duties. As the number of licensees increase, the workload will also increase.

-Cleo Perkins manages finances, Peggy Olsen manages the website, and Ashley Nichols keeps the board up to date on legal issues and legislation.

-Administrative needs include responding to and processing ethical complaints, processing applications, sending links for background checks, responding to emails, checking phone messages, etc.

-Finances- Liability insurance is the main cost to the board. Cleo handles most finances, Ashley Nichols gives any checks received by the board to Cleo Perkins. If Anna McConnell gets a new fiscal manager/person, the board may change from Cleo Perkins to the new person. Ken Atkins asks the guests to ensure if Cleo Perkins is changed to Anna McConnell's fiscal manager, that they work with Cleo Perkins on the transition to ensure good financial records.

-Jessica Arevalo makes a motion to move forward with the administrative assistant and for Ken Atkins to send a detailed description of administrative duties and the process for handling them to Anna McConnell and copy Nicole Walden and Beverly Johnson. Lauren Elliott seconds, all ayes unanimous.

2. Update on licenses:

-Ken Atkins reviewed the number of licensees since the previous meeting. There were 26 new licensed Board Certified Behavior Analysts and 1 new licensed Board Certified Assistant Behavior Analyst. There were 3 licensed Behavior Analyst renewals and no licensed Assistant Behavior Analyst renewals. Lauren Elliott made a motion to approve the new licensees and renewals. Jessica Arevalo seconded, all ayes unanimous.

3. Update on New Board Members:

- Erich Grommet received his official letter indicating he is approved to be on the board. We will need to recruit two BCBA members and one public member. Ken Atkins notes we need to push out across Alabama and ensure we are inclusive in choosing members. Terms would start in 2025.

IV. New Business

1. Discussion if the board wants to join the Alabama Association of Regulatory Boards (AARB) - The board discusses the pros and cons of joining the AARB. Lauren Elliott indicates the cost is \$975.00 annually. There are some boards who are also under the AARB such as Occupational Therapists, Physical Therapists, and the Board of Psychology. They are a consumer protection

agency. There doesn't appear to be any harm in joining but there is some uncertainty if we couldn't just create those relationships organically. We discuss contacting the AARB and other boards to gain insight into the AARB and what they can do for the board. Jessica Arevalo motions to postpone moving forward with joining the AARB until we have additional information. Lauren Elliott seconds, all ayes unanimous.

2. Financial Report from treasurer- At the end of March 2024, the previous account balance was \$337, 789.00. There have been \$8,150.00 in deposits since the last meeting and no expenses. Our projected account balance as of the end of June 2024 is \$345,939.00. Doris Hill indicated she will contact Cleo Perkins to make sure we have liability insurance coverage. Doris noted the cost shows up on the documents but is not being taken out annually. Jessica Arevalo motions to approve the financial report, Lauren Elliott seconds, all ayes unanimous.
3. Ken Atkins resigned from the Chairperson position 8/22/2024. His last day will be September 30, 2024. The board members discuss the transition of chairperson responsibilities.
4. Jessica Arevalo makes a motion to adjourn the public portion of the meeting. Lauren Elliott seconds, all ayes unanimous. Public Portion of the meeting adjourned at 12:48 PM.
5. Executive Session meeting- Ken Atkins makes a motion to begin at 1:00 PM. Jessica Arevalo seconds, all ayes unanimous. Executive Session: Review applications that require discussion, if any (CONFIDENTIAL) and Review complaints (CONFIDENTIAL). Executive Session meeting adjourned 1:56 PM.
6. The next scheduled board meeting is scheduled on October 18, 2024 at the ADMH Regional Office in Birmingham from 11:00AM-1:00PM

Licensure List

Licensed Behavior Analyst	Licensed Assistant Behavior Analyst
<ol style="list-style-type: none"> 1. Glenda Fleming 2. Meredith Saunders 3. Clara White 4. Glenda Grbac 5. Andrea Holmes 6. Christina Gober 7. Breanna Harris 8. Mary Bridges 9. Brittany Pabalan 10. Amanda Vollenweider 11. Sarah Kalin 12. Lydia Powers 13. Courtney Deyampert 14. Pamela Wheeler 15. Kim Dang 16. Kalissa Hall 17. Lauren Harrison 18. Lyndsie Wright 19. Jaun Fairclough 20. Corley Parrish 21. Rachel Cole 22. Kaylin Allen 23. Kurn Wheeler 24. Amy Shelton Wilson 25. Jomarlean Bilal 26. Kristen Vaughn 	<ol style="list-style-type: none"> 1. Andrew Lewis

Renewed Licensed Behavior Analyst	Renewed Licensed Assistant Behavior Analyst
<ol style="list-style-type: none"> 1. Carrie Kirk 2. Rose Withers 3. Xavier Butler 	<ol style="list-style-type: none"> 1. No Assistant Behavior Analyst Renewed during this quarter

Jessica Arevalo

Signature of Secretary:

Date: 8/23/2024

Signature of Chairperson:



Date: 8/23/2024