



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

MINUTES OF BOARD RETREAT
October 18, 2013 at 8:00 a.m.

The meeting of the Board of Examiners for Social Workers was called to order by Sandy Lowery, Board President at 8:15 a.m. The meeting was held at 4600 Kietzke Lane, Suite I-204 (Conference Room), Reno, Nevada. Chairperson Lowery noted that the meeting had been noticed properly and the members present constituted a quorum for the purposes of the Board retreat. Roll call was initiated by Chairperson Lowery, with the following individuals present:

Members Present:

Sandy Lowery, LCSW, President
Rod Smith, Public Member
C.J. Yao, LCSW, Board Member
James Bertone, LCSW, Secretary/Treasurer
Annie Wilson, LSW, Board Member

Staff Present

Kim Frakes, LCSW, Executive Director
Henna Rasul, Senior Deputy Attorney General

Public Attendees

None

PUBLIC COMMENT

There was no one to offer public comment.

AGENDA

A motion was made by James Bertone and seconded by Annie Wilson to approve the Agenda as submitted. This motion was carried without objection.

REGULAR AGENDA

BOARD OPERATIONS

Review, Discussion and for Possible Action, Approval of the Minutes for the September 20, 2013 Board Meeting.

Kim Frakes presented this agenda item to the Board. Following review of the proposed minutes from the September 20, 2013 Board meeting, a motion was made by Rod Smith and seconded by C.J. Yao, to approve these minutes as submitted. This motion was carried without objection.

LEGISLATIVE AND REGULATORY ISSUES

Review, Discussion and for Possible Action, Continuation of Discussion Regarding Regulation Changes Identified by Board Members and Staff and Possible Action to Accept Each of the Proposed Regulations Listed Below by: Accepting Proposed Regulation Changes as Submitted; Accepting Proposed Regulation Changes with Recommended

Changes in Language Noted During Discussion; Rejecting Proposed Regulation Changes; or Tabling Proposed Regulation Changes. Proposed Regulation Changes Approved or Approved with Recommended Changes will be Submitted to the Board at a Subsequent Board Meeting for Final Approval Prior to Submission to the Legislative Counsel Bureau in Accordance to Applicable NRS and NAC, Including NRS 439b.225 and NRS 233B.

NAC 641B.105 Examinations

Agenda Item 5A-1

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

(Rationale). During the May 25, 2012 Board meeting, the Board's Executive Director brought to the Board's attention certain applicants who neglected to schedule to take their examinations or applicants who, despite repeated efforts, were unable to successfully take and pass the examination. These individuals would request to keep their licensing applications open, resulting in applications remaining open for several years. This became an unnecessary drain on Board office resources. The Board voted during the May 25, 2012 Board meeting to limit the amount of time to successfully take and pass the examination under an open application to one year following examination approval by Board staff. This proposed revision is a housekeeping item following the Board's approval during the May 25, 2012 Board meeting.

NAC 641B.105 Examinations. ([NRS 641B.160](#), [641B.250](#))

1. An applicant for licensure as a licensed social worker, licensed independent social worker or licensed clinical social worker must pass a two-part examination consisting of:

(a) The appropriate examination, as described in subsection 2, given by the Association of Social Work Boards or another testing administrator that has been approved by the Board; and

(b) An examination given by the Board which tests the knowledge of the applicant of the provisions of this chapter and [chapter 641B](#) of NRS and any other provisions of NAC or NRS relevant to the practice of social work.

2. An applicant for licensure as:

(a) A licensed social worker must pass the Bachelors or Basic Examination of the Association of Social Work Boards if the applicant holds a baccalaureate degree in social work as described in [NRS 641B.220](#). If the applicant holds a master's degree in social work as described in [NRS 641B.220](#), the applicant must pass the Bachelors or Basic Examination or Masters or Intermediate Examination of the Association of Social Work Boards.

(b) A licensed independent social worker must pass the Advanced Generalist or Advanced Examination of the Association of Social Work Boards.

(c) A licensed clinical social worker must pass the Clinical Examination of the Association of Social Work Boards.

3. Except as otherwise provided in this section, an applicant who is required to pass an examination pursuant to this section must satisfy the Board that he or she possesses the necessary requirements regarding age, citizenship, character, education and, if applicable for the relevant license, supervisory experience before taking the examination. A student of social work currently enrolled in his or her last semester may take the examination before the award of his or her degree. For the purposes of this

subsection, “student of social work” means a person enrolled in an undergraduate or graduate program of study leading to a degree in social work from a college or university accredited by the Council on Social Work Education or which is a candidate for such accreditation.

4. In addition to the requirements for offering examinations set forth in [NRS 641B.250](#), examinations will be offered as deemed appropriate by the Board and as scheduled by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

5. A failed examination may be retaken 90 days after the failed examination. Thereafter, only one examination may be taken every 6 months.

6. An examination must be taken and passed within 1 year following approval to take the exam under an open application.

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A 11-28-89; 11-8-95; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009)

A motion was made by Rod Smith and seconded by James Bertone to approve this regulation change as submitted. Annie Wilson, was not on the Board during the May 25, 2012 Board meeting and requested discussion regarding the Board’s rationale during the May 25th meeting to limit the number of times an applicant can take an examination under an open application as a policy and then to propose regulation changes, when appropriate. Ms. Frakes provided an overview of the Board’s discussion during the May 25, 2012 Board meeting, indicating that the present language in this regulation allowed for the Board to establish a policy which limited the number of times an applicant could take an examination to one year following examination approval. It was explained to the Board that prior to a limitation being imposed by policy, some applicants were provided extensions for several years under an open application and still did not schedule an examination, or continued to exhibit difficulty in passing the licensing examination, even after several attempts. It was determined that these situations became a public protection issue and the Board agreed to limit the number of times an applicant could be approved to take an examination under an open application to one year following examination approval. Ms. Frakes explained that if an individual was still interested, he or she could reapply and wait for examination approval under the new application. Following discussion, the motion to approve this agenda item was carried without objection.

