



STATE OF NEVADA
BOARD OF EXAMINERS FOR SOCIAL WORKERS (BESW)
4600 Kietzke Lane, Suite C121, Reno, Nevada 89502
775-688-2555

PUBLIC NOTICE OF BOARD MEETING

Friday, January 8, 2021 9:00 AM

To maintain government transparency & protect public safety, Governor Steve Sisolak signed an emergency directive related to the suspension of the requirement that there must be a physical location designated for meetings of a public body where members of the public are permitted to attend and participate in-person. BESW, pursuant to this Executive Order, has found an alternative via teleconference for the public to participate without having to be physically present. Supporting materials are available electronically at the BESW website: <http://socwork.nv.gov/board/Mtgs/>

Some members of the Board may be attending the meeting and other persons may listen to the meeting and provide testimony, through a simultaneous telephonic conference call that will be conducted utilizing Zoom.

The Board of Examiners for Social Workers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

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Meeting ID: 885 7791 6190

Passcode: 768915

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To learn more about 'Joining a Meeting' using ZOOM, please view a brief YouTube:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ#action=share>.

Please Note: The Board of Examiners for Social Workers may address agenda items out of sequence, combine the agenda items, pull or remove the agenda items, in order to aid the efficiency or effectiveness of the meeting or to accommodate persons appearing before the Board. The Board may continue agenda items to the next meeting as needed. (NRS 241.020)

Public comment is welcomed by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of the agenda prior to the adjournment of the Board meeting. Public comment may be limited to three (3) minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/ her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126.

AGENDA

1. Call to Order and Roll.

2. Public Comment.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Public comment may be limited to three (3) minutes.

3. Board Operations:

- A. Review and Discussion of Board Meeting Minutes for November 13, 2020. (For Possible Action).
- B. Review and Discussion of October 31, 2020 Financials and the November 30, 2020 Financials with Audit Adjusting Entries. (For Possible Action).
- C. *BESW v. Clarence Parrott, LSW (Settlement – Voluntary Surrender)* (For Possible Action).
- D. Discussion of Application Software Implementation. (For Discussion Only).
- E. Review and Discussion of Data Migration Plan. (For Possible Action).
- F. Review and Discussion of Independent Regulatory Bodies Administrative Collaborative Proposal (For Possible Action).
 - i. Adoption of Reporting Requirements Guidelines Document (For Possible Action).
 - ii. Discussion of Occupational Licensing Boards Report (For Discussion Only).
- G. Review and Discussion of Amendment to Rural Regional Behavioral Health Policy Board Bill. (For Possible Action).
- H. Executive Director's (ED) Report (For Discussion Only).
 - i. December 2nd Healthcare Workforce Data Collection – Handout: Health Workforce Data Collection in Nevada through the Licensure Renewal Process
 - ii. December 10th Administrative Collaborative Meeting re: Licensee Data Collection -- Handout: Legislation Veterans Summary of Recommendations;
 - iii. Strategic Plan Update – Handout: *BESW Strategies 2021 – 2023*;
 - iv. Pending Litigation Matter in the United States District Court for the District of Nevada - Case No. 3:20-cv-571-MMD-WG;
 - v. Future Agenda Items/ Ideas; and
 - vi. Next Board Meeting is 9 a.m. Friday, March 12, 2021.

4. Public Comment.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Public comment will be limited to three (3) minutes.

5. Adjournment.

Board of Examiners for Social Workers
Board Meeting, January 8, 2021
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Please contact Karen Oppenlander, LISW at (775) 688-2555 for information regarding the meeting. Supporting materials can be accessed electronically at the BESW website: <http://socwork.nv.gov/board/Mtgs/>.

The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

This notice has been posted at the office of the Board of Examiners for Social Workers; the Board's Web Site www.socwork.nv.gov; and the State of Nevada's Public Notice Website <http://notice.nv.gov>.

3A

Meeting Minutes



STATE OF NEVADA
BOARD OF EXAMINERS FOR SOCIAL WORKERS
(BESW)
4600 KIETZKE LANE, SUITE C121, RENO, NEVADA 89502
775-688-2555

Board Minutes - Friday, November 13, 2020

Call to Order and Roll. Vikki Erickson called meeting of the Board of Examiners for Social Workers (BESW) to order at 9:05 a.m. A Roll Call was taken of those in attendance that included Board members Vikki Erickson, Jacqueline Sanders, Abigail Klimas and Susan Nielsen (arrived at approximately 9:25 a.m.); Nick Vander Poel (Capitol Partners); Board Counsel/ DAG Asheesh Bhalla; Board Staff Karen Oppenlander. Monique Harris had an excused absence.

Erickson moved to **Item 2: Public Comment.** Hearing no comment, she moved to **Item 3 Board Operations 3A - Review and Discussion of Board Meeting Minutes for September 11, 2020. (For Possible Action).**

Jacqueline Sanders made a motion to approve the Board Meeting Minutes for September 11, 2020, seconded by Abigail Klimas. Roll call vote: Erickson – Aye; Klimas – Aye; Sanders – Aye. Motion passed.

Erickson proceeded to **Item 3B - Review and Discussion of BESW Audit for Year Ending June 30 2020. (For Possible Action).**

Starting with good news, Oppenlander began the audit presentation referring to the last page where the auditors concluded by saying, “We did not find any financial weaknesses of a magnitude to justify an inclusion within our audit report”. She went on to draw the Board’s attention to key points.

First, she asked attendees to turn to the section: Financial Highlights at the top of page three of the audit. Here it indicates that the Board’s revenues were \$469,592 which was a \$67,950 increase from the prior year and the Board’s current assets at June 30, 2020 were \$148,722, an increase of \$56,540 from the prior year. She indicated that the Board’s audit is basically comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Board is improving or deteriorating.

Then, she moved forward to the Government-wide financial analysis at the top page five. There, she pointed out that current liabilities exceeded current assets by \$82,390 as of June 30, 2020. Board liabilities were higher at \$111,675 on June 30, 2019 last year; so, this is an improvement of \$29,285.

After, she moved to page six where Board members were asked to look at changes in net position. The Board's actual expenses were less than budgeted due to lower salaries and operating expenses. We had an improvement with an increase in Net Position of \$5,314 which is significant as we had a decrease in our Net Position in 2019 of minus \$81,718. The fee increases we are now starting to receive are beginning to put us in a positive net position so that we can begin to balance our budget. The financial performance of the Board as a whole is reflected in its governmental funds. As the Board completed the year, its governmental funds reported a General fund balance of \$134,828.

Next, **Oppenlander** referred to page eight of the audit which includes the BESW portion of the State of Nevada pension liability. These numbers are provided to BESW by the state for inclusion in the audit. She covered the various uses of the term "deferred" and was specific about \$9,580 listed for Deferred License Income. This amount was for fees that were paid for before 07/01/2020 and licenses that were issued after 07/01/2020. Of those, licensees paid for application fees, military discounts, and endorsement fees for a total of \$9,850 of income.

She then moved to the "Notes to the Financial Statements". In Note 1, page fifteen, the audit highlights, "The General Fund is the Board of Examiners for Social Worker's primary operating fund". It accounts for all financial resources of the general government, except those required to be accounted for in another fund. This section explains the BESW modified accrual basis for accounting and details how amounts can be spent.

Moving to pages 18-19, she emphasized that under the section "Fund Balance", the audit classifies fund balances. **Oppenlander** stated that she would like for the Board to better understand this section prior to the Board setting aside reserves: (1) Non-Spendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid items, or (b) legally or contractually required to be maintained intact. (2) Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law. (3) Committed Fund Balance – Portion of fund balance that can only be used for specific purposes imposed by majority vote of the Board (highest level of decision-making authority). Any changes or removal of the specific purpose requires majority action by the Board that approved the original action. (4) Assigned Fund balance – Portion of fund balance that the Board intends to use for specific purposes. (5) Unassigned Fund balance – Portion of fund balance that has not been assigned to another fund or restricted, committed, or assigned to specific purposes within the general fund. Moving forward, we will want to be able to have concrete examples of what all of the categories might specifically represent.

She called out specifics in Note 1 - page 19 re: Deferred Revenue and Deferred license income. And then moved to Note 5 – page 21 where the audit nicely lays out the explanation of pension plan and post-employment obligations to BESW. Moving forward to Note 6 – page 26 she highlighted "Compensated Absences" where the audit reflects vacation and sick leave. Last, the audit summarizes everything. Finding most of the audit to be self-explanatory, **Oppenlander** completed her presentation of the audit highlights and offered to answer questions or potentially ask the auditor to answer questions. There were no questions. **Erickson** thanked her for working with the Board on changing the way it works financially.

A motion to approve the BESW audit for the year ending June 30 2020 was made by Jacqueline Sanders and seconded by Abigail Klimas. Roll call vote: Ericson – Aye, Sanders – Aye, Klimas – Aye, Nielsen – Aye. Motion passed.

Erickson moved forward to **Item 3 – C Review and Discussion of First Quarter Financials through September 30, 2020. (For Possible Action)**. **Oppenlander** reported on highlights from the first quarter of the fiscal year (25%) for month ending September 30th. We are on target with our income. Expenses are at 18% so we are significantly under budget. We are doing much better at anticipating the expenses for credit card processing than we did during our first year with online processing of payments for licensing renewals.

A motion to approve the first quarter financials through September 30 2020 was made by Abigail Klimas and seconded by Jacqueline Sanders. Roll call vote: Erickson – Aye, Nielsen – Aye, Klimas – Aye, Sanders – Aye. Motion passed.

Next, **Erickson** asked **Oppenlander** to cover **Item 3 – D Review and Discussion of Board Specific Training/ Orientation Fulfillment and Related Updates**. For the record, **Oppenlander** stated that (i) the Attorney General's Office has put together an online Boards and Commissions Training. Deputy Attorney General (DAG) **Bhalla** provided a link for new Board members **Klimas** and **Sanders** to access training materials online and both have completed Board training pursuant to AB457. **Bhalla** added that there are a couple of ways to bring additional training to the Board. His preference is to schedule a separate open meeting/ litigation training. There is now a specific exemption for this that was passed during the last legislative session. We can have training on administrative hearings, on open meeting, on public records, on ethics whenever it is convenient for the Board members. Since we have statutory authority to do these types of trainings in a closed meeting, this allows board members to ask a diverse array of questions. (ii) **Oppenlander** commented that everyone including staff have received an updated 2020 Resource Binder; (iii) New Board members were informed of ASWB Training Options that will be made available based on COVID scheduling and they were given a link for self-registration with ASWB); (iv) a Reporting Timeline Handout was included in the Board packet. This timeline indicates Board responsibilities that go beyond the laws and legislation listed in the resource binder. DAG **Bhalla** suggested that the Board be made aware of the additional reports that we must adhere to as an independent regulatory body. (v) Handout: Sunset Committee Letter Mailed to Independent Regulatory Bodies on October 22, 2020; BESW received mail for the Board re: encouragement from the Sunset Committee for increased diversity that reflects the diversity of the State; as well as a request for the Board to encourage compliance with controlling health standards for the Coronavirus. (vi) Federal Legislation Handout re: Filing to Protect State Licensing Boards from Antitrust Damages. This handout came from one of our ASWB colleagues in Asheboro South Carolina to let us know that know that Federal Legislation has been filed to protect State Licensing Boards from antitrust damages.

Erickson moved forward to **Item 3 - E Review and Discussion of Independent Regulatory Bodies Administrative Collaborative Proposal (For Possible Action)**. **Oppenlander** discussed a proposal that BESW has received that reflects a potential Professional and Occupational Licensing Boards agreement for collaboration. As the BESW Board has previously discussed, there is a legislative discussion going on about the placement of independent regulatory agencies under the Division of Business and Industry. This proposal suggests a collaboration as an alternative avenue. The actual process for collaboration will be determined by the participating boards; i.e. Zoom meeting, etc. The invitation came from Loretta Pontoon, the Executive Director of the Nevada Board of Occupational Therapy. She said, "The idea for Board approval is to formalize the agreement to reinforce the commitment to adherence to administrative requirements under question by the Governor's office and the Legislature. It would show that we take their concerns seriously and are being pro-active in addressing the concerns. There is strength in numbers instead of trying to address issues independently. We are coming up on a Legislative

Session where there will be multiple bills regarding Boards including oversight or consolidation under a state agency. The actual collaborative efforts will be through the meetings of the ED's, reported back to the individual Boards to document the value of collaboration. There is no financial impact or time commitment required of Board members". When I asked Loretta Pontoon more questions about this collaborative, she went on to say that Board approval is not required for us to participate in the collaborative meetings as support and sharing of ideas is important to us all. **Oppenlander** added that from her perspective, she preferred to bring this idea to the Board to learn if joining an effort like this seems like a good fit for us.

Erickson asked **Vander Poel** for feedback. He commented that collaboration is never a bad thing. If there's opportunity to take advantage of it, if you have a good partner, you've got to run with it instead going through the fight alone. For example, when we have allies on policy that we're trying to move forward -- if we can move it forward together, it seems like it goes a lot smoother. If there's an opportunity, then take advantage of it. A clarifying question was asked about whether this effort would be in place of the independent boards potentially falling under Business and Industry. We did not have an answer for this question. **Vander Poel** talked more about this topic in relation to when he previously worked for Governor Gibbons and oversaw the 200+ Boards and Commissions with over 2000 appointments. At that time, the state looked at ways to combine Boards for efficiencies. At that time one of the recommendations was to bring the Boards "in house" but then there's a financial side to it. It's a double-edged sword and it's complicated. It's been a very interesting conversation behind the scenes. Over time, it's been led in part by the Governor's office and more recently by Director Brown when he was at Business and Industry, and then later by Director Reynolds when he took over. Based on the budget cuts, they may not want to take on this task right now.

Erickson asked **DAG Bhalla** for feedback. He said that this is an issue that has been revisited a number of times. It's a recurring theme and there are various ways that it can go. He did not express insight as to whether there will be a push for this right now given the current issues of funding and other legislative considerations. Each state has a lot of authority to handle this in different ways. As the Director mentioned earlier in the North Carolina Dental Board of Examiners case, this is a seminal case that governs the parameters of what we do here as a Board. It gives states various authority to set up these Boards as they see fit as long as there is affirmative state policy and active supervision by the Governor of the Executive Branch; those are the two prongs that are the guardrails that the law provides. So, how the Legislature wants to do that is really up to them. People are discussing it and there is always a search for more efficiency amongst state agencies. But, we have to account for all of the differences and there is a lot to consider.

Sanders commented that she requires more information to consider this as an action item right now and wants to know if we are considering a collaboration on a specific item, specific tasks, for how long, and to what degree. **Erickson** agreed with her. **DAG Bhalla** responded to a procedural question and **Oppenlander** agreed that she could attend meetings to bring back further information to the Board about how the gathered state agencies are cooperating and discussing collaborative issues of interest.

A motion was made for Executive Director Oppenlander to attend Administrative Collaborative meetings and bring back information to the Board by Jacqueline Sanders and seconded by Abilgail Klimas. Roll call vote: Erickson – Aye, Sanders – Aye, Klimas – Aye, Nielsen – Aye. Motion passed.

Following, **Erickson** turned to **Item 3 – F Review and Discussion of Rural Regional Behavioral Health Policy Board Development of Draft Bill Request that includes BESW new LMSW Level of Licensure (For Possible Action)**. **Oppenlander** discussed a Bill Draft Request that has been assembled by the Rural Regional Behavioral Health Policy Board (RRBHPB) with the overall purpose to improve both the ability of new professionals in Nevada to achieve licensure, as well as for seasoned professionals who carry licenses from out of state to practice in Nevada more easily. The coordinator for this effort is willing to come to a future Board meeting if you would like her to discuss the BDR's concept. However, for today – we want to talk about Attachment 1: Proposed Language for the Addition of the “LMSW” Licensure.

