



Alabama Behavior Analyst Licensure Board

Agenda

Friday, December 12, 2025, 10:00am
Hoover Special Services Conference Room

- I. Call to Order** **Andrea Hutchings, Interim Executive Director**
Ms. Hutchings called the meeting to order at 10:02 a.m.

Members Present:

Holly Johnson
Dr. Erich Grommet
Holli Brown
Lauren Elliott

Members Absent:

Abby Bannister
Lisa Powell
Vacant, Public Member

ADMH Representatives:

Commissioner, Kimberly Boswell
Chief of Staff, Collier Tynes
Legislative and Constituent Affairs Director, Andrea Hutchings
Beverly Johnson, Director of Child
LaVonda Blair, Associate Commissioner of Administration
Ashley Nichols, Legal Counsel for ADMH
LeeAnn Goodson, BlueCrossBlueShield
Shirah Arnold-Suttles, VCA in the State

- II. Opening Remarks** **Commissioner Boswell**
Commissioner Boswell provided opening remarks to provide the board with the historical context of the last few years of the board.

- III. Roll Call** **Andrea Hutchings**
Lauren Elliott made a motion to adopt Dr. Grommet as chair of today's meeting. Seconded by Holly Johnson. Roll was called, and quorum achieved.

- IV. Approval of Minutes** **Andrea Hutchings**
Minutes from the October 16, 2025. Holly Johnson motioned to accept minutes as corrected, seconded by Holli Brown.

- V. 2026 Chair Discussion** **Acting Chair, Dr. Grommet**
Dr. Grommet suggested Holly Johnson and Holli Brown as co-chairs. Lauren Elliott motioned to accept this for 2026, and Holli Johnson seconded.



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- VI. Update on Executive Director Interim Executive Director, Andrea Hutchings**
Discussion held regarding an ADMH applicant for a different position being a good fit for ED for the ABA Board. She will be invited to the January 9th, 2026, meeting to meet and interview with the whole board. Currently we are blending the ED job description with the option of having a retired state employee and their limitations on hours. Commissioner Boswell shared the details of this person being interim and not permanent, and the board is free to find their own applicants and still use her until the position is permanently filled.

Further discussion was held on the workload split between ABA and ADMH responsibilities and the importance of hiring the administrative support and executive director. Additionally, there was discussion on the inclusion of the board in the interview processes for both the ED and the ASA III.

- VII. Update on Administrative Assistant Dr. Chelsea Taylor**
Dr. Taylor began her update by informing the board that the ASA III job has been upgraded to a Mental Health Specialist I position. Dr. Taylor continued by letting them know that the documents were currently with the ADMH HR department.

- VIII. Sunset Committee Update Andrea Hutchings**
The discussion began discussing the revised board packet that was distributed prior to the meeting. This led into a lengthy discussion of the board and ADMH officials regarding the involvement of ADMH. ADMH officials informed the board that the policies and procedures that were crafted had been reviewed by legal counsel and are compliant with the requirements of the Examiners of Public Accounts. Further discussion continued, with the board maintaining the position that they are an independent board. To conclude the discussion, the board voted to table the policies until receiving a verdict from the Attorney General's opinion. A motion was made by Holly Johnson, and seconded by Lauren Elliott. A second motion to was made by Holly Johnson on communicating with the Sunset Committee regarding the January 9th letter, and was seconded by Holli Brown.

- IX. 2026 Meeting Dates Acting Chair, Dr. Grommet**
The 2026 meeting dates were discussed to be the back on a regular scheduled setting, as the 1st Friday of the first quarter at 10:00 AM in the Birmingham Autism office. The one exception was the 4th quarter, and that was edited around another conference. The dates are as follows: January 9, 2026; April 10, 2026; July 10, 2026; November



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13, 2026. A motion was made by Holly Johnson, and seconded by Lauren Elliott.

X. Other Business

Acting Chair, Dr. Grommet

There was discussion on the license renewals and application process, as the December 31st deadline was approaching. Andrea informed the board that she had processed about 30 the day prior but had an error and was working to getting in fixed. There was discussion that this meeting was special called and didn't contain any approval or complaints, and those items would be on the next regular scheduled meeting.

XI. Adjournment

Acting Chair, Dr. Grommet

There being no further business, a motion was made to adjourn by Lauren Elliott and was seconded by Holly Johnson. The meeting was adjourned at 11:33 AM.

Respectfully submitted,

NAME, Secretary

Date

NAME, Chairperson

Date