

**MEETING MINUTES  
APPLIED BEHAVIORIAL ANALYST LICENSING COMMITTEE**

**DATE:** November 18, 2019  
**TIME:** 9:00 A.M.  
**LOCATION:** Health Related Boards Conference Center  
Poplar Room, 665 Mainstream Drive  
Nashville, TN 37243

**COMMITTEE MEMBERS**

**PRESENT:** Michael S. Tonos, BCBA, Chair  
Peter A. Beddow, BCBA-D  
Amanda Spiess, BCBA

**COMMITTEE MEMBERS**

**ABSENT:** Catherine Terry, PhD  
Vacant Position

**STAFF**

**PRESENT:** Teddy Wilkins, Unit Director  
Lisa Williams, Board Administrator II  
Peyton Smith, Associate General Counsel

Mr. Tonos called the meeting to order at 9:03 a.m. A roll call vote was conducted and a quorum was present.

**Rulemaking Hearing to amend Rules and Regulations 1180-05-.08 Renewal License and 1180-05-.12 Continuing Education**

Peyton Smith, Associate General Counsel with the Office of General Counsel served as the moderator for the rulemaking hearing. The purpose of this rulemaking hearing is to solicit comments on rules proposed by the committee in order to amend rules chapter 1180-05-.08 and 1180-05-.12. The notice of rulemaking hearing included the entire text of proposed rules and was published on September 18, 2019 on the Tennessee Administrative website. Ms. Williams stated that additional notice of the rulemaking hearing was given through email on September 18, 2019 to Tennessee licensed behavioral analysts and assistant analysts. Notice was also given to Zachary Stevens, the membership chair with the Tennessee Association of Behavioral Analysts to be sent out to their members and this was confirmed on September 19, 2019 with Mr. Stevens. Mr. Smith gave a summary of the amendment to the rules which changed the wording in 1180-05-.08 to proof of completing three Continuing Education hours on cultural diversity and in rule 1180-05-.12 along with an application for licensure renewal or reinstatement all licensees shall submit to the committee's administrative office proof of completing three continuing

education hours on cultural diversity. No comments were submitted in writing or made in person. A roll call was taken in favor of the amended rules and all members of the board voted in favor of the amendments.

### **Review/Approve Minutes**

Upon review of the August 19, 2019 minutes, Ms. Spiess made a motion, seconded by Dr. Beddow, to approve the minutes. The motion carried.

### **Office of Investigations Report**

Lori Leonard, Disciplinary Coordinator for all non-nursing boards, presented the reports for investigations. There were currently no licensees being monitored. Investigations received three new complaints in the year 2019 for behavior analysts. Two of the complaints were for unprofessional conduct and one for practice beyond the scope of practice. No complaints were closed this year. Three complaints are open and pending investigation and or review. In the year 2019 for licensed assistant behavior analysts, there were no complaints opened, none closed and no complaints currently open being investigated and/or reviewed.

### **Financial Report**

Maria McCormick presented the financial report. In 2019 of the fiscal year, the payroll expenditures ended at \$16,914. Total other expenditures closed at \$1,874. The total direct expenditures came to \$18,789. The allocated expenditures was \$5,986. The total expenditure for the year was \$24,776. The board fee revenue was \$77,086. The current year net total was \$52,309. The LARS improvement total was \$849. The cumulative carryover for fiscal year 2019 was \$139,542.

### **Office of General Counsel**

Mr. Smith stated there were no consent orders, agreed orders or open cases in the Office of General Counsel. Mr. Smith reminded the committee of the conflict of interest policy and reviewed the rulemaking hearing and the remaining procedures for the amended rules.

### **Administrative Report**

Ms. Williams reported on the agreed citation of **Erica Hopkins** for a lapsed license. She was required to pay \$300 for three months of practice beyond the grace period of sixty days. The fees were received. Mr. Tonos opened the floor to approve the citation. Ms. Spiess made a motion, seconded by Dr. Beddow. The motion carried. The chair and the attorney signed the agreed citation.

Ms. Williams gave the administrative report stating that there were currently 484 active licensed Behavior Analysts and 17 active licensed Assistant Behavior Analysts. There were 15 behavior analyst applications in process and 1 assistant behavior analyst. Applied Behavior Analysts licensed since the last meeting were 27 new behavior analysts and 1 new assistant behavior analysts. There were 38 renewals for behavior analysts and 0 renewals for assistant behavior

analyst. There were 4 behavior analysts that have expired and 0 assistant behavior analysts. There were 3 reinstated behavior analysts. .

### **Discuss and Ratify/Deny Newly Licensed**

#### **Newly Licensed Behavior Analysts and Assistant Behavior Analysts**

Mr. Tonos called for a motion to ratify the list of Licensed Behavior Analysts. Dr. Beddow made a motion to ratify the list of Licensed Behavior Analysts, seconded by Ms. Spiess. The motion carried. The list of 27 newly licensed Behavior Analysts was approved to go before the Board of Examiners in Psychology on December 5, 2019, to be ratified.

#### **Behavior Analyst**

Biffle John  
Branch Cady Jean  
Burrow Adelaide G  
Cannady Cory H  
Danskin Krystle  
Divine Michael R  
Doak Emily A  
Easterwood-Wilson April  
Engbino Kelsie  
Finley Sandra  
Gibbs Cleveland  
Gonzalez Melissa Luke  
Gregory Katie W  
Hood Janna  
Hughes Deborah K  
Joyner Rachel C  
Karen Tara J  
Lightner Andrew R  
Linville Jason  
Matuza Julia S  
Negrin Santana Alexander  
Orr Hayley Alica  
Sowienski Stephanie  
Spiess Sichel  
Warrington Tiffany A  
Wilson Carolyn  
Woods Reanne H

Mr. Tonos 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 Ms. Spiess. The motion carried. The list of 1 newly licensed Assistant Behavior Analysts was approved to go before the Board of Examiners in Psychology on December 5, 2019, to be ratified.

Assistant Behavior Analyst

Thompson Lindsey J

Mr. Tonos 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 Ms. Spiess. The motion carried. The list of 3 reinstated Behavior Analysts was approved to go before the Board of Examiners in Psychology on December 5, 2019, to be ratified.

Reinstated Behavior Analysts

Buchanan Andrew  
Hopkins Erica Latrice

Lavery Matthew David

**Election of Officers**

Mr. Tonos opened the floor for nomination for chair. Amanda Spiess volunteered for the position of committee chair. Mr. Tonos made a motion to elect Ms. Spiess as committee chair, seconded by Dr. Beddow. The motion carried. Mr. Tonos made a motion to elect Dr. Beddow as committee vice-chair, seconded by Ms. Spiess. The motion carried.

**Adjourn**

With no other Committee business to conduct, Dr. Beddow made a motion, seconded by Ms. Spiess to adjourn at 9:44 a.m. The motion carried.

*Ratified by the Applied Behavior Analysts Licensing Committee on this the 24th day of February, 2020.*