NAC 641B.111 Restoration of Expired Licenses

Agenda Item 5A-2

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member’s Board meeting packet as noted below:

(Rationale). The proposed language change was approved during the September 20, 2013 Board meeting. The proposed recommended change also appears to be supported by NRS 641B.202. During the September 20, 2013 Board meeting, Ms. Frakes indicated that when a license is restored, it is restored retroactively. Without the benefit of fingerprinting, Board staff is placing a high degree of trust upon the applicant in being forthright about any issues which may have caused the applicant’s license to expire, such as a criminal history. Since the Board is retroactively approving the period of lapsed licensure, it would behoove the Board, as a public protection issue to rule out any issue pertaining to criminal history as the cause for a lapsed license.

641B.111 NAC Restoration of expired license.

1. An application for restoration of an expired license must be completed on a form supplied by the Board and submitted to the Board within 3 years after the date on which the license expired.

2. In addition to the requirements set forth in [NRS 641B.290](#) and except as otherwise provided in subsection 3, an application for restoration of an expired license must be accompanied by:

- (a) Evidence of the completion of all past continuing education hours; and
- (b) Evidence that:

(1) The appropriate examination for licensure was passed by the applicant within the immediately preceding 15 years; or

(2) The licensee has maintained an equivalent license from another state in good standing;

and

(3) [Submit to fingerprinting pursuant to subsection 4 of NAC 641B.090 and NRS 641B.202.](#)

3. After receiving an application for restoration of an expired license, the Board may:

(a) Grant an extension of not more than 6 months for the completion of past continuing education hours; and

(b) For good cause, waive the requirements of subsection 2 regarding the examination and continuing education hours.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R112-00, 1-17-2001; R142-08, 2-11-2009)

Following review and discussion of the proposed regulation change, a motion was made by C.J. Yao and seconded by Annie Wilson to approve the proposed regulation change as submitted. This motion was carried without objection.

NAC 641B.115 Fees

Agenda Item 5A-3

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

(Rationale). The cost of doing business has continued to increase steadily even though the Board has not increased its licensing application and renewal fees for several years. This past Legislative session (77th/2013) has passed bills pertaining to changes in technology, of which the costs to implement the technological changes have been passed onto State agencies, including this Board. In order to be fiscally responsive as well as responsive to these demands, the Board is requesting increases in fees where presently allowable under NRS).

NRS 641B.300 Fees. [Effective 2 years after the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.] The Board shall charge and collect fees not to exceed the following amounts for:

Initial application..... \$40

Provisional license.....	75
Initial issuance of a license.....	100
Annual renewal of a license.....	150
Reinstatement of a revoked license.....	150
Restoration of an expired license.....	200
Renewal of a delinquent license.....	100
Reciprocal license without examination.....	100

(Added to NRS by 1987, 1120; A 1993, 132; 1995, 451; [1997, 2157](#); [2005, 792, 2807](#), effective 2 years after the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings)

(PROPOSED FEE CHANGES)

NAC 641B.115 Fees. ([NRS 641B.160](#), [641B.300](#)) An applicant must pay the following fees for licensure:

1. Licensed associate in social work:	
(a) Annual renewal of license.....	\$75
(b) Restoration of revoked license.....	150
(c) Restoration of expired license.....	150 200
(d) Renewal of delinquent license.....	40 100
2. Licensed social worker:	
(a) Initial application.....	\$40
(b) Initial issuance of license.....	75 100
(c) Annual renewal of license.....	75 100
(d) Restoration of revoked license.....	150
(e) Restoration of expired license.....	150 200
(f) Renewal of delinquent license.....	40 100
(g) Endorsement license without examination.....	100
(h) Initial issuance of provisional license.....	75
(i) Annual renewal of provisional license.....	75
3. Licensed independent social worker and licensed clinical social worker:	
(a) Initial application.....	\$40
(b) Initial issuance of license.....	100
(c) Annual renewal of license.....	150
(d) Restoration of revoked license.....	150
(e) Restoration of expired license.....	150 200
(f) Renewal of delinquent license.....	75 100
(g) Endorsement license without examination.....	100
(h) Initial issuance of provisional license.....	75

↪ If an applicant applies for more than one type of license at one time, he or she will be required to pay only one application fee.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 10-25-93; 11-8-95; R113-98, 1-13-99; R079-02, 1-9-2003; R142-08, 2-11-2009)

During discussion of this agenda item, Sandy Lowery noted that the fee schedule listed under NRS 641B.300 represents the maximum amount presently allowable. She further explained that the Board has reached the maximum amount the Board can charge in several areas. The proposed fee changes would allow increases in the areas presently allowed under NRS. Ms. Frakes reminded the Board that the Board had submitted a bill draft during the 77th/2013 Legislative session to overall increase the maximum amounts the Board could charge and the bill draft was rejected by the Governor's office. If the proposed regulation is approved following the State's Rule Making process, the most significant increase in fees would be for the licensed social workers' (LSW) annual license renewal. The increase in the annual renewal fees for LSW'S could bring approximately an additional \$37, 500 to the Board's annual budget. Ms. Frakes indicated that she is planning to revisit an overall increase in the amount of fees the Board could charge during the 78th/2015 Legislative session. Following discussion of this agenda item, a motion was made by Rod Smith and seconded by Annie Wilson to approve this agenda item. This motion was carried without objection.

NAC 641B.126 Licensure by Endorsement

Agenda Item 5A-4

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

(Rationale. As our society has become more mobile, individuals are applying for endorsement of their licenses from other states. Although endorsement of out-of-state licenses are usually straightforward for LSW applicants, applications for clinical social workers are more challenging when attempting to verify their post graduate supervised hours, including psychotherapeutic hours as defined in NAC 641B.057. How each state approves post-graduate hours towards licensure varies. During the 77th/2013 Legislative session, concerns were expressed by certain members of the Legislature regarding state licensing boards appearing to "exclude" or "discourage" of out-of-state applicants. The proposed changes are attempts to recognize the mobility of professional, including licensed professionals throughout the United States and attempts to strike a balance between public protection, fairness pertaining to licensure for individuals from other states and fairness to individuals within this State who have chosen to remain in Nevada and obtain clinical licensure.)

