



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

MINUTES OF BOARD MEETING
January 17, 2014

The meeting of the Board of Examiners for Social Workers was called to order by Sandy Lowery, Board President at 9:12 a.m. The meeting was held at Mojave Adult, Child and Family Services, 745 W. Moana Lane, Suite 100, in Reno, Nevada. There was a simultaneous video conference conducted at Mojave Adult, Child and Family Services, 4000 E. Charleston Blvd., Suite B-230, Las Vegas, Nevada. Chairperson Lowery noted that the meeting had been noticed properly and the members present constituted a quorum for the purposes of the Board meeting. Roll call was initiated by Chairperson Lowery, with the following individuals present at the following location(s):

Members Present:

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

Staff Present

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

Public Attendees

Kimberly Williams, Las Vegas
Jason Schwartz, Las Vegas

PUBLIC COMMENT

Mr. Schwartz indicated that he was present to inquire about a continuing education matter. Since this matter was not on the agenda, President Lowery informed Mr. Schwartz that the Board could not take any action on his comment. He clarified that his inquiry was a general continuing education matter. Accordingly, President Lowery directed Mr. Schwartz to contact the Board office where he could have his questions answered by Board staff. He expressed being fine with this. Aside from this, there was no additional comment from any public attendees.

AGENDA

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

CONSENT AGENDA

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

REGULAR AGENDA

DISCIPLINARY MATTERS

(The Board agreed to skip to Agenda Item 6 in order to facilitate the efficacy of the Board meeting).

LICENSURE, INTERN AND APPLICATION ISSUES

Review, Discussion and for Possible Action, Appeal by Kimberly A. Williams, Applicant for Clinical Social Worker Licensure via Endorsement and Denial for Licensure by Board Staff as Submitted Application and Documents did not Appear to Meet "Substantially Equivalent" Standards, Pursuant to NAC 641B.126 and NAC 641B.150.

Kim Frakes presented this agenda item to the Board. Kimberly Williams applied to the Board for clinical licensure via endorsement of her California clinical social worker license, LCS 24963. Her application was received on or around November 13, 2012 and was denied following review by the Board's Executive Director and Board President as it appears that Ms. Williams did not meet substantially equivalent standards for licensure by endorsement. Supporting documentation in each Board member's Board meeting packet included:

1. Supporting Documentation packet, provided by the Executive Director as a supplement to the Board meeting packet; and
2. Appeal Documentation packet, provided by Kimberly Williams, applicant, as a supplement to the Board meeting packet.

Ms. Frakes reviewed Ms. Williams' application process and time line. As submitted, it appeared that Ms. Williams had conducted her postgraduate supervision from December 12, 2005 until December 11, 2006 under one supervisor and that postgraduate supervision continued under a different supervisor From December 12, 2006 until January 15, 2008. Both individuals providing postgraduate supervision for the purpose of clinical social work licensure were California licensed clinical social workers. Supporting documentation requested by the Board and submitted by Ms. Williams included job descriptions of the positions she had held while conducting her postgraduate supervision for clinical social work licensure. Based upon the information as submitted, it appeared that the Children's Social Worker II position held by Ms. Williams did not appear to be substantially equivalent to the standards established by the Board for an individual pursuing clinical licensure via postgraduate supervision. Ms. Frakes indicated that based upon information as submitted, it appeared that the Children's Social Worker III position may be considered as substantially equivalent. Ms. Williams held the Children's Social Worker III position for a period of fourteen (14) months (i.e. August 2, 2007 through February 20, 2009). Her fourteen months in the Children's Social Worker III position appeared to account for 1,900 postgraduate "clinical" hours which would be at least 100 hours short of the required 2,000 clinical hours required by the Board for an internship program. Furthermore, the fourteen months did not meet the minimum two (2) year Board requirement in order for the postgraduate supervision to be considered substantially equivalent. Accordingly, as submitted, Ms. Williams' application for endorsement of her California clinical social worker license did not meet substantial equivalent standards pursuant to NAC 641B.126 and NAC 641B.150. Ms. Frakes further indicated that all of this information was summarized in a letter she had sent to Ms. Williams on November 15, 2013 and that all available options for Ms. Williams were also fully explained in this letter.