The RRBHPB has offered to assist BESW to achieve parity with other states by introducing the LMSW category as part of their BDR during the upcoming Legislative Session. It was the result of BESW being asked to participate with the RRBHPB's effort to streamline the hiring of health professionals in rural Nevada. From our perspective, we were already planning to add the LMSW category that was approved again and most recently by the Board in March 2020 for pursuit in the 2021 Legislative Session. Miranda Hoover and Mendy **Elliott** from Capitol Partners had met with the Board earlier this year to discuss reintroducing this new license type. Hoover drafted the Board's bill. When the opportunity came for us to work with the RRBHPB, Hoover introduced BESW language for inclusion into their BDR. Following, the BDR was sent to the Legislative Counsel Bureau (LCB) for wordsmithing. Sandy **Lowery** worked with LCB to refine the language in the attachment.

Our intent is to add the Master's social work license to our NRS for a variety of reasons including to fulfill a mandate from ASWB. ASWB gave BESW 5 years to add this category (by June 30 2021) so that we would be funneling people into distinct ASWB examinations based on their qualifications. We have tried to get this category added before but we were not successful in the 2011 Legislative Session. And again in 2019, we tried to add NAC changes that would direct potential licensees to take the appropriate examinations. However, LCB did not approve the NAC changes in 2019 and then told us that we would have to accomplish this through NRS changes in 2021.

With the Rural Regional Behavioral Health Policy Board taking the lead, we are hopeful that they can help us to generate sufficient interest with our Legislators next year that will help BESW to add this category successfully. **Oppenlander** summarized by stating that BESW's intent is to: (1) add the Master Social Work license to achieve parity with other states making it easier for people to come from other states to Nevada as an LMSW; and (2) fulfill a mandate from ASWB to comply with their requirements by June 30th, 2021.

Vander Poel stated that it would be a better avenue to go with the RRBHPB BDR as it is hitting a lot of good points in one bill. The Legislature is going to be very busy with budget cuts and dealing with numerous issues. By coming together, we're making this easier. He believes that Assemblywoman Maggie Carlton will be thankful that we took this approach instead of having to deal with four different BDRs. We'll be able to all be at the table and say, "This helps our industry". This is a clear opportunity and a good approach for BESW to better deal with reciprocity; especially as there was an Executive Order from Governor Sandoval to assist military families that come to Nevada. And I think we will be welcomed when the Legislature convenes and this bill is introduced.

Sanders put forth a thoughtful yet complex statement/ question in reference to licensure that will need to be researched with ASWB. Essentially, the question deals with specifics about how BESW will transition into the fourth LMSW licensing category as it relates to ASWB testing. **Erickson** commented and thought that she may have an opportunity at an upcoming meeting to get feedback on this matter. She added that there is a push for the LMSW category across the country and that we're an outlier in the US for this

(one of several states). Also, it is one of the requirements that ASWB has for BESW to continue being compliant with their testing. She went on to say that she understands what Sanders is saying but doesn't know how to respond to that question today without gathering further information. After additional discussion, a motion was offered for consideration.

A motion was made Abigail Klimas for Inclusion of the LMSW Level of Licensure into the bill being submitted by the Rural Regional Behavioral Health Policy Board, seconded by Susan Nielsen. Roll call vote: Erickson – Aye, Klimas – Aye, Nielsen – Aye, Sanders – Nay. Motion was passed by majority.

The Board moved forward to **Item 3 – G Review and Discussion of Board Member Designee for ASWB Annual Meeting of the Delegate Assembly to be Held Online, November 16–20, 2020 (For Possible Action)**. Oppenlander stated that the Annual Meeting of the Delegate Assembly for ASWB is next week. These meetings are intensive business meetings during which the ASWB Delegate Assembly discusses the overall operation of the association, from financial records to examination administration to long-range goals. This year the meeting will be held online next week from Monday through Friday. She didn't realize the timing of the meeting, so the Board did not have this agenda item at the Board's September meeting in order to select a delegate. When she realized the situation, Open Meeting Law permitted her to contact two Board members to discuss this matter. Due to their background with ASWB, she chose to speak to the Board President Erickson and Vice President Harris about who might be the Board's delegate this year. Also, she knew that ASWB had a cutoff date for delegate registration so that they could send out their materials ahead of time; therefore, we couldn't wait until today to decide. Both Erickson and Harris conferred. Erickson was able to schedule time to attend the online meeting next week on behalf of the Board. So, due to the timing issue on this matter, Oppenlander trusted that the Board will affirm this decision at today's meeting.

A motion was made Jacqueline Sanders for Vikki Erickson to be the Nevada Delegate for the ASWB Annual Meeting being held virtually November 16th through 20th 2020, seconded by Abigail Klimas. Roll call vote: Klimas – Aye, Sanders – Aye, Nielsen, - Aye, Erickson – Aye. Motion passed unanimously.

Erickson moved forward to **Item 3 – H Executive Director's Report (For Discussion Only)**. Oppenlander updated the Board stating that she had attended the (i) Certified Contract Manager (CCM) Re-Certification on October 8th; (ii) the ASWB Virtual Administrators Forum on October 23rd which is how she came to realize there was a Delegate meeting; (iii) participated in a national OWINN/ AIR Interview on November 2nd Re: Current and Future Challenges, Regional Differences, and Licensing Rules and Processes Applicable to Clinical Social Workers (LCSW), Independent Social Workers (LISW), and Social Workers (LSW); (iv) DAG Bhalla updated the Board on a pending litigation matter in the United States District Court for the District of Nevada - Case No. 3:20-cv-571-MMD-WG stating that there's not much to report at this time. That matter has had a motion to dismiss filed; the court transferred the case from Idaho to Nevada; a joint status update was filed with the court asking for guidance, and we are waiting to hear back; at this time, there has been no guidance provided by the District Court; (v) Oppenlander discussed BESW contracts including the (a) five year office lease that was approved by State Leasing Services and Board of Examiners in October; (b) a contract with Computer Technical Services approved for desktop support services approved in October; and (c) Lobbyist Contract that was awarded to Capitol Partners in November; (d) and we can look forward to a progress report on the implementation of our application software at our next Board meeting; vi. Next, she asked the Board for future agenda items/ ideas beyond

the Administrative Collaborative and Potential Board Training(s); and last, she referred to (vii) a handout with Board Dates for 2021 with the next Board Meeting scheduled for 9 a.m. Friday, January 8, 2021.

Item 4 – Public Comment. Erickson asked for Public Comment. Hearing none, she asked for a motion for Item 5 - Adjournment.

A motion was made for Adjournment by Abigail Klimas, seconded by Susan Nielsen. After a roll call vote the motion passed unanimously.

The meeting adjourned at 10:48 a.m.

Minutes Respectfully Submitted by Karen Oppenlander.

3B

October Financials

November Financials

October	Annual Budget FY 20/21	Monthly Budget - October	Monthly Actual - October	Monthly Variance Dollars	Monthly Variance Percent	Annual Year to Date	Annual Variance Dollar	Annual Variance Percent
Fund Balance	\$ 152,547.83					33%		
INCOME								
40000 · RENEWAL FEES	505,125.00	42,093.75	41,787.50	306.25	99%	160,827.50	-344,297.50	32%
41000 · APPLICATION FEE	27,600.00	2,300.00	1,450.00	850.00	63%	10,070.00	-17,530.00	36%
42000 · INITIAL LICENSE FEE	69,000.00	5,750.00	3,437.50	2,312.50	60%	23,947.50	-45,052.50	35%
43000 · ENDORSEMENT FEE	12,500.00	1,041.66	1,000.00	41.66	96%	4,785.00	-7,715.00	38%
44000 · PROVISIONAL LICENSE FEES	2,000.00	166.67	0.00	166.67	0%	356.25	-1,643.75	18%
45000 · RENEWAL LATE FEE	2,000.00	166.67	-200.00	366.67	-120%	-100.00	-2,100.00	-5%
46000 · RESTORATION OF LICENSE	0.00	0.00	200.00	-200.00	0%	200.00	200.00	0%
47000 · DISCIPLINARY COSTS	4,000.00	333.34	0.00	333.34	0%	0.00	-4,000.00	0%
48000 · MISCELLANEOUS	10,000.00	833.33	2,570.00	-1,736.67	308%	3,205.00	-6,795.00	32%
49000 · INTEREST	10.50	0.87	74.65	-73.78	8580%	136.72	126.22	1302%
Total Income	\$ 632,235.50	\$ 52,686.29	\$ 50,319.65	\$ 2,366.64	96%	\$ 203,427.97	\$ (428,807.53)	32%
Sub-Account Total	\$ 784,783.33					\$ 355,975.80		
EXPENSES								
50050 · Wages	288,704.00	24,058.66	18,782.52	5,276.14	78%	76,209.14	-212,494.86	26%
50102 · Group Health Insurance	45,750.00	3,812.50	3,133.20	679.30	82%	15,166.76	-30,583.24	33%
50103 · Ins Regis	4,160.00	346.67	450.49	-103.82	130%	2,243.24	-1,916.76	54%
50104 · Medicare	4,160.00	346.67	280.21	66.46	81%	1,112.26	-3,047.74	27%
50105 · PERS-Employer paid	40,142.00	3,345.16	2,554.12	791.04	76%	10,189.18	-29,952.82	25%
50106 · Unemployment Ins.	2,500.00	208.33	127.16	81.17	61%	603.65	-1,896.35	24%
50300 · Workman's Comp.	5,000.00	1,250.00	0.00	1,250.00	0%	613.06	-4,386.94	12%
Sub Account Total	\$ 390,416.00	\$ 33,367.99	\$ 25,327.70	\$ 8,040.29	76%	\$ 106,137.29	\$ -284,278.71	27%
61050 · Contract-Labor	15,000.00	1,250.00	596.00	654.00	48%	2,516.00	-12,484.00	17%
61100 · Contract-Auditor	10,000.00	833.34	0.00	833.34	0%	0.00	-10,000.00	0%
61150 · Contract-Legal	40,000.00	3,333.33	1,312.06	2,021.27	39%	4,476.44	-35,523.56	11%
61200 · Contract-Lobbyist	37,500.00	3,125.00	1,500.00	1,625.00	48%	6,000.00	-31,500.00	16%
61250 · Contract-Payroll Service	1,500.00	125.00	0.00	125.00	0%	192.50	-1,307.50	13%
61300 · Court Reporting	4,500.00	375.00	0.00	375.00	0%	0.00	-4,500.00	0%
61350 · Investigations	7,000.00	583.33	0.00	583.33	0%	0.00	-7,000.00	0%
61400 · LCB	1,500.00	125.00	0.00	125.00	0%	0.00	-1,500.00	0%
62000 · Operating Costs	7,500.00	625.00	235.10	389.90	38%	1,062.63	-6,437.37	14%
62050 · Printing	7,000.00	583.34	774.80	-191.46	133%	1,968.86	-5,031.14	28%
62100 · Copying	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
62150 · TORT Claim Fund	850.00	70.83	14.65	56.18	21%	14.65	-835.35	2%
62200 · Rent	21,350.00	1,779.17	1,750.00	29.17	98%	6,950.00	-14,400.00	33%
62250 · B and G Assessment	500.00	41.67	0.00	41.67	0%	0.00	-500.00	0%
62300 · Records Storage	750.00	62.50	50.00	12.50	80%	200.00	-550.00	27%
62350 · Postage	7,500.00	625.00	60.24	564.76	10%	1,709.08	-5,790.92	23%
62400 · Telephone	2,000.00	166.66	469.04	-302.38	281%	1,392.89	-607.11	70%
62450 · Internet	3,000.00	250.00	414.99	-164.99	166%	969.92	-2,030.08	32%
62500 · Computer Software	48,500.00	3,636.36	359.99	3,276.37	10%	9,412.49	-39,087.51	19%
62550 · Transcription	0.00	0.00	0.00	0.00	0%	127.75	127.75	0%

62600 · COVID 19 UNK	1,000.00	83.33	0.00	83.33	0%	0.00	-1,000.00	0%
63050 · Dues & Registration	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
63100 · Professional Dues (ASWB)	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
64050 · Bank Charges	120.00	10.00	0.00	10.00	0%	12.00	-108.00	10%
64100 · Credit Card Processing	7,000.00	583.34	726.67	-143.33	125%	2,547.51	-4,452.49	36%
65000 · Host Fund	1,000.00	83.33	0.00	83.33	0%	0.00	-1,000.00	0%
66050 · In State Travel	7,000.00	583.33	0.00	583.33	0%	0.00	-7,000.00	0%
66100 · Out of State Travel	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
67000 · Training	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
68050 · Furniture	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
68100 · Computers	11,500.00	0.00	0.00	0.00	0%	0.00	-11,500.00	0%
Sub Account Total	\$ 243,570.00	\$ 18,933.86	\$ 8,263.54	\$ 10,670.32	44%	\$ 39,552.72	\$ (204,017.28)	16%
Total Expenses	\$ 633,986.00	\$ 52,307.85	\$ 33,591.24	\$ 18,710.61	64%	\$ 145,690.01	\$ (202,709.78)	23%

Net Position *	-1,750.50	384.44	16,728.41	57,737.96
Net Position - Adjusted **	150,797.33			210,285.79
* Net Position	Income and Expenses without Fund Balance			
** Net Position - Adjusted	Income and expenses with prior year Fund Balance			

CASH BALANCES		
Checking	177,745.75	
Savings	5,070.97	
CD	25,436.98	
Total Cash Balance	\$ 208,253.70	

November	Annual Budget FY 20/21	Monthly Budget - November	Monthly Actual - November	Monthly Variance Dollars	Monthly Variance Percent	Annual Year to Date	Annual Variance Dollar	Annual Variance Percent
Fund Balance	\$ 150,515.74					42%		
INCOME								
40000 · RENEWAL FEES	505,125.00	42,093.75	36,750.00	5,343.75	87%	197,577.50	-307,547.50	39%
41000 · APPLICATION FEE	27,600.00	2,300.00	1,650.00	650.00	72%	11,720.00	-15,880.00	42%
42000 · INITIAL LICENSE FEE	69,000.00	5,750.00	3,792.50	1,957.50	66%	27,740.00	-41,260.00	40%
43000 · ENDORSEMENT FEE	12,500.00	1,041.67	1,125.00	-83.33	108%	5,910.00	-6,590.00	47%
44000 · PROVISIONAL LICENSE FEES	2,000.00	166.66	281.25	-114.59	169%	637.50	-1,362.50	32%
45000 · RENEWAL LATE FEE	2,000.00	166.67	0.00	166.67	0%	-100.00	-2,100.00	-5%
46000 · RESTORATION OF LICENSE	0.00	0.00	0.00	0.00	0%	200.00	200.00	0%
47000 · DISCIPLINARY COSTS	4,000.00	333.33	0.00	333.33	0%	0.00	-4,000.00	0%
48000 · MISCELLANEOUS	10,000.00	833.34	1,890.05	-1,056.71	227%	5,095.05	-4,904.95	51%
49000 · INTEREST	10.50	0.88	62.07	-61.19	7053%	198.79	188.29	1893%
Total Income	\$ 632,235.50	\$ 52,686.30	\$ 45,550.87	\$ 7,135.43	86%	\$ 248,978.84	\$ (383,256.66)	39%
Sub-Account Total	\$ 782,751.24					\$ 399,494.58		