NAC 641B.126 Licensure by endorsement. ([NRS 641B.160](#), [641B.270](#))

1. An applicant for licensure as a social worker [who meets preliminary qualifications for licensure pursuant to NRS 641B.200](#), [minimum qualification for licensure pursuant to NRS 641B.220 through NRS 641B.240](#) and who holds, in another state, at least an equivalent license that is in good standing to engage in the practice of social work as described in this chapter and [chapter 641B](#) of NRS may be licensed by endorsement by the Board to engage in the practice of social work in this State by the Board without taking the examination prescribed by the Board if:

(a) The applicant provides evidence satisfactory to the Board that the applicant has successfully passed the appropriate licensing examination described in subsection 2 of [NAC 641B.105](#) within the immediately preceding 15 years; or

(b) The applicant:

(1) Has successfully passed the appropriate licensing examination described in subsection 2 of [NAC 641B.105](#) or a substantially equivalent examination in the state in which the applicant holds a license; and

(2) Provides evidence satisfactory to the Board that the applicant has held the license for at least 20 years and that at least 50 percent of the practice of the applicant for the immediately preceding 10 years has been in the practice of social work.

2. An applicant for licensure as a clinical social worker or an independent social worker who holds, in another state, at least an equivalent license that is in good standing to engage in the practice of social work as described in this chapter and [chapter 641B](#) of NRS may be licensed by endorsement by the Board ~~if: the applicant provides evidence satisfactory to the Board that the applicant completed, before July 1, 1990, at least 3,000 hours of postgraduate social work supervised by a licensed mental health practitioner.~~

(a) The applicant provides evidence satisfactory to the Board that the applicant has successfully passed the appropriate licensing examination described in subsection 2 of [NAC 641B.105](#) within the immediately preceding 10 years or an examination deemed by the Board, as a substantially equivalent examination. The applicant must have successfully passed the appropriate examination in the state in which the applicant holds a license.

(b) If applying for endorsement of a clinical license from another state, provides evidence to the Board's satisfaction that while holding a clinical license for at least 10 years, at least 50 percent of the applicant's practice has been in the direct practice of clinical social work and/or the supervision of clinical social work.

(c) If applying for endorsement of an independent social worker license from another state, provides evidence to the Board's satisfaction that while holding the independent license for at least 10 years, at least 50 percent of the applicant's practice has been in the direct practice of independent social work and/or the supervision of independent social work.

3. An applicant applying for endorsement of a clinical or independent social worker license who does not meet endorsement criteria as described in section 2 or 3, may be considered for endorsement of their clinical or independent social worker supervised, postgraduate hours towards licensure by the Board if:

(a) The applicant can furnish proof, to the Board's satisfaction, that the applicant has completed 3,000 hours of supervised, postgraduate social work that has been accepted by the state the applicant holds the clinical or independent license. The Board may consider approving the work towards clinical or independent social work licensure if:

(1) The Board determines that the experience of the applicant's supervised, postgraduate hours are substantially equivalent to the current standards established by the Board for those applicants who complete their postgraduate, supervised hours are substantially equivalent to the current standards established by the Board for those applicants who complete their postgraduate, supervised work in this State pursuant to NRS and [NAC 641B](#); and

(2) Verification of the postgraduate, supervised hours are submitted to the Board by the state licensing board where the applicant currently holds a clinical or independent license, in a manner approved by the Board.

4. An applicant who is unable to provide evidence required for endorsement of their out of state license as described in section 2 or evidence of substantial equivalency for consideration of their postgraduate, supervised hours described in section 3, may:

(a) Apply for a provisional license to engage in the practice of clinical or independent social work under a plan of supervision established by the Board until:

(1) The applicant can establish, if applying for endorsement of an independent social worker license, the ability to meet substantially equivalent standards, pursuant to NAC 641B.140, during the period of supervised practice under the provisional independent license; or

(2) The applicant can establish, if applying for endorsement of a clinical social worker license, the ability to meet substantially equivalent standards, pursuant to NAC 641B.150, during the period of supervised practice under the provisional clinical license.

5. The provisional license to engage in the supervised practice of clinical or independent social work for the purpose of establishing substantially equivalent standards may be renewed 2 times in accordance to the application renewal process specified in NAC 641B.110. The provisional license may be subject to disciplinary action pursuant to NRS and NAC 641B during the period of provisional licensure.

~~3~~.6. An applicant for licensure by endorsement or provisional licensure pursuant to section 5 must submit to the Board:

(a) A written application on a form prescribed by the Board;

(b) The applicable fee;

(c) Except as otherwise provided in subsection ~~4~~7, proof that the license issued by the other state or any other license or credential issued to the applicant by another state:

(1) Is currently valid and in good standing; and

(2) Has never been suspended, revoked or otherwise restricted for any reason; and

(d) Proof that the applicant is of good moral character as it relates to the practice of social work.

~~—4~~7. If an applicant has had a license or credential that was issued by another state suspended, revoked or otherwise restricted for any reason, the Board will review and consider the specific facts and circumstances surrounding the suspension, revocation or restriction and may issue or decline to issue a license to an applicant based upon its review.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009)

(Following discussion of this agenda item, the Board took a break from 9:25 a.m. until 9:35 a.m.)

Upon returning from break, the Board continued their discussion regarding this agenda item. Upon completion of their discussion, a motion was made by Rod Smith and seconded by C.J. Yao to approve the proposed regulation changes to NAC 641B.126 as submitted. This motion was carried.

