



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 16, 2015

The meeting of the Board of Examiners for Social Workers was called to order by Sandy Lowery, Board President at 9:04 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 videoconference 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 President Lowery, with the following individuals present at the following location(s):

Members Present:

Sandra Lowery, LCSW, Board President, Reno
Rod Smith, Public Member, Board Secretary/Treasurer, Reno
James Bertone, LCSW, Board Vice 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
Nancy Wolfen, Board Staff

Public Attendees

Jeanette K. Belz, MBA, NV Psychiatric Association, Reno
Steven Brotman, BBS Counseling, Las Vegas
Leslie Newman, MSW, Neurofeedback and Counseling
Veronica Perez, LSW, Clinical Social Work Intern, BBS Counseling, Las Vegas

PUBLIC COMMENT

Public comment was offered in Las Vegas, by Steven Brotman, BBS Counseling, pertaining to the Board's position on biofeedback and neurofeedback. Mr. Brotman indicated that his appearance at this Board meeting pertained to "Cease and Desist" letters he and others throughout the community had received from the State Board of Psychological Examiners. The Cease and Desist letters appeared to inform recipients that the scope of practice for biofeedback and neurofeedback were exclusive to State licensed psychologists. Henna Rasul reminded that Board that this was a period for "public comment" only. Should Mr. Brotman wish for the Board to consider taking action on any item, including this particular topic, he should submit a request in writing to be placed on a subsequent Board agenda. Mr. Brotman indicated that he would do so.

Veronica Perez, LSW, expressed wanting to provide public comment regarding her Internship Program. President Lowery noted that Ms. Perez was already on the agenda as Agenda Item 6A and that the Board would address this agenda item momentarily.

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.

A motion was made by Rod Smith and seconded by C.J. Yao, to approve the Consent Agenda as submitted. This motion was carried without objection.

(Following approval of the Consent Agenda, the individuals offering public comment from Bilingual Behavioral Services left the Board meeting).

REGULAR AGENDA

DISCIPLINARY MATTERS—*(Tabled)*

(The following agenda item was taken out-of-sequence in order to aid with the efficacy of the Board meeting).

LICENSURE, INTERN AND APPLICATION ISSUES

Review, Discussion and for Possible Action, Written Request by Veronica Perez, LSW, CSW Intern, to Present her Internship Program Application (Application), as Submitted to the Board Office (Office), the Office's Application Process Pertaining Ms. Perez's Application and her Concerns Regarding the Timeliness in Processing her Application.

Kim Frakes presented this agenda item to the Board. On October 22, 2014, the Board received Ms. Perez's "Application for Social Work Internship" (Intern Application). On December 15, 2014, Ms. Perez submitted a written request for the Board to review her Application process during the next regularly scheduled Board meeting. Ms. Perez's letter expressed concerns regarding the length of time it took Board staff to process her Intern Application. She indicated that the time it took for the Board staff to process her Intern Application caused her financial hardship. Ms. Frakes noted that in each Board member's Board meeting packet, redacted copies of Ms. Perez's "License Application for Social Worker" (LSW Application) and redacted copies of Ms. Perez's Intern Application were included. An overview of the processing of Ms. Perez's applications was also included (Attachments A and B). Page 2 of Ms. Perez's October 22, 2014 letter to the Board, asked the Board to address specific questions she had pertaining to the processing of her application. Each Board member's Board meeting packet contained copies of:

1. Attachment A—LSW Application and timeline;
2. Attachment B—Intern Application and timeline;
3. Attachment C—Ms. Perez's written request to appear before the Board, Open Meeting Law required documentation and responses offered by the Executive Director to Ms. Perez's questions as posed in her December 15, 2014 letter, with an invitation to the Board by the Board Executive Director for any additional responses.

The Board took time to review the contents in Attachments A through C. During discussion of Attachment A, President Lowery summarized the timeline as noted:

The Board received Ms. Perez's LSW application and request from UNLV (University of Nevada, Las Vegas) and request from UNLV supporting her eligibility to take the Masters' exam in March 2014. The Board granted Ms. Perez permission via letter to take the Masters' exam in April, 2014. This letter was accompanied by fingerprint cards and corresponding instructions. In August, 2014, the Board noted a telephone conversation with Ms. Perez reminding her that her fingerprint cards and official transcripts from UNLV were still required to complete her LSW application. In September, 2014, the Board received official verification from ASWB that Ms. Perez had taken and passed the Masters' exam. This was followed by a written checklist from the Board to Ms. Perez of items still required which included her fingerprint cards and official transcripts. There was an additional telephone conversation between the Board and Ms. Perez in September, 2014, indicating that the

fingerprint cards and official transcripts were required. In October, 2014, following receipt of the pending documents, Ms. Perez received her LSW license. Per her request, the Board mails Ms. Perez an Internship Program application packet, along with her wallet card. The Board subsequently received Ms. Perez's Internship Program application in October, 2014.