Ms. Williams directed the Board to a letter she had submitted (no date indicated) that was received by the Board office on December 13, 2013. She indicated that according to her calculations, she had completed the required two year period of postgraduate supervision and that accordingly, she had completed the minimum 2,000 hours of clinical, psychotherapeutic work. Accordingly, Ms. Williams believed that the work and supervision conducted in California was substantially equivalent and that her California clinical social work license should be endorsed.

Following review of the documentation, did not view her position as a Children’s Social Worker II as substantially equivalent since this position, based upon the agency’s official job description, did not require a masters degree. The Board concurred that the period of time in the Social Worker III position (i.e. August 2, 2007 through February 20, 2009) did not meet the minimum “2 years” required in postgraduate supervision pursuant to NAC 641B.150. There were concerns expressed during the meeting if the work conducted would be considered “psychotherapy” as defined in NAC 641B.057. Ms. Williams asked why she Ms. Frakes had requested all of the information she had submitted if there was a chance of her license not being endorsed. Ms. Frakes responded that per the instructions on the Board’s application, “Information for Clinical Social Worker Licensure”, paragraph two, the last sentence indicated that, *“An applicant has the burden of demonstrating that a position (during postgraduate supervision) constitutes clinical social work.”*

Following review and discussion, a motion was made by Rod Smith and seconded by James Bertone to uphold the decision made by Ms. Frakes to deny Ms. Williams’ clinical social worker application for endorsement of her California since the information submitted by Ms. Williams did not appear to meet substantially equivalent standards pursuant to NAC 641B.126 and NAC 641B.150. The motion was carried without objection.

Ms. Frakes reminded Ms. Williams at the conclusion of this agenda item that the options available to her were contained in the November 15, 2013 Board denial letter. Ms. Frakes encouraged Ms. Williams to contact her at the office if she had any further questions regarding the options available to her.

DISCIPLINARY MATTERS-CONTINUED

Review and Discussion, Redacted Disciplinary Report.

Kim Frakes presented this agenda item to the Board. She noted that as of January 14, 2014, the number of open cases were at “91”. Ms. Frakes indicated that she would address the overall situation pertaining to disciplinary cases in Agenda Item 5B, which pertains to a recap of disciplinary cases in 2013. Board members acknowledged their frustration that cases could not be addressed more expeditiously. The Board, however, supported Ms. Frakes’ ongoing attention and efforts and encourage her to continue to address the open cases to the best of her ability.

Review, Discussion and for Possible Action, Redacted 2013 Disciplinary Case Review.

Kim Frakes presented this agenda item to the Board. Ms. Frakes directed the Board to the redacted case information contained in their Board meeting packets. Annually since 2012 year, the Executive Director has presented the Board a summary of the disciplinary cases addressed the previous year. The summary of the disciplinary cases addressed by the Executive Director and Senior Deputy Attorney General during 2013, including cases that were dismissed, cases that required disciplinary action and open cases. This review offered the Board an opportunity to inquire about the status of certain cases as well as offer comments or input regarding the overall direction of the disciplinary cases under review by the Executive Director. A summary of cases addressed in 2013 is as follows:

Total Number of Cases Received in 2013..... 25

Total Number of Cases Dismissed in 2013..... 25 (62.5% of goal)

- 2/15/13 Board Meeting (10 Cases dismissed)
- 5/17/13 Board Meeting (1 Case dismissed)
- 6/21/13 Board Meeting (1 Disciplinary Action, Consent Decree and 10 dismissed)
- 8/16/13 Board Meeting (1 Disciplinary Action involving 3 cases—Consent Decree = 3 Cases; 0 Cases dismissed)

- 9/20/13 Board Meeting (4 Cases dismissed)

Total Number of Cases to Hearing in 2013.....	0
Applications Brought to Hearing.....	0
(1 application involving a disciplinary action in another state—applicant’s file still open)	
Total Number of Consent Decrees in 2013.....	2
TOTAL CASES IN 2013 (Dismissed + Action).....	25

(Goal was 10 cases per quarter = 40 cases annually)

(Total Cases Received in 2009 = 44)
(Total Cases Received in 2010 = 47)
(Total Cases Received in 2011 = 34)
(Total Cases Received in 2012 = 36)
(Total Cases Received in 2013 = 25)

The Board thanked Ms. Frakes for the useful information and acknowledged the importance of continuing to address the ongoing cases diligently. Following Ms. Frakes’ presentation, the Board did not take any action on this agenda item.