NAC 641B.140 Licensed Independent Social Worker: Internship Required for Licensure

Kim Frakes presented these agenda items to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

Agenda Item 5A-5 through 5A-9

*(Rationale). The proposed change in language clarifies conditions under which the Board may withdraw approval of an internship program. The proposed change is contained in **NAC 641B.140(1)(d)**.*

Agenda Item 5A-5

*(Rationale). The proposed change in language pertaining to conditions under which the Board may require additional Board approved agency sites to be added as part of the program or risk withdrawal of Board approval for the program if the program cannot sustain enough hours to complete the program within 3 years. The proposed change is contained in **NAC 641B.140(1)(c)**.*

Agenda Item 5A-7

*(Rationale). The proposed language clarifies the number of internship sites allowable in an internship program. The proposed change is also contained in **NAC 641B.140(1)(c)**.*

NAC 641B.140 Licensed independent social worker: Internship required for licensure. ([NRS 641B.160](#), [641B.230](#))

1. Except as otherwise provided in subsection 2 of [NAC 641B.126](#), an applicant for licensure as a licensed independent social worker must complete an internship consisting of not less than 3,000 hours of supervised, postgraduate social work. Except as otherwise provided in subsections 2 and 3, the required work must be:

(a) Undertaken in a program that is approved by the Board before the applicant begins the program. The program must include, without limitation:

- (1) An examination, if deemed necessary by the Board;
- (2) An appropriate setting, as determined by the Board;
- (3) Supervision of the applicant by a supervisor who has been approved by the Board; and
- (4) A plan of supervision that has been approved by the Board.

(b) Completed not earlier than 2 years or later than 3 years after the Board approves the program.

(c) A program which is unable to sustain, after 2 quarters, the minimum amount of hours necessary to complete the program by 3 years may be required by the Board to add additional Board approved internship sites or risk withdrawal of the program by the Board. The Board may consider up to 3 Board approved internship agencies to be conducted simultaneously as part of an internship program.

~~(e)~~ (d) Conducted pursuant to the requirements and standards set forth by the Board. For good cause, the Board ~~will~~ may withdraw its approval of a particular program. Examples of good cause shall include, but are not limited to:

(1) An investigation or finding by local, State or Federal authorities pertaining to alleged practice by the internship site which may be deemed illegal, unethical or unsafe as defined in NRS or NAC 641B;

(2) An investigation by the Board of a licensee who allegedly engages in illegal, unethical or unsafe practices as defined in NRS or NAC 641B while providing supervision to interns as an employee or contractor of an agency, or as the owner or operator of an agency which is part of an internship program.

2. Upon application to the Board by an applicant who is currently a licensed social worker or a licensed associate in social work, the Board will approve and accept for licensure supervised postgraduate hours completed in an agency that provides social work services if the applicant:

(a) Has been continually licensed as a social worker for the immediately preceding 10 years; and

(b) Provides evidence satisfactory to the Board of continuous supervision by a licensed social worker for at least 5 of the immediately preceding 10 years.

3. An applicant who has completed 3,000 hours of supervised, postgraduate social work in another state may submit evidence of the satisfactory completion of that work to the Board for its consideration. The Board will approve that work and accept it for licensure if the Board determines that the experience of the applicant is substantially equivalent to the current standards established by the Board for those applicants who complete their work in this State.

4. The following activities do not qualify as supervised, postgraduate social work:

(a) Instruction in techniques or procedures through classes, workshops or seminars.

(b) Orientational programs.

(c) Practice which is not under the supervision of an agency. The Board will consider a person to be under the supervision of an agency if:

(1) Each client who is served by the intern is a client of the agency and that fact is clearly set forth on each contract, release, agreement for financial reimbursement and billing statement which relates to that client;

(2) All records regarding clients belong to the agency and the agency has provided for their confidentiality and safekeeping;

(3) The agency appoints a specific employee of the agency to act as the board-approved supervisor of the intern, if such an employee is available, or otherwise approves a nonemployee to do so;

(4) The appointed supervisor reviews the work of the intern in the manner required for supervisors of interns;

(5) The appointed supervisor is granted complete access to all records of the agency related to the practice of the intern; and

(6) Any compensation for the services of the intern is provided directly by the agency.

(d) Any other activity that the Board determines is not within the scope of the practice of social work.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R079-02, 1-9-2003; R142-08, 2-11-2009)

During discussion of this agenda item, the Board noted minor housekeeping changes in language. This minor change in language was changing "will" to "may" which was noted throughout this regulation. Following review and discussion, a motion was made by James Bertone and seconded by Annie Wilson to approve the proposed regulation changes to NAC 641B.140 as submitted. This included changing the language contained throughout this regulation from "will" to "may". This motion was carried without objection.

NAC.150 Licensed Clinical Social Worker: Internship Required for Licensure

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

Agenda Item 5A-6

*(Rationale). The proposed change in language clarifies conditions under which the Board may withdraw approval of an internship program. The proposed change is contained in **NAC 641B.150(1)(d)**.*

Agenda Item 5A-7

*(Rationale). The proposed change in language pertaining to conditions under which the Board may require additional Board approved agency sites to be added as part of the program or risk withdrawal of Board approval for the program if the program cannot sustain enough hours to complete the program within 3 years. The proposed change is contained in **NAC 641B.150(1)(c)**.*

*(Rationale). The proposed language clarifies the number of internship sites allowable in an internship program. The proposed change is also contained in **NAC 641B.150(1)(c)**.*

*(Rationale). The proposed language clarifies verification of postgraduate supervised clinical hours by out-of-state applicants who are not already licensed in their state as a clinical social worker. The proposed change is contained in **NAC 641B.150(3)**.*

NAC 641B.150 Licensed clinical social worker: Internship required for licensure. ([NRS 641B.160](#), [641B.240](#))

1. An applicant for licensure as a licensed clinical social worker must complete an internship consisting of not less than 3,000 hours of supervised, postgraduate clinical social work. Except as otherwise provided in subsection 3, the required work must be:

(a) Undertaken in a program that is approved by the Board before the applicant begins the program. The program must include, without limitation:

- (1) An examination, if deemed necessary by the Board;
- (2) An appropriate setting, as determined by the Board;
- (3) Supervision of the applicant by a supervisor who has been approved by the Board; and
- (4) A plan of supervision that has been approved by the Board.