Ms. Frakes summarized the items contained in Attachment B as noted:

In late October, 2014, Board staff incorrectly informed Ms. Perez that a copy of her driver's license was required in order to process her Internship Program application. It was later discovered about a week later that a copy of Ms. Perez's driver's license was already received. Ms. Frakes explained that Board staff apologized to Ms. Perez for this mix up but indicated that this did not cause a delay in the processing of her Internship application. In November, 2014, Ms. Perez is informed during a telephone conversation with Board staff that item 9 on the Internship application checklist is required (agency job description for the internship position). Ms. Perez's Internship application is processed during the last week of November, 2014. Since both Ms. Perez and her Board approved supervisor requested that the Internship Program's effective date begin on "December 1, 2014", the Internship start date was approved accordingly. On December 1, 2014, both Ms. Perez and her Board approved LCSW supervisor are telephoned regarding the approval and effective start date of the Internship. The voicemail messages left for both indicate that appropriate documentation will follow. Corresponding documentation was sent during the third week of December.

Ms. Frakes summarized the questions posed by Ms. Perez, attached in Attachment C, as noted:

Question 1 pertained to the Board's "Prompt response" for applications. Ms. Frakes indicated that it appears that the Board had responded promptly and timely when processing Ms. Perez's application. Ms. Perez had received approval to take the Masters' examination in March, 2014. She also received numerous reminders of information that was required to process both her LSW and Internship applications. Ms. Frakes indicated that had Ms. Perez taken the exam promptly following Board approval and submitted required items timely, her Internship would have started sooner.

Question 2 requested clarification on documentation required in processing applications. Ms. Frakes noted that this was already provided to Ms. Perez in both her LSW and Internship Program application.

Question 3 pertained to the Board placing internship program applications on the website. Ms. Frakes indicated that the internship program applications are not on the website as there are specific screening questions which must be clarified in order to determine the Board's preauthorization of agencies and LCSW supervisors.

Question 4 pertained to Ms. Perez's belief that Board staff was not timely in informing her of items which were required in order to process her application. Ms. Frakes indicated that as outline in Attachments A and B, Board staff was timely. Ms. Perez received ample written and verbal reminders of what was required to process her applications.

Question 5 pertained to why Internship Program documentation was not sent to Interns and LCSW supervisors sooner. Ms. Frakes indicated that the information is updated on the Board's website each Tuesday by 5:00 p.m. Many companies and agencies which provide for reimbursement for services, including Nevada Medicaid are familiar with this process. The Board office also receives and provides telephone verifications for these agencies regarding active Internships.

Ms. Lowery noted that it appears that Ms. Perez's applications had been processed timely by Board staff, including her Internship application, which was processed within the thirty (30) days required. Following

review and discussion of this agenda item, it appeared that Ms. Perez received clarification regarding the Board's application process and how information was provided to her timely regarding items required in order to process applications. Following review and discussion of this agenda item, the Board did not take any action.

Review and Discussion, Updated Quarterly Progress Report Form for Clinical Social Work Internship Programs.

President Lowery presented this agenda item to the Board. She noted that she had recently updated the Quarterly Progress Report form used in the Clinical Social Work Internship Programs. This agenda item provided the Board with an opportunity to review her handiwork before it would be submitted to the StateWeb as an interactive PDF form. President Lowery stated that she would also provide copies of this form during her Supervisor Training Workshop at the end of the month as a pilot project. Her next project would be to improve the Independent Social Work Internship Quarterly Report forms. Included in each Board member's Board meeting packet was a copy of the updated form and the previous form to view as a comparison. The Board members noted that updated form was easier to read and thanked President Lowery for her work in updating this form.

DISCIPLINARY MATTERS—CONTINUED

(The following agenda items were taken out of sequence and combined in order to aid with the efficacy of the meeting).

Review and Discussion, Redacted Disciplinary Report and from BOARD OPERATIONS, Review, Discussion and for Possible Action, the Hiring of Nancy Wolfen, as a "Part-time" Legal Secretary/Administrative Assistant, Including her Beginning Salary and Effective Date of Hire and Solicitation and Interviewing of a Replacement When Board Funding Allows.