EXPENSES	Annual Budget FY 20/21	Monthly Budget - November	Monthly Actual - November	Monthly Variance Dollars	Monthly Variance Percent	Annual Year to Date	Annual Variance Dollar	Annual Variance Percent
50050 · Wages	288,704.00	24,058.67	19,522.96	4,535.71	81%	95,732.10	-192,971.90	33%
50102 · Group Health Insurance	45,750.00	3,812.50	3,133.20	679.30	82%	18,299.96	-27,450.04	40%
50103 · Ins Regis	4,160.00	346.66	450.49	-103.83	130%	2,693.73	-1,466.27	65%
50104 · Medicare	4,160.00	346.67	275.93	70.74	80%	1,388.19	-2,771.81	33%
50105 · PERS-Employer paid	40,142.00	3,345.17	2,554.12	791.05	76%	12,743.30	-27,398.70	32%
50106 · Unemployment Ins.	2,500.00	208.33	98.95	109.38	47%	702.60	-1,797.40	28%
50300 · Workman's Comp.	5,000.00	0.00	0.00	0.00	0%	613.06	-4,386.94	12%
Sub Account Total	\$ 390,416.00	\$ 32,118.00	\$ 26,035.65	\$ 6,082.35	81%	\$ 132,172.94	-258,243.06	34%
61050 · Contract-Labor	15,000.00	1,250.00	620.00	630.00	50%	3,136.00	-11,864.00	21%
61100 · Contract-Auditor	10,000.00	833.33	0.00	833.33	0%	0.00	-10,000.00	0%
61150 · Contract-Legal	40,000.00	3,333.34	0.00	3,333.34	0%	4,476.44	-35,523.56	11%
61200 · Contract-Lobbyist	37,500.00	3,125.00	1,500.00	1,625.00	48%	7,500.00	-30,000.00	20%
61250 · Contract-Payroll Service	1,500.00	125.00	0.00	125.00	0%	192.50	-1,307.50	13%
61300 · Court Reporting	4,500.00	375.00	0.00	375.00	0%	0.00	-4,500.00	0%
61350 · Investigations	7,000.00	583.33	0.00	583.33	0%	0.00	-7,000.00	0%
61400 · LCB	1,500.00	125.00	0.00	125.00	0%	0.00	-1,500.00	0%
62000 · Operating Costs	7,500.00	625.00	499.68	125.32	80%	1,562.31	-5,937.69	21%

62050 · Printing				583.33	182.29	401.04	31%	2,151.15	-4,848.85	31%
62100 · Copying		7,000.00	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
62150 · TORT Claim Fund		850.00		70.84	16.11	54.73	23%	30.76	-819.24	4%
62200 · Rent		21,350.00		1,779.16	1,750.00	29.16	98%	8,700.00	-12,650.00	41%
62250 · B and G Assessment		500.00		41.67	0.00	41.67	0%	0.00	-500.00	0%
62300 · Records Storage		750.00		62.50	50.00	12.50	80%	250.00	-500.00	33%
62350 · Postage		7,500.00		625.00	440.35	184.65	70%	2,149.43	-5,350.57	29%
62400 · Telephone		2,000.00		166.67	147.04	19.63	88%	1,539.93	-460.07	77%
62450 · Internet		3,000.00		250.00	207.80	42.20	83%	1,177.72	-1,822.28	39%
62500 · Computer Software		48,500.00		3,636.36	89.99	3,546.37	2%	9,502.48	-38,997.52	20%
62550 · Transcription		0.00		0.00	27.25	-27.25	0%	155.00	155.00	0%
62600 · COVID 19 UNK		1,000.00		83.33	62.79	20.54	75%	62.79	-937.21	6%
63050 · Dues & Registration		0.00		0.00	0.00	0.00	0%	0.00	0.00	0%
63100 · Professional Dues (ASWB)		0.00		0.00	0.00	0.00	0%	0.00	0.00	0%
64050 · Bank Charges		120.00		10.00	0.00	10.00	0%	12.00	-108.00	10%
64100 · Credit Card Processing		7,000.00		583.33	722.86	-139.53	124%	3,270.37	-3,729.63	47%
65000 · Host Fund		1,000.00		83.34	0.00	83.34	0%	0.00	-1,000.00	0%
66050 · In State Travel		7,000.00		583.33	0.00	583.33	0%	0.00	-7,000.00	0%
66100 · Out of State Travel		0.00		0.00	0.00	0.00	0%	0.00	0.00	0%
67000 · Training		0.00		0.00	0.00	0.00	0%	0.00	0.00	0%
68050 · Furniture		0.00		0.00	0.00	0.00	0%	0.00	0.00	0%
68100 · Computers		11,500.00		0.00	37.88	-37.88	0%	37.88	-11,462.12	0%
Sub Account Total		\$ 243,570.00		\$ 18,933.86	\$ 6,354.04	\$ 12,579.82	34%	\$ 45,906.76	\$ (197,663.24)	19%
Total Expenses		\$ 633,986.00		\$ 51,051.86	\$ 32,389.69	\$ 18,662.17	63%	\$ 178,079.70	\$ (196,355.74)	28%

Net Position *				1,634.44	13,161.18			70,899.14		
Net Position - Adjusted **								221,414.88		
* Net Position										
**Net Position - Adjusted										

CASH BALANCES										
Checking								191,257.93		
Savings								4,719.97		
CD								25,436.98		
Total Cash Balance								\$ 221,414.88		

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Settlement Agreement - Parrot

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BEFORE THE STATE OF NEVADA,

BOARD OF EXAMINERS FOR SOCIAL WORKERS

STATE OF NEVADA, BOARD OF EXAMINERS FOR SOCIAL WORKERS,

Petitioner,

vs.

CLARENCE E. PARROTT, #5108-S,

Respondent.

Case No. G20-01

VOLUNTARY SURRENDER IN LIEU OF OTHER DISCIPLINARY ACTION

I, CLARENCE E. PARROTT, wish to voluntarily surrender my license number 5108-S in lieu of other disciplinary action by the Board. I voluntarily and knowingly admit the following facts:

1. The Board received a complaint regarding my competence to practice social work.
2. Without conceding any of the allegations contained in that complaint, I wish to surrender my license in lieu of proceeding to a formal disciplinary hearing in this matter and/or in lieu of any other disciplinary action that the Board may impose after a hearing.

Upon the Board's acceptance of my voluntary surrender of my social workers license, I will not have a license to practice social work, and, I must immediately stop practicing as a social worker in the State of Nevada.

I am aware of, understand, and have been advised of the effect of this voluntary surrender, which I have carefully read and fully acknowledge. No coercion has been exerted on me to voluntarily surrender my license. I acknowledge my right to an attorney at my own expense. I have had the benefit at all times of advice from competent counsel of my choice. The surrender of my social work license is done voluntarily, knowingly, and intelligently.

I am aware of my rights including the right to a hearing on any charges and/or allegations, the right to examine witnesses who would testify against me, the right to present evidence in my favor and call witnesses on my behalf, or to testify myself, the right to contest the charges and allegations, the right to reconsideration, appeal, or any other type of formal judicial review of this matter, and any other rights which may be accorded to me pursuant to

1 the Nevada Administrative Procedures Act and the provisions of Chapter 622A of the Nevada
2 Revised Statutes and Chapter 641B of the Nevada Revised Statutes and the Nevada
3 Administrative Code. I voluntarily, knowingly, and intelligently waive the foregoing rights in
4 return for the Board's acceptance of the voluntary surrender of my social worker license in lieu
5 of other disciplinary action.

6 While the Board staff is prepared to put on a case based on the allegations contained
7 in the complaint and I am prepared to vigorously defend these allegations, I have instead
8 chosen to surrender my license to resolve these matters.

9 I understand this voluntary surrender agreement is considered a disciplinary action and
10 as such will become part of my licensee file. I understand that this action is subject to the
11 public records law and that the Board may be required to make this voluntary surrender
12 agreement available for inspection. I understand this voluntary surrender agreement is
13 considered a disciplinary action and will be reported to any national repository, which records
14 disciplinary action taken against licensees, or any agency or another state, which regulates
15 the practice of social work. I understand that this surrender is effective the day it is accepted
16 by the Board. However, I agree to immediately cease and desist practicing as a social worker
17 in the State of Nevada.

18 This surrender does not prohibit me from re-applying to the Board for licensure as a
19 social worker in the future. However, before I may be re-licensed as a social worker, I must
20 meet the qualifications for licensure as described in NRS 641B. Such re-licensure is not
21 automatic and licensing is governed by the reasonable discretion of the Board. To be re-
22 licensed as a social worker, I must re-apply to the Board as a new applicant for a new license
23 as a social worker. Pursuant to NRS 641B.290(4), I may be required to take and pass any
24 required examination(s) prior to being re-licensed.

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I, CLARENCE E. PARROTT, by my signature affixed below, agree with the foregoing facts and representations and therefore choose to voluntarily surrender my social work license number PY0385.

Dated: 12-8-20


CLARENCE E. PARROTT, Respondent

Dated: _____

STATE OF NEVADA, BOARD OF EXAMINERS FOR SOCIAL WORK

By: _____
KAREN OPPENLANDER, Executive Director

Dated: _____

STATE OF NEVADA, BOARD OF EXAMINERS FOR SOCIAL WORK

By: _____
VIKKI ERICKSON, Board President

Approved as to form:

AARON D. FORD
Attorney General

By: Asheesh S. Bhalla
ASHEESH S. BHALLA
Deputy Attorney General
555 E. Washington Ave., Ste 3900
Las Vegas, NV 89101
(702)486-3898
Attorneys for the Board

3D

Application Software Implementation

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Data Migration Plan

3F

**Independent Regulatory Bodies
Administrative Collaborative Proposal**

State of Nevada Professional and Occupational Licensing Boards

Administrative Collaborative

Preface State of Nevada professional and occupational licensing Boards (Boards) are funded solely from the fees received from the professions they regulate. The Boards are exempt from the State Budget Act (NRS 353.005) and receive no funding from the State General Fund.

The Boards oversee various occupations and professions and are charged with the protection of the public health, safety and welfare of the citizens in Nevada. The Boards provide the public and practitioners a means by which they can pursue administrative legal recourse, in cases of questionable actions or practice.

The Boards independently conduct business in accordance with legislative, state and internal directives. They are charged with compliance with existing and new legislative mandates, state administrative requirements and establishing internal management systems. Small Boards face challenges due to limited funding and staff resources.

The Boards are governed by additional laws and legislation outside their specific professions NRS sections; and must adhere to those requirements in conducting their business and operations. A partial listing of applicable laws include but is not limited to the following:

Title 17 State Legislative Department – NRS 218G Legislative Audits;

Title 18 State Executive Department - NRS 232A Appointments by the Governor to Public Bodies, NRS 232B Legislative Review of Public Agencies, NRS 233B Nevada Administrative Procedures Act

Title 19 Miscellaneous Matters Relating to Government and Public Affairs - NRS 241 Meetings of State and Local Agencies (Open Meeting Law)

Title 23 Public Officers - NRS 281 General Provisions, NRS 281A Ethics in Government; NRS 282 Official Bonds and Oaths and NRS 283 Resignations, Vacancies and Removals

Title 54 Professions, Occupations and Business - NRS 622 General Provisions, NRS 622A Administrative Procedures and NRS 629 Healing Arts

In addition to State laws, the Professional and Occupational Licensing Boards have the responsibility to adhere to specific requirements contained in the State of Nevada Administrative Manual (SAM).

Whereas, Professional and Occupational Licensing Boards have varying levels of experienced executive staff who may benefit from opportunities for collaboration with experienced resources in administration of professional and occupational regulatory Boards; and

Whereas, collaboration efforts may include but not be limited to:

- Consultation with experienced personnel working with professional and occupational regulatory Boards;
- Joint training opportunities for Board members and staff;
- Consulting on administrative requirements, and reporting of Board activities;
- Sharing of best practices and processes, procedures and administrative manuals;
- Reviewing current and proposed legislation pertaining to professional and occupational licensing Boards as a whole;
- Any other matter deemed pertinent to the Boards.

9.4.20

Board Administrative Collaborative

Whereas, it has been determined that it is in the best interests of the State of Nevada and Professional and Occupational Licensing Boards to enter into an Administrative Collaborative in order to provide a cost effective and efficient means to enhance collaborative efforts and establish a structured means by which Professional and Occupational Licensing Boards may increase adherence to state and legislative requirements and strengthen the Professional and Occupational Licensing Boards' administrative and oversight functions.

There is hereby established the "*Professional and Occupational Licensing Boards, Administrative Collaborative*" comprised of the Executive Directors or designated personnel of each participating Board who shall be authorized to represent their respective Boards' interests as participating Professional and Occupational Licensing Boards.

Participation in the Administrative Collaborative may be terminated by any of the parties, at any time upon 30 days written notice.

Now therefore in consideration thereof, the "*Administrative Collaborative*" shall become effective upon approval by a minimum of three (3) Professional and Occupational Licensing Boards as evidenced by signature below.

State of Nevada
Board of Examiners for Social Workers

Chair

Dated

**PROFESSIONAL & OCCUPATIONAL LICENSING BOARDS
ADMINISTRATIVE COLLABORATIVE**

REPORTING REQUIREMENTS

GUIDELINES



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**PROFESSIONAL & OCCUPATIONAL LICENSING BOARDS
ADMINISTRATIVE COLLABORATIVE**

OVERVIEW

These reporting guidelines are intended to provide a general overview of the various reporting requirements imposed by State and Legislative bodies pertaining to the administration and activities of the Board and its operations.

Not all reports may be pertinent to every Board and additional legislative or state reporting may be required of a Board overseeing a specific profession or occupation.

References to Nevada Revised Statute are provided for Legislative mandated reporting.

Each Board establishes their specific personnel and benefits structure specific to their needs and operations. Reporting for Personnel/Payroll and Benefits will vary by Board based upon its resources and personnel structure.

LCB Disciplinary Action and Licensure Reporting - NRS 622.100

Requires each regulatory body to report and provide to the Director of the Legislative Counsel Bureau a quarterly report that includes a summary of the following:

- Disciplinary action taken;
- Number of licenses issued;
- Total number of applications for licensure received;
- Number of applications rejected by the Board;
- Average number of days between the date of rejection of an application as incomplete and the resubmission by the applicant of a complete application;
- A list of each reason given by the regulatory body for the denial of an application and the number of applications denied by the regulatory body; and
- The number of applications reviewed on an individual basis by the regulatory body

Report Title: **Report of Occupational Licensing Boards****
 Reporting To: Legislative Counsel Bureau
 Time: Quarterly – Due the 20th day of January, April, July & October

Procedure: Website: <http://www.leg.state.nv.us/>
 General Info > Reports of Occupational Licensing Boards
 Administrator Log In

Enter the information for each tab titled Disciplinary Actions, Licensing Totals, Denial Totals. You must release all records upon completion of the data that has been entered.

Reports of Occupational Licensing Boards

[Administrator Login](#)
[Historic Data \(2001-2008\)](#)

Select a board: **Occupational Therapy, The Board of**

Quarters Reported by The Board of Occupational Therapy [View all Records](#)

Quarter End Date	Disciplinary Actions	Denials	Disqualifications	Licenses Added*	Licenses Removed*	Applications Received*	Applications Rejected*	Applications Reviewed*	Avg. Days From Rejected to Complete*	Report Year
12/31/2020	Not Reported	0	0	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	2020
9/30/2020	1	0	0	57	130	56	0	0	0	2020
6/30/2020	2	0	0	66	23	67	0	0	0	2020
3/31/2020	0	0	0	52	4	50	0	0	0	2020
12/31/2019	0	0	0	43	8	48	0	0	0	2019
9/30/2019	4	0	0	97	9	89	0	0	0	2019

* Total for all license types. The Board of Occupational Therapy has 2 license types.