(This agenda item was taken out of order to aid in the efficacy of this meeting).

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. She left the meeting afterwards around 10:10 a.m.

LEGISLATIVE AND REGULATORY ISSUES

Review, Discussion and for Possible Action, Final Draft of Proposed Permanent Regulation Changes, Approved by the Board on October 18, 2013, Including Approval for the Executive Director to Approve any Subsequent Recommendations to the Proposed Regulation Changes Made by the Legislative Counsel Bureau (LCB). The Final Proposed Draft Reflects:

1. *Proposed Language Modifications to Regulation Changes Already Approved by the Board During the October 18, 2013 Board Retreat;
2. *Proposed Formatted Changes Pursuant to State Legislative Counsel Bureau (LCB) Requirements; and
3. *The Addition of a Proposed Regulation Pertaining to the Length of Time Hours Acquired in a Board Approved Internship Program (Which Does not Lead to Independent or Clinical Social Work Licensure in Nevada or Another State) may be Approved by the Board Following the Termination of the Internship Before These Hours Would be Considered Permanently Forfeited.

Kim Frakes presented this agenda item to the Board. She indicated that following the posting of the agenda for this meeting, she had the opportunity to review the State Attorney General’s Administrative Rulemaking manual. It appears that the process for regulation changes, including the drafting of regulation (i.e. rulemaking process) is quite extensive than she had initially realized. In order to submit all of the Board’s

proposed regulation changes as required by the Legislative Counsel Bureau (LCB), Ms Frakes respectfully requested the Board members to review the rulemaking/regulation change process as noted in the State Attorney General's and other informational documentation submitted in the Board packet and then agree to table this agenda item until she completes the drafted proposed regulation changes in the format required by LCB. It was Ms. Frakes' goal to have the proposed regulation changes completed in the required LCB format, submit them to each Board member via email and then schedule a Board meeting via teleconference for the purpose of final approval of the proposed regulation from the Board before submitting them to LCB. Her anticipated deadline would be the end of January with a teleconferenced Board meeting either at the end of January or beginning of February, 2014. Included in each Board member's Board meeting packet were:

1. Copies of pages 14 through 34 from the *Administrative Rulemaking* manual which details the required regulation change format;
2. A copy of a proposed regulation change submitted by the State Board of Health which includes all steps and documentation required for regulation changes; and
3. A copy of NAC 457, in its original format prior to the proposed regulation change to NAC 457.313 by the State Board of Health.

Following review of the submitted information, the Board agreed to table this agenda item and wait for Ms. Frakes to format the proposed regulation changes as noted in the *Administrative Rulemaking* and schedule a subsequent Board meeting to review the formatted regulation changes. There was no further action taken on this agenda item by the Board.

Review, Discussion and for Possible Action, Updates Pertaining to the Following Assembly and Senate Bills Passed During the 77th/2013 Legislative Session and Their Impact Upon Board Operations:

1. * SB21, Which, "Revises Provisions Governing State Financial Administration", <http://leg.state.nv.us/Session/77th2013/BillsSB/SB21>.
2. *AB252, Which, "Makes Various Changes to the Nevada Administration Procedure Act", <http://leg.state.nv.us/Session/77th2013/BillsAB/252>.
3. *AB445, "Requiring...Notices of Public Meetings by Public Bodies (to) be Posted on the Official Website of the State...", <http://leg.state.nv.us/Session/77th2013/BillsAB/445>.

Kim Frakes presented this agenda item to the Board. She indicated that this agenda item served to update the Board about Assembly and Senate bills passed during the 77th/2013 Legislative session which have or will have significant impact to Board operations. Included in each Board members' Board meeting packet were copies of:

1. SB 21. Please go to: <http://leg.state.nv.us/Session/77th2013/BillsSB/SB21> for a full copy of this bill.
2. Copy of blank license renewal form requesting the information required pursuant to SB 21.
3. AB 252. Please go to: <http://leg.state.nv.us/Session/77th2013/BillsAB/252> for a full copy of this bill.
4. AB 445. Please go to: <http://leg.state.nv.us/Session/77th2013/BillsAB/445> for a full copy of this bill.