Kim Frakes presented this agenda item to the Board. Ms. Frakes presented a copy of the redacted Disciplinary Report which was located in each Board member's meeting packet. She indicated that the list is the same Disciplinary List from the November 21, 2014 Board meeting. Due to staff shortages during the holidays, Ms. Frakes admitted that she was not able to provide active disciplinary cases her full attention. Ms. Frakes introduced "Nancy Wolfen" to the Board. She indicated that Ms. Wolfen (Agenda Item 12G) is recently retired. A copy of Ms. Wolfen's resume was included in each Board member's Board meeting packet. It was noted that Ms. Wolfen had worked extensively since on or around 1996 in the legal field as a paralegal. Some of the duties addressed by paralegals would include drafting legal documents, including letters, providing certain levels of preliminary investigations, setting the case files up for attorney review and case management of legal files. Ms. Frakes indicated that similar duties could be provided to the Board's disciplinary cases. C.J. Yao inquired whether Ms. Wolfen, who did not have a background in social work, could fully understand and work with the Board's disciplinary cases. Sandy Lowery noted that the Board's previous Executive Director was not a licensed social worker but was able to fully address the ongoing needs of the Board. Kim Frakes further noted that most of the executive directors for licensing boards usually are not licensed by the boards they oversee. Following review and discussion, action was taken on Agenda Item 12G. A motion was made by James Bertone and Seconded by Rod Smith to hire Nancy Wolfen as a "Part-time Legal Secretary, Administrative Assistant" at fifteen dollars (\$15.00) per hour, effective February 1, 2015. This motion was carried without objection.

LEGISLATIVE AND REGULATORY ISSUES

Review, Discussion and for Possible Action, Current List of Pre-filed Bills for the Upcoming 78th 2015 Legislative Session, Which May Require Monitoring and Follow Up by Identified Board Member(s) and/or Board Staff, With Bill Sponsor and Legislative Committee Members:

- i. AB 53 *AN ACT relating to administrative procedure; revising provision governing the standard or proof in administrative hearings...* <http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=139>
- ii. AB72 *AN ACT relating to professional licensing board; providing professional licensing boards with the authority to issue citations in certain circumstances...*
<http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=166>
- iii. AB89 *AN ACT relating to professions; ...authorizing certain qualified professionals to apply for a license by endorsement...requiring a regulatory body to develop opportunities for reciprocity of licensure for certain qualified professionals; requiring a regulatory body in certain circumstances to prepare and submit to the Intragency Council on Veterans Affairs an annual report relating to veterans...*
<http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=89>
- iv. AB91 *AN ACT relating to mental health; expanding the list of persons authorized to file an application for the emergency admission of a person alleged...with mental illness and...expanding the list of persons authorized to complete a certificate stating that certain persons admitted to certain mental health facilities...are not persons with mental illness...*
<http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=188>
- v. AB93 *AN ACT relating to public health; requiring certain licensed professionals to receive suicide prevention and awareness training in order to renew a license...*
<http://leg.state.nv.us?Session/78th2015/Reports/history.cfm?ID=93>
- vi. SB7 *AN ACT relating to mental health; (See AB91)*
<http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=8>
- vii. SB10 *AN ACT relating to criminal procedure; allowing the Division of Public and Behavioral Health and Human Services to establish a program to provide certain services to a criminal defendant while...incarcerated...* <http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=11>
- viii. SB15 *AN ACT relating to health care professionals; requiring a mental health professional to notify certain persons when his or her patient make explicit threats or imminent serious physical harm or death in certain circumstances...* <http://leg.state.nv.us/Session/78th2015/Reports/history.cfm?ID=25>
- ix. SB70 *AN ACT relating to public bodies; making various changes relating to meetings of public bodies...*
<http://leg.state.nv.us/Sessions/78th2015/Reports/history.cfm?ID=114>
- x. SB84 *AN ACT relating to health care providers; including certain alcohol and drug abuse counselors and problem gambling counselors in the definition of "provider of health care" for purposes of various provisions relating to healing arts...* <http://leg.state.nv.us/Sessions/78th2015/Reports/history.cfm?ID=150>
- xi. Any additional pre-filed bills brought to the Board's Executive Director's Attention Following the Completion of this Board Meeting's Agenda.