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The Report of Occupational Licensing Boards required by NRS 622.100 is submitted by LCB to the Legislative Commission.

****Failure to Report – NRS 218G.400 Audits:** . Failure to complete the Report of Occupational Licensing Boards will subject the Board to a mandatory Annual Audit in lieu of submittal of a Balance Sheet or Biennial Audit.

National Practitioners Data Bank (NPDB) Reporting (Health Care Boards)

Disciplinary actions taken by the Board against licensees must be reported to the National Practitioners Data Bank within 30 days of the date of the action. Administrative citations and actions are not reportable to the NPDB.

Report Title: NPDB Reporting
Reporting To: National Practitioners Data Bank
Report Period: **Within 30 days of Board Action**

Procedure: Log-in to the NPDB; complete the electronic on-line reporting format and submit. Retain a copy of the NPDB Report in the Complaint file and NPDB Report file.

Regulation Reviews – NRS 233B.050

In addition to other regulation-making requirements imposed by law, each agency shall:

- Review its rules of practice at least once every 3 years and file with the Secretary of State a statement setting forth the date on which the most recent review of those rules was completed and describing any revisions made as a result of the review.
- Review its regulations at least once every 10 years to determine whether it should amend or repeal any of the regulations. Within 30 days after completion of the review, the agency shall submit a report to the Legislative Counsel for distribution to the next regular session of the Legislature. The report must include the date on which the agency completed its review of the regulations and describe any regulation that must be amended or repealed as a result of the review.

Report Title: Board Review of Regulations Reporting
Reporting To: Secretary of State Legislative Counsel Bureau
Report Period: **Every 3 Years Every 10 Years**

Note: Rules of practice are operating procedures. Reports have not been requested or submitted.

Procedures: Maintain documentation of all Board actions, regulations reviewed and any law / bill requests developed. Upon request, compile and submit a report as appropriate.

Legislative Sunset Subcommittee Review - NRS 232B.040 (Interim Session)

The Legislative Commission shall conduct the review of agencies directed by the Legislature to determine whether each agency should be terminated, consolidated with another agency or continued.

Report Title: Sunset Review Reports
Reporting To: Sunset Subcommittee of the Legislative Commission
Report Period: **At the request of the Subcommittee**

Procedure: Sunset Review was last requested of Boards during the 2020 Interim Legislative Session. Boards responded with the information as requested and provided testimony at the scheduled hearings.

LCB Fiscal Note Analysis Division (Legislative Session)

Online fiscal note management system to help improve accessibility to legislative information and the timeliness and quality of fiscal note preparation.

Report Title: Fiscal Note Analysis
Reporting To: Legislative Counsel Bureau
Report Period: **Legislative Sessions**

Procedure: Complete the Fiscal Notes Contact Form for each Legislative Session. Once it has been approved you will be able to log into the Fiscal Note website. LCB will send an email requesting your fiscal analysis of any bill that might have an impact to the Board and/or the profession it regulates.

Executive Branch Audit Committee (EBAC) - NRS 353A.090

The Internal Audit Division of the EBAC may periodically request information of Boards to determine the adequacy of their system of accounting, administrative control and financial management systems.

Report Title: EBAC Report
Reporting To: Internal Audit Division of the Executive Branch Audit Committee
Report Period: **At the request of the Audit Committee**

Procedure: EBAC Audit was last conducted of Boards during the calendar year 2018, with follow-up in 2019. Upon notification of audit, prepare and submit all requested documentation.

EBAC Audits are in addition to any required annual/biennial outside audit or balance sheet audits and may be specific to an area or program.

Financial Audit / Balance Sheet Report - NRS 218G.400

Requires each regulatory board with revenue of \$200,000 or more to be audited **annually or biennially** by a certified public accountant (CPA). The audit report must be filed with the Legislative Auditor and the Chief of the Budget Division by December 1st of each year the audit is prepared.

Report Title: Board Financial Statement Audit
Reporting To: Legislative Counsel Bureau / Audit Division
Report Period: **Due by December 1st.**

Procedure: Once the Board's fiscal year end financial statements have been approved by the Board at a Board meeting, the finalized statements are then sent via email and US mail to the LCB Audit Division and Governor's Finance Office, Budget Division.

Regulatory boards with revenue under \$200,000 may submit the State Balance Sheet in lieu of an audit with supporting documentation to the Legislative Auditor and the Chief of the Budget Division by December 1st of each year, as stated above.

****See exception for Failure to Report – LCB Licensing Report: Report of Occupational Licensing Boards**

**NEVADA STATE BOARDS
BALANCE SHEET
June 30, 2019**

ASSETS

1. Cash – Checking Account		\$ 34,897.75
2. Cash – Savings Account		132,814.26
3. Short-term Investments (See instructions)		
4. Other Assets (Attach schedule)	Fixed Assets: \$ 2,836.00, Prepaid Expense \$ 2,402.03	5,238.03
5. TOTAL ASSETS		\$ 172,950.04

LIABILITIES AND FUND BALANCE

6. Accounts Payable		\$ 215.20
7. Other Liabilities (Attach schedule)	Deferred Revenue \$ 68,428.63, Payroll Liability 475.12, Paid Time Off Liability 352.95, Payroll Tax Liability 36.11	69,292.81
8. TOTAL LIABILITIES		69,508.01
9. Fund Balance, Beginning of Year		5,116,795.19
9a. Revenue (Attach schedule)		156,604.34
9b. Expenditures (Attach schedule)		169,957.50

Page 1 of 2 580 WORDS 2:14 PM 10/21/2019

Military/Veterans Information Reporting - NRS 622.120

Annual report to Interagency Council on Veterans Affairs on Military and veteran status of applicants for license is required. A regulatory body shall collect information regarding the number of veterans and service members who have:

- Applied for a license from the regulatory body
- Been issued a license by the regulatory body
- Renewed a license with the regulatory body

The forms used by the regulatory body must include the following language:

- Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"
- Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"
- Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?"

Report Title: Veteran/Military Information
Reporting To: Interagency Council on Veterans Affairs and
Nevada Department of Veterans Services
Report Period: **Annually – Due by November 30th**

Procedure: Create an excel spreadsheet with the collected information. Email the information to both agencies as noted above.

BOARD MEETINGS / PUBLIC WORKSHOPS / REGULATORY HEARINGS

Agenda & Public Notice Posting – NRS 241.015(4)

All public bodies in the state who are required to post public notices must post their notices on the Public Notice Website. The Department of Administration maintains a central location/website for the posting of public notices.

Report Title: Public Notice Posting Website
Reporting To: Nevada Public Notice / Department of Administration
Report Period: **No later than third 3rd working day prior to meeting**

Procedure: Login at <https://notice.nv.gov>
Enter the information relating to the agenda or public notice such as date, time, location and the Boards website where the agenda or notice is posted.

The screenshot shows the 'Post New Notice' form on the Nevada Public Notice website. The form is organized into several sections:

- Title:** A text input field with the placeholder 'Title of Notice' and a help icon. Below it, a note says 'Enter a title that describes the notice'.
- Notice URL or Email Address:** A text input field with the placeholder 'Example: http://your-website.gov/notice/'. Below it, a note says 'Enter the URL of the notice location or email address of a contact person if no website exists'.
- Date Selector:** A date picker field with a help icon. Below it, a note says 'Click the above box to select a date'.
- Time Selector:** A time picker field with a help icon. Below it, a note says 'Click the above box to select a time'.
- AM PM Selector:** A dropdown menu with the option '--Select AM or PM--' and a help icon. Below it, a note says 'Click the above box to select a AM or PM'.
- Public Body:** A dropdown menu with the option '--Select Public Body--' and a help icon. Below it, a note says 'Choose the Public Body which best describes the nature of this notice'.
- Notice Type:** A dropdown menu with the option '--Select Notice Type--' and a help icon. Below it, a note says 'Choose a Notice Type which best describes the nature of the notice'.
- Notice Status:** A dropdown menu with the option '--Select Notice Status--' and a help icon. Below it, a note says 'Choose a Status for the notice. *Draft status will not display on the public site'.

At the bottom left of the form is a blue button labeled 'Post Notice'.

Public Workshop and Hearing Posting - Nevada Legislative Website

All public bodies in the state are required to post public notices of regulatory workshops and hearings on the State Legislatures, Meetings and Workshops Website.

Report Title: Administrative Regulations Notices
Reporting To: Legislative Council Bureau
Report Period: Workshops - 15 days prior to meeting
Hearings - 30 days prior to hearing date

Procedure: Login at <https://www.leg.state.nv.us> and select Administrative Regulation Notices. Enter the information relating to the agenda or public notice such as date, time, location and the Boards website where the agenda or notice is posted.

The screenshot displays the Nevada Legislative Website's 'Administrative Regulation Notices' page for the 77th Session. The page is titled 'Administrative Regulation Notices Meetings and Workshops' and is dated Monday, October 21, 2019. It features a table of notices with columns for dates and times, and a detailed description of each notice. The notices include information about various committees and departments, such as the Office of the Labor Commissioner, the Department of Public and Behavioral Health, and the Department of Business and Industry. The page also includes a search bar, a navigation menu, and a footer with the Nevada Legislative logo and contact information.

Date	Time	Notice Description
10/22/2019	9:00AM	Office of the Labor Commissioner Notice of Intent to Act Upon Regulations and Hearing Agenda 1818 College Parkway Carson City, NV 89706 - Division Of Insurance Conference Room - 1st Floor, 3300 W. Sahara Avenue Las Vegas, NV 89102 -Nevada Business Center Office of the Labor Commissioner, Nevada Room - 4th Floor
10/23/2019	10:00AM	Employment Security Division 2020 LR Tax Rate Small Business Workshop 401 S. Carson Street, Room 3137 Carson City, NV 89701 555 E Washington Ave., Room 4412 Las Vegas, NV 89101
10/28/2019	8:00AM	Division of Public and Behavioral Health Notice of Public Workshop LCR File R021-18 4150 Technology Way, Carson City, NV 89706 - Division of Public and Behavioral Health Room 303 with teleconference to 3080 East Flamingo Rd, Suite 318, Las Vegas NV 89119
10/28/2019	10:00AM	Public Utilities Commission of Nevada Workshop
10/29/2019	9:30AM	Department of Business and Industry, Division of Insurance Regulation Workshop R057-19 1818 E. College Pkwy., Suite 103, Carson City, NV 89706, and videoconference to 3300 W. Sahara Avenue, 4th Floor, Nevada Room, Las Vegas, NV 89102
10/29/2019	2:00PM	Government Employee-Management Relations Board Notice of Second Workshop to Solicit Comments for New Regulations or Changes to Existing Regulations of the EMRB - Proposed Regulation R056-19 Nevada State Business Center, 3300 W. Sahara Ave., Fourth Floor Nevada Room, Las Vegas, NV 89102 with video-conference to Business & Industry Director's Office Conference Room, 1810 College Parkway, Suite 103, Carson City, NV 89706
10/30/2019	10:00AM	Department of Motor Vehicles AB 345 - Automatic Voter Registration Initiative State Legislative Building, 401 S. Carson St, Carson City, NV 89701 Room 2135 (Video Conference Access: Grant Sawyer Building, 555 E. Washington Ave, Las Vegas NV 89101, Room 4401) Nevada Secretary of State
10/30/2019	10:00AM	Workshop to Solicit Public Comments on Proposed Regulations Related to Automatic Voter Registration Room: 2135 of the Legislative Building, 401 S. Carson Street, Carson City, NV Videoconferenced to Room 4401 of the Grant Sawyer State Office Building, 555 E. Washington Ave., Las Vegas, NV
10/31/2019	1:00PM	Board of Public Commissioners

MISCELLANEOUS REPORTS TO STATE

Report of Employee/Salary Information

The Department of Administration requires all regulatory boards to provide personnel information that includes the number of full-time employees, the salary and benefit costs associated with each position for rate and assessment determination.

Report Title: Licensing Board Log for Rate Assessment
 Reporting To: Department of Administration – Budget Division
 Report Period: Biennial Budget Period

Procedure: Complete the provided spreadsheet and email back to the assigned budget analyst.

Licensing Board Log for Rate and Assessment Determination											
B/A	NV STATE BOARD OF:	Request for Information	Received	Budgeted		Projected		Budgeted		Projected	
				FTE FY16	FTE FY17	FTE FY18	FTE FY19	FY16 funding	FY17 Funding	FY18 Funding	FY19 Funding
B001	Accountancy	4/11/2016		2	2	2	2	\$ 173,200	\$ 173,200	\$ 210,200	\$ 210,200
B002	Architecture, Interior Design & Residential Design	4/11/2016		7	7			\$ 425,741	\$ 434,256		
B003	Audiology & Speech Pathology	4/11/2016		0	0			\$ -	\$ -		
B004	Barber's Health & Sanitation	4/11/2016		0	0			\$ -	\$ -		
B005	Chiropractic Examiners	4/11/2016		2.5	2.5			\$ 157,500	\$ 165,375		
B006	Cosmetology	4/11/2016		19	19			\$ 1,284,350	\$ 1,340,255		
B007	Dental Examiners	4/11/2016		7	7			\$ 545,000	\$ 610,000		
B008	Engineers & Land Surveyors	4/11/2016		7	7			\$296,982	\$305,891		
B009	Funeral Board	4/11/2016		1	1			\$ 43,200	\$ 43,200		
B010	Hearing Aid										

Fines/Penalties Remittance Report

Unless specifically allowed to be retained by Board statute, fines/penalties imposed from disciplinary hearings are to be deposited with the State Treasurer for credit.

Fines/Civil Penalties **do not include** legal and investigative costs reimbursements imposed through a disciplinary process.

Reporting To: Office of the State Treasurer
 Reporting Period: **Quarterly**

Procedure: Determine if any fines/civil penalties were imposed and verify the amount of Fines/Civil Penalties for the Quarter. Prepare a listing of fines/penalties and issue check payment to the State Treasurer. Retain a copy for administrative files.

Fee Revenue Information Report

The Governor's Finance Office / Budget Division requires all agencies to update the database to record and track state fee revenues each fiscal year. Note: specific citation for requirement could not be found.

Report Title: Fee Revenue Information
Reporting To: Governor's Finance Office / Budget Division
Report Period: **Annually**

Procedure: The Board receives an email that indicates it is time to provide updated fee revenue. Boards must request the specific spreadsheet to be sent to them via email. Enter the amount of fees for each fee designated in the spreadsheet. The fee revenue received will be for the requested prior fiscal year. Once the spreadsheet has been completed, it is then sent to the Budget Analyst designated to update the Boards information.

Note: Boards do not have access to the State Fee Database system and therefore sends the information directly to the State

The screenshot shows an Excel spreadsheet with the following data:

Budget Account Description	RGL Code	RGL Description	Fee Name	Fee Desc/Calc	Authority	Authority Reference	Amount	Notes
1 OCCUPATIONAL THERAPY-NON-EXEC			License Fees	Fixed	Regulatory	NAC 640A.160	\$ 131,801	Standard/Temporary, Provisional License
2 OCCUPATIONAL THERAPY-NON-EXEC			Miscellaneous Fees	Fixed	Regulatory	NAC 640A.160	\$ 13,843	Lists, Verifications, Reimbursed Expenses
3 OCCUPATIONAL THERAPY-NON-EXEC			Processing Fee	Fixed	Regulatory	NAC 640A.160	\$ 37,425	Application Processing Fee
4 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Application Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 5,250	All Applicants
5 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Re-examination Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 250	All Registrants
6 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Registration Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 3,500	All Registrants
7 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Renewal Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 21,500	All Registrants

Consultants Reporting - NRS 333.705(7)*

Requires each regulatory board to submit to the Interim Finance Committee, at least once **every 6 months**, a report concerning each consultant employed by the entity.