(b) Completed not earlier than 2 years or later than 3 years after the Board approves the program. For good cause, the Board will grant a specific extension of this period.

(c) A program which is unable to sustain, after 2 quarters, the minimum amount of hours necessary to complete the program by 3 years may be required by the Board to add additional Board approved internship sites or risk withdrawal of the program by the Board. The Board may consider up to 3 Board approved internship agencies to be conducted simultaneously as part of an internship program.

(d) Conducted pursuant to the requirements and standards set forth by the Board. For good cause, the Board ~~will~~ may withdraw its approval of a particular program. Examples of good cause shall include, but are not limited to:

(1) An investigation or finding by local, State or Federal authorities pertaining to alleged practices by the internship site which may be deemed illegal, unethical or unsafe as defined in NRS or NAC 641B;

(2) An investigation by the Board of a licensee who allegedly engages in illegal, unethical or unsafe practices pursuant to NRS or NAC 641B while providing supervision to interns as an employee or contractor of an agency, or as the owner or operator of an agency which is part of an internship program.

2. At least 2,000 hours of the supervised, postgraduate clinical social work required by subsection 1 must be in the area of psychotherapeutic methods and techniques to persons, families and groups to help in the diagnosis and treatment of mental and emotional conditions. Unless otherwise approved by the Board, an average of 25 hours per week, not to exceed 325 hours in each quarter, of postgraduate hours in the use of psychotherapeutic methods and techniques will be accepted toward

satisfying this requirement. The remaining hours required by subsection 1 may be completed in other areas of clinical social work.

3. An applicant who is not licensed as a clinical social worker but has completed ~~3,000 hours of~~ supervised, postgraduate clinical social work in another state within the immediately preceding ~~10~~ 3 years may submit to the Board for its consideration as part of a Board approved internship program, evidence of the satisfactory completion of that work and documentation that his or her supervisor was a clinical social worker and was qualified to supervise in that state. The Board ~~will~~ may approve that work and accept it ~~for licensure~~ towards hours accrued in an internship program in this State after 2 full quarter in a program if:

(a) Verification of the supervised, postgraduate clinical social work hours are submitted directly from the state where the work was conducted in a manner approved by the Board; and

(b) The Board determines, to the satisfaction of the Board, that the experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board for those applicants who complete their work in this State.

4. The following activities do not qualify as supervised, postgraduate clinical social work:

(a) Instruction in techniques or procedures through classes, workshops or seminars.

(b) Orientational programs.

(c) Role-playing as a substitute for actual social work.

(d) Psychotherapy of the intern himself or herself.

(e) Except as otherwise provided in subsection 5, practice which is not under the supervision of an agency. The Board will consider a person to be under the supervision of an agency if:

(1) Each client who is served by the intern is a client of the agency and that fact is clearly set forth on each contract, release, agreement for financial reimbursement and billing statement which relates to that client;

(2) All records regarding clients belong to the agency and the agency has provided for their confidentiality and safekeeping;

(3) The agency appoints a specific employee of the agency to act as the board-approved supervisor of the intern, if such an employee is available, or otherwise approves a nonemployee to do so;

(4) The appointed supervisor reviews the work of the intern in the manner required for supervisors of interns;

(5) The appointed supervisor is granted complete access to all records of the agency related to the practice of the applicant; and

(6) Any compensation for the services of the intern is provided directly by the agency.

(f) Any other activity that the Board determines is not within the scope of the practice of clinical social work.

5. Any supervised, postgraduate clinical social work completed before January 1, 1990, by an applicant who holds an equivalent license from another state that is in good standing to engage in the practice of clinical social work as described in this chapter and [chapter 641B](#) of NRS is not required to be completed under the supervision of an agency if the Board determines that:

(a) There is good cause for waiving the requirement that the practice be under the supervision of an agency; and

(b) The experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R079-02, 1-9-2003; R048-04, 5-25-2004; R142-08, 2-11-2009)

During discussion of this agenda item, the Board noted minor housekeeping changes in language. This minor change in language was changing "will" to "may" which was noted throughout this regulation. Following review and discussion, a motion was made by Rod Smith and seconded by C.J. Yao to approve the proposed regulation changes to NAC 641B.150 as submitted. This included changing the language contained throughout this regulation from "will" to "may". This motion was carried without objection.

NAC 641B.155 Supervisors of Interns: Generally

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

Agenda Item 5A-8

*(Rationale). The proposed language requires periodic retraining of Board approved intern supervisors and conditions under which the Board may require retraining with consequences of possible forfeiture of Board approval to supervise interns for failure to enroll in retaining workshops. The proposed change is contained in **NAC 641B.155(1)**.*

NAC 641B.155 Supervisors of interns: Generally. ([NRS 641B.160](#))

1. To become a supervisor of an intern, a person must:
 - (a) Be approved by the Board to serve as the supervisor of an intern.
 - (b) Be a licensed independent social worker or a licensed clinical social worker if supervising an intern who is seeking a license as a licensed independent social worker, or be a licensed clinical social worker if supervising an intern who is seeking a license as a licensed clinical social worker.
 - (c) Have at least 3 years of experience as a licensed clinical social worker or licensed independent social worker or have equivalent experience acceptable to the Board.
 - (d) Demonstrate to the Board that his or her current practice:
 - (1) If he or she is supervising an intern who is seeking a license as a licensed independent social worker, consists of not less than 15 hours per month of independent practice.
 - (2) If he or she is supervising an intern who is seeking a license as a licensed clinical social worker, consists of not less than 15 hours per month of clinical practice in the area of psychotherapeutic methods and techniques.
 - ↳ The Board may waive the requirements of this paragraph if the Board determines that there is good cause, including, without limitation, practice within the last 2 years which is equivalent to the requirements of this paragraph.
 - (e) If deemed necessary by the Board, successfully complete a written examination—~~or any training specified by the Board;~~ and
 - (f) If deemed necessary by the Board, successfully complete any ~~training~~ retraining as specified by the Board, ~~prior to accepting any new interns.~~
2. A person will not be approved as a supervisor of an intern if he or she is subject to an order issued by the Board for disciplinary action.
3. A supervisor shall not:
 - (a) Reside with the intern, have an intimate personal relationship with the intern or be related to the intern by blood or marriage;
 - (b) Have had the intern as a client;

- (c) Have had the intern as a supervisor; or
- (d) Supervise more than three interns at one time without prior approval from the Board.