Kim Frakes presented this agenda item to the Board. Ms. Frakes provided an overview of the bills currently being tracked by her on behalf of the Board. Additional attention was given to:

AB 53 "...(*Revises*) provisions governing the standard of proof in administrative hearings; making various other changes to the Nevada Administrative Procedure Act..." This would increase the burden of proof for the Board as it pertains to disciplinary proceedings. Henna Rasul indicated that this would increase the burden of proof for the Board to fifty-one percent probable.

AB 89 During the July 18, 2014 Board meeting, Caleb Cage, Director of Military and Veterans Policy, Office of the Governor, addressed the Board (Agenda Item 6C). Mr. Cage indicated that he, on behalf of the Governor, would be introducing a bill which would capture aggregate information from State licensing boards pertaining to veteran statistics. The proposed bill would also enact provisions relating to licensure reciprocity

or endorsement for veterans and possibly spouses of active duty military personnel. During Mr. Cage's Board meeting presentation, Ms. Frakes and the Board discussed whether the Board, in addition to drafting language pertaining to licensure endorsement for active duty military and spouses could also include language as it pertained to raising the ceiling (NRS 641B.300) on what the Board may actually charge in NAC 641B. Mr. Cage indicated that this may be considered and that he would contact Ms. Frakes regarding bill draft deadlines. Ms. Frakes stated that several weeks later, Mr. Cage did contact Ms. Frakes, informing her that the deadline was that afternoon. Ms. Frakes informed the Board that although there was little time to prepare a proposed bill draft, she hastily prepared one which contained proposed language as it pertained to the licensure via endorsement for active duty personnel and spouses, raising the ceiling on what fees could be charged in NAC 641B and including the Board in language pertaining to agencies having access to criminal records. Ms. Frakes attempted to use archived language from bill drafts the Board had approved during previous Legislative sessions but admitted she had to improvise as she was unable to find any archived language. When Ms. Frakes followed up with Mr. Cage to discuss the outcome of her submitted bill draft, he indicated that he did not believe that the Board's draft had made it into the body of the proposed bill. Ms. Frakes informed the Board that when she was reviewing the initial bill drafts for the upcoming Legislative session, she was surprised to see that the language she had submitted to Mr. Cage had actually made it into the bill draft. Ms. Frakes anticipated that since this was a "draft" it was not uncommon for there to be revisions during the session. She also cautioned the Board that although the proposed language had made it into the bill draft, Legislative sessions are notorious for having surprise outcomes, including this bill in its entirety being drastically modified or even pulled. The Board indicated that they were also surprised to see the language pertaining to the Board included in the bill draft. However, the Board was also pleased to see that there was language pertaining to licensure via endorsement as well as the possibility of raising the ceiling on fees which may be charged in the future in NAC 641B. Both Rod Smith and Sandy Lowery asked Ms. Frakes to thank Mr. Cage should she happen to see him during the upcoming Legislative session.

AB 91 *"...(E)xpanding the list of persons authorized to file an application for the emergency admission of a person alleged...with a mental illness and...expanding the list of persons authorized to complete a certificate stating that certain persons admitted to certain mental health facilities...are not persons with mental illness..."* Ms. Frakes indicated that this bill appears to be identical to SB 7. She noted that this bill and SB 7 pertained to involuntary admission to hospitals for mental health observation and possible treatment. This document is also known as a "Legal 2000". It was also noted that although section 1 of the bill was consistent with the Board's scope of practice for all levels of licensure, section 2 appeared to pose an issue as it would allow all levels of licensure to discharge or release individuals from a Legal 2000. Since the section of the current Legal 2000 releasing individuals from involuntary admission and treatment appears to include "diagnosing" based upon the observer's "professional opinion", would suggest that only an individual licensed as a clinical social worker should be eligible to release or discharge an individual from a Legal 2000. President Lowery encouraged Ms. Frakes in her ongoing tracking of these bills to continue to monitor this bill and if necessary, provide testimony regarding scope of practice concerns in releasing individuals from a Legal 2000.

AB 93 *"...(R)equiring certain licensed professionals to receive suicide prevention and awareness training in order to renew a license..."* Ms. Frakes presented an overview of this bill to the Board. As proposed, section 5 of this bill would require in statute, that all Board licensees would, as a condition for continued licensure, *"...at least 2 hours of instruction on suicide prevention and awareness."* Ms. Frakes noted that previous legislative sessions have attempted to mandate specific continuing education content areas and have been unsuccessful. She noted that select other states have mandated in their statutes, specific continuing education content areas. Ms. Frakes noted that it appears once specific areas of continuing education content are mandated in a licensing board's statutes, it is very difficult to remove the statute, even years later when the specified content is no longer relevant. Ms. Frakes indicated that she planned on presenting testimony supporting the spirit of this bill but requesting legislators to allow the Board to address the issue of suicide and specific continuing education content in the Board's regulations.

