



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

HEARING FOR THE ADOPTION OF REGULATIONS, LCB FILE NO: T001-16
AND
REGULARLY SCHEDULED BOARD MEETING AND RETREAT
October 21, 2016 MINUTES

The meeting of the Board of Examiners for Social Workers was called to order by Rod Smith, Board President, at 10:05 a.m. The meeting was held at 4600 Kietzke Plaza, Conference Room I-204, Reno, Nevada. President Smith noted that the meeting had been properly posted and that the Board members present constituted a quorum. Roll call was initiated by President Smith, with the following individuals present:

Members Present:

Rod Smith, Board President, Reno
Vikki Erickson, LCSW, Secretary/Treasurer, Reno
Colleen York, LSW, Board Member, Las Vegas
Jodi Ussher, LCSW, Board Member, Reno
Annie Wilson, LSW, Las Vegas

Staff Present

Kim Frakes, LCSW, Executive Director, Las Vegas
Henna Rasul, Senior Deputy Attorney General, Reno
Sandra Lowery, LCSW, Internship Program Coordinator

Public Attendees

Jacqueline Jones, LSW, Las Vegas
Joelle Gutman, MSW, LSW, Reno
Debra Scott, RN, Reno
Blayne Osborn, Reno

PUBLIC COMMENT

No public comment was offered at this time.

AGENDA

Review, Discussion and for Possible Action, Approval of the Agenda

Per Henna, in the future, there is no need to approve the agenda. However, since it was already on this meeting's agenda, a motion was made by Vikki Erickson and seconded by Colleen York, to approve the Board meeting agenda. This motion was carried without objection.

REGULAR AGENDA

BOARD OPERATIONS

(The following agenda item was taken out of order for the purpose of aiding in the efficacy of the meeting)

Review and Discussion, Welcome, Joanne (Jodi) Ussher, LCSW, Newly Appointed Board Member

Kim Frakes presented this agenda item to the Board. Ms. Frakes indicated to President Smith that she had added this as an agenda item for the purpose of affording the Board members an opportunity to welcome Ms. Ussher as a Board member. Ms. Ussher was welcomed to the Board by the attending Board members.

LICENSURE, INTERN AND APPLICATION ISSUES

Review, Discussion and for Possible Action, Presentation by the Board Executive Director, as Part of a Panel Presentation, During the Nevada Statewide Mental Health Workforce Development Forum, Hosted by the UNLV (University of Nevada Las Vegas) Lincy Institute, October 7, 2016; and

Review, Discussion and for Possible Action, Presentation Conducted by the Board's Internship Coordinator at UNLV School of Social Work, October 14, 2016.

(The above agenda item was tabled in order to aid in the efficacy of the Board meeting. The above agenda item would be revisited later during the meeting).

LEGISLATIVE AND REGULATORY ISSUES

(For Possible Action) Review, Discussion and for Possible Action, Adoption of LCB File No. T001-16, Reviewing Documents Include:

- i. **Review, Discussion and for Possible Action, Approval of Minutes for the August 19, 2016 Public Workshops, Conducted in Reno and Las Vegas, Nevada;**
- ii. **Review and Discussion, Summary of Written Public Comment Submitted to the Board Pertaining to the proposed regulation changes;**
- iii. **Review and Discussion, Copy of LCB File No. T001-16;**
- iv. **Review and Discussion, Notice of Intent to Act Upon a Temporary Regulation; Notice of Hearing for the Adoption of LCB File No. T001-16 by the Board of Examiners for Social Workers;**
- v. **Review and Discussion, Board's Small Business Impact Statement; and**
- vi. **Proposed Timeline and Identification of Board Member(s) to Assist the Board's Executive Director and Staff with the Development of:**
 - a. **Training, Specified in Senate Bill 7 (SB 7), Pertaining to the Certification and De-certification of Individuals Under an Involuntary Commitment (aka, L2K2), http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB7_EN.pdf; and**
 - b. **Development of a Temporary Provisional License Application Form, Pursuant to Newly Adopted Temporary Regulation, LCB File: T001-16, Which is Online Fillable by the Applicant.**