4. The Board will maintain a list of persons who have been approved by the Board to supervise interns and will provide, upon request, a copy of the list to any person who is applying to become an intern.

5. Each agreement pursuant to which a supervisor agrees to supervise an intern and each plan of supervision setting forth the requirements of [NAC 641B.160](#) must be submitted to the Board for its approval. The Board will, when it deems the limitation appropriate, disapprove a proposal for the supervision of a particular intern by a particular supervisor.

6. A supervisor shall keep a record of the internship program which must include, without limitation, the content of meetings and a description of supervisory activities. Such a record must be kept for a minimum of 5 years after the termination of the internship program.

7. The Board will not recognize time spent by an intern:

(a) Under the supervision of a person who has not been approved by the Board to supervise interns; or

(b) In an arrangement covered by an agreement relating to the supervision of the intern which has not been approved by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009)

Following review and discussion of this agenda item, a motion was made by Annie Wilson and C.J. Yao, to approve the proposed regulations changes to NAC 641B.155 as submitted. This motion was carried without objection.

NAC 641B.160 Supervisor of Interns: Duties; Additional Internship Hours if Required; Withdrawal of Approval to Supervise; Reapplication for Approval

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

Agenda Item 5A-7

*(Rationale). The proposed language provides clarification regarding when the Board rejects a quarterly progress report or withdraws approval for a supervisor to supervise interns, that the hours accrued on these progress reports may be forfeited. The proposed change is contained in **NAC 641B.160(4) and (9)**.*

641B.160 NAC Supervisors of interns: Duties; additional internship hours if required; withdrawal of approval to supervise; reapplication for approval. ([NRS 641B.160](#))

1. A supervisor of an intern is responsible for the practice of social work by the intern.
2. A supervisor of an intern shall ensure that:
 - (a) The work of the intern is conducted in an appropriate professional setting;
 - (b) The work of the intern is consistent with the standards of the profession;
 - (c) The intern is assisted with the development of his or her professional identity;
 - (d) The intern has gained the skills required to manage his or her practice;
 - (e) The intern has gained the skills required for continuing competency;

(f) The intern has gained knowledge of the laws and regulations applicable to the practice of social work;

(g) The intern is familiar with the current literature concerning those areas of social work relevant to his or her area of practice; and

(h) The intern provides services that are culturally and linguistically appropriate.

3. A supervisor of an intern shall:

(a) Meet in person with the intern on an individual basis for at least 1 hour every week, unless the Board specifically directs a different schedule or frequency for the meetings, to discuss and evaluate the performance of the intern in his or her practice;

(b) Unless waived by the Board for good cause, if the intern practices social work at a site at which the supervisor does not practice social work, visit the site at least once every month and as necessary consult with the on-site supervisor regarding the practice of social work by the intern;

(c) Prepare and submit to the Board quarterly reports and a final report, unless the Board specifically directs a different schedule or frequency for the reports, on forms provided by the Board, concerning the progress of the intern in his or her practice; and

(d) Be available to consult with the Board concerning the record, competence in practice, emotional and mental stability or professional and ethical conduct of the intern.

4. The Board may reject submitted reports that do not comply with specified reporting criteria, do not provide additional information requested by the Board, or are received past the due date. Any hours accrued on a rejected report may be considered as forfeited by the Board.

~~4~~ 5. Not more than 24 hours of the total supervision of the intern may be in the form of group supervision.

~~5~~ 6. A supervisor of an intern shall analyze the performance of an intern through information obtained from:

(a) Observation or participation in the practice of the intern;

(b) The notes of the intern; and

(c) Process recordings prepared by the intern.

~~6~~ 7. The Board will, if it deems appropriate, require additional hours of internship and supervision for an intern who fails to demonstrate the degree of competency expected at the end of an internship.

~~7~~ 8. The Board will, if it deems it appropriate, withdraw its approval of a person to supervise a particular intern or any intern if the supervisor:

(a) Fails to supervise an intern adequately;

(b) Fails to comply with each applicable provision of a statute or regulation;

(c) Fails to submit acceptable reports as required in paragraph (c) of subsection 3 regarding the progress of each intern under his or her supervision;

(d) Without good cause or approval by the Board, fails to submit two consecutive reports as required pursuant to paragraph (c) of subsection 3;

(e) Fails to complete the training required by the Board pursuant to subsection 1 of [NAC 641B.155](#); or

(f) Becomes subject to an order issued by the Board for disciplinary action.

~~8~~ 9. If the Board withdraws its approval of a person to supervise a particular intern or any intern as described in section 8, the Board may reject the hours reflected on the reports and these hours accrued hours would be forfeited.

~~9-10.~~ A person whose approval to supervise an intern has been withdrawn by the Board because he or she is subject to an order issued by the Board for disciplinary action may reapply for approval to supervise an intern after satisfactorily completing the requirements of the order.

~~10-11.~~ If the Board withdraws its approval of the person supervising an intern, the intern may apply to the Board for the:

- (a) Assignment of another approved supervisor; and
- (b) Approval of a new internship agreement and plan of supervision.

~~11-12.~~ As used in this section, “process recording” means a written record of an interaction with a client.