Report Title: Consultant Report
Reporting To: Interim Finance Committee
Deputy Fiscal Analyst / Fiscal Division
Report Period: **January 1st – June 30th / July 1st – December 31st**

Procedure: The reporting form is provided by LCB by email. Compile the consultant information and complete the Consultants Reporting form, save for your records and return to LCB charvey@lcb.state.nv.us

*Independent contractors: NRS 333.705 Contracts for services: Limitations and requirements; approval by State Board of Examiners; emergencies; reports to Interim Finance Committee; exceptions.

NRS 333.705(7) Consultant Reporting by Board or Commission to IFC

Board or Commission: Board of Environmental Health Specialists
Reporting Period: January 1, 2019 through June 30, 2019
Number of Consultants Contracted by the Board or Commission: 1

EXAMPLE REPORT

	Consultant Name	Purpose for Contracting with the Consultant	Length of Time the Consultant Has Been Employed	Amount Paid to Consultant from Board or Commission
1	Lorylynn Ltd.	Independent Contract; Board Administration, Executive Director Services	5 years	\$ 12,000
			TOTAL	\$ 12,000

State Inventory Report - NRS 333.220 (SAM Manual)

Requires all “using agencies” to conduct an annual physical inventory of their personal property and report the disposition of property to the Department of Administration, Purchasing Division. Agencies are required to report inventory over \$5,000. Boards should maintain a separate list for items under the \$5,000 cap as well.

Report Title: State Inventory Listing
Reporting To: Nevada State Purchasing Division
Report Period: **Annually**

Procedure: Provide updated list of inventory items that are over the required \$5,000 cap for reporting to the State.

CETS Summary Report - Contract Approvals – NRS 333.030 (SAM manual)

State Administrative Manual provides that all contracts for outside services over a certain amount must be approved by the State Board of Examiners. The contracts also require Attorney General review and signature prior to submission.

- Contracts less than \$2,000 require approval of the Board/agency only and are not submitted to the State for approval;
- Contracts \$2,000 - \$50,000 require State approval and may be approved by the Clerk of the Board of Examiners (Short Form Contract Form)
- Contracts \$50,000 and more must be approved by the Board of Examiners (Long Form Contract for Services of Independent Contractor).

Report Title: CETS Summary Reports
Reporting To: Board of Examiners / Budget Division
Report Period: Submission by BOE Deadline Date based on Meeting Schedule.

Procedure: All contracts must be entered into the State CETS system by a Certified Contract Manager. The contracts are entered into the system and a Contract Summary page is generated by the system for inclusion with the 3 original signed contracts. The contracts are then submitted to the Budget Division for processing/approval.

Special Requirements:

Only a "Certified Contract Manager" may access the CETS contracting system. Access requires a State issued VPN if outside the State IT system.

State Controller Business License Information - NRS 353C.1965 (SB21 Reporting)

The Controller's Office is no longer pursuing the implementation of SB21 which amended NRS 353c.1965 which is still required in NRS.

Requires a licensing agency to provide to the State Controller the following information:

- The name, address and social security number or employer identification number, as applicable, of each licensee; and
- The business identification number of the licensee, if the licensee has a state business license.

Report Title: Business License Reporting
Reporting To: State Controller's Office
Report Period: **Annually – Based on Renewal Period**

Procedure: Licensing boards were required to modify their application and renewal forms to request Nevada Business License information. Several meetings were held to establish how the information would be submitted to the Controller's Office with no resolution.

Note: Capturing Nevada State Business License information during the licensing process is useful as a resource listing when developing small business impact statements related to regulation development.

Secretary of State – SilverFlume

SilverFlume is the website for customers to find out all of the business licensing, permitting and registration steps that are required across all agencies in Nevada. Boards are required to set-up and maintain the various industry codes associated with licensure for your agency. Included is information of what is required for each of the types of licensure. **Periodic** maintenance is required by the Board.

BOARD FINANCIAL REPORTS

Board Expenditure Review and Financial Statements - NRS 622.234

It is the Boards' fiduciary responsibility to oversee the financial status and detailed expenditures of funds necessary to conduct the business of the Board and to ensure funds are utilized strictly in accordance with policies, procedures and within the authority of the Board.

Report Title: Board Financial Statement / Expenditure Review
Reporting To: Board Members
Report Period: Quarterly / Board Meetings

Procedure: Establish written internal controls regarding any withdrawals from the Board's account. The policy/procedure at a minimum must require two or more members of the Board to review expenditures on a regular basis, preferably on a monthly basis. It is recommended the Board Chair and another member be designated as financial reviewers.

A listing of all expenditures for the period shall be provided to a designated financial reviewer. Upon completion of the review, the reviewer shall attest to the completion of the review by signature, date and return of the listing to be retained in the administrative files.

At a minimum, quarterly financial statements shall be provided to the Board at a regularly scheduled Board meeting. The Board's financial statements shall be comprised of Profit and Loss Statement, Balance Sheet and detailed schedule of disbursements.

Financial Budget Report

It is recommended a Budget vs. Actual report for the fiscal year be included in the quarterly Financial Statement Report to the Board.

Reserve Funds Report

At least annually, a Board should review its operating reserve funds in accordance with the Board's established reserve funds policy.

It is recommended the reserve funds report be included as a resource in the fiscal year budgeting processes.

BOARD ADMINISTRATIVE, PAYROLL AND BENEFITS REPORTS

Federal Payroll Reporting

Quarterly and annual payroll reports are required to be filed with the Internal Revenue Service. (Form 941 and 940) and deposit of withheld and employer taxes is required. Year end W-2 and W-3 reports are submitted to the Social Security Administration.

Report Title: Form 941 Quarterly Payroll Report
Form 940 Federal Annual Unemployment Tax Return
Form(s) W-2/W-3 Wage Report
Form(s) 1099/1096 Non-employee Compensation

Reporting to: Internal Revenue Service / Social Security Administration

Report Period: Quarterly in April, July, October, January
Annual FUTA by March 30th
W-2's/1099's by January 31st to staff; W-3/1096 by March 30th

Procedure: Reports may be prepared and submitted electronically by a payroll service or may be completed and submitted in hard copy by the due dates.

Quarterly, Annual and 1099/1096 reports are filed with the IRS; payroll taxes are submitted by EFTP as required by filing status. W-2/W-3 reports are submitted to the Social Security Administration.

Nevada Deferred Compensation Program - Payroll Contributions - (Voya)

Boards may elect, but are not required, to participate in the Nevada Deferred Compensation Program. Both employee and employer contribution options are available.

Payroll Administration requires contributions to the Nevada Deferred Compensation Program through the plan Administrator, VOYA.

Report Title: VOYA Deferred Compensation Reporting

Reporting To: VOYA, Deferred Compensation Program

Report Period: **Bi-Weekly or Payroll Period**

Procedure: Verify the deferred compensation contributions as reported on bi-weekly payroll reports. Sign in to VOYA, payroll administration, enter by employee contributions for the pay period, submit for payment.

Nevada Deferred Compensation Contributions Audit

The Office of Deferred Compensation periodically audits contributions to the Nevada Deferred Compensation Program.

Report Title: Deferred Compensation Reporting

Reporting To: Administrative Office, Deferred Compensation Program

Report Period: **Upon Request**

Procedure: Verify the contributions submitted for the indicated period as notified by email from the Deferred Compensation administrative office and respond by email.

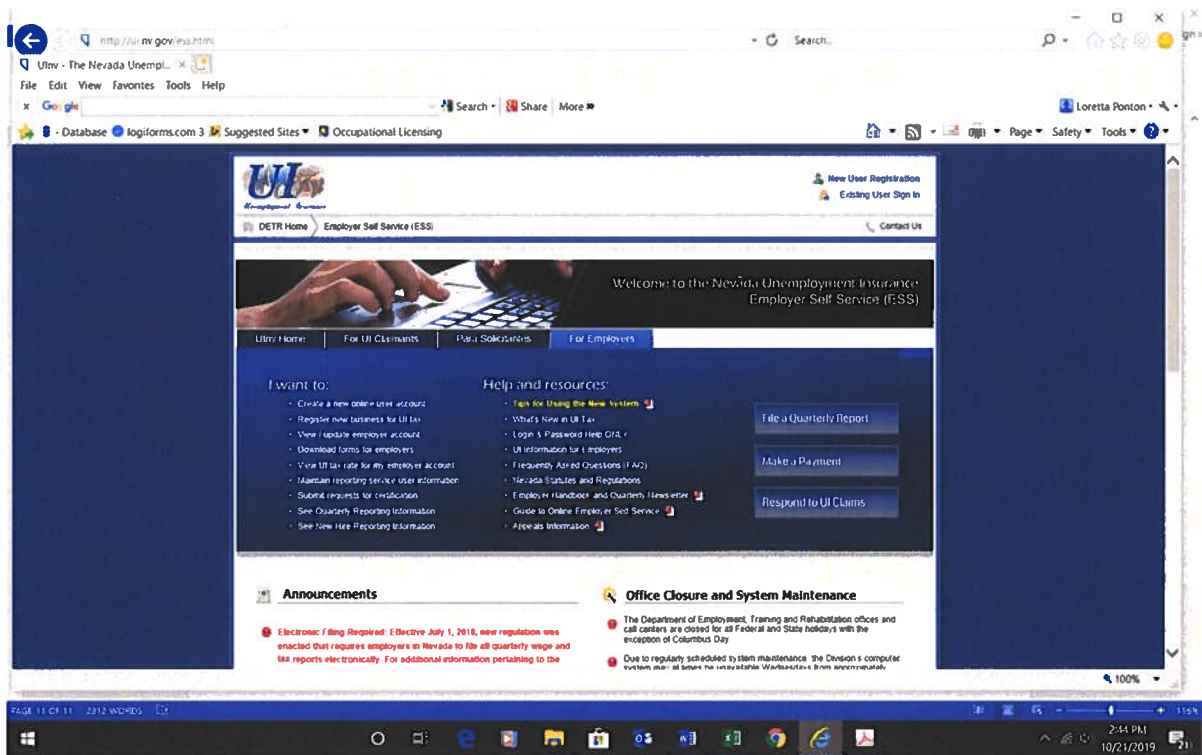
Unemployment Insurance - Quarterly Reporting

Boards may choose to pay unemployment insurance on the contributory basis or optional reimbursement basis. The reimbursement basis does not require quarterly contributions, any unemployment claims paid will be billed to the Board on an actual claims paid basis.

An electric filing, on-line quarterly report of wages paid by employee is filed with the State Department of Employment, Training and Rehabilitation, Employment Security Unemployment Division.

Report Title: Unemployment Insurance Reporting
Reporting to: State Unemployment Insurance Division
Report Period: Quarterly - April; July; October and January for previous quarter

Procedure: Log into the Employer Reporting site and enter the quarterly payroll by employee. Select -0- taxable wages when prompted if on reimbursement basis, and submit or enter taxable wages and submit. If applicable, select payment and enter payment information.



Worker's Compensation Insurance Payroll Audit (ProGroup)

Boards are required to have worker's compensation insurance coverage which may be procured from any authorized insurance carrier. Several Boards use ProGroup as their WC insurance carrier. For informational purposes, ProGroup process is as follows which is similar to all insurance carrier processes.

Worker's Compensation Insurance is procured through ProGroup as a member of the Nevada Retail Association. Worker's Compensation Assessment is invoiced annually. An annual audit of payroll is required to be submitted upon request.

Report Title: Worker's Compensation Payroll Audit
Reporting To: ProGroup
Report Period: **Annually, Upon Request in January or February.**

Procedure: Obtain annual payroll information and documents from bookkeeper by individual and in total; access the electronic on-line reporting site, complete the audit form and upload required documents.

Secretary of State – Nevada State Business License

Annual filing with Secretary of State's office is required to claim exemption from the Nevada State Business License requirements.



Public Employees Retirement System Reporting (PERS)

Boards may elect, but are not required, to participate in the Public Employees Retirement System (PERS). Once a Board has joined PERS as a participating Board, the election cannot be reversed or rescinded.

Participating Boards are required to submit information relating to the Board's employees that are enrolled in PERS for retirement contributions. In addition, information must also be submitted that includes staff, investigators, and Board Members that are not enrolled in the retirement system due to non-qualifying factors.

Report Title: PERS Monthly Statement
Reporting To: Public Employees Retirement System (PERS)
Report Period: Monthly

Procedure: A monthly report of wages and contributions must be submitted to PERS per instructions received from PERS. Deposit of contributions must coincide with the monthly reports.

Elected Officials Listing Report - NRS 286.421(3)

States that persons chosen by election or appointed to service in elected offices shall not have their salary adjusted under the Employer-Pay Contribution Plan. To ensure that benefits are calculated accurately, the Public Employees Retirement System requires a list of names and other pertinent information of the board appointed members.

Report Title: Elected Officials Listing
Reporting To: Public Employees Retirement System (PERS)
Report Period: Annually

Procedure: Respond with spreadsheet of requested information and send via email to the person in charge of collecting the information.

Public Employees Benefit Program (PEBP) Reporting

Board may elect, but are not required, to participate in the Public Employees Benefit Program (PEBP). A participating Board is required to submit information relating to the Board's employees that receive health care benefits through the State. The reporting includes a calculation for both the AEGIS & REGI Assessments.

Report Title: AEGIS Remittance / REGIS Remittance
Reporting To: Public Employees Benefit Program (PEBP)
Report Period: Monthly

Procedure: In order to calculate the monthly amount to be sent to PEBP the Board must complete the monthly calculation spreadsheet for both the AEGIS & REGI assessments. The calculation forms are submitted by mail with the check for payment.

3G

Amendment of Rural Regional Behavioral Health Policy Board Bill

3H

Executive Director's Report

Health Workforce Data Collection in Nevada through the Licensure Renewal Process

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November 13, 2020

This policy brief and the work of its co-authors originated in Nevada's participation in the National Governor Association's "Improving Capacity for Health Care Service Delivery" project in 2019 and 2020.

For additional information on this policy brief or its contents, please contact Dr. John Packham at jpackham@med.unr.edu.

Improving Health Workforce Data Collection in Nevada through the Licensure Renewal Process

Opportunity to Improve Nevada's Health Care Workforce and Leverage Federal Funding through Improved Data Collection

The Issue

The health care sector is vital to Nevada's economy. The state's health care workforce is crucial to assuring that high-quality health care is accessible by all Nevadans. Rapid population growth and insurance coverage expansions are increasing demands on clinics, hospitals, and other health care providers. Accurate data on the state's health care workforce is needed to ensure an effective, efficient, and equitable health care system in Nevada. However, Nevada lacks a consistent and easily accessible source of information about its health care and public health workforce, including detailed data on current and projected health workforce supply and demand. These issues have added urgency as Nevada health care providers and policymakers respond to the current COVID-19 crisis and the pandemic's impact on health system capacity across the state.

A Solution

To efficiently identify workforce shortages and inform resource allocation and programmatic solutions, the federal Health Resources and Services Administration (HRSA) within the Department of Health and Human Services recommends that states routinely collect supplemental information, such as provider specialty, practice geography, and patient care hours, in conjunction with licensure renewal processes. License renewal processes offer a strategic opportunity to efficiently gather information on an entire occupation. Such information can be used to more accurately capture existing and calculate projected clinical full-time equivalent capacity needed to meet the demand for health workers across geographic regions of the state and across industries within the health sector. This approach to health workforce data collection has gained support across multiple disciplines in nearly thirty states across the country.