Kim Frakes presented this agenda item to the Board. Ms. Frakes indicated that the above agenda item was quite lengthy and suggested to President Smith that the Board members may wish to review the above items prior to discussion and taking possible action. She also noted that the August 19, 2016 Public Workshop Minutes indicated very low attendance. No one attended either public workshop to offer comment on LCB File No. T001-16. Ms. Frakes indicated that she and the Board members were able to conduct a lengthy review and discussion of the proposed regulation changes in T0001-16. Jodi Ussher required clarification pertaining

to the new provisional license. Given the length of this agenda item, President Smith opted to take a motion on each item separately.

i. Review, Discussion and for Possible Action, Approval of Minutes for the August 19, 2016 Public Workshops, Conducted in Reno and Las Vegas, Nevada;

Following review of the August 19, 2016 Public Workshop minutes, a motion was made by Vikki Erickson and seconded by President Smith, to approve the minutes as submitted. This motion was carried without objection.

Colleen York and Annie Wilson abstained since they were not present during the Public Workshop. Jodi Ussher abstained since she was not appointed to the Board at the time. According to Henna Rasul, a minimum of three members voting on this agenda item was not required. The purpose of the quorum was for the ability to hold the Board meeting.

- ii. Review and Discussion, Summary of Written Public Comment Submitted to the Board Pertaining to the proposed regulation changes;**
- iii. Review and Discussion, Summary of Written Public Comment Submitted to the Board Pertaining to the proposed regulation changes;**
- iv. Review and Discussion, Notice of Intent to Act Upon a Temporary Regulation; Notice of Hearing for the Adoption of LCB File No. T001-16 by the Board of Examiners for Social Workers; and**
- v. Review and Discussion, Board's Small Business Impact Statement.**

Ms. Frakes then suggested that the Board may wish to take action on the above agenda items (5-A ii through v). A motion was made by Annie Wilson and seconded by Jodi Ussher, to approve Agenda Items 5-A ii through v, as noted above, as it pertained to LCB File No. T001-16 and Board efforts to solicit public comment, properly post the proposed regulation changes and solicitation of Small Business Impact Statements from appropriate small businesses throughout the State. This motion was carried without objection.

- vi. Proposed Timeline and Identification of Board Member(s) to Assist the Board's Executive Director and Staff with the Development of:
 - a. Training, Specified in Senate Bill 7 (SB 7), Pertaining to the Certification and De-certification of Individuals Under an Involuntary Commitment (aka, L2K2), http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB7_EN.pdf; and****

Kim Frakes presented this agenda item to the Board. Ms. Frakes explained the temporary regulation process which included the need, per the Legislative Counsel Bureau, to wait at least 35 days prior to submitting the temporary regulation change to the Nevada Secretary of State. In the interim, it was important to address the Senate Bill 7 training (now codified in NRS 641B.160.2) and developing the new Temporary Provisional License Application Form.

Discussion followed pertaining SB 7 and the need for the Board to thoughtfully develop the appropriate training. Ms. Frakes expressed the need to pull together a multi-disciplinary team approach in developing this training. Following review and discussion, Board members agreed to assist with this matter but declined to take any official action.

