



**Oklahoma Licensed Behavior Analyst Board**  
**Department of Human Services**  
**Developmental Disabilities Services Division**  
**P.O. Box 25352**  
**Oklahoma City, OK 73125**



***Oklahoma Licensed Behavior Analyst Board (OLBAB)***  
***Board Meeting (TEAMS)***  
**May 18, 2023**  
**10:00-12:00**  
**Meeting Minutes**

**Current Members:**

**Dr. Annie Baghdayan, Chair - Present**  
**Matthew Williams, Chair Elect - Present**  
**Dr. Bonnie J. McBride, Vice Chair - Present**  
**Dr. Erika Olinger, Member - Absent**  
**Dr. Gary Duhon, Member - Absent**  
**Beth Price, Member - Present**  
**Betsy Chen, Member – Absent**  
**Tanisha Hooks, OHCA Representative - Present**  
**Matt Aingell, representing DDS - Present**  
**Rene Stewart, DDS Administrative Assistant DDS - Present**  
**Guest – Sara Morris (new board nominee)**

**1. Welcome and Call to Order**

- Approval of the agenda and the minutes
  - Agenda Approved
  - Minutes – Rene Stewart
    - a. Expectations regarding minutes – within 2 weeks of meeting or 30 days before next meeting.
    - b. Rene will get the earlier minutes completed and sent to board members.

**2. Onboarding – Board Expectation**

- List of recommendations from Dan Unumb
- How many meetings can be missed before removal?
- Ray Hester – these are determined by OLBAB. Not part of policy. And it also could include expectations from the department and how we support the board, because that's really what I want to get clear to get down to and be clear about is, the administrative support that is helpful, that's needed for the board and that we have time frames and that we meet or exceed those time frames. Make a document. It's a living, breathing document where you can point to and you can use that to orientate members and you can use that to put those guide rails in place so that you know everybody's able to meet expectations.

**3. Updates from Matt Aingell/Rene Stewart**

- OLBAB Renewal application status
  - Set up email replies or add wording to website what to expect regarding turn-around time and who to contact for status updates, etc.

- We now have a process in place with help in mailroom that is cutting out a lot of steps and time.
- Still having issues with applications missing items (payment, not all information filled out, legibility, etc.)
- Annie Baghdayan – seeing complaints on social media about no response to inquiries and who they should contact.
- Ray Hester – We can't just get rid of the board and put it under another entity. It will require a legislative change.
- Rene Stewart gave data on renewals and new applications coming in, how many were returned when emailed to renew because their emails were no longer good. Have had good interactions with people inquiring about their licenses.

#### **4. 2023 Upcoming Board Meeting Dates**

- Sept. 21, 2023, at 10:00; Nov. 16, 2023, at 10:00.
- Next executive meeting is on July 20

#### **5. Updates from board members**

- **ABAI Licensing committee want to invite OLBAB for Q & A**
  - ABAI licensing division has reached out and said they're going to do an educational interviews and question and answer type to learn what are our challenges, what are our successes and there's no timeline, but they're trying to help others states as they develop their licensing board or licensing processes. If I hear back from them, I'll reach out to any board member who wants to join into that conversation. And it's just a question and answer type and they've done it once during COVID where they zoomed in and they wanted to learn more about the Oklahoma licensing.

#### **6. Suggestions for future agenda items**

#### **7. Executive session**

- **Sara Morris Appointment letter**
- **Board members license renewal**

#### **8. Adjournment and the date for our next Meetings:**

- July 20, 2023 - Executive
- September 21, 2023 – Public