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A 11-28-89; 5-15-92; 10-25-93; 4-27-94; R113-98, 1-13-99; R112-00, 1-17-2001; R122-06, 7-14-2006; R142-08, 2-11-2009)

During discussion of this agenda item, Sandy Lowery noted that these proposed regulations would provide better clarification to internship supervisors regarding the importance of providing proper supervision to interns in their internship programs. Following discussion, a motion was made by C.J. Yao and seconded by James Bertone to approved the proposed regulation changes to NAC 641B.160 as submitted. This motion was carried.

NAC 641B.200 Professional Responsibility

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member’s Board meeting packet as noted below:

Agenda Item 5A-9

*(Rationale). The proposed language provides clarification regarding circumstances under which a licensee is required to self-report to the Board certain criminal offenses pertaining to misdemeanor traffic offenses which excludes arrests involving driving while under the influence. The proposed change is contained in **NAC 641B.200(21)(c)**.*

641B.200 NAC Professional responsibility. (NRS 641B.160)

1. The status of a licensee must not be used to support any claim, promise or guarantee of successful service, nor may the license be used to imply that the licensee has competence in another profession.

2. A licensee shall not misrepresent, directly or by implication, his or her own professional qualifications, competency, affiliations and licenses, or those of the institutions and organizations with which he or she is associated. A licensee shall provide accurate information concerning his or her credentials, education, training and experience upon request from a client or potential client.

3. If a licensee holds more than one occupational license, he or she shall disclose to his or her client orally and in writing the type of practice of social work in which the licensee is engaged and which of the licenses apply to the practice of social work the licensee is providing to that client. If a licensee is engaged in a practice that is not the practice of social work, the licensee shall disclose to the client orally and in writing the type of practice in which the licensee is engaged and that the practice is not within the scope of the practice of social work. If the licensee fails to disclose to the client that the practice in which the licensee is engaged is a practice other than the practice of social work, the Board, in evaluating

whether the licensee is in compliance with the standards of professional responsibility, will presume that the practice in which the licensee was engaged was intended to be the practice of social work.

4. A licensee shall not engage in the practice of social work while:

(a) The licensee is impaired by alcohol, drugs or any other chemical; or

(b) The licensee is impaired by a mental or physical condition that prevents him or her from practicing safely.

5. A licensee shall not use his or her relationship with a:

(a) Client;

(b) Person with significant personal ties to a client, whether or not related by blood; or

(c) Legal representative of the client,

↳ to further his or her own personal, religious, political or business interests.

6. A licensee is responsible for setting and maintaining professional boundaries with:

(a) Each client;

(b) Each person with significant personal ties to a client, whether or not related by blood;

(c) The legal representative of the client;

(d) Each intern; and

(e) Persons who are supervised by the licensee.

7. Except as otherwise provided by law, a licensee shall not give or receive, directly or indirectly, a fee, commission, rebate or other compensation for professional services that the licensee has not actually and personally rendered. If a licensee is supervising the work of an intern or employee, any billing or documentation of the work must clearly show that the licensee supervised the work and did not personally render services.

8. A licensee shall not knowingly offer service to a client who is receiving treatment from another licensee without prior consultation between the client and the other licensee.

9. Except as otherwise provided in subsection 13, a licensee shall not disparage the qualifications of any colleague.

10. A licensee shall not attempt to diagnose, prescribe for, treat or advise on any problem outside his or her field of competence. Except as otherwise provided in this subsection, a licensee shall not assume duties and responsibilities within the practice of social work if he or she cannot perform the services competently. A licensee may assume duties and responsibilities within the practice of social work for which he or she cannot currently perform the services competently if he or she prepares a reasonable written plan demonstrating the manner in which he or she will acquire the competence necessary to perform the services competently. Such a plan must be completed under the supervision of or with the consultation of a professionally qualified person who can demonstrate competency in the area of study. A copy of a plan prepared pursuant to this subsection must be provided to the Board upon request by the Board.

11. A licensee shall base his or her practice upon recognized knowledge relevant to social work.

12. A licensee shall critically examine and keep current with emerging knowledge relevant to social work.

13. A licensee shall report to the Board any unlicensed, unauthorized, unqualified or unethical practice of social work.

14. Based upon recognized knowledge and standards of practice for social work, a licensee shall prepare and maintain in a timely manner a record regarding each of his or her clients which:

(a) Sets forth his or her assessment of the problems, issues or concerns of the client, the course of treatment or plan of care for the client and the scope of the licensee's services to that client, including, without limitation, any interventions, consultations or mandated reporting; and

(b) Includes, without limitation, copies of:

- (1) All documents relating to the informed consent of the client;
- (2) All documents relating to the release of information regarding the client;
- (3) A record of each contact with the client which includes the date and time of the contact; and
- (4) All other documents required by law or legal documents regarding the client.

15. A licensee shall not:

- (a) Inaccurately record, falsify or otherwise alter or destroy any client's records unless specifically authorized by law.
- (b) Falsify billing records.
- (c) Bill for services not rendered or supported by documentation.
- (d) Refuse to release a client's records upon request by the client unless otherwise specifically authorized by law.

16. A licensee shall maintain each client's records for at least 10 years unless otherwise specifically authorized by law.

17. A licensee shall adequately complete and submit to 17. the Board any reports required pursuant to [chapter 641B](#) of NRS, any regulations adopted pursuant to that chapter and any order, rule or instruction of a court of competent jurisdiction in a timely manner.

18. A licensee shall comply with all the provisions of the statutes and regulations governing the practice of social work that are set forth in this chapter and [chapter 641B](#) of NRS. A licensee shall comply with any state or federal law or regulation that is relevant to the practice of social work.

19. A licensee shall not authorize a person under the supervision of the licensee to perform services outside of the level of licensure, training or experience of the person who is supervised or allow that person to hold himself or herself out as having expertise in a field in which he or she is not qualified.

20. A licensee shall not order or knowingly allow a person under the supervision of the licensee to engage in any illegal or unethical act related to social work.