- b. Development of a *Temporary Provisional License Application Form*, Pursuant to Newly Adopted Temporary Regulation, LCB File: T001-16, Which is Online Fillable by the Applicant.**

Kim Frakes presented this agenda item to the Board. She referenced page 4 of LCB File T001-16, pertaining to the proposed new provisional license. This would be a form of provisional licensure endorsement to individuals who are already licensed and in good standing in another state (similar to NRS 641B.271) but would also include applicants who are licensed less than 5 years. The applicant would complete the appropriate application, submit the appropriate fees, fingerprint cards and proper identification. Following a quick preliminary review of the applicant on each state's licensing database and certain disciplinary registries (such as ASWB'S Public Protection Database) for assurances that the applicant has never been disciplined, a one-year provisional license would be issued by the Board. The applicant would remain in an agency setting for the purpose of social work practice and provide the remaining information within the one-year period of provisional licensure. If the licensee fails to provide the information within that one-year period, the license would expire. The licensee would also be subject to disciplinary action for providing any false information or engaging in any act which would be subject to disciplinary action, pursuant to NRS and NAC 641B.

Annie Wilson indicated that she would be willing to assist in the process of updating the application forms. Following review and discussion of this agenda item, no action was taken.

LICENSURE, INTERN AND APPLICATION ISSUES—CONTINUED

Review, Discussion and for Possible Action, Presentation by the Board Executive Director, as Part of a Panel Presentation, During the Nevada Statewide Mental Health Workforce Development Forum, Hosted by the UNLV (University of Nevada, Las Vegas) Lincy Institute, October 7, 2016.

Kim Frakes presented this agenda item to the Board. Ms. Frakes brought the Board's attention to the program handout, noting that the forum offered several presentations. Although the forum also had presentations in the mornings from presenters who represented various entities throughout the State, such as legislators and State agencies, the atmosphere appeared to be cordial. Ms. Frakes stated that one extremely positive aspect from the forum was the first-time meeting of board chairs, presidents and executive director from each of the State's behavioral health/mental health boards during the above noted panel presentations. Until this time, it appears that each respective board did not interact with one another. Ms. Frakes indicated that the lack of previous meetings between each of the respective mental health/behavioral health boards was not due to territorial issues, but more because each board, much like the Social Work Board, were extremely busy. Ms. Frakes indicated that following the forum, the mental health/behavioral board members expressed a desire to continue with this practice, whenever the opportunity arose. All agreed it would be important to get together at least once prior to the 2017 Legislative Session for the purpose of addressing proposed legislation to combine all of the mental health/behavioral health boards. No action was taken following review and discussion of this agenda item.

Review, Discussion and for Possible Action, Presentation Conducted by the Board's Internship Coordinator at UNLV School of Social Work, October 14, 2016.

Kim Frakes presented this agenda item to the Board. As noted, UNLV has invited the Board to conduct a presentation pertaining to licensure for the past two (2) years. Although similar presentations had been conducted at UNR (University of Nevada, Reno) School of Social Work a few years ago, Ms. Frakes indicated that the UNR School of Social Work had not invited the Board to conduct similar presentations for quite some time. No action was taken following review and discussion of this agenda item.

LEGISLATIVE AND REGULATORY ISSUES—CONTINUED

Review, Discussion and for Possible Action, Strategic Planning in Preparation for the 79th/2017 Legislative Session to Include...

(The above agenda item was tabled in order to assist with the efficacy of the Board meeting. This agenda item would be revisited later during the meeting).

ASSOCIATION OF SOCIAL WORK BOARDS (ASWB); NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW)

Review and Discussion, Identification of Board Member, Serving as the Board Delegate and Attending the 2016 ASWB Annual Meeting, November 18 through 19, 2016, in San Diego, California.

Kim Frakes presented this agenda item to the Board. She reminded the Board that she had previously sent emails to each member pertaining to their interest in serving as the Board delegate for this annual meeting. Ms. Frakes indicated that Vikki Erickson expressed interest in attending the annual meeting as the Board delegate. Ms. Frakes indicated that she would be present as chair of the Administrator's Forum, with her travel and accommodations funded by ASWB. Ms. Erickson's travel and accommodations would also be funded by ASWB. No action was taken as this was a discussion item.

Review and Discussion, Board's Preparation for the 2017 ASWB Spring Education Meeting, April 27 through 29, 2017, in Henderson, Nevada.