Applications

A number of states currently utilize the information generated through licensure renewal to improve the accuracy of information required in health professions shortage area (HPSA) designation applications, which are submitted by state primary care offices to HRSA. HPSA designation for primary care, oral health, and mental health influences federal and state policies intended to address statewide health workforce shortages and the geographic

maldistribution of providers across urban and rural regions of Nevada. HPSA designation provides federal financial resources to recruit and retain health care providers in primary care, dental health, and mental health by influencing eligibility for:

- National Health Service Corp
- Nursing Corp
- Community Health Center Program
- CMS Rural Health Clinic Program
- CMS HPSA Bonus Payment Program
- J-1 Visa Waiver Program
- IHS Loan Repayment Program

Thus, improving the accuracy and efficiency of the HPSA designation process will allow Nevada to take advantage of federal programs for health professionals and facilities serving Nevadans residing in HPSA-designated regions of the state. Requiring health care professionals to provide supplemental information in conjunction with licensure renewal will improve Nevada's ability to enumerate the current supply of health care workers and to understand specific demographic, educational, and practice characteristics of that workforce.

In addition to improving the HPSA designation process in Nevada, the resulting data collection and analysis will inform a wide-range of public and private-sector policy planning and development in Nevada and improve state policymakers' ability to address and evaluate:

- Statewide clinical and public health workforce capacity to respond to the current COVID-19 pandemic, as well as future emergency outbreak management, pandemic preparedness, and health system capacity assessment in Nevada;
- Current and future workforce demand and supply in Nevada, including the scope and severity of shortages in key areas such as primary care, oral health, and mental health;
- The adequacy of provider networks for public and private insurance plans serving Medicaid beneficiaries and other residents of Nevada;
- Nevada's capacity to address unmet and emerging health needs and associated health workforce requirements, such as the number and types of behavioral health professionals needed to address longstanding mental health needs of the state;
- Recruitment, retention, and workforce development activities by hospitals, medical practices, local public health authorities, and other health care employers;
- Current health care education capacity in Nevada's public and private institutions of higher education, the need or demand for new programs, and the need to expand existing programs;
- General fund supported graduate medical education (GME) funding and related policies, including GME funding overseen by the Governor's GME Task Force;

- Educational program effectiveness in graduating health professionals to ultimately practice in Nevada, including public and private higher education medical, nursing, dental, and behavioral health programs;
- Profession-specific retirement and attrition rates;
- The effectiveness of workforce incentive programs, such as National Health Service Corps, Nevada Health Service Corps, and the J-1 Visa Waiver Program; and
- Health workforce development within broader regional and statewide economic development activities in Nevada.

Finally, improved data concerning the health care workforce in Nevada will significantly improve upon the quality and timeliness of the data that is currently available. Currently, occupational employment needs in Nevada that are prepared by the Department of Employment, Training, and Rehabilitation are based on the Occupational Employment Statistics (OES) program, which surveys businesses nationwide every six months. Due to data limitations, this data is aggregated over three years, providing only a general perspective on the state's workforce. More comprehensive data about the health care workforce would improve the quality of occupational projections, improve the state's understanding of the relative supply of and demand for various certifications and professions, and improve the state's ability to provide targeted, effective investments in workforce development in those areas with the greatest need.

Bottom-line

With improved information, in addition to HPSA designations, policy makers, academic institutions, and employers can make better informed decisions to ensure an adequate workforce in the state. Other states have been able to modify policies and programs surrounding Medicaid reimbursement, coverage of telehealth, career pipeline opportunities, and assessing professional licensing and retention of behavioral health providers, among other policies. Appendix 1 provides a summary of the recommendation for a bill draft request (BDR) 54-457, as approved by the Legislative Committee on Health Care at its meeting on September 14, 2020.

Health Professions Licensure Boards and Workforce Data Collection in Nevada Today

Currently, 26 state agencies and licensing boards in the State of Nevada are responsible for the licensure, certification, and/or regulation of at least 70 health professions (see Appendix 2). As a part of their ongoing effort to protect the public, these State of Nevada licensing boards regularly collect and disseminate basic information about their licensees (e.g., age, active versus inactive licensure state). This information is collected primarily through an individual's

application to be admitted to the profession and through licensure renewal. Since applicants for licensure complete applications and renewals under penalty of perjury, the data submitted is generally of high quality and credibility.

Nevada has an opportunity for licensees to complete a voluntary set of supplemental questions during the licensure renewal process that would provide policy makers with data on current employment practices and future career plans that simply does not exist. A growing trend among states is to include a standardized set of workforce questions in the licensure renewal process that addresses requirements for HPSA applications and other health workforce planning needs. The state licensing renewal process provides a unique and efficient opportunity for collecting and updating workforce information for licensed professionals in a given discipline – particularly data on the socio-demographic, educational and training, and practice characteristics of the health workforce. There is a significant need to develop a standardized, core set of data for health professions licensed and regulated by the State of Nevada.

Proposal for the Future of Health Workforce Data Collection

There is an opportunity in Nevada to improve standardized health workforce data collection through legislation that tasks:

- (1) health licensing boards to collect demographic and current practice data from licensees at the time of renewal;
- (2) a broad stakeholder committee with prioritizing data collection, identifying a discipline-specific data elements for each health profession, and making recommendations for future research and data collection (see Appendix 3 for a list of prospective health workforce data collection stakeholders in Nevada); and
- (3) the Nevada Department of Health and Human Services (DHHS) with the management of health workforce data collected by licensing boards and the provision of health workforce data and reports to the public, health care stakeholders, state agencies, the legislature, and the governor.

The proposed legislation should also consider allowing licensing boards to increase licensure fees commensurate with the administrative and technical demands of creating and maintaining discipline-specific questionnaires and data sets by the boards, and the associated data management, analysis, and dissemination overseen by DHHS.

If enacted, the health workforce questions incorporated into existing licensure application and renewal forms should be straightforward for licensees, place a minimal amount of burden on

the applicant (e.g., take less than 15 minutes to complete every two years), and place a minimal amount of administrative and financial burden on licensing boards. Appendix 4 provides an example of questions developed by the Federation of State Medical Boards in 2013 for potential use as supplemental questions for physician licensure renewal. Appendix 5 provides a list of the 28 states that currently collect health workforce data through the licensure and licensure renewal process. Appendix 6 provides a list of the eight states that currently mandate health workforce information collection through the licensure renewal process.

Health Workforce Data Elements Collected through Licensure Renewal

Table 1 summarizes potential health workforce data that could be collected through licensure renewal: (1) social and demographic characteristics; (2) education, and training; and (3) current practice and employment. Some of these data elements are already provided to licensing boards through the initial application to most licensing boards (e.g., age, sex or gender, state and federal provider numbers and would not need to be collected again). Many important data elements are not, and would require adding questions to licensure renewal applications.

Table 1: Examples of Health Workforce Information Collected by Other US States via Supplemental Questions Added to the Licensure Renewal Process

Social and Demographic Characteristics
<ul style="list-style-type: none"> • Place of birth (zip code) • Location of high school (zip code) • Race and ethnicity • Place of current residence (zip code) • Military and veteran status • Language skills, primary language(s) spoken
Education and Training
<ul style="list-style-type: none"> • Licensure status, active or inactive • Number and type of job-related licenses held • Number and type of job-related certificates held • Degree(s) obtained, matriculation data, year(s) of completion • Specialty training, subspecialty training • Completion of other educational programs (e.g., internships) • Current enrollment in a health-related degree program

<ul style="list-style-type: none"> • Current level of educational debt • Participation in state and federal loan forgiveness programs
Current Practice and Employment
<ul style="list-style-type: none"> • Place(s) of employment (zip code) • Primary occupation or position • Secondary occupation or position (if applicable) • Specialty area, Secondary specialties • Employment status, full-time or part-time • Number of hours worked per week • Number of weeks worked per year • Percent of time spent in patient care • Percent of time spent in other activities, e.g., administration, teaching, research • Employment arrangements, e.g., salaried versus self-employed • Type of practice, e.g., private, government, not-for-profit • Type of practice setting, e.g., hospital, clinic, academic • Intention to remain in the state to practice or leave to practice in another state • Intention to retire, or change or leave clinical practice • Use of telehealth • Use of translational services • Use of health information technology (HIT) and health information exchange (HIE) • Professional liability insurance costs, other barriers to practice • Provision of services to Medicare and/or Medicaid patients • Percent of patients by insurance type (public, private, self-pay, uninsured) • Number of insurance companies panels or companies credentialed with • Ability to accept new patients

Table 1 highlights potential data elements that could be incorporated in a discipline-specific, policy-relevant health workforce data. The data elements listed in Table 1 are not intended to be used in their entirety for any one discipline, since some elements will be relevant to categories of workers and not to others. For example, some occupations specialize and subspecialize (e.g., physicians, nurses, dentists), while most do not. The proposed legislation would require licensing boards working in collaboration with health care stakeholders to identify and tailor a discipline-specific set of data elements and questions to the current licensure application and licensure renewal process.

To these ends, partnering with state licensing boards, health policymakers and stakeholders across Nevada, the Nevada Department of Health and Human Services will assume all data-related duties associated with the proposed legislation including the creation of a Nevada Health Workforce Data System that utilizes health workforce data generated through licensure renewal.

Appendix 1: Health Care Workforce Data Collection, Analysis, and Policy Act (BDR 54-457)

This summary presents the recommendation for a bill draft request (BDR) 54-457, as approved by the Legislative Committee on Health Care at its meeting on September 14, 2020.

Health Workforce Data Collection

1. Propose legislation to enact the Health Care Workforce Data Collection, Analysis, and Policy Act to improve available data on the health care workforce in Nevada. This data will be used to inform health policy planning and workforce development, including health professional shortage area (HPSA) designations and funding tied to HPSA designations for health professionals and facilities in medically underserved areas of the state. Specifically:
 - a. The director of DHHS shall establish and maintain a database, analyze data collected, develop reports for the Legislature or the Executive Branch, and perform other duties to carry out the provisions of the Health Care Workforce Data Collection, Analysis, and Policy Act. The Department may contract or collaborate with a private or public entity to conduct the aforementioned activities.
 - i. An entity that establishes, maintains, or analyzes data or develops reports by contract pursuant to subsection (a) of this section shall provide to DHHS, in a manner that conforms to DHHS rules, access to any health care workforce data that the entity establishes, maintains, analyzes, or reports; and
 - ii. Aggregated, de-identified data must be made available to the public.
 - b. An applicant for renewal of a license by a board shall provide the information prescribed by DHHS pursuant to subsection (d) of this section. Subsection (b) applies to applicants for renewal of health professional licensure under the following boards:
 - i. Board of Medical Examiners;
 - ii. State Board of Osteopathic Medicine;
 - iii. Board of Dental Examiners of Nevada;
 - iv. Board of Psychological Examiners;
 - v. Board of Examiners for Social Workers;
 - vi. Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors;

- vii. State Board of Nursing; and
 - viii. State Board of Pharmacy.
- c. Failure of an applicant for renewal of a license to submit the information pursuant to subsection (d) of this section is not grounds for denial of the renewal or any other disciplinary action by the board against the applicant.
- d. The State Board of Health, with input from licensing boards and other health care stakeholders, shall adopt rules regarding the manner, form, and content of reporting data; the consistency of data entry fields used; and the information that an applicant, pursuant to subsection (b) of this section, shall provide to a board. At a minimum, the rules shall provide for a core essential data set, including the applicant's:
- i. Demographics, including, but not limited to, race, ethnicity, and primary and other languages spoken;
 - ii. Practice status, including, but not limited to:
 - Active practices in Nevada and other locations;
 - Practice type, such as individual practice or multispecialty group practices; and
 - Practice settings, such as hospital, clinic, or other clinical settings;
 - iii. Education, training, and primary and secondary specialties;
 - iv. Average hours worked per week and the average number of weeks worked per year in the licensed profession;
 - v. Percentage of practice engaged in direct patient care and in other activities, such as teaching, research, and administration in the licensed profession;
 - vi. Practice plans for the next five years, including retiring from the health care profession, moving out of state, or changing health care work hours; and
 - vii. Additional data elements identified by the State Board of Health.

If boards already collect information required by the State Board of Health, they do not need to duplicate the same questions for the purposes of the required data collection, but all required information must be provided to DHHS.

- e. The following boards shall report health care workforce information collected pursuant to this section to DHHS on a regular basis, to be determined by the State Board of Health

in regulation, but no less than annually. Required data must be collected for all license renewals beginning July 1, 2022, and may be collected earlier if regulations are in place:

- i. Board of Medical Examiners;
 - ii. State Board of Osteopathic Medicine;
 - iii. Board of Dental Examiners of Nevada;
 - iv. Board of Psychological Examiners;
 - v. Board of Examiners for Social Workers;
 - vi. Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors;
 - vii. State Board of Nursing; and
 - viii. State Board of Pharmacy.
- f. Other health professional licensure boards may choose to require applicants for license renewal to submit data as prescribed by the State Board of Health, and the board may provide such data to DHHS pursuant to the Health Care Workforce Data Collection, Analysis, and Policy Act.
- g. A board shall keep confidential and not release personally identifiable data collected under this section for any person licensed, registered, or certified by the board. The provisions of this subsection do not apply to the release of information to a law enforcement agency for investigative purposes or to DHHS for state health planning purposes. The Department or a person with whom DHHS contracts to perform data collection, storage, and analysis shall protect the privacy of that data. The Department shall ensure that the responses of applicants shall be kept confidential, including taking special precautions when the identity of an applicant may be ascertained due to the applicant's location or occupation.
- i. Only aggregate, de-identifiable data may be made public; and
 - ii. None of the data required to be collected by the State Board of Health that is not typically collected as part of the license renewal process may be used by boards to make decisions regarding licensure renewal.
- h. A board shall promulgate rules as necessary to perform the board's duties pursuant to this section, including rules for collecting, storing, and analyzing data in addition to the information required to be collected by the Health Care Workforce Data Collection, Analysis, and Policy Act.

- i. **Health Care Workforce Advisory Group**—The director of DHHS shall convene a health care workforce advisory group that includes representatives of health care consumers; health care providers and industry; organized groups representing physicians, physician assistants, nurses, nurse practitioners, dentists, dental hygienists, pharmacists, behavioral health providers, and allied health professions; health care workforce training institutions; institutions of higher education; health professional licensing boards; and appropriate representatives of DHHS. The workforce advisory group shall advise:
 - i. The State Board of Health on the development of regulations related to required questions/data collection, survey methodology, and other related issues; and
 - ii. The State Board of Health and other health stakeholders on the use of health workforce data to inform policymaking, the federal HPSA designation process, health policy planning, and improving health outcomes in Nevada.

The advisory group must convene within 90 days of the effective date of this bill.

- j. Requested effective date is July 1, 2021.