Ms. Frakes reminded the Board that SB 21 requested information for the State Controller's regarding the collection of a debt owed to the State. Part of this bill required State licensing boards to provide the State Controller the business license number of a licensee and for this information to be submitted according to a schedule established by the State Controller. Ms. Frakes indicated that similar to other licensing boards, the license renewal forms have been modified to ask a question pertaining to whether a licensee has a business license. Ms. Frakes also provided an overview of AB 252 which pertained to the proper posting of proposed regulation changes by a State agency and AB 445 which pertained to the posting of meetings by public bodies (including the Board) to be posted on the official website of the State. Ms. Frakes indicated that she had been receiving periodic updates regarding the official State website. Although the start date for the posting of

meetings on the official website was to begin on January 1, 2014, there have been some unforeseen set backs. It was anticipated, however, that the State's website should be able to accept postings of public body meetings in the near future. Ms. Frakes also indicated that this particular required posting would be in addition to the places where the Board presently posts its meetings. Ms. Frakes concluded that this additional posting was in the spirit of State government transparency. Following Ms. Frakes' presentation of this agenda item, the Board did not take any further action.

PRESIDING OFFICER'S COMMENTS

President Lowery indicated that she did not have anything further to add to this Board meeting.

BOARD OPERATIONS

Review, Discussion and for Possible Action, the approval of Minutes for the October 18, 2013 Board Retreat.

Kim Frakes presented this agenda item to the Board. The meeting minutes for the October 18, 2013 Board retreat was prepared by Ms. Frakes for the Board's review, discussion and possible action to approve the minutes. Following final approval by the Board, the final version of the minutes will be posted on the Board's website. A copy of the minutes from the October 18, 2013 Board retreat was enclosed in each Board member's meeting packet. A motion was made by Rod Smith and seconded by Annie Wilson to approve the October 18, 2013 Board retreat minutes as submitted. This motion was carried without objection.

Review, Discussion and for Possible Action, Change to a Current Employee's Job Classification from "Administrative Aid" to "Administrative Assistant I", Including Corresponding Salary Increase, Based Upon Demonstrated Increase in Job Related Knowledge, Skills, Abilities and Responsibilities Over the Past Several Months.

Kim Frakes presented this agenda item to the Board. Doreen Fernandez was hired as a part-time Administrative Aid on February 11, 2013. Since that time, Ms. Fernandez has continued to demonstrate increasing knowledge, skills, and abilities, as part of her professional growth. This has resulted in an increase in responsibilities in the day-to-day Board office operations. Accordingly, Ms. Frakes requested a reclassification of Ms. Fernandez's job classification from an Administrative Aid to an Administrative Assistant I (with a corresponding increase in pay) in order to acknowledge her continued professional growth and increasing responsibilities in the Board office. If approved, Ms. Fernandez's hourly pay will go from \$11.00 per hour to \$13.92 per hour (grade 23-02) and would become effective on February 16, 2014. Included in each Board members' Board meeting packets were copies of:

1. State of Nevada Department of Administration Division of Human Resource Management, job classifications for Administrative Aid and Administrative Assistant I.
2. Pay Policy 01, Classified on Employee/Employer Pay Contribution Plan Compensation Schedule, effective 07/01/2013.

Following review and discussion of this agenda item, a motion was made Rod Smith and seconded by Annie Wilson to approve Ms. Fernandez's job classification from Administrative Aid to Administrative Assistant I, with a corresponding increase in pay. This would become effective on February 16, 2014.

Review, Discussion and for Possible Action, Proposed 2014 Strategic Planning as it Pertains to Board Operations Including, but not Limited to:

1. *Possible Increase in Office Space;
2. *Possible Upgrades or Purchase of Office Equipment, Including Copier, Computers and Telephone System;

3. *Possible Employment/Contracting of a Part-time or Contracted Board Investigator; and
4. *Any Additional Board Operational Items Identified by Board Members.