21. A licensee shall notify the Board in writing within 21 days after:

(a) An action is taken against a license, certification, registration or credential of the licensee issued by any state or territory of the United States;

(b) A criminal charge is filed against the licensee;

(c) The licensee is charged with or convicted of a criminal offense, ~~other than a misdemeanor traffic offense~~ including traffic offenses involving driving while under the influence of alcohol or prohibited substances as noted in NRS 484C;

(d) A civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of social work;

(e) A settlement or judgment in a civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of social work;

(f) The licensee has been placed in a diversionary program; or

(g) The licensee has entered into a program for the treatment of the abuse of a controlled substance or alcohol or a program for the treatment of any other impairment.

22. A licensee shall not supervise any person who engages in the practice of social work if that person has not satisfied the appropriate requirements for licensure pursuant to this chapter and [chapter 641B](#) of NRS.

23. A licensee shall not provide any services, including, without limitation, any diagnosis, therapeutic counseling, therapy or other clinical services, to an intern or other person over whom the licensee has administrative, educational or supervisory authority.

24. A licensee shall not knowingly obstruct an investigation conducted by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 11-9-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R048-04, 5-25-2004; R122-06, 7-14-2006; R142-08, 2-11-2009)

Following discussion of this agenda item, a motion was made by Rod Smith and seconded by C. J. Yao to approved the proposed regulation changes in NAC 641B.200 as submitted. This motion was carried without objection.

(Following this agenda item, the Board took a break from 10:30 a.m. until 10:50 a.m.)

NAC 641B.220 Unprofessional Conduct

Kim Frakes presented this agenda item to the Board. The rationale for the proposed regulation change was presented by Ms. Frakes and was also included in each Board member's Board meeting packet as noted below:

Agenda Item 5A-10

*(Rationale). This proposed change was approved during the September 20, 2013 Board meeting. A minor proposed revision is contained below as noted. The proposed change is contained in **NAC 641B.220(3)**.*

Following review and discussion of this agenda item, a motion was made by Rod Smith and seconded by C. J. Yao to approve the proposed regulation changes in NAC 641B.220 as submitted. This motion was carried without objection.

Proposed Additional Changes to NAC 641B Identified and Submitted by Board Members to Date.

The Board reviewed proposed changes submitted by James Bertone pertaining to NAC 641B.187, continuing education. As submitted, Mr. Bertone proposed the option of substituting one-half of the continuing education hours for all levels of licensees with continuing education courses pertaining to substance abuse, domestic violence or sexual abuse. It was Mr. Bertone's observation that all levels of social work may benefit from any one of the proposed substituted continuing education hours since substance abuse, domestic violence or sexual abuse appears in all areas of social work practice. Although the Board appreciated Mr. Bertone's observations, Kim Frakes noted difficulty she and her staff routinely face pertaining to licensees exhibiting ongoing difficulty in understanding the current requirements for ethics. Following review and discussion, the Board tabled further discussion on this item.

Sandy Lowery discussed continuing education and the need to expand Board approved online courses. In lieu of proposing additional regulation changes, Ms. Lowery and the Board agreed it would be beneficial to bring NASW, Nevada Chapter, to a future Board meeting with the purpose of discussing whether NASW, Nevada Chapter has plans to expand their programs to online courses under their status as a Board approved continuing education provider. Additional discussion followed regarding establishing a policy at a subsequent Board meeting or revising regulations pertaining to the Board's present definition of "interactive". The Board also agreed that recruiting current continuing education presenters and having presenters who have demonstrated an outstanding history of submitting continuing education applications consider becoming a continuing education provider. Regulations

pertaining to Board approved providers would apply. The Board did not take any action following discussion on this item.

(Following discussion, the Board took a break from 11:30 a.m. until 1:00 p.m.)

Upon returning from break, Sandy Lowery presented on the topic of Board approved internship programs. The Board members received documentation pertaining to internship program sites, internship applications, quarterly reports and Termination of Supervision forms. Redacted information pertaining to denied clinical social worker applications were also presented by Ms. Lowery. The purpose of Ms. Lowery's presentation was to support the rationale in conducting the proposed regulation revisions. Ms. Lowery expressed a need for additional LCSW (Licensed Clinical Social Worker) Board members to learn the internship process. It was noted that C. J. Yao and James Bertone would be attending the Board's intern supervisor training scheduled November 4, 2013. Annie Wilson, although not a LCSW, expressed interest in attending this training as well. Kim Frakes indicated that she would get in touch with Ms. Wilson following the Board meeting once all of the logistical details regarding the training were confirmed. Following the presentation by Ms. Lowery, the Board did not take any action.

DEPUTY ATTORNEY GENERAL REPORT

Henna Rasul, Senior Deputy Attorney General, indicated that she did not have anything further to add to today's Board meeting.

PRESIDING OFFICER'S COMMENTS

Sandy Lowery expressed that having all of the Board members and attending staff members present for the retreat proved to be highly productive. She also thanked Kim Frakes for her efforts in logistically planning the Board retreat.

EXECUTIVE DIRECTOR'S REPORT

Kim Frakes also thanked everyone for making the time to be present during the Board retreat. She also expressed that having the Board members and attending staff present in order to review, discuss and take action on the proposed regulation changes proved to be beneficial.

PUBLIC COMMENT

(Pursuant to NRS 241.020, the notice of meeting must include: A period devoted to comment by the general public, if any, and discussion of those comments. No action 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....)

Rod Smith wanted to use the public comment period to express his appreciation of Board staff. He stated that on the numerous times he has interacted with Board staff either by telephone or in person, that everyone is polite and appears to work diligently in order to address whatever task they are required to complete. Kim Frakes thanked Mr. Smith for his comment and indicated that she would pass this along to Board staff.

ADJOURNMENT

A motion was made by Annie Wilson and seconded by James Bertone to adjourn the Board meeting. This motion was carried without objection. This Board meeting was concluded at 3:10 p.m.

Respectfully Submitted,

Kim Frakes
Executive Director