Appendix 2: Health Professions Licensed and Regulated in Nevada

Currently, 26 state agencies and licensing boards in the State of Nevada are responsible for the licensure, certification, and/or regulation of at least 70 health occupations in Nevada:

Board of Applied Behavior Analysis (NRS 437)

- Assistant Behavior Analysts
- Behavior Analysts

Board of Examiners for Long Term Care Administrators (NRS 654)

- Long-Term Care Administrators
- Nursing Facility Administrators
- Residential Facility Administrators
- Health Services Executive

Chiropractic Physicians' Board of Nevada (NRS 634)

- Chiropractor's Assistants
- Doctors of Chiropractic

Nevada Board of Examiners for Alcohol, Drug & Gambling Counselors (NRS 641C)

- Alcohol and Drug Counselors
- Gambling Counselors

Nevada Board of Registered Environmental Health Specialists (NRS 625A)

- Environmental Health Specialists

Nevada State Board of Athletic Trainers (NRS 640B)

- Athletic Trainers

Nevada State Board of Dental Examiners (NRS 631)

- Dental Hygienists
- Dentists

Nevada State Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors (NRS 641A)

- Clinical Professional Counselors
- Marriage and Family Therapists (MFT)

Nevada State Board of Health

- Dietitians (NRS 640E)
- Music Therapists (NRS 640D)

Nevada State Board of Homeopathic Medical Examiners (NRS 630A)

- Advanced Practitioners of Homeopathy
- Homeopathic Assistants
- Homeopathic Physicians

Nevada State Board of Massage Therapy (NRS 640C)

- Massage Therapists

Nevada State Board of Medical Examiners (NRS 630)

- Allopathic Physicians (MD)
- Medical Assistants (MA)
- Perfusionists
- Physician Assistants (PA)
- Psychiatrists
- Respiratory Therapists (RT)

Nevada State Board of Nursing (NRS 632)

- Advanced Practitioners of Nursing (APN or APRN)
- Emergency Medical Services Registered Nurse (EMS-RN)
- Licensed Practical Nurses (LPN)
- Nursing Assistants (CNA)
- Registered Nurses (RN)
- Registered Nurse Anesthetists (CRNA)

Nevada State Board of Optometry (NRS 636)

- Optometrists

Nevada State Board of Oriental Medicine (NRS 634A)

- Doctor of Oriental Medicine (OMD)

Nevada State Board of Osteopathic Medicine (NRS 633)

- Osteopathic Physicians (DO)
- Osteopathic Physician Assistants (PA)

Nevada State Board of Pharmacy (NRS 639)

- Pharmacists
- Pharmaceutical Technicians

Nevada State Board of Podiatry (NRS 635)

- Podiatric Hygienists
- Podiatrists

Nevada State Board of Psychological Examiners (NRS 641)

- Psychologists

Nevada State Board of Veterinary Medical Examiners (NRS 638)

- Animal Chiropractors
- Animal Physical Therapists
- Euthanasia Technicians
- Veterinarians
- Veterinary Technicians

Nevada State Health Division, Bureau of Health Care Quality and Compliance (NRS 652)

- Medical Laboratory Assistants
- Medical Laboratory Directors
- Medical Laboratory Technologists
- Medical Laboratory Technicians

Nevada State Health Division, Emergency Medical Systems (NRS 450B)

- Advanced Emergency Medical Technicians (AEMT)
- Emergency Medical Responders (EMR)
- Emergency Medical Technicians (EMT)
- Emergency Medical Technician-Intermediates (EMT-185)
- Paramedics

State of Nevada Board of Dispensing Opticians (NRS 637)

- Dispensing Opticians
- Optician Apprentices

State of Nevada Board of Examiners for Social Workers (NRS 641B)

- Associates in Social Work
- Independent Social Workers
- Licensed Clinical Social Workers (LCSW)
- Social Workers (LSW)

State of Nevada Board of Occupational Therapy (NRS 640A)

- Occupational Therapists (OT)
- Occupational Therapy Assistants (OTA)

State of Nevada Physical Therapy Board (NRS 640)

- Physical Therapists (PT)
- Physical Therapy Assistants (PTA)

State of Nevada Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board (NRS 637B)

- Audiologists
- Hearing Aid Specialists
- Speech-Language Pathologists

Appendix 3: Health Workforce Data Collection Stakeholders in Nevada

Stakeholders and utilizers of the Nevada Health Workforce Data System and health workforce information collected via licensure renewal include but are not limited to:

Health System Providers, Organizations, and Employers

- Nevada Hospital Association, member organizations
- Nevada Primary Care Association, member organizations
- Nevada Rural Hospital Partners, member organizations
- Nevada Health Care Association, member organizations
- Nevada Medical Group Management Association, northern and southern chapters
- Nevada State Medical Association, county medical societies, specialty societies
- Nevada Psychological Association
- Nevada Association of Social Workers
- Nevada Nurses Association
- Nevada Advanced Practice Nurses Association
- Nevada Dental Association, county dental societies
- Nevada Business Group on Health, other employer health plans and coalitions
- Health insurance carriers, managed care organizations, HMOs, ACOs
- Other professional and trade associations

State and Local Government Agencies

- State health professions licensing boards and regulatory agencies listed in Appendix 1
- Governor's Office, COVID-19 Response Director
- Governor's Office, Department of Administration, GME Task Force
- Governor's Office of Economic Development (GOED)

- Governor’s Office of Workforce Innovation (OWINN)
- Nevada Primary Care Office
- State and county health departments and boards of health, including:
 - Southern Nevada Health District
 - Washoe County Health District
 - Carson City Health and Human Services
- Nevada State Legislature
 - Legislative Council Bureau
- Nevada Division of Health Care Financing and Policy (Nevada Medicaid)
- Nevada Division of Public and Behavioral Health
- Nevada Department of Health and Human Services
- Nevada Department of Employment, Training, and Rehab, GWIB, Health Sector Council
- Nevada Division of Insurance, DOI Network Adequacy Advisory Council
- Governor’s Patient Protection Commission (PPC)
- Silver State Health Insurance Exchange

Higher Education Institutions and Programs

- Nevada System of Higher Education
 - College of Southern Nevada (CSN)
 - Great Basin College (GBC)
 - Nevada State College (NSC)
 - Truckee Meadows Community College (TMCC)
 - University of Nevada, Las Vegas (UNLV)
 - University of Nevada, Reno (UNR)
 - Western Nevada College (WNC)
- Private higher education institutions, including but not limited to:
 - Roseman Health Sciences University

- Touro University Nevada

- Nevada Western Interstate Commission for Higher Education (WICHE) Program
- Nevada State Office of Rural Health (UNR Med)
- Nevada Area Health Education Centers Program (AHEC) (UNR Med)
- UNLV Mental and Behavioral Health Coalition (UNLV)

Other Organizations and Agencies

- AARP, Access to Health Care Network, patient advocacy groups
- Las Vegas HEALS
- Las Vegas Metro Chamber of Commerce, Reno-Sparks Chamber of Commerce, other local chambers of commerce and business groups
- Las Vegas Global Economic Alliance, Economic Development Authority of Western Nevada, other economic development authorities in Nevada

**Appendix 4: Example – Supplemental Questions Developed by the
Federation of State Medical Boards for Allopathic (MD) and Osteopathic
(DO) Physicians during Licensure Renewal**

Social and Demographic Characteristics

1. **Birth date (MM/DD/YEAR):** _____ / _____ / _____

2. **Sex:** Male Female

3. **Race**
 White Black or African American
 American Indian or Alaska Native Asian
 Native Hawaiian/Other Pacific Islander Other (specify) _____

4. **Ethnicity – Are you Hispanic, Latino/a, or of Spanish origin?**
 No Yes, Mexican, Mexican American, Chicano/a
 Yes, Puerto Rican Yes, Cuban
 Yes, Another Hispanic, Latino/a, or of Spanish origin (specify) _____

5. **Do you speak a language other than English at home? (optional)**
 Yes No

6. **What is this language? (if you answered Yes to #5)**
 Spanish
 Other Language (identify) _____

Education and Training

7. Medical Education

What is your medical degree?

- M.D. D.O. M.B.B.S.

What year did you complete your medical degree? _____

Where did you complete your medical degree?

United States (specify state): _____

Medical School Name _____

Foreign Country (specify): _____

8. Residency Training/Graduate Medical Education

First Specialty Training

- Location (State) _____
- Number of Years of Training _____
- Year Completed _____

Subspecialty Training

- Location (State) _____
- Number of Years of Training _____
- Year Completed _____

Additional Training

- Location (State) _____
- Number of Years of Training _____
- Year Completed _____

9. Training and Certification

Completed Accredited

Residency Program / Fellowships

Principal Specialty Yes No

Secondary Specialty Yes No

Board Certified

Yes No

Yes No

Current Practice and Employment

10. What is your employment status?

- Actively working in a position that requires a medical license
- Actively working in a field other than medicine
- Not currently working
- Retired

11. Are you currently providing direct clinical or patient care on a regular basis?

- Yes
- No

12. If **no**, how many years has it been since you provided clinical or patient care?

- Less than 2 years
- 2 to 5 years
- 5 to 10 years
- More than 10 years

13. Which of the following best describes the area(s) of practice in which you spend most of your professional time:

Area of Practice	Principal	Secondary	Completed Accredited Residency Program or Fellowship
Adolescent Medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anesthesiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allergy and Immunology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cardiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Psychiatry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colon and Rectal Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical Care Medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dermatology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Endocrinology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency Medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family Medicine/General Practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gastroenterology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geriatric Medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gynecology Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hematology & Oncology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infectious Diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal Medicine (General)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nephrology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neurological Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neurology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Obstetrics and Gynecology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Occupational Medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ophthalmology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orthopedic Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Surgical Specialties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Otolaryngology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pathology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pediatrics (General)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pediatrics Subspecialties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Physical Med. & Rehab.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plastic Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preventive Medicine/Public Health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Psychiatry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pulmonology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radiation Oncology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rheumatology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surgery (General)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thoracic Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Urology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vascular Surgery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Specialties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Which of the following categories best describes your primary and secondary practice or work setting(s) where you work the most hours each week?

Practice Setting	Principal	Secondary
Office/Clinic—Solo Practice	<input type="radio"/>	<input type="radio"/>
Office/Clinic—Partnership	<input type="radio"/>	<input type="radio"/>
Office/Clinic—Single Specialty Group	<input type="radio"/>	<input type="radio"/>
Office/Clinic—Multi Specialty Group	<input type="radio"/>	<input type="radio"/>
Hospital—Inpatient	<input type="radio"/>	<input type="radio"/>
Hospital—Outpatient	<input type="radio"/>	<input type="radio"/>
Hospital—Emergency Department	<input type="radio"/>	<input type="radio"/>
Hospital—Ambulatory Care Center	<input type="radio"/>	<input type="radio"/>
Federal Government Hospital	<input type="radio"/>	<input type="radio"/>
Research Laboratory	<input type="radio"/>	<input type="radio"/>
Medical School	<input type="radio"/>	<input type="radio"/>
Nursing Home or Extended Care Facility	<input type="radio"/>	<input type="radio"/>
Home Health Setting	<input type="radio"/>	<input type="radio"/>
Hospice Care	<input type="radio"/>	<input type="radio"/>
Federal/State/Community Health Center(s)	<input type="radio"/>	<input type="radio"/>
Local Health Department	<input type="radio"/>	<input type="radio"/>

Telemedicine	0	0
Volunteer in a Free Clinic	0	0
Other (specify):	0	0

15. How many weeks did you work in medical related positions in the past 12 months? __

16. For all medical related positions held in (insert state name), indicate the average number of hours per week spent on each major activity:

Clinical or patient care _____ hours/week
 Research _____ hours/week
 Teaching/Education _____ hours/week
 Administration _____ hours/week
 Volunteering (medical related only) _____ hours/week
 Other (specify): _____ hours/week

17. What is the location of the site(s) where you spend most of your time providing direct clinical or patient care? Please enter the complete address for up to three locations and your direct patient care hours per week at each site.

Principal Location Address

 Number Street

 City/Town State Zip Code

Direct patient care hours per week at site: _____

Second Location Address (if applicable)

 Number Street

 City/Town State Zip Code

Direct patient care hours per week at site: _____

Appendix 5: States Collecting Health Workforce Information through the Licensing Process

Currently, 28 states collect health workforce information through surveys and supplemental questions that are part of the licensing and licensure renewal process for selected health care occupations:

- California – [Philip R. Lee Institute for Health Policy Studies, University of California, San Francisco](#)
- Colorado – [Colorado Department of Public Health and Environment](#)
- Florida – [Florida Center for Nursing](#)
- Hawaii – [University of Hawaii Area Health Education Center](#)
- Indiana – [Bowen Center for Health Workforce Research and Policy, University of Indiana](#)
- Kansas – [Kansas Office of Primary Care and Rural Health, Kansas Department of Health and Environment](#)
- Louisiana – [Louisiana Center for Nursing](#)
- Massachusetts – [Massachusetts Health Care Workforce Center](#)
- Minnesota – [Office of Rural Health and Primary Care, Minnesota Department of Health](#)
- Mississippi – [Office of Mississippi Physician Workforce](#)
- Missouri – [Missouri Department of Health and Senior Services](#)
- Montana – [Montana Primary Care Office, Montana Department of Public Health and Human Services](#)
- New Hampshire – [Rural Health and Primary Care Section, New Hampshire Department of Health and Human Services](#)

- New Mexico – [University of New Mexico Health Sciences Center](#)
- New York – [Center for Health Workforce Studies, University at Albany, State University of New York](#)
- North Carolina – [Sheps Center, University of North Carolina, Chapel Hill](#)
- North Dakota – [North Dakota Center for Nursing](#)
- Ohio – [Ohio Colleges of Medicine Governmental Resource Center](#)
- Oregon – [Oregon Healthcare Workforce Institute](#)
- Pennsylvania – [Pennsylvania Department of Health](#)
- South Carolina – [South Carolina Office of Health Care Workforce](#)
- South Dakota – [South Dakota Office of Rural Health](#)
- Texas – [Health Professions Resource Center, Texas Department of State Health Services](#)
- Vermont – [Office of Primary Care and Area Health Education Center Program, University of Vermont Larner College of Medicine](#)
- Virginia – [Virginia Healthcare Workforce Data Center](#)
- Wisconsin – [Wisconsin Area Health Education Center Program](#)

Source: Health Workforce Technical Assistance Center (October 2020).