Kim Frakes presented this agenda item to the Board. During previous ASWB conferences, jurisdictional boards had the option to take a very active role as a co-host during these conferences and in some instances, jurisdictional boards provide little to no role in co-hosting an ASWB conference when it was conducted in their state. Ms. Frakes also noted that the 2017 Spring conference would take place in the middle of the State's Legislative session. Ms. Frakes suggested that this would be a nice opportunity for the Board to attend and meet other board members from various jurisdictions for the purpose of exchanging ideas on how their boards operate and address issues similar to what this Board faces. Ms. Frakes suggested that if possible, at least one of the Board staff should attend as well as this would provide the staff member with an opportunity to experience the "bigger picture" when it comes to social work licensing. Jacqueline Jones expressed interest in having NASW, Nevada Chapter's participation during this event and agreed that she and Ms. Frakes could discuss this in more detail later. No action was taken as this was a discussion item.

Review and Discussion, NASW Nevada Chapter President and Chapter's Anticipated Role in the Upcoming 79th/2017 Legislative Session.

Kim Frakes introduced Jacquelyn Jones, LSW, and current NASW Nevada Chapter President. She indicated that Ms. Jones had recently approached her pertaining to the need for both entities to work and support each other, especially in light of the upcoming Legislative session. Ms. Jones indicated that she has served in her role as NASW, Nevada Chapter President for less than a year, but wanted to personally reach out to our Board. Given the concerns pertaining to the upcoming Legislative session, and decisions about the profession being made by entities and individuals with little to no education about the social work profession, Ms. Jones expressed concerns that this would impact the community at large and impact the profession of social work. She further indicated that there are growing concerns pertaining to high turnover rate and social workers who either leave the profession or move to other states. In the long-run, this impacts the populations we are attempting to serve. Ms. Jones indicated that NASW is also working with ASWB to address many of the same issues and concerns which our Board is similarly addressing with ASWB. In summary, Ms. Jones indicated that she looked forward to working with the Board in addressing these noted concerns.

SENIOR DEPUTY ATTORNEY GENERAL REPORT

Senior Deputy Attorney General Report.

Henna Rasul informed the Board of her plans to accept a position with the State's Attorney General Office in Las Vegas. She anticipated that her move to Las Vegas would occur within the next several weeks. Ms. Rasul indicated that she did not know who would be assigned as the Deputy Attorney General to represent the Board, but that she would let Ms. Frakes know as soon as this information became available.

(Following this agenda item, the Board took a break for lunch).

LEGISLATIVE AND REGULATORY ISSUES--CONTINUED

Review, Discussion and for Possible Action, Strategic Planning in Preparation for the 79th/2017 Legislative Session to Include:

- i. Review, Discussion and for Possible Action, Continued Solicitation for a Board Lobbyist;**
- ii. Review, Discussion and for Possible Action, Continued Solicitation for Professional IT (Informational Technology) Services;**

Kim Frakes presented the above agenda items to the Board. Ms. Frakes indicated that both were placed on the agenda to update the Board pertaining to the progress in finalizing a contract with a Board lobbyist and in seeking to hire an IT Professional. She indicated that unfortunately, efforts in both areas have stalled and that she was in the process again in obtaining a new prospective Board lobbyist and It Professional. Ms. Frakes indicated that although the task of updating the Board's IT services, at this point in time, it would appear more important to prioritize what is required more immediately and which updates could wait. Part of the strategic planning by the Board should address these concerns. Following review and discussion, the Board did not take action on this agenda item.