SB 15 "...*(R)equiring a mental health professional to notify certain persons when his or her patient make explicit threats or imminent serious physical harm or death in certain circumstances...*" Ms. Frakes indicated that this bill was an attempt by Legislators to mandate a "Tarasoff" law. President Lowery indicated that Nevada is one out of the few states which do not have such a mandate.

SB70 "...*(Makes) various changes relating to meetings of public bodies...*" Ms. Frakes indicated that this bill proposes to further ensure that State boards and commissions are in full compliance with the State's Open Meeting Law. Section 4 would require a signed certification on a form prescribed by the Attorney General that the board or commission complied with minimum public notice regarding the meeting. Ms. Frakes noted that the Board staff have been very good about ensuring that the Board meeting agendas have been properly posted and accordingly, this bill, if passed does not appear to pose a significant problem for the Board.

SB84 "...*including certain alcohol and drug abuse counselors and problem gambling counselors in the definition of "provider of health care" for purposes of various provisions relating to healing arts...*" Ms. Frakes indicated that in a previous Legislative session, the Board had unsuccessfully submitted a bill draft to have Board licensees added to the list of practitioners considered as being a "provider of health care". As noted, this list includes various professions and not limited exclusively to practitioners of mental health. Ms. Frakes indicated that she would provide testimony to have all levels of social workers added to the list of practitioners of "healing arts" as noted in NRS 629.031.

Following an overview of the bills Ms. Frakes was tracking, with noted plans to provide testimony on certain bills, Jeanette Belz, requested to offer public comment on AB 38. Ms. Belz noted that the Board did not appear to be tracking AB 38. As introduced, this bill would expand the list of licensed professionals which could initiated and discharge individuals under a Legal 2000. Ms. Frakes noted that this language sounded familiar to the bill draft language in AB 91 and SB 7. Ms. Belz indicated that this particular bill was a re-introduction by the Division of Public Health of a bill introduced during the previous legislative session. She indicated that there was discussion of revising the Legal 2000 form in order to comply with any passed legislation. Ms. Belz indicated that personal liability for any professional discharging an individual from an involuntary hold was a concern and that proper training would be proposed by her and the Nevada Psychiatric Association. Following review and discussion of this agenda item, a motion was made by Annie Wilson and seconded by Rod Smith for Ms. Frakes to continue to monitor the list of bills presented during the 2015/78th Legislative Session, as well as any additional bills which arise during this session and to offer testimony as necessary during this session. This motion was carried without objection. Ms. Belz left the Board meeting following the conclusion of this agenda item.

(Following review, discussion and action on this agenda item, the Board took a break from 10:25 a.m. until 10:40 a.m.)

Review, Discussion and for Possible Action, Clarification of Continuing Education Courses Which are Delivered Electronically and Synchronous Between the Presenter and Participants (e.g. "Live Webinars"), and Applicability to the Board's Definition of "Distance Learning Courses" Which Includes the Maximum Number of Continuing Education Hours Allowable for Each Level of Licensure, Pursuant to NAC 641B.189, <http://leg.state.nv.us?NAC/NAC-641B.html#NAC641BSec189->

Kim Frakes presented this agenda item to the Board. NAC 641B.189 allows up to half of all required continuing education hours to be obtained through Board approved distance learning courses/programs. As technology continues to expand in the areas of providing continuing education courses/programs the Board may wish to expand its approval of certain continuing education programs which are delivered electronically

and synchronously (e.g. synchronous webinar programs and video-conferenced programs) to be considered a "live" programs (under specified conditions) and accordingly, not subject to the limitations noted under the restrictions noted for "distance learning" programs as defined in NAC 641B.189 (see below).