Kim Frakes presented this agenda item 10 C, 1 through 4, to the Board. These agenda items were for the purpose of identification and discussion of broad goals that Ms. Frakes had established for the 2014 year as it applied to overall Board office operations. During discussion of the above agenda items 1 through 4, Board members were encouraged to offer input and recommendations regarding these goals. This overall agenda item also served to afford Board members an opportunity to add other goals pertaining to overall Board operations in 2014.

2. Possible Upgrades or Purchase of Office Equipment, Including Copier, Computers and Telephone System:
(This agenda item was taken out of order).

In discussing the upgrade to office equipment, copier, computers and telephone system, Ms. Frakes noted that after April 1, 2014, the State would no longer be able to support the Board's current software system. Accordingly, upgrading the Board's computer system was viewed as a necessity. The upgrade would cost the Board approximately \$5,000.00 for three (3) desktop computers and one lap top. Ms. Frakes indicated that given the ongoing demands for her position, she needed the lap top in order to work from home. Ms. Frakes also indicated that the contract on the office's present copier system would expire in May, 2014 and that the Board should consider an upgrade which would allow documents to be scanned and saved on the office computers. Ms. Frakes explained that this would assist tremendously in the office's overall organization and efficiency. Ms. Frakes indicated that the present telephone system is outdated. It contains only two (2) lines and that this often hampers the ability to make or receive telephone calls. The Board indicated that licensees and individuals from the community often expressed frustration in not being able to reach the office because a telephone line was busy. In upgrading the telephone system, Ms. Frakes indicated it was her goal to increase the number of phone lines with each line dedicated to a specific area of Board operations, such as "applications", "continuing education", etc. Following review of this agenda item, a motion was made by Rod Smith and seconded by C. J. Yao to pursue upgrades and related purchases in the areas of computers, copier and telephone system. This motion was carried without objection.

1. Possible Increase in Office Space:

In discussing a possible modest increase in office space, Ms. Frakes directed the Board to review the office schematics which included a portion of vacant offices next door. Ms. Frakes indicated that acquiring the additional space would provide approximately 420 square feet of space at a cost of approximately \$420.00 per month. Ms. Frakes indicated that it appears that this additional cost would amount to \$5,040.00 annually. This additional annual cost could be supported by the present budget but would require approval from the State's Public Works Division. The Board concurred that the modest increase in space was needed and would be of benefit to Board staff in supporting office organization. Following presentation of this agenda item, a motion was made by C.J. Yao and seconded by Annie Wilson for Ms. Frakes to pursue acquiring the additional office space located next door. This motion was carried without objection.

3. Possible Employment/Contracting of a Part-time or Contracted Board Investigator:

In discussing this agenda item, Ms. Frakes recommended hiring an investigator either as a part time employee or as a contracted employee. She indicated that addressing the Board's disciplinary caseload is in fact a full-time job and since the Board's budget presently does not allow for the hiring of an additional employee at this point, the next best thing would be to see if the recommended increase in Board fees would be approved by the interim Legislative committee which oversees this matter. If the fee increase is approved by the interim Legislative committee, then the modest increase in licensing fees may allow the Board to consider hiring at

least one if not two investigators to address ongoing disciplinary issues. If this occurs, Ms. Frakes indicated that she would still continue to address ongoing disciplinary concerns and the investigators could be utilized to address the more complicated allegations. Ms. Frakes indicated that many State Boards have disciplinary matters addressed exclusively by a full-time board investigator. The Board echoed Ms. Frakes' sentiments that additional assistance was needed in order to address the ongoing number of allegations received by the Board against licensees. Following review and discussion of this agenda item, a motion was made by James Bertone and seconded by Rod Smith to pursue addressing the hiring of at least one Board investigator for now, with an additional investigator possibly being hired should the interim Legislature concur with the proposed increase in licensing fees. The Board expressed that an ideal, long-term goal would be to have a contracted Board investigator in Northern Nevada and another investigator in Southern Nevada. Following review and discussion of this agenda item a motion was made by James Bertone and seconded by Rod Smith for Ms. Frakes to pursue hiring part-time or contracted investigator to assist with ongoing Board disciplinary investigations and to consider pursuing an additional investigator if the increase in fees is approved by the interim Legislative committee. This motion was carried without objection.

