

---FINAL APPROVED ---

**ADVISORY BOARD ON BEHAVIOR ANALYSIS
Minutes
June 5, 2017**

The Advisory Board on Behavior Analysis met on Monday, June 5, 2017 at 10:00 a.m. at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Henrico, Virginia 23233.

MEMBERS PRESENT: Keri Bethune, PhD, BCBA-D
Kate Lewis, MS, BCBA, LBA
Amanda Kusterer, BCaBA
Asha Patton Smith, MD

MEMBERS ABSENT: Gary Fletcher

STAFF PRESENT: William L. Harp, M.D., Executive Director
Alan Heaberlin, Deputy Director, Licensure
Elaine Yeatts, DHP Senior Policy Analyst
Denise Mason, Licensing Specialist
Colanthia Morton Opher, Operations Manager

GUESTS PRESENT: Christy Evanko, BCBA

CALL TO ORDER

Dr. Bethune called the meeting to order at 10:05 a.m.

EMERGENCY EGRESS PROCEDURES

Alan Heaberlin announced the Emergency Egress Procedures.

ROLL CALL

The roll was called by Denise Mason; a quorum was declared.

ADOPTION OF AGENDA

Ms. Kusterer moved to adopt the agenda as presented. The motion was seconded and carried.

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APPROVAL OF MINUTES OF January 30, 2017

Ms. Lewis made a motion to approve the minutes. The motion was seconded and carried.

PUBLIC COMMENT

Ms. Evanko discussed changes she would like to see in the wording of the application.

NEW BUSINESS

1. Review of the Application Process

Mr. Heaberlin noted that in Fiscal Year 2017, the Board has licensed 31 Assistant Behavior Analysts in an average of 33 days, and 209 Behavior Analysts in an average of 45 days. He then reviewed the application process including the instructions, forms and applications for Assistant Behavior Analysts and Behavior Analysts. The Advisory Board suggested several revisions to the language in these documents that would improve the process for applicants and staff. Mr. Heaberlin indicated that the changes would be made.

Announcements

Mr. Heaberlin informed the Advisory Board that there are currently 869 Behavior Analysts and 138 Assistant Behavior Analysts holding licenses with the Virginia Board of Medicine.

Next Meeting Date

The Advisory Board's next meeting will be October 2, 2017 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:46 a.m.

Dr. Keri Bethune, PHD, BCBA-D

William L. Harp, M.D.
Executive Director

Denise W. Mason, Licensing Specialist