641B.189 NAC Approval of program by Board; acceptable forms of program; unacceptable courses and programs. ([NRS 641B.160](#), [641B.280](#))

1. A program of continuing education that demonstrates the knowledge and competency of a licensee must be approved by the Board. Except as otherwise provided in this subsection, to obtain the approval of the Board, a continuing education program must be limited in time, be interactive and provide independent verification that the licensee has successfully completed the program. **A continuing education program that is not limited in time or interactive may be approved by the Board if the program meets specific criteria set forth by the Board.** A continuing education program may be in the form of:

- (a) Workshops or conferences, including, without limitation, teleconferences;
- (b) Distance learning courses;
- (c) Home study courses;
- (d) A self-directed learning program which has been approved by the Board before the licensee begins the program;
- (e) Publication of an article or paper by the licensee in a professional journal or other publication that is approved by the Board;
- (f) A one-time presentation, not to exceed 15 hours, of an academic course, in-service training workshop or seminar by the licensee;
- (g) Successful completion of an academic course of instruction at a regionally accredited college or university;
- (h) Attendance by the licensee at a workshop or public hearing conducted by the Board; or
- (i) Any other kind of program or course if the Board has, at the request of the licensee wishing to take the program or course as continuing education, approved the program or course as a program of continuing education.

2. **A licensee may apply, if licensed as a licensed associate in social work or a licensed social worker, for not more than 15 hours of continuing education credit or, if licensed as a licensed independent social worker or a licensed clinical social worker, for not more than 18 hours of continuing education credit for distance learning courses, home study courses and self-directed learning programs during a 2-year period, except that the Board may approve additional hours of such continuing education if the licensee can demonstrate good cause for the approval of the additional hours.**

Each Board member's Board meeting packet contained copies of the above NAC'S. C.J. Yao noted that licensees on occasion have approached her regarding this topic, inquiring whether the Board is considering expanding acceptance of live webinars which offer the ability for interaction as "live" versus "distant" learning courses. Following discussion pertaining this matter, the Board agreed to table this item until appropriate online search could be conducted pertaining to how other State boards as well as other social work boards in other states address this matter. It was suggested that Ms. Frakes could send an inquiry regarding this matter on the ASWB's Administrator's Forum.

Review, Discussion and for Possible Action, the Addition of Cross Country Education's Webinar Programs and Recorded Webinar Programs, as it Applies to:

- i. The Board's Acceptance of these Webinar Programs to its List of Pre-Approved "Distance Learning Programs"; and**

ii. Whether the Board Shall Establish a Distinction Between Synchronous Webinar Programs, Recorded Webinar Programs and the Maximum Number of Continuing Education Hours Allowable, Pursuant to the Outcome of Agenda Item 8-A, Above.

Kim Frakes presented this agenda item to the Board. As the Board continues to expand its list of approved "distance learning courses/programs" as defined in NAC 641B.189 (see above), the Board may wish to consider adding Cross Country Education's Webinar and Recorded Webinar Programs as it applies to the terms and conditions noted in 8B i and ii, following Board discussion and approval. Included in each Board members' Board meeting packet were samples of Cross Country Education Webinar programs, offered synchronously. Many of these programs are also recorded and then delivered as "recorded" webinar programs. Ms. Frakes noted that Cross Country Education Webinars offered a variety of courses at a fairly reasonable cost. Since it presently appears that Cross Country does not have a social worker on staff who could regularly review these courses, thereby making this provider of continuing education pursuant to NAC 641B.191(2), if the Board approved this vendor for webinar continuing education courses, licensees would be required to submit an Individual Continuing Education application. Ms. Frakes indicated that if this agenda item was approved, she would, at her earliest convenience, contact Cross Country and discuss the plausibility of them becoming a Board approved provider of webinar continuing education courses, as approved by the Board during this Board meeting. Following review and discussion of this agenda item, a motion was made by Rod Smith and seconded by James Bertone to accept the Cross Country Education's webinar programs as a "distance" learning program, with licensees submitting Individual Continuing Education application until such time when Ms. Frakes is able to contact this vendor regarding the plausibility of them becoming a Board approved provider of continuing education pursuant to NAC 641B.191(2). This motion was carried without objection.

