



## Applied Behavior Analysis Advisory Committee Regular Meeting Minutes

June 28, 2024

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**Committee members present:** Ralph Pampino, Jr., BCBA, LBA (chair)  
Amy Fenwick, Ph.D., LBA, BCBA-D (vice chair)  
Amber Persons-Geer, MSW, LICSW, LABA, BCaBA  
Nancy Rosenberg, Ph.D., LBA, BCBA-D  
Andrea Elderkin, Public Member

**Committee members absent:** None

**Staff members present:** Kendra Pitzler, Program Manager  
Shelbee Scrimo, Program Manager  
Amber Freeberg, Executive Director  
Christopher Gerard, Assistant Attorney General (AAG)  
Tara Mackemull, Program Support  
Rachel Sahi, Policy Analyst  
Jennifer Herbrand, Credentialing Supervisor

**Guest presenters:** Carla M. Myers, WABA  
Alyssa Jennings, HCA  
Teresa McCann, BCBA

On June 28, 2024, the Applied Behavior Analysis Advisory Committee met via web conference. Notice of the meeting was published on the [Applied Behavior Analysis profession website](#) and was sent out through the GovDelivery listserv.

**OPEN SESSION:**

**1. Call to Order – Ralph Pampino, Jr., BCBA, LBA, Chair**

- 1.1. Call to Order – The Chair called the meeting to order at 10:01 a.m.
- 1.2. Introductions - Committee and agency staff members introduced themselves.
- 1.3. Approval of the June 28, 2024 regular meeting agenda: *Motion to approve the agenda, seconded, and approved.*
- 1.4. Approval of the February 2, 2024 regular meeting minutes: *Motion to approve, seconded, and approved.*

**2. Public Comment – Ralph Pampino, Jr., BCBA, LBA, Chair**

**Carla Myers, WABA:** Our members are communicating the extended wait times that they are experiencing and the negative impact they are having on the ABA services in Washington.

**Alyssa Jennings, HCA:** The deadline has been pushed back for ABA servicing providers to be enrolled to June 30<sup>th</sup> of 2025.

**3. ABA Program Statistics**

3.1. Budget Report - Kendra Pitzler, Program Manager

Ms. Pitzler presented the latest budget numbers (as of May 31, 2024) to the committee. The current fund balance is \$559,057.

3.2. Credentialing Report – Jennifer Herbrand, Credentialing Manager

Ms. Herbrand briefed the committee on the latest licensing statistics, stating there is limited staff now but should hopefully be fully staffed by the end of the year to help improve processing time. The best way for applicants to apply is through the online application.

License Type	Active	Pending Applications
CBT	3,843	499
LABA	251	28
LBA	1,270	33

3.3. Disciplinary Statistics - Kendra Pitzler, Program Manager

Ms. Pitzler briefed the committee on the program’s disciplinary statistics for the previous quarter (January 1 to May 31, 2024) and the biennium to-date (July 1, 2023 to May 31, 2024).

**4. Program Manager Report – Kendra Pitzler, Program Manager**

Ms. Pitzler gave an update on recruitment for the upcoming committee positions for the LABA and public member. Interviews have been conducted for the LABA position and will be starting interviews for the public member soon.

**5. Executive Director Report – Amber Freeberg, Executive Director**

Ms. Freeberg gave an update on the Healthcare Enforcement and Licensing Management System (HELMS). In January HELMS will go live for all professions, where changes and updates can be seen within the portal.

**6. ABA Licensure Rules Update – Kendra Pitzler, Program Manager**

Ms. Pitzler reviewed revisions for [Chapter 246-805 WAC](#), CR 103 was filed in May 2024 and answered any questions about the new

**7. Report on Behavior Analyst Regulator and Association of Professional Behavior Analysts Conferences – Amber Freeberg, Executive Director and Amy Fenwick, Vice Chair.**

Ms. Freeberg and Ms. Fenwick gave a report of the Behavior Analyst Regulator and Association of Professional Behavior Analysts Conferences that they attended in March 2024.

**8. New Business – Standards of Conduct – Kendra Pitzler, Program Manager.**

8.1. The committee discussed the issue regarding relationships between professionals and the client's parent(s). Mr. Gerard stated that there are already rules in place for sexual misconduct for all professions that can be looked at. The committee agreed to revisit the topic at the next meeting with more information.

8.2. The committee discussed the issue regarding employing parents as behavioral technicians for their own children and requested more information be brought back to the next meeting.

8.3. The committee discussed the issue regarding CBT's and LABA's as owners of an ABA business and requested more information be brought back for the next meeting.

**9. Licensed Assistant Behavior Analyst Requirements –Amy Fenwick**

The Committee continued their discussion of using the Course Verification Sequence (CVS) directory published by the Association of Behavior Analysis (ABAI) to verify that classes submitted by applicants meet Washington requirements. Ms. Pitzler stated that the CVS will be phased out next year. The committee agreed to bring this back next meeting to further discuss options for course verification.

**10. Set meetings for 2025 – Kendra Pitzler, Program Manager.**

The committee set up their meetings for 2025 for the following dates: February 28<sup>th</sup>, 2025, June 27<sup>th</sup>, 2025, and October 3<sup>rd</sup>, 2025

**11. Future Business – Ralph Pampino, LBA, BCBA, Chair**

The committee discussed future agenda items and thanked Ms. Persons-Geer for all her work on the committee and thanked Ms. Pitzler for all her hard work with the ABA profession over the years.

**12. Adjournment**

The meeting was adjourned at 12:07p.m.

**Submitted by:**

Kendra Pitzler, Program Manager  
Applied Behavior Analysis Advisory  
Committee

**Approved by:**

Ralph Pampino, Chair  
Applied Behavior Analysis Advisory  
Committee

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