



## **Applied Behavior Analysis Advisory Committee**

### **Regular Meeting Minutes**

**October 4, 2024**

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**Committee members present:** Ralph Pampino, Jr., BCBA, LBA, Chair  
Amy Fenwick, Ph.D., LBA, BCBA-D, Vice-Chair  
Nancy Rosenberg, Ph.D., LBA, BCBA-D  
Andrea Elderkin, Public Member

**Committee members absent:** None

**Staff members present:** Amber Freeberg, Executive Director  
Shelbee Scrimo, Program Manager  
Katie Graue, Program Administrative Assistant  
Tara Mackemull, Program Support  
Luke Eaton, Assistant Attorney General (AAG)  
Laura Riordan, Credentialing Supervisor  
Evan Shigaya, Policy Analyst  
Jeff Orwig, Finance Officer  
Hyon Yi, Deputy Credentialing Manager  
Rachel Sahi, Policy Analyst  
Joshua Green, Credentialing Specialist

**Guest presenters:** Carla M. Myers, WABA  
Christina McDougall, HCA  
Michael Brown, HCA  
Suzanne Taylor, HCA  
Angela Randel, HCA  
Catherine Morrison  
Joan Gitelman

On October 4, 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, LBA, BCBA, Chair

- 1.1. Meeting was called to order at 10:02 am
- 1.2. Introductions were made for the ABA Committee, DOH Employees, and the Washington Healthcare Authority.
- 1.3. Approval of the October 4, 2024, agenda – Committee motioned to approve agenda with the addition of Item 3- Washington Health Care Authority (WHCA) Screening and Enrollment of Medicaid Providers Presentation and Item 4- Conducting Meetings and Ethics Presentation , seconded, and approved the October 4, 2024 agenda.
- 1.4. Approval of the June 28, 2024, meeting minutes – Committee motioned, seconded, and approved the June 28, 2024 meeting minutes.

### 2. Public Comment – Ralph Pampino, LBA, BCBA, Chair

Public comment was given from Carla Myers and Catherine (Kate) Morrison.

Carla Myers: She wanted to talk about licensing times. She was hoping to brainstorm to shorten the time for the application process.

Catherine (Kate) Morrison: She also wanted to touch base on the concerns about ongoing licensing timelines. She spoke about the CBT Training form and how it adds time to the application process. She also stated she knows that there are efforts to ingrate this form onto the online system and asked for an update on that.

### 3. Washington Health Care Authority (WHCA) Screening and Enrollment of Medicaid Providers – PowerPoint Presentation by Christina McDougall

WHCA gave a presentation and took questions regarding enrollment dates, licensing, claims, credentialing, and additional requirements.

### 4. Conducting Meetings and Ethics – PowerPoint Presentation by Luke Eaton, AAG

Mr. Eaton gave presentation to review committee ethics and code of conduct

### 5. ABA Program Statistics

#### 5.1. Budget Report – Shelbee Scrimo, Program Manager

Ms. Scrimo presented the current budget and reviewed the fund balance.

#### 5.2. Credentialing Report – Hyon Yi, Health Services Consultant.

Mr. Yi presented data relating to issuance of ABA credentialing statics report.

License Type	Active	Pending Applications
CBT	3,937	545
LABA	255	43
LBA	1,267	64

#### 5.3. Disciplinary Statistics– Shelbee Scrimo, Program Manager

Ms. Scrimo reviewed data relating to complaint investigations and discipline.

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

Ms. Freeberg gave an update regarding department organization introduction of new administrative assistant Katie Graue. Ms. Freeberg also addressed the website and submitting applications online (HELMS), and credentialing movement to her team. Ms. Freeberg stated that the current goal for the credentialing process time is thirty (30) days.

**7. Program Manager Report – Shelbee Scrimo, Program Manager**

Ms. Scrimo gave an update regarding issues that affect the applied behavior analysis program.

- 7.1. Update on member recruitment – two positions at the secretary currently, Ms. Scrimo is hoping to have them appointed by next meeting.
- 7.2. 2025 APBA Conference – March 26-28, 2025 in Dallas, Texas. The committee discussed who would like to attend.

**8. Standards of Conduct- Shelbee Scrimo, Program Manager**

- 8.1. The committee discussed the issue regarding relationships between professionals and the client’s parent (s). The committee decided to not change/add rules at this time.
- 8.2. The committee discussed the issue regarding employing parents as behavioral technicians for their own children. The committee decided to not change/add rules at this time.
- 8.3. The committee discussed the issue regarding CBT’s and LABA’s as owners of an ABA business discussion. The committee decided to not change/add rules at this time.

**9. Verification Course Sequence changes- Shelbee Scrimo, Program Manager**

The committee discussed if they would like to change how course verification is completed.

**10. Future Business Items – Ralph Pampino, LBA, BCBA, Chair**

The committee discussed agenda items for future meetings. Revised course sequence forms and credentialing times.

**11. Adjournment - Ralph Pampino, LBA, BCBA, Chair**

Meeting adjourned at 12:37 pm

**Submitted by:**

Shelbee Scrimo, Program Manager  
Applied Behavior Analysis Advisory  
Committee

**Approved by:**

Ralph Pampino, Chair  
Applied Behavior Analysis Advisory  
Committee

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