ASSOCIATION OF SOCIAL WORK BOARDS (ASWB)

Review, Discussion and for Possible Action, Follow Up Discussion Regarding the ASWB Application Portal (Presented as Agenda Item 8-A During the November 21, 2014 Board Meeting), Review of the State's Contract Process, as Required by Nevada Revised Statute (NRS) and Nevada Administrative Code (NAC) and Recommendations by the Board on the Process in Obtaining:

- i. A Provider(s) for Online, Interactive Application Renewal Forms, Including a Source(s) for the Collection of Online Payments as it Applies to the Online Application Renewals;**
- ii. Consideration of ASWB as a Sole Source Provider and Waiver Process, Contingent Upon Approval by the State's Department of Administration, Purchasing Division; and**
- iii. Formation of a Committee to Assist the Board with this Process.**

Kim Frakes presented this agenda item to the Board. Following the Board's approval for the Board Executive Director to follow up with ASWB staff regarding their Application Portal, the possibility of utilizing the Application Portal in processing the Board's renewal applications, and inviting ASWB staff to conduct a hands on presentation, the Board's Executive Director attended and completed the State's Contract Management recertification program on December 3, 2014. Based upon the information obtained during the recertification program, it appears that there is required formal process, even if it appears, per initial discussions with ASWB, that the cost for the Application Portal would be little to no cost for the Board. Following review and discussion, the Board may wish to take action upon numbers 9A i through 8A iii, as noted above. Ms. Frakes indicated that if requested, she would email copies of documents related to the Contract Management certification program to any Board member. The Board determined that this would not be necessary. C.J. Yao and Annie Wilson offered to assist Ms. Frakes in continuing to research this matter as needed, including review and possible implementation of the State's solicitation process. It was determined by Henna Rasul that

the Board's appointment of C.J. Yao and Annie and their collaborative efforts with Ms. Frakes, to research possible website database vendors, did not appear to constitute a committee. Accordingly, it appeared that for the purpose of this stated goal, the online discussion between these parties in the research collaborative would be fine. Following review and discussion of this agenda item, a motion was made by Rod Smith and seconded by Annie Wilson, to continue to pursue this matter as noted, in accordance with the State's process for solicitation of bids, albeit informal or formal, as noted in the SAM Manuel. This motion was carried without objection.

DEPUTY ATTORNEY GENERAL REPORT

Review and Discussion, Senior Deputy Attorney General Report.

Henna Rasul indicated that she did not have anything to add to today's Board meeting.

PRESIDING OFFICER'S COMMENTS

Review and Discussion, Presiding Officer's Comments.

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

BOARD OPERATIONS

Review, Discussion and for Possible Action, Approval of Minutes for the November 21, 2014 Board Meeting.

Kim Frakes presented this agenda item to the Board. She noted that the minutes were for "November 21st" and not "November 19th". In each Board member's Board meeting packet was a draft of the minutes for the November 21, 2014 Board meeting. C. J. Yao recused herself from voting on this matter as she was not present during the November 19, 2014 Board meeting. Following review of the enclosed minutes, a motion was made by Rod Smith and seconded by James Bertone, to approve the minutes from the November 21, 2014 Board meeting as submitted. This motion was carried without objection.

Review, Discussion and for Possible Action, the Board's Fourth 2014 Quarter (October, November and December) Licensure Report (Report), with Portions of Information from the Report Reflected in the Nevada Legislative, *Reports of Occupational Licensing Boards*, located on the Legislative Website, <http://leg.state.nv.us/App/OL/A/> and any Recommendations from the Board Following Review and Discussion of the Report.

Kim Frakes presented this agenda item to the Board. Each calendar quarter, State occupational licensing boards are to submit specific information regarding numbers of individuals who are licensed and disciplined by the respective boards. Following the Board's Executive Director's presentation of the quarterly reports during a previous Board meeting, the Board has requested the provision of this information during scheduled Board meetings to continue. Ms. Frakes noted that 2014 proved to be another busy year for Board licensure. It was noted that a total of forty-four (44) new and restored licenses were issued. Out of this total, the Board had provided twenty (20) licenses via "endorsement" from other states. This included: 4-LSW'S; 12 LCSW'S; and 1 LISW'S. Based upon this information, it would appear that the Board endorsed close to fifty percent (50%) of the new licenses issued in 2014. Following Ms. Frakes' presentation of the 2014 4th Quarter Board licensure statistical information, the Board did not take any further action.

Review, Discussion and for Possible Action, the Board's Year-to-Date 2014 Fiscal Year Budget Summary for July 1 through December 31, 2014 in Comparison to the Board Approved 2014/2015 Fiscal Year Budget.

Kim Frakes presented this agenda item to the Board. Enclosed in each Board members' Board meeting packet was the year-to-date 2014 fiscal year budget for the 1st and 2nd 2014/2015 quarter for the months of July 1 through December 31, 2014. The Board's 2014/2015 approved budget was also included in their Board meeting packet for comparison. Ms. Frakes noted that expenses and revenue that are at 50% are deemed as being on target. Overall, it appeared that the Board was on target with regards to expenses and revenue. Following presentation of this agenda item, a motion was made by C. J. Yao and seconded by Annie Wilson to approve the year-to-date budget as submitted. This motion was carried without objection.