- iii. Review, Discussion and for Possible Action, Review of *Site Findings*, following the August 15, 2016 Board Office Site Visit Conducted on Behalf of the Governor's Office and the State's Department of Health and Human Services, Including any Recommendations Following Review of the *Site Findings*;**

Following introductions between the Board, Board meeting participants and Debra Scott, Ms. Scott presented this agenda item to the Board. She indicated that she previously served in the capacity as the State Nursing Board's Executive Director. Approximately one year into her retirement, Ms. Scott indicated that she was approached by the State's Department of Health and Human Services (DHHS), as part of the Governor's overall strategic planning, to visit seven (7) different State licensing boards. Ms. Scott indicated that the purpose of her visit was to collect professional licensing information from these boards for the purpose of then assisting the DHHS in determining forecasting information as it pertained to the seven licensed professions. Some of the information included licensee's scope and place of practice, how long they remained in the profession, any applicable specialty, and HPSA (Health Professional Shortage Areas). Ms. Scott indicated that her board had created a database which would collect information required by DHHS, with this information being referred to as the "Minimum Data Set" (MDS). She indicated that the Access Database presently used by the Board is inadequate in capturing this various information and offered suggestions on database companies which may be of assistance to the Board.

Ms. Scott further indicated that based upon her preliminary findings pertaining to the Board, many of the methods regarding licensure is antiquated and time consuming. Sandra Lowery inquired whether the Board

would require its own server in modifying to an updated database. Per Ms. Scott, the recommended companies created a licensing platform for each board and did not require a server. Ms. Lowery indicated that there may be certain benefits in the Board having its own server to centralize this information and encouraged the Board to possibly consider this. Jacquelyn Jones offered her insight that it may be more beneficial for the State to prescribe an entity to gather the database information required for the purpose of establishing uniformity. Ms. Jones added that presently, it appears that each respective board is left to figure this out on their own, creating a potential situation where there is non-conformity in relevant data gathering. Ms. Jones further opined that this may lead to a loss of potential funding for the State given the lack of uniformity in information being gathered.

President Smith suggested that moving forward, it would be important for the Board to sit down and establish a timeline on what is needed/required by the Board to begin meeting certain critical goals. Everyone thanked Ms. Scott for her time in presenting this agenda item to the Board.

- iv. Review, Discussion and for Possible Action, Proposed Changes to NRS 641B:**
 - a. Proposed by the Legislative Committee on Health Care's Filed Bill Draft Request (BDR) for the Upcoming 79th/2017 Legislative Session, as it Pertains to Behavioral Health Licensing Boards, Including this Board; and**
 - b. Suggested Revisions to NRS 641B Submitted by the Board to the Legislature During the 79th/2017 Legislative Session.**

Kim Frakes presented this agenda item to the Board. Following review of the proposed BDR by the Legislative Committee on Health Care, the Board determined to continue to work with a lobbyist and create a strategic plan at that point. In regards to possible revisions to NRS 641B, the Board determined that it may be best to table submitting our own recommendations for revisions at this time and to focus on strategic planning for the upcoming session. No action was taken on this agenda item.

- v. Review, Discussion and for Possible Action, any Recommendations Following the Review of Current Legislative BDR'S; and**

Kim Frakes presented this agenda item to the Board. She indicated that she has gone to the State Legislative website to review bill drafts for the upcoming 2017 Session. Ms. Frakes noted that to date, there were already 467 bill drafts submitted for the upcoming Legislative Session. Ms. Frakes reviewed selected bill drafts which appeared to either impact the Board directly, impact the profession, or impact the Board's operations. Following review and discussion of this agenda item, no further action was taken.

SENIOR DEPUTY GENERAL REPORT—CONTINUED

Open Government Training, Conducted by Brett Kandt, Special Assistant Attorney General, Office of the Attorney General.

Brett Kandt, Special Assistant Attorney General, conducted a one-hour Open Meeting Law training to the Board.

LEGISLATIVE AND REGULATORY ISSUES—CONTINUED

- v. Review, Discussion and for Possible Action, any Recommendations Following the Review of Current Legislative BDR'S; and**

Kim Frakes presented this agenda item to the Board. The Board determined that the any follow up should include initially the collection of data, which appears to be addressed in the next agenda item, Item 5-B vii.

- vi. Review, Discussion and for Possible Action, Collection of Board Data as it Pertains to:**
 - a. The Number of License Non-renewals Occurring Monthly for the Past Year, Including Specific Demographics Pertaining to:**
 - 1. Level of Licensure, Including Level of Degree;**
 - 2. Number of Years Licensed in Nevada;**
 - 3. Last Known Place of Employment (i.e. State, Private or Non-Profit);**
 - 4. Whether the Licensee Requested a Verification of Licensure for Another State;**
 - 5. Whether the Licensee Eventually Renewed or Restored his/her License; and**
 - 6. Reason(s) if Known, Pertaining to License Non-renewal.**
 - b. Identification of Board Member(s) and Staff to Conduct this Collection of Data.**

Kim Frakes presented this agenda item to the Board. The Board recognized the importance of collecting this data and noted that this data appeared to closely resemble information required by the State's DHHS. Ms. Frakes indicated that Sandra Lowery has already expressed her support in completing this task. Following review and discussion of this agenda item, a motion was made by Colleen York and seconded by Vikki Erickson for Sandy Lowery to complete the collection of data for the Board as noted in Agenda Item 5-B vi, a, 1 through 6. This motion was carried without objection.

vii. Review, Discussion and for Possible Action, any Other Recommendations Pertaining to the Board's Strategic Planning for the 79th/2017 Legislative Session.

Kim Frakes presented this agenda item to the Board. Ms. Frakes indicated that based upon discussion so far, it appeared that the Board had adequately addressed a host of items in terms of strategic planning for the upcoming Session. Sandra Lowery would be compiling data information, the Board would work on a strategic timeline, the Board would look to hire a lobbyist and the Board would be looking into updating their databased. The Board did not take any further action on this agenda item.

PRESIDING OFFICER'S COMMENTS

President Smith presented this agenda item to the Board. He offered praise for the difficult and diligent work conducted by Ms. Frakes and the other Board staff members. Aside from this, President Smith did not have anything further to add to the Board meeting.

BOARD OPERATIONS-CONTINUED

Review, Discussion and for Possible Action, Approval of Minutes for the August 19, 2016 Board Meeting.

Kim Frakes presented this agenda item to the Board. In each Board member's Board meeting packet was a draft copy of the August 19, 2016 Board Meeting Minutes. Following review of the Board Meeting Minutes, a motion was made by Vikki Erickson and seconded by Rod Smith to approve these minutes as submitted. It was noted that the following Board members abstained: Colleen York and Annie Wilson, who were not present during this meeting. Jodi Ussher also abstained as she was not appointed to the Board during this meeting. This motion was carried without objection.

Review, Discussion and for Possible Action, Increase From Sixteen (16.0) Hours per Pay Period, to Twenty-four (24.0) Hours per Pay Period, for Sandra Lowery, LCSW, with Proposed Additional Duties to Include:

- i. Data Collection and Information Tracking; and**
- ii. Updating Information on the Board's Website to Include:**
 - a. Revision of Forms to an Online-Fillable Format;**
 - b. Completion of the "*Frequently Asked Questions (FAQ)*", Section, to Include Scripted Responses for Board staff in Response to FAQ'S; and**
 - c. Any Additional Needs Arising from the Board's Currently Available Information Technology.**

Kim Frakes presented this agenda item to the Board. Sandy Lowery was present to respond to the Board's questions during this agenda item. In addition to the list above, Ms. Lowery also expressed her willingness to offer any trainings, as it pertained to SB 7, the certification, de-certification of Legal 2000's (AKA L2K2). Ms. Frakes suggested that the Board also review the enclosed year-to-date Board budget, provided in each Board member's Board meeting packet, as part of the next agenda item, to review the Board's funding for this agenda item. Following review and discussion of this agenda item, a motion was made by Colleen York and seconded by Vikki Erickson to increase Sandra Lowery's from sixteen (16) hours per pay period to twenty-four (24) hours per pay period, for the purpose of completing tasks, "i and ii, a through c" as noted in this agenda item. This motion was carried without objection.

Year-to-Date Board Cash Flow Statement, Covering July 1, 2016 through September 30, 2016 (1st 2016 Fiscal Year Quarter) in Comparison to the 2016/2017 Fiscal Budget (July 1, 2016 through June 30, 2017).

Kim Frakes presented this agenda item to the Board. Attached in each Board member's Board meeting packet was a copy of the year-to-date cash flow statement in comparison to the 2016/2017 fiscal year budget. Ms. Frakes noted that items at or near 25% were considered as being, "on target". She further noted that overall the Board appeared a little above the 25% mark as it pertained to income, a little below the 25% mark as it pertained to expenses. She further noted that staff salaried were at, "19%". Following review and discussion of this agenda item, a motion was made by Annie Wilson and seconded by Colleen York, to approved the year-to-date cash flow statement, as noted above, Agenda Item 9-D. This motion was carried without objection.

Proposed 1.5% Cost of Living and 1-2% Salary Increase for Board's Full-time Staff, Excluding the Executive Director:

- i. Contingent Upon Satisfactory or Better Employee Performance Review Conducted by the Board's Executive and Board President; and**
- ii. Effective Date of Increase no Sooner than January 1, 2017.**

Kim Frakes presented this agenda item to the Board. Ms. Frakes noted that enclosed in each Board member's Board meeting packet was a 2015 memorandum from the Governor which was circulated following the 2015 Legislative Session. The memorandum ended the mandatory State furloughs for applicable State employees and further indicated that State employees could begin to receive raises. Ms. Frakes indicated that although the Board had voted to detach from the State's pay scale in 2009, in an effort to save costs to the Board, the memorandum supports pay raised for Board staff. Ms. Frakes indicated that any pay increase for her would need to be a separate action item at a separate meeting, with her evaluation being part of the Board's action. Following review and discussion of this agenda item, a motion was made by Vikki Erickson and seconded by Colleen York, to approve a 1.5% Cost of Living Increase and up to a 2% Salary Increase for the Board's full-

time staff, contingent upon their performance evaluation, with the increase to become effective no sooner than January 1, 2017. This motion was carried without objection.

Review, Discussion and for Possible Action, the Board's YES Policy Review:

- i. **Recommendations for Revisions, if Applicable; and**
- ii. **Identification of Board Member(s) and Staff to Conduct the Review and Revision Process.**

Kim Frakes presented this agenda item to the Board. Ms. Frakes indicated that a copy of the Board's YES Policy was included in each Board member's. Ms. Frakes provided an overview of the policy, indicating that the purpose was to provide an avenue for applicants whose criminal background history was not perfect, but may warrant the need to come before the full Board. Ms. Frakes indicated that a typical example would include individuals who had been arrested and convicted of a DUI, with this being an isolated incident. President Smith wondered that given the complexity of this policy, it may be best to table this item and bring it back to the Board at a subsequent meeting, once the Board was provided an opportunity to review the policy. Accordingly, this agenda item was tabled.

Review and Discussion, Executive Director's Report.

- i. **Update Pertaining to *Media Relations For Government Professionals Workshop Attended by the Board's Executive Director on October 12, 2016*; and**
- ii. **Board's Executive Director's Report.**

Kim Frakes presented this agenda item to the Board. Ms. Frakes indicated that she had attended the Media Relations workshop on October 12, 2016. She found the information highly informative and believes that she would be better equipped to address the press should there be an opportunity for her to do so in the future. As part of her Executive Director's Report, Ms. Frakes thanked everyone for taking the time to attend the Board meeting.

PUBLIC COMMENT

There was not any comment from the public at either the Las Vegas or Reno location.

ADJOURNMENT

President Smith adjourned the Board meeting at 4:17 p.m.

Respectfully Submitted,

Kim Frakes

Kim Frakes