4. Any Additional Board Operational Items Identified by Board Members.

Kim Frakes presented this agenda item to the Board. She solicited input from the Board to determine whether there were any additional Board operational items pertaining to strategic planning for the upcoming 2014 year. None of the Board members had any additional recommendations to offer towards the 2014 year's strategic planning as it pertained to Board operations. The Board did not take any action on this agenda item.

Review, Discussion and for Possible Action, the Board's Audited Financial Statement for Fiscal Year July 1, 2012 Through June 30, 2013.

Kim Frakes presented this agenda item to the Board. A copy of the audit pertaining to the Board's Financial Statements, July 1, 2012 through June 30, 2013, was completed on November 30, 2013 and sent to the Legislative Counsel Bureau (LCB), pursuant to Nevada law, by December 1, 2013. A copy of the June 30, 2013 financial audit conducted and concluded by Coulson and Associates was included in each Board member's Board packet. Ms. Frakes indicated that the audit was a through one which resulted in the auditor not finding any, "...*financial weaknesses of a magnitude to justify inclusion within (his) audit report.*" Ms. Frakes directed the Board to page 22 of the audit which contained the Auditor's summary and comments. Accordingly, this appeared to be a solid financial audit without any inclusions or concerns expressed by the auditor. Following review of this agenda item, a motion was made by C.J. Yao and seconded by James Bertone to accept the July 1, 2012 through June 30, 2013 fiscal year audit of the Board's financial statement as submitted. This motion was carried without objection.

Review, Discussion and for Possible Action, the Year-to-Date Board Cash Flow Statement Covering July 1, 2013 Through December 31, 2013, in Comparison to the 2013/2014 Fiscal Budget.

Kim Frakes presented this agenda item to the Board. The 2013/2014 Board fiscal year began on July 1, 2013. This agenda item served to update the Board regarding total revenue, Board costs and expenditures for this fiscal year which ends June 30, 2014. It was noted at the bottom of the audit page that percentages at or near 50% were deemed as being on target. Ms. Frakes pointed out areas on the audit which she believed may be of interest to the Board. This included reimbursement of disciplinary costs at 90.32% and legal fees at 23.70%. Ms. Frakes cautioned that although Ms. Rasul's legal fees were low, this could increase sharply once more disciplinary cases are brought to the Board for either dismissal or disciplinary action. She summarized that overall, the Board appeared to be on target with the 2013/2014 fiscal year budget. A copy of the 2013/2014 year end cash flow statement comparison to the fiscal 2013/2014 budget was included in

each Board member's Board meeting packet for review. C.J. Yao asked if the purchase of new computers and scanning documents would assist in the reduction of paper use. Ms. Frakes indicated that there has been an overall decrease use in paper since her tenure at the Board. She attributed this to requiring Board staff to print 2 sided whenever possible. Ms. Frakes further anticipated reduction in paper use once the Board office acquired the ability to scan documents via the upgraded copier. Following review and discussion, a motion was made by James Bertone and seconded by C.J. Yao to approve the 2013/2014 Year-to-Date Cash Flow Statement as submitted. This motion was carried without objection.

EXECUTIVE DIRECTOR'S REPORT

Review and Discussion, Executive Director's Report.

Kim Frakes presented this agenda item to the Board. Much of this report is routinely considered as information only and has historically been devoted during the Board meeting for Ms. Frakes to bring the Board up-to-date on items of concern (items of interest that do not require action or do not need a full agenda position) or to make recommendations for future agenda items. This time has also been historically used to ask Ms. Frakes about any issues relating to the day to day operations of the Board. Ms. Frakes indicated that she did not have anything further to add to today's Board meeting. She thanked everyone for their attendance. Annie Wilson indicated that she would be contacting Ms. Frakes with a separate, unrelated question.

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 and hard work. Kim Frakes thanked Mr. Smith for his comment and indicated that she would pass this along to Board staff. Aside from Mr. Smith's comment, there was not anyone from the public who wished to offer comment.

ADJOURNMENT

A motion was made by James Bertone and seconded by C. J. Yao to adjourn the Board meeting. This motion was carried without objection. This Board meeting was concluded at 10:45 a.m.

Respectfully Submitted,

Kim Frakes
Executive Director