PRESIDING OFFICER'S COMMENTS—CONTINUED

President Lowery indicated that she had forgotten to add that the University of Nevada, Las Vegas (UNLV) had invited Ms. Lowery to conduct two (2) presentations for upcoming graduates on March 6, 2015. One presentation would be from 10:00 a.m. until noon. The other presentation would be from 1:00 p.m. until 3:00 p.m. President Lowery stated that she was looking forward to her visit at UNLV.

Review, Discussion and for Possible Action, Approval of the Board's Fiscal Year 2014 Financial Audit, Conducted by the Board Approved Financial Auditor, Covering the Period of July 1, 2013 Through June 30, 2014, as Submitted to the State's Department of Administration, Budget Division and the Legislative Counsel Bureau.

Kim Frakes presented this agenda item to the Board. As in previous fiscal years, an annual audit is conducted pursuant to NRS and NAC. The Board's financial audit for the 2014 Fiscal Year (July 1, 2013 through June 30, 2014) was completed by Coulson and Associates, Ltd. It appeared that the Board was in good shape fiscally and that there were "no inclusions" following the audit. Ms. Frakes indicated that following review and discussion of the audit materials, the Board may wish to approve the audit as submitted to the State's Department of Administration, Budget Division and the Legislative Counsel Bureau. A copy of the Board's Fiscal Year 2014 Financial Audit as submitted to the State entities as noted above was provided for to each Board member for review. Following review of the fiscal audit, a motion was made by James Bertone and seconded by C. J. Yao to accept the fiscal audit as submitted. This motion was carried without objection.

Review, Discussion and for Possible Action, Solicitation to Contract With a State Approved Certified Public Accounts (CPA) Firm/Agency, for up to Two (2) Years, Including Renewing the Contract With Coulson and Associates, Ltd., CPA's Who Completed the Board's Fiscal Audit as Noted in Agenda Item 12-D, above.

(It was noted following adjourning this meeting that this agenda item had inadvertently been overlooked. Accordingly, this will be placed on the next Board meeting agenda).

Review, Discussion and for Possible Action, Outcomes of 2014 Strategic Planning, Presented and Board Approved as Agenda Item 10-C During the January 17, 2014 Board Meeting and Recommendations by the Board Following Review and Discussion of this Agenda Item.

Kim Frakes presented this agenda item to the Board. During the January 17, 2014 Board meeting, the Executive Director presented the Board with a list of strategic plans for the upcoming year. This list included:

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.

Ms. Frakes stated that this agenda item served to update the Board regarding the status pertaining to the 2014 list of strategic plans. The Board had purchased computers and related hardware late in 2014. Aside from a mild learning curve related to the upgrade in computer software, Ms. Frakes noted that the Board appears to be on track in successfully utilizing the computers. Presently, the State's Department of Buildings and Grounds (B and G) is working with the Board office leasing entity to revise the current contract which would enable B and G, on behalf of the Board to initiate a new contract which would include the office expansion. Once this new contract is completed and approved by the State Financial Committee, the expansion would commence. Ms. Frakes also noted that implementing the expansion was critical to all of the other strategic plans falling into place. The Board thanked Ms. Frakes for her update. Following presentation of this agenda item, the Board did not take any further action.

Review, Discussion and for Possible Action, the hiring of Nancy Wolfen, as a "part-time" Legal Secretary/Administrative Assistant, including her beginning salary and effective date of hire and Solicitation and Interviewing of a Replacement When Board Funding Allows.

Kim Frakes noted that this agenda item had already been addressed earlier in the meeting and had been combined with the agenda item under, "Disciplinary Matters".

Review and Discussion, Executive Director's Report.

Kim Frakes presented this agenda item to the Board. She thanked everyone's attendance during today's Board meeting. Aside from this, Ms. Frakes indicated that she did not have anything further to add.

PUBLIC COMMENT

There was not anyone from the public at either location during the videoconference to offer public comment. Rod Smith stated that he wanted to thank the Board staff for all of their hard work and continued diligence.

ADJOURNMENT

A motion was made by C.J. Yao and seconded by James Bertone to adjourn the meeting. This motion was carried without objection. The meeting was concluded at 11:57 a.m.

Respectfully Submitted,

Kim Frakes
Executive Director