Appendix 6: State Laws Mandating Supplemental Information Collection to the Licensure Renewal Process

Currently, eight states mandate supplemental information to be collected through the licensure renewal process for selected health professions:

State	Professions/Boards Included in Mandate	Link to Legislation
Arizona	Medicine and Surgery Nursing Osteopathic Physicians and Surgeons Psychologists Board of Physical Therapy Behavioral Health Professionals	https://www.azleg.gov/viewdocument/?docName=https%3A%2F%2Fwww.azleg.gov%2Fars%2F32%2F03249-01.htm
Indiana	Medical Licensing Board State Board of Nursing State Board of Dentistry Behavioral Health and Human Services Licensing Board State Psychology Board Indiana Board of Pharmacy	http://iga.in.gov/legislative/laws/2019/ic/titles/025#25-1-2-10
Minnesota	Board of Medical Practice Board of Nursing Board of Physical Therapy Board of Psychology Board of Social Work Board of Marriage and Family Therapy Board of Dentistry Board of Pharmacy	https://www.revisor.mn.gov/statutes/cite/144.051
New Hampshire	Board of Medicine (Physicians and PAs) Board of Dental Examiners (Dentists and RDHs) Board of Pharmacy (Pharmacists) Board of Nursing (APRNs) Board of Allied Health Professionals (PTs/SLPs/OTs) Board of Psychologists (psychologists) Board of Mental Health Practice (LCMHCs, LICSWs, MFTs, PPs) Board of Alcohol and Drug Use Professionals (LADC\MLADCs)	http://www.gencourt.state.nh.us/rsa/html/x/126-a/126-a-5.htm

New Mexico	<p style="text-align: center;">New Mexico Medical Board The Board of Osteopathic Medical Examiners The New Mexico Board of Dental Health Care The Board of Nursing The Board of Pharmacy Any Other Licensing or Regulatory Board That the Chancellor Designates Any Other Health Professional Licensing Board Listed in Chapter 61 NMSA 1978</p>	<a href="https://laws.nmonesou
rce.com/w/nmos/Chapter-24-NMSA-1978#1b/a14C">https://laws.nmonesou rce.com/w/nmos/Chapter-24-NMSA-1978#1b/a14C
New York	<p style="text-align: center;">Nurse Practitioners Physicians</p>	http://www.op.nysed.gov/prof/nurse/article139.htm https://www.nysenate.gov/legislation/laws/PBH/2995-A
Oregon	<p style="text-align: center;">State Board of Examiners for Speech-Language Pathology and Audiology State Board of Chiropractic Examiners State Board of Licensed Social Workers Oregon Board of Licensed Professional Counselors and Therapists Oregon Board of Dentistry Board of Licensed Dietitians State Board of Massage Therapists Oregon Board of Naturopathic Medicine Oregon State Board of Nursing Respiratory Therapist and Polysomnographic Technologist Licensing Board Oregon Board of Optometry State Board of Pharmacy Oregon Medical Board Occupational Therapy Licensing Board Physical Therapist Licensing Board State Board of Psychologist Examiners Board of Medical Imaging</p>	https://www.oregon.gov/oha/HPA/Pages/Statutes-Details.aspx?View=%7bBF005535-B542-446F-B0B7-61328A304AEA%7d&S-electedID=11

Texas	<p style="text-align: center;"> Audiologists Chiropractors Licensed Professional Counselors Licensed Chemical Dependency Counselors Dentists and Dental Hygienists Emergency Medical Services Personnel Marriage and Family Therapists Medical Radiologic Technologists Licensed Vocational Nurses, Registered Nurses Certified Nurse Aides Occupational Therapists Optometrists Pharmacists Physical Therapists Physicians and Physician Assistants Psychologists Social Workers Speech-Language Pathologists </p>	<p> https://statutes.capitol.texas.gov/Docs/HS/htm/HS.105.htm </p>
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SUMMARY OF RECOMMENDATIONS

LEGISLATIVE COMMITTEE ON SENIOR CITIZENS, VETERANS AND ADULTS WITH SPECIAL NEEDS

Nevada Revised Statutes (NRS) 218E.750

This summary presents the recommendations approved by the Legislative Committee on Senior Citizens, Veterans and Adults With Special Needs at its meeting on September 1, 2020. The bill draft requests (BDRs) will be forwarded to the Legislative Commission for transmittal to the 81st Session of the Nevada Legislature.

During the drafting process, specific details of the following proposals for legislation and letters may be further clarified by staff in consultation with the chair or others, as appropriate.

RECOMMENDATIONS FOR LEGISLATION

1. The Committee voted to request legislation to require a private employer of fewer than 50 employees that provides sick leave benefits to allow the employees to use such accrued leave, in accordance with company policy, for absences due to illness, injury, medical appointment, or other authorized medical need of a member of the employee's immediate family. This would be a redraft of [Assembly Bills 394](#) and [90](#), which are failed measures from the 2017 and 2019 Sessions, respectively. **(BDR 53–379)**
2. The Committee voted to request legislation to create a Vulnerable Adult Protection Order under [Chapter 33](#) of NRS to protect vulnerable adults against abuse, neglect, and exploitation. **(BDR 3–380)**
3. The Committee voted to request legislation to appropriate State General Funds in the amount of \$250,000 in each fiscal year of the 2021–2023 Biennium to support the Adopt a Vet Dental Program. **(BDR S–381)**
4. The Committee voted to request legislation to:
 - a. Amend subsection 2 of [NRS 396.540](#) to include that tuition charges must not be assessed against a veteran, a spouse, or the dependent of a veteran of the U.S. Armed Forces who is using benefits under the federal Post-9/11 Veterans' Educational Assistance program who became eligible for such benefits on or after January 1, 2013. The provisions of this recommendation would become effective on July 1, 2021.
 - b. Amend subsection 2 of [NRS 396.540](#) to include that tuition charges must not be assessed against all students who are using benefits under the Survivors' and Dependents' Educational Assistance (DEA) program ([38 U.S.C. §§ 3500 through 3566](#)).
 - c. Create an enrollment preference for applicants of a nursing and teaching program at a university, state college, or community college within the Nevada System of Higher Education (NSHE) who are veterans of the U.S. Armed Forces.

- d. Require the Board of Regents of NSHE to develop a database to continue to track, monitor, and analyze the participation of students who are veterans in NSHE as required by Section 2 of [AB 76](#) (2015). By limitation, the report required by AB 76, as codified in [NRS 396.507](#), expired on July 1, 2020. **(BDR 34–382)**
5. The Committee voted to request legislation to:
- a. Require occupational and professional licensing boards, pursuant to Title 54 (“Professions, Occupations and Businesses”) of NRS, to collect data regarding the number of military spouses that apply for, are issued, or are denied a license, certificate, registration, permit, or other similar authorization. The BDR would coincide with [NRS 622.120](#), which requires regulatory bodies to collect information regarding the number of veterans and servicemembers who have applied for, have been issued, or have renewed a license with the regulatory bodies. However, in order to collect accurate data to determine the effect of efforts to improve the interstate licensure process, a regulatory body would need separate military spouse applicant information from those who are current servicemembers or veterans.
 - b. Require occupational and professional licensing boards, pursuant to Title 54 of NRS, to post on their website the options available to active members or veterans of the U.S. Armed Forces, as well as their spouses or surviving spouses, for obtaining a license, certificate, registration, permit, or other similar authorization issued by the board.
 - c. Require occupational and professional licensing boards, pursuant to Title 54 of NRS—that are not already required to do so—to collect not more than one-half of the fee set forth for the issuance of a license to a spouse of an active member of the U.S. Armed Forces.
 - d. Amend the applicable provisions in NRS concerning endorsement and reciprocity to replace the term “may” with “shall” in sections concerning endorsement and reciprocity of a license, certificate, registration, permit, or other similar authorization. Also, provide that denial for good cause is defined as the applicant has been convicted of a crime or engaged in other misconduct determined by the board to be related to the practice of the profession.
 - e. Amend chapters within Title 54 of NRS—if not already required to do so—to require occupational and professional licensing boards to issue a license by endorsement or reciprocity to active members or veterans of the U.S. Armed Forces, as well as their spouses or surviving spouses, who hold a valid and unrestricted license to practice a profession in the District of Columbia or any state or territory of the United States, by adding to those chapters or [Chapter 622](#) of NRS a provision similar to [NRS 636.207](#). Also, ensure that the new provisions are mandatory by using the term “shall” throughout.
 - f. Amend Title 54 of NRS, for the purpose of endorsement and reciprocity, so that the requirement for fingerprint-based criminal background checks does not apply to active members or veterans of the U.S. Armed Forces or their spouses or surviving spouses.
 - g. Require all occupational and professional licensing boards, under Title 54 of NRS, to issue a provisional license immediately after submission of an application by active members or

veterans of the U.S. Armed Forces, as well as their spouses or surviving spouses, who hold a valid and unrestricted license in another jurisdiction. **(BDR –383)**

6. The Committee voted to request legislation to draft a resolution calling on the federal government to address the issue of military spouses' loss of retirement benefits due to frequent relocations by creating a retirement plan that is funded by the Department of Defense Appropriations Act. **(BDR –384)**
7. The Committee voted to request legislation to require the Division of Health Care Financing and Policy of the Department of Health and Human Services to provide Medicaid coverage of Current Procedural Terminology code 99483, which involves care planning services to individuals with cognitive impairment, including Alzheimer's disease. **(BDR 38–385)**
8. The Committee voted to request legislation to amend [Chapter 656A](#) of NRS to update the requirements and qualifications for sign language interpreters to align with the national standards and recommended practices. **(BDR 54–386)**

RECOMMENDATIONS FOR COMMITTEE ACTION

9. The Committee voted to include a position statement in its final report calling on Congress to provide additional funding for the United States Postal Service so that senior citizens, veterans, and adults with special needs do not miss delivery of their prescription medications because of Postal Service delays. Any delay with the postal system is a concern because patients may not be able to access the medications they need.
10. The Committee voted to send a letter to the Board of Regents of NSHE expressing the Committee's desire for the creation of a committee made up of leaders of various federal, state, and local government agencies and organizations that work to promote hiring veterans, members of the U.S. Armed Forces, and their spouses to facilitate discussion and collaboration to assist student veterans seeking employment, internships, or other related opportunities that result in job placement.
11. The Committee voted to send a letter to the Board of Regents of NSHE expressing the Committee's desire to include "military veterans" as a special population category within any current goals, policies, and practices on issues related to equity, diversity, and inclusion.
12. The Committee voted to send a letter to the chair of the Nevada Veterans Services Commission (VSC), Department of Veterans Services, requesting that the VSC create a subcommittee tasked to identify the needs of active duty military spouses in Nevada. The subcommittee should study how Nevada can improve military spouse employment matters, including barriers to occupational and professional licensure. Members of the subcommittee should, at a minimum, include representatives of federal, state, and local government agencies and organizations that work to promote employment matters of military spouses, representatives of Nevada's occupational and professional licensing boards, and military spouses that represent a military installation in the State of Nevada and a military installation in another state that has specific nexus to this state.

13. The Committee voted to send a letter to the governor of the State of Nevada, the chairs of the Assembly Committee on Ways and Means and the Senate Committee on Finance of the 81st Legislative Session, and the federal Centers for Medicare and Medicaid Services expressing the Committee's support to fund a technology solution to streamline the application and enrollment process for all three home- and community-based waiver services. Streamlining the application and enrollment process is intended to reduce the burden on individuals and their families as well as reduce wait times for essential services that keep vulnerable Nevadans out of skilled nursing facilities.
14. The Committee voted to send a letter to Nevada's federal delegation recommending and expressing support for federal legislation that aligns revenue policies to end the payment of subminimum wages to workers with disabilities.

COMMUNICATIONS AND PUBLIC RELATIONS



BESW to improve its relationships with licensees, external partners, and other stakeholders, and be perceived as responsive, easy to work with, collaborative, and fair.

	2019	2020	2021
GOAL 1: BESW will achieve a 75% satisfaction rating from licensees (by 2023)	3 Satisfaction Questions (Tallied by Capitol Partners) = 89%, 77%, 84%		Determine Next Steps
Strategy 1.1.: Conduct stakeholder engagement sessions with all constituencies regarding changes to BESW and 2019 Legislative Sessions	Re: NAC Change – Held 2 Public Workshops, 1 Public Hearing as well as Business and Licensee Surveys	Updated Website re: Changes	Determine Appropriate Strategy for 2021 Legislative Session
Strategy 1.2: Implement systems to create an effective feedback loop about complaints and satisfaction	Interested? Please Call Karen at 775-688-2555		Develop and Implement Data Gathering System in 2021

OPERATIONS

BESW operations streamlined, efficient, and user friendly.



	2019	2020	2021
Goal 2 A: BESW will have online licensing and renewals (by 2021)	Licensing Renewals Online - February 2019		Licensing Applications Will Be Online in 2021
Goal 2 B: BESW will have transferred all appropriate documents from paper to digital formats (by 2023)	Executive Director, Legal Secretary II Attended State of Nevada Digital Retention Course in 2019		Deputy Director and Other Staff to Attend Nevada Digital Retention Course in 2021
Strategy 2.1: Work through and archive all paper files as appropriate	Executive Director Attended State Archives Workshop by 2019		Deputy Director and Other Staff to Attend State Archives Workshop in 2021

OPERATIONS (Continued)

BESW operations streamlined, efficient, and user friendly.



	2019	2020	2021
<p>Strategy 2.2: Move to computer-based systems as the baseline for documentation for BESW operations</p>	<p>Installed Big Picture Software Platform in 2019 along with Online Renewals Module</p>	<p>Added and Testing Application Module in 2020</p>	<p>Applications and Disciplinary Modules Online in 2021</p>
<p>Strategy 2.3: Implement technological solutions to promote data gathering, retention, and sharing</p>	<p>Enhanced Renewal Module for Data Gathering Opportunities</p>		<p>Ongoing: Determine Enhancements Needed to Promote Data Gathering</p>
<p>Goal 3: BESW will have all policies and procedures in place (by 2022)</p>	<p>Began to Gather Policies and Procedures from Similar Entities</p>	<p>Began to work with Administrative Collaborative</p>	<p>Review and Implement Relevant Policies and Procedures Gathered at Administrative Collaborative</p>

OPERATIONS (Continued)

BESW operations streamlined, efficient, and user friendly.



	2019	2020	2021
Strategy 3.1: Implement a solution-oriented customer service approach throughout the office	Engage And Encourage Staff To Identify Solutions	Build Staff Skills in Customer Service	Create a Plan to Positively Transform the Customer Experience
Strategy 3.2: Ensure up to date, accurate policies and procedures	Gather Policies and Procedures from Related Boards	Review Policies and Procedures Against BESW Policies and Procedures	Update and Distribute BESW Policies and Procedures as Appropriate
Strategy 3.3: Develop policies and procedures for management of data	Continue to Work in Concert with State of Nevada to Gather and Disseminate Required Data		Develop Written Data Policies and Procedures that Conform to State of Nevada Requirements
Strategy 3.4: Implement Board and staff training	Board Training Complete; ED Trained 2018, 2019	New Board Members Trained Online	Staff to Complete Online Training as Appropriate

DISCIPLINARY FUNCTION OF THE BOARD

BESW will ensure appropriate, timely processing of complaints against licensee(s).



	2019	2020	2021
Goal 4 A: BESW will process new complaints against licensees per NRS and NAC (by 2020)	Worked with DAG to Review 641B; Developed a Board Approved Priority Process for Clearing Cases	Review 641B with New DAG and Update Per Advice	TBD
Goal 4 B: BESW will clear 75% of backlogged disciplinary cases prior to Jan. 1, 2018	27 Cases (42%) Were Cleared of 62 Back-logged Cases	Cleared 75% of Pre-2018 Cases by June 30 2020	TBD
Strategy 4.1: Ensure understanding in making threshold determination for when an investigation will go forward	Compliance Unit is Verifying Cases as per Clarification of 641B NRS and NAC Combined		Revise Goals

DISCIPLINARY FUNCTION (CONTINUED)

BESW will ensure appropriate, timely processing of complaints against licensee(s).



	2019	2020	2021
Strategy 4.2: Ensure internal compliance with existing NRS and NAC related to disciplinary action	Worked with DAG to Review 641B	Review 641B with New DAG	Continue to Ensure Compliance
Strategy 4.3: Evaluate NRS and NAC for changes to improve the disciplinary process	Introduced 641B NAC Changes in 2019 and Guided These Through Administrative Rulemaking Process		

FINANCIAL POSITIONING

BESW needs to strengthen accounting practices and ensure financial sustainability.



	2019	2020	2021
Goal 5 A: By 2019 BESW will convert to an accrual-base accounting system	Staff Worked with Executive Branch and Legislative Counsel Bureau Auditors to Learn About Cash/ Accrual Based Accounting System and Financial Presentation	Revise Goal	
Goal 5 B: By 2023 BESW will have 5 months of operating funds in reserve	Financial Projections Indicate that BESW May Be Able to Achieve Goal Based 5 Months of Operating Costs by 2023		Continue to Monitor Progress
Strategy 5.1: Set up an accrual-based system for accounting	Board Moved to a Hybrid System (Cash/ Accruals)	Revise Goal	
Strategy 5.2: Strengthen financial position of BESW	Introduced Legislation for Fee Increases and 641B NAC Changes; Guided NAC Changes Through Admin. Rulemaking Process	Implement Fee Increases	Monitor Progress
Strategy 5.3: Ensure systems are in place for fiscal accountability	BESW utilized temp bookkeeper in 2019 to assist with fiscal accountability.		Contract with Book-keeper