

Behavior Analyst Licensure Board
Regular Meeting
November 21, 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 November 21, 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): Jessica Arevalo, Lauren Elliott, Erich Grommet

Member(s) Present (Remotely):

Member(s) Absent: Doris Hill, Lisa Powell, and Ashley Nichols

Public Member(s)/Guest(s) in Attendance: Ken Atkins

I. TIME OF MEETING CALLED TO ORDER With a quorum present, the meeting was called to order at 11:10 AM.

There was 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

There was a motion to approve the minutes from 5/31/24. Jessica Arevalo motioned to approve the minutes from 5/31/24. Seconded by Erich Grommet, all ayes were unanimous.

III. OLD BUSINESS

1. ADMH Update On Administrative Assistant Hiring Progress
 - Human resources will manage interviews. They will schedule interviews based on candidate availability. The dates proposed for interviews are as follows: December 4th, 6th, 9th, 11th, 12th, and 13th. HR is to provide interview questions and manage the process. A writing sample is required as part of the interview process. The role is shared between Autism Services and the Behavior Analyst Licensing Board.
 - The role for the administrative assistant will be supported 10-15 hours per week.
 - Responsibilities may include (in addition to administrative duties): Documentation of minutes, customer service, software programs, record maintenance, website updates, and mailing list management.

- The budget allocation will be divided between the two departments based on the percentage of time spent on each.
- The position requires access to and management of a separate budget of \$300.
- The Treasurer will work with the fiscal manager to approve spending and process invoices.
- Email address will be sent to Anna McConnell so that she can include board members on dates of interviews.
- Ken Atkins indicated he and Doris Hill have been working closely together to process applications. As she takes on more responsibilities, the Board may need to consider someone else for Treasurer.

2. Update on licenses:

- Ken Atkins reviewed the number of licensees since the previous meeting. There were 31 new licensed Board Certified Behavior Analysts and 2 new licensed Board Certified Assistant Behavior Analysts. There were 14 licensed Behavior Analyst renewals and 1 licensed Assistant Behavior Analyst renewal. Lauren Elliott made a motion to approve the new licensees and renewals. Jessica Arevalo seconded, all ayes unanimous.

3. Update on New Board Members:

- Discussion regarding a potential public member. Ken Atkins will send the information to Jessica Arevalo and she will contact them to schedule an interview.
- Ken Atkins will send the applications for other potential board members so that members can discuss potential candidates and schedule interviews.

4. Alabama Association of Regulatory Boards (AARB) - The board discusses additional findings regarding the AARB. Jessica Arevalo proposes we do not join the AARB at this time given the lack of information, limited updates to the website, and it appears we can do many things that are listed on their website without being members. It may be helpful to appoint check events on the website quarterly to see if there are events any board members want to attend. Lauren Elliott seconds, all ayes unanimous.

5. Replacement of Board Chairperson:

-Jessica Arevalo motions to make Lauren Elliott President-Elect of ALABA with the potential of co-chairing with another board member for the time being until the other two members are elected. Erich Grommett seconds, all ayes unanimous.

IV. New Business

1. Renewal Process and Technical Issues with the New Licensing Platform:

-Tyler Technologies is retiring the platform and in doing so, the process for renewals didn't work effectively. Many licenses had errors and renewals were paused as a result until the technical issues could be resolved. As of the date of this meeting, Ken Atkins reported he was able to work on processing some licenses and they appeared to be accurate. Doris Hill will work with Tyler Technologies if she has problems with them.

2. Financial Report from treasurer: At the end of December 2024, the cash reconciliation report indicated there was \$327,617.20. There have been no expenses. There was an unobligated allotment of \$40,000. The unencumbered cash balance was \$287, 617.20. Jessica Arevalo motions to approve the financial report, Lauren Elliott seconds, all ayes unanimous.

3. Meeting Dates for 2025: The board members discussed meeting on the second Thursday of each month. January 9, 2025 (Montgomery), April 10, 2025 (Birmingham), July 10, 2025 (Montgomery), and October 16, 2025 (Birmingham). The October meeting is tentatively scheduled for October 16, 2025. However, the date should be discussed further during the July meeting. The meeting times will be 11:00 am-1:00 pm. Jessica Arevalo motions to approve the meeting dates for 2025, Lauren Elliott seconds, all ayes unanimous.

4. Vacant Board Positions: The board members discussed the need to fill vacant positions, including the chairperson, secretary, a member of the public, and potentially some of Doris Hill's treasury responsibilities as she is taking on additional needs of the board. Further, the potential for a formal ethics complaint officer was discussed. We discussed the need to prioritize regional and ethnic diversity. We continue to need board members from unrepresented regions such as Huntsville and Mobile. Jessica Arevalo made a motion to contact applicants for open board

positions and request additional information in order for the board to vote at the next scheduled meeting. Lauren Elliott seconds, all ayes unanimous.

Lauren Elliott expressed a willingness to help with the board responsibilities but was not comfortable assuming the chairperson role alone being a new board member herself. Jessica Arevalo motioned to make Lauren Elliott the interim chairperson until the next board elections with the option to decline the role at that time, Eric Grommett seconded, all ayes unanimous.

5. 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 1:00 PM.
6. Executive Session meeting- Jessica Arevalo makes a motion to begin at 1:05 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 2:38 PM.
7. The next scheduled board meeting is scheduled on 1/9/2025 from 11:00-1:00 pm at Searcy Conference Room, 5th floor, Suite 567 of 100 North Union Street in Montgomery, AL 36130.

Licensure List

Licensed Behavior Analyst	Licensed Assistant Behavior Analyst
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<ol style="list-style-type: none"> 1. Jordan Parker 2. Alexandra Castre 3. Margaret Boggs 4. India Barrett 5. Virginia Luck 6. Cassie Crocker 7. Nicole Henn 8. Anna Cantrell 9. Kayla Hayes 10. Katherine Anthony 11. Iyhania Thomas 12. Erin Key 13. Diamond Moore 14. Jaicee Williamson 15. Cori Soud 16. Mordechai Leifer 17. Lorenzo Webster 18. Alexis Lehrmann 19. Shelley Greene 20. Aly St Ours 21. Savannah Hopper 22. Bailey Atwell 23. Christina Marchand 24. Katherine Bischoff 25. Cynthia Ellsworth 26. Patricia Bellido Jara 27. Lauren Olsen 28. Jessaka Jackson 29. Alysia Holt 30. Felicia Bass 31. Tierra Foster 	<ol style="list-style-type: none"> 1. Patrice Jones 2. Brandon Ryan
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Renewed Licensed Behavior Analyst	Renewed Licensed Assistant Behavior Analyst
<ol style="list-style-type: none"> 1. Christopher Walton 2. Holli Brown 3. Marie Sallade 4. Jessica Field 5. Hunter Stewart 6. Christopher Drummond 7. Chris Todd 8. Daniel Sheridan 9. Yecheskel Halberstam 10. Gitty Endweig 	<ol style="list-style-type: none"> 1. Christina Lynch

<p>11. Charlene Mathews 12. Jay Zimmerman III 13. Miraya Willoughby 14. Olivia Kleyer</p>	
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Jessica Arevalo

Signature of Secretary:

Date: 11/21/2024

Signature of Chairperson:

Date: