



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

MINUTES OF BOARD MEETING
February 19, 2016

The meeting of the Board of Examiners for Social Workers was called to order by Rod Smith, Board member at 9:01 a.m. The meeting was held at Mojave Mental Health: Reno, 745 W. Moana Lane, Suite 100, in Reno, Nevada. There was a simultaneous videoconference conducted at Mojave Adult Clinic, 4000 E. Charleston Blvd., Suite B-230, Las Vegas, 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 at the following location(s):

Members Present:

Rod Smith, Board President, Reno
Vikki Erickson, LCSW, Secretary/Treasurer, Reno
Annie Wilson, LSW, Board Member, Las Vegas
C.J. Yao, LCSW, Board Member, Las Vegas
Colleen York, LSW, Board Member, Las Vegas

Staff Present

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

Public Attendees

Lea Cartwright, J. K. Belz and Associates, Reno
Jer Roberson-Strange, LSW, Las Vegas
Marisa Marano, LCSW, Las Vegas

PUBLIC COMMENT

No public comment was offered at this time.

AGENDA

Review, Discussion and for Possible Action, Approval of Agenda

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

CONSENT AGENDA

A motion was made by Vikki Erickson and seconded by Colleen York, to approve the Consent Agenda as submitted. This motion was carried without objection.

REGULAR AGENDA

DISCIPLINARY MATTERS

Review, Discussion and for Possible Action, Recommendation to Dismiss: Disciplinary Case Number G12-11.

Kim Frakes presented this agenda item to the Board. Redacted case information was presented to the Board. The above disciplinary had been investigated by Ms. Frakes, who in turn reviewed this case with Henna Rasul. Based upon the investigative findings, and subsequent discussion between Ms. Frakes and Ms. Rasul regarding this matter, Disciplinary Case Number G12-11 was recommended for dismissal. Following the presentation and recommendation by Ms. Frakes to the Board to dismiss this case, a motion was made by Annie Wilson and seconded by Colleen York, to dismiss Disciplinary Case Number G12-11. This motion was carried without objection.

Review and Discussion, Redacted Disciplinary Report.

Kim Frakes presented this agenda item to the Board. A copy of a redacted disciplinary report, current as of February 16, 2016, was enclosed in each Board members' Board meeting packet for review. Ms. Frakes indicated that she and President Smith had recently conducted interviews with two (2) potential Board investigators. Both were strong candidates, but one (1) applicant really stood out and appeared best suited for the position. President Smith asked Ms. Frakes where the Board was in regards to hiring this individual. Ms. Frakes indicated that she was in the process of finalizing a job description for the Board Investigator position. Once completed, she would then contact and offer the position to the identified applicant. Ms. Frakes indicated that if interested, the second applicant could be hired on a per diem basis. Annie Wilson inquired about how long it would take to see a significant decrease in the number of cases. Ms. Frakes indicated that she did not have a specific time schedule at this time. She added that once the Board investigator is on Board, it is anticipated that the turn around on most of these cases would happen steadily. The Board supported Ms. Frakes moving quickly to create the Board Investigator job description and to hire the identified applicant as soon as possible.

LICENSURE, INTERN AND APPLICATION ISSUES

Review, Discussion and for Possible Action, Limiting the Number of Quarters the Board will Allow for Retro-Active Revision of Hours Reported on Quarterly Reports in a Board Approved Internship Program.

Kim Frakes presented this agenda item to the Board. Pursuant to NAC 641B.160(c), Supervisors of Board approved Interns shall, "*Prepare and submit to the Board quarterly reports and a final report, unless the Board specifically directs a different schedule...on forms provided by the Board, concerning the progress of the intern in his or her practice...*" On occasion, the Board has retroactively revised quarterly reports to reflect a request made by an Intern and Supervisor to adjust the hours accrued in an Internship. To date, there has not been a time limit on how far back the Board has retroactively adjusted hours in a Board approved Internship Program. The purpose of this agenda item is to determine whether the Board should establish, as a policy, a time limit on how far back hours accrued in an Internship may be retroactively adjusted. The Board's Executive Director is suggesting that requests to retroactively adjust hours accrued in an Internship, not received by the end of the following quarter, shall be denied.

In order to facilitate discussion regarding this matter, each Board member's packet contains:

1. Redacted copy of the Intern's 2nd and 3rd/2015 combined quarterly report statement, which reflects the revision to accrued Internship hours, as requested by Intern and his Supervisor;
2. A tally of Internship hours through the 1st/2015, which includes the originally reported, "Other" hours for this quarter as, "25" hours; and

3. A tally of Internship hours through 3rd/2015 which reflects the revised, additional "56" Other hours.

Following review and discussion of this agenda item, a motion was made by Annie Wilson and seconded by Vikki Erickson to deny any requests to retroactively adjust accrued Internship hours, if the request is received any time after the end of the following quarter. This motion was carried without any objection.

Review, Discussion and for Possible Action, the Definition of "Agency" as it Pertains to a Board Approved Internship Program, Pursuant to NAC 641B.140(5)(c)(1) through (6) and NAC 641B.150(5)(e)(1) through (6), of the Newly Adopted Regulations, R025-14, and Whether this Definition Should Include "Virtual" Agencies for the Purpose of Receiving Approval as an Internship Program Site.

Kim Frakes presented this agenda item to the Board. Recently, the Board received an internship site application. On closer inspection, it was discovered that the, "agency", did not have an actual physical location. The address provided belonged to one of the agency's business partner's "home" address, which served as the "official" address for the business. The client services were provided in each clients' home (home-based), with their files being stored on a "Cloud" system. Program clinicians would discuss cases via email and at times, at the business partner's home. The above referenced regulations pertaining to the definition of an, "agency", for the purpose of an Internship Program are noted below. It is noted that the Board's definition of an "agency" does not specifically address whether the agency has to be a "brick and mortar" entity and that client files must be stored as "hard-copy" files. As the delivery of social work services continues to evolve and includes the use of internet based services (e.g. teletherapy), this agenda item serves to evoke discussion on:

1. The definition of an "agency" as it pertains to Board approved Internship Program sites, should include "virtual" agencies; and
2. Whether the Board is willing at this point-in-time, to allow Interns to provide services at virtual agencies, or at any point in his or her internship program.

The below referenced NAC'S (Nevada Administrative Code) were included in each Board members' Board meeting packet for review:

Sec. 5. NAC 641B.140 is hereby amended to read as follows:

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

- (a) Instruction in techniques or procedures through classes, workshops or seminars.
- (b) Orientational programs.
- (c) Practice which is not under the supervision of an agency. **The Board will consider a person to be under the supervision of an agency if:**

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

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

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

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

(5) The appointed supervisor is granted complete access to all records of the agency

related to the practice of the intern; and

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

Sec. 6. NAC 641B.150 is hereby amended to read as follows:

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

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

(b) Orientational programs.

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

(d) Psychotherapy of the intern himself or herself.

(e) Except as otherwise provided in subsection **[5.] 6**, practice which is not under the supervision of an agency. **The Board will consider a person to be under the supervision of an agency if:**

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

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

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

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

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

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

Henna Rasul and Annie Wilson expressed concerns pertaining to the integrity of client confidentiality if their files were stored on a Cloud system.

Ms. Frakes indicated that a few public participants in Las Vegas wished to address the Board regarding this agenda item. Jer Roberson Strange, LCSW, from Catch 22 Life Services, indicated that the above referenced agency was her agency. Ms. Strange wanted to educate the Board regarding the integrity of the Cloud system utilized in her agency. She indicated that the Cloud system had Microsoft encrypted software, was installed by a capable IT (Information Technology) technician and that access to this system was password protected. Ms. Frakes inquired how staff meetings would occur and how clients could access staff in the event they had questions or needed to meet with a therapist on an urgent basis. Ms. Strange indicated that staff meetings which involved client case reviews could be conducted in a variety of settings which provided protection of client information during the staff meetings. An example offered by Ms. Strange were secured conference rooms in various public libraries. She indicated that staff members would be informed about the location of staff meetings via text or emails. Ms. Frakes stated that this agenda item served to inform the Board about how the definition of, "agency", is evolving and that in the near future, brick and mortar agencies may be less common, with virtual agencies becoming more common. Annie Wilson indicated that in her line of employment, establishing client contact in the field appeared to better suit the needs of her clients. Colleen York also indicated that having less reliance on a physical facility to meet with clients may actually better serve their needs. Ms. Frakes inquired about State Medicaid and their regulations or policies pertaining to virtual agencies. Ms. Strange indicated that she could research State Medicaid's policies and regulations and would be happy to return to the Board with this information.

Following review and discussion of this matter, a motion was made by Annie Wilson and seconded by Vikki Erickson, to table this agenda item until Ms. Strange and Ms. Marano were able to construct a presentation regarding their virtual agency, especially in regards to the security and confidentiality of client files stored on the Cloud, as well as provide additional information pertaining to State Medicaid and their requirements pertaining to physical agencies versus virtual agencies. This motion was carried without objection.

Review and Discussion, Summary of the Board's 4th/2015 Quarterly Statistics, as Posted on the Board's Website at: <http://socwork.nv.gov/uploadedFiles/socworknv.gov/content/about/2015-4thQuarterLicensureStatistics.pdf> and Information from this Summary Also Posted on the State Legislature's Website at: <https://www.leg.state.nv.us/App/OL/A/>.

Kim Frakes presented this agenda item to the Board. Each occupational licensing board is required to provide a summary of specific licensure statistical information on a quarterly basis. Since there has been much interest from stakeholders in the community regarding the productivity of Board staff pertaining to the overall issuing of licenses, an expanded version of this information has also been provided quarterly by Ms. Frakes and posted on the Board's website. This agenda item serves to update the Board regarding the Board's 4th/2015 licensure statistics, as posted on the Board's website. Each Board members' Board meeting packet contained a copy of the Fourth/2015 Board licensure statistics. Ms. Frakes indicated that at the end of the 4th/2015 quarter, there were a total of, "2696" licensees. During the fourth quarter, the Board issues a total of, "24", new and/or restored LCSW (Licensed Clinical Social Worker) licenses, with "10" of these LCSW's being licensed via endorsement of an out-of-state license. The Board was pleased and commended the Board staff on their ongoing efforts to license social workers throughout the State. Since this was a discussion item, no action was taken.

(Following the presentation of this agenda item, the Board took a break from 10:15 a.m. until 10:25 a.m.)

LEGISLATIVE AND REGULATORY ISSUES

Review, Discussion and for Possible Action, Update Pertaining to the Board's Proposed Regulation Changes, Recently Submitted to the Legislative Counsel Bureau and Assigned the LCB (Legislative Counsel Bureau) File Number: R018-16 and Overview of Timeline as it Pertains to:

1. * *(For Possible Action)* The Scheduling of a Public Workshop, Pursuant to NRS 233B (Nevada Administrative Procedure Act); and
2. * *(For Possible Action)* The Scheduling of a Public Hearing and Notification to Adopt the Proposed Regulations, Pursuant to NRS 233B.

Kim Frakes presented this agenda item to the Board. The proposed regulation changes, initially proposed during the October 16, 2015 Board retreat and reviewed and approved by the Board during the November 20, 2015 Board meeting, was formatted by Ms. Frakes and submitted to the Legislative Counsel Bureau (LCB), for final editing and assigned the LCB File Number: "**R018-16**". Pursuant to NRS 233B, while awaiting the LCB to complete the process of drafting and formatting the proposed regulations, the Board should prepare for the next steps in this process, as noted above. This agenda item serves to prompt Board discussion regarding the scheduling of a Public Workshop and a Public Hearing and Notification to Adopt the Proposed Regulation changes, as noted in NRS 233B.061, below:

NRS 233B.061 Proposed permanent or temporary regulation: Public comment; workshop; public hearing; applicability of Open Meeting Law.

1. All interested persons must be afforded a reasonable opportunity to submit data, views or arguments upon a proposed regulation, orally or in writing.

2. Before holding the public hearing required pursuant to subsection 3, an agency shall conduct at least one workshop to solicit comments from interested persons on one or more general topics to be addressed in a proposed regulation. Not less than 15 days before the workshop, the agency shall provide notice of the time and place set for the workshop:

(a) In writing to each person who has requested to be placed on a mailing list; and

(b) In any other manner reasonably calculated to provide such notice to the general public and any business that may be affected by a proposed regulation which addresses the general topics to be considered at the workshop.

3. With respect to substantive regulations, the agency shall set a time and place for an oral public hearing, but if no one appears who will be directly affected by the proposed regulation and requests an oral hearing, the agency may proceed immediately to act upon any written submissions. The agency shall consider fully all written and oral submissions respecting the proposed regulation.

4. An agency shall not hold the public hearing required pursuant to subsection 3 on the same day that the agency holds the workshop required pursuant to subsection 2.

5. Each workshop and public hearing required pursuant to subsections 2 and 3 must be conducted in accordance with the provisions of [chapter 241](#) of NRS.

(Added to NRS by [1983, 1125](#); A [1989, 571](#); [1997, 185](#); [2005, 1407](#); [2007, 873](#); [2009, 2284](#))

Each Board members' Board meeting packet contained:

1. Copies of the formatted Proposed Regulation changes, as submitted to LCB will be provided at each Board meeting location (2 copies at each Board meeting location); and

2. Copies of the Rulemaking Checklist, copied from, *Administrative Rulemaking. A Procedural Guide*, provided by the State's Office of the Attorney General, Ninth Edition, 2015 (2 copies at each Board meeting location).

Following review and discussion of this agenda item, the Board accepted Ms. Frakes' recommendation that she would email each Board member individually to determine their availability to conduct a Public Workshop, tentatively scheduled for April 15, 2016 and conduct a subsequent public hearing, tentatively scheduled for May 20, 2015. There was no action taken on this agenda item.

Review and Discussion, Request for the Board's Executive Director to Present, Along with Other State Health Professional Licensing Boards, a Brief Presentation to the Legislative Committee on Health Care, on February 24, 2016.

Kim Frakes presented this agenda item to the Board. On January 20, 2016, Ms. Frakes, along with other State health care licensing boards, received an email from the LCB regarding a presentation to the Legislative Committee on Health Care. This presentation is scheduled on February 24, 2016 and will address the various aspects of health care workforce in Nevada, including:

1. Workforce supply and demand;
2. Certain State efforts to improve health care workforce;
3. Health care professional licensing;
4. Medical education; and
5. Graduate medical education and residency.

In addition, providing examples to support additional specific information, presentation participants are required to complete the attached survey. This agenda item serves to inform the Board regarding this meeting and to invite any interested Board members to attend this meeting in person or to view it via live streaming on the web. The location of both meetings are at the following locations:

Legislative Building
401 S. Carson Street
Carson City, NV 89701

And

Grant Sawyer Office Building
555 East Washington Ave.
Las Vegas, NV 89101

When the agenda for this meeting is posted on the Legislature's website, Ms. Frakes will email a copy to each Board member. The agenda should have a link to the web for live streaming this meeting.

Each Board member's Board meeting packet contained a copy of the Nevada Professional Licensing Board Data Collection survey, referenced above. Following presentation of this agenda item, the Board thanked Ms. Frakes' willingness to present on behalf of the Board during this meeting.

[Review and Discussion, Update Pertaining to SB 515 and the hiring of School Social Workers, http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB515_EN.pdf](http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB515_EN.pdf)

Kim Frakes presented this agenda item to the Board. She indicated that she had emailed former Board President, Sandra Lowery, regarding this matter. This agenda item served to update the Board regarding the hiring of School Social Workers since this matter was originally brought to the Board's attention as an agenda item "6-B", during the August 21, 2015 Board meeting. While serving as Board President, Ms. Lowery had expressed a willingness to make herself available to the vested parties during this meeting. Following the August 21, 2015 Board meeting, Ms. Lowery facilitated a meeting with these vested parties within a week of the Board meeting. To date, it appears that nothing else has transpired following Ms. Lowery's meeting with these individuals.

Approval of Drafted Notification to Licensees Regarding Legislation Passed During the 78th/2015 Legislative Session as it Pertains to:

1. * AB 93 and Mandated 2.0 Continuing Education Hours in Suicide Awareness and Prevention, Required for Licensure Renewal, Effective July 1, 2016, http://www.leg.state.nv.us/Session/78th2015/Bills/AB/AB93_EN.pdf;
2. * SB 7 and Changes to the Certification and De-Certification of Individuals on Involuntary "Holds", Pursuant to a Legal 2000 and Applicability to Licensed Clinical Social Workers, as it Pertains to Approved Board Training, http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB7_EN.pdf ; and
3. * Sending These Notifications to all Licensees Along with the Notifications Pertaining to the Public Workshop and Public Hearing to Adopt the Proposed Regulation Changes Contained in LCB File Number, R018-16.

Kim Frakes presented this agenda item to the Board. In addition to notifying all licensees via U.S. Mail and posting this information on the Board's website, regarding the Board's scheduled Public Workshops and Public Hearings, Ms. Frakes suggested that this appears to be an opportune time to notify licensees about AB 93 and SB 7 and how this will impact them. In the past, the Board has provided an overview of the proposed regulation changes via a postcard and then directed the licensees to go to the Board's website in order to view the proposed regulation changes in its entirety. Ms. Frakes indicated that it may be prudent, in lieu of postcard notifications, to provide an abbreviated overview of the regulation changes and have the notification pertaining to AB 93 and SB 7 attached. Given the depth of the information which the Board will be required to convey this information, it may be necessary to provide the information in a letter versus a postcard.

Each Board member's Board meeting packet contained:

1. A draft notification as it pertains to AB 93 and SB 7;

2. A copy of the December 29, 2015 letter and attached blank copy of the L2K2 form; and
3. Copies of AB 93 and SB 7 as enrolled, will be in each Board member's packet.

Following review and discussion of this agenda item, a motion was made by Annie Wilson and seconded by Colleen York to move forward with the drafted notification to all licensees pertaining to AB 93 and SB 7 and to enclose this information along with the notifications pertaining to the Public Workshop, tentatively scheduled for April 15, 2016. This motion was carried without objection.

An Official Opinion from the State Office of the Attorney General for the Purpose of Determining as it Pertains to AB 93:

1. * Whether the Board Can Initially Establish a Time Period of When Continuing Education Hours are to Be Completed by Licensees, with the Period of Completion Being No Less Than 2 Years, Pursuant to NAC 641B.188 and Established in Annual License Renewal Forms, Pursuant to NAC 641B.110; and
2. * Based Upon Legislation Passed During the Above Referenced 2 Year Period, Require the Completion of Mandated Continuing Education Hours, Affording a Portion of Licensees *Less Than 2 Years* to Complete a Continuing Education Mandate, with the Consequence for Non-Compliance Being a Non-Renewal of License.

Kim Frakes presented this agenda item to the Board. Ms. Frakes indicated that there has been ongoing, conflicting information pertaining to the date *when* AB 93, the bill mandating 2.0 continuing education hours in evidence-based suicide prevention and awareness, as a condition for continued licensure, should become effective. It has been discussed during previous Board meetings and outside of our Board meetings that this should become effective for all licensees with continuing education renewal cycles, effective July 1, 2016. On the other hand, it has been equally discussed that this bill will apply to all licensees who renew on or after July 1, 2016, whose continuing education cycle occurs happen fall July 1, 2016 forward. This agenda item may be combined with the previous Agenda Item, 7-D-1, for the purpose of assisting in the Board's discussion pertaining to this matter. Ms. Frakes recommended that the Board review the documentation submitted for the previous Agenda Item, 7-D-1. Henna Rasul cautioned against seeking an opinion from the office of the Attorney General. An official opinion may be costly and the rendering of the opinion probably would not be offered by July 1, 2016, the effective date for AB 93. Following review and discussion of this agenda item, the Board did not take any further action.

Review and Discussion, Spring Education Conference, April 28th through 30th, 2016, Conducted in Jersey City, New Jersey.

Kim Frakes presented this agenda item to the Board. The ASWB Spring Education Conference will be held April 28th through 30th, 2016, in Jersey City, New Jersey. Unlike the annual conferences conducted by ASWB in the fall, this conference is non-funded by ASWB. Ms. Frakes stated that she had been nominated and elected to serve as Chair of the Administrator's Forum and accordingly, she will be attending the conference as a funded participant. Her time away from the office would be used as vacation time.

SENIOR DEPUTY ATTORNEY GENERAL

Review and Discussion, Senior Deputy Attorney General Report.

Henna Rasul presented this agenda item to the Board. This section is generally considered as information only, with Ms. Rasul using this time to bring the Board up-to-date on legal issues of concern to the Board or make recommendations for future agenda items. This time may be used to ask questions of counsel. Ms. Rasul reminded the Board about a recent Open Meeting Law training scheduled for Thursday, February 25,

2016, from 8:30 a.m. until 12:00 p.m. Ms. Frakes indicated that she had emailed a copy of this flyer to all Board members.

PRESIDING OFFICER'S COMMENTS

Rod Smith thanked the Board staff for their ongoing, diligent efforts to attend to the needs of the public and licensees. Other than this, he indicated that he did not have anything further to add to the meeting.

BOARD OPERATIONS

Review, Discussion and for Possible Approval of the November 20, 2015, Board Meeting Minutes.

Kim Frakes presented this agenda item to the Board. Following review of the attached minutes from the November 20, 2015 Board Meeting, the Board may take action to approve the minutes as submitted. If approved, the minutes will be posted on the Board's website.

A copy of the minutes for the **November 20, 2015** Board meeting were contained in the Board members attending the meeting in Reno. Ms. Frakes indicated that due to time constraints, the November 20, 2015 Board meeting minutes were emailed to the Board members in Las Vegas. The Board members in Las Vegas confirmed receiving their minutes by email. Following review of the minutes, a motion was made by Annie Wilson and seconded by Colleen York to approve the November 20, 2015 Board meeting minutes as submitted. This motion was carried without objection.

Review, Discussion and for Possible Action, Approval of Contract to Hire Sandra Lowery, LCSW and Former Board Member, as an, "Internship Program Coordinator", as Noted Below:

1. * *(For Possible Action)* Annual Contract of \$7,500 per Year, Under the Terms Contained in the Contract, with an Additional One-Year Renewal of this Contract, to Equal \$15,000 Total for Two Years; and
2. * *(For Possible Action)* Approval to Include any Revisions to the Contract Following Board Discussion of this Matter:
 - (a) Contingent Upon Mutual Agreement by all Parties; and
 - (b) Subsequent, Final Approval of any Revisions Deferred to the Board's Senior Deputy Attorney General, Prior to the Contract's Submission to the State's Department of Administration, Clerk of the Board of Examiners.

Kim Frakes presented this agenda item to the Board. During the November 20, 2015 Board meeting, the Board voted unanimously to begin contract negotiations with former Board President, Sandra Lowery, LCSW, for Board services she had provided pro-bono while serving on the Board (Agenda Item 11-C). The Board's action item also included bringing the contract to a subsequent Board meeting for final review and approval. Ms. Frakes is requesting the Board to accept the drafted copy of this contract as a, "work in progress", with any finalized revisions conducted pursuant to subsection 2 of this Agenda Item. A copy of the finalized contract, as submitted to the Clerk of the Board of Examiners will be submitted to the Board at a subsequent Board meeting for ratification. A copy of the "DRAFT" contract between the Board and Ms. Lowery. Following review of the drafted contract, a motion was made by Annie Wilson and seconded by Colleen York to accept the cost of the annual contract with Ms. Lowery as noted in item # 1 above. This motion was carried without objection. Henna Rasul suggested that the Board may wish to table item # 2 above until the drafted contract was completed in its entirety. Item # 3 of this agenda item was tabled, without further action.

Review and Discussion, the Scheduling of Time by the Board's President, Secretary-Treasurer and Executive Director, for the Purpose of Updating the List of Official Signers on the Board's Checking Accounts.

Kim Frakes presented this agenda item to the Board. During the November 20, 2015 Board meeting, the following Board members were elected to the following Board offices:

1. President Rod Smith
2. Vice-President Annie Wilson
3. Secretary/Treasurer Vikki Erickson

In the past, the bank has required independent verification of the individual's Board office. This customarily has been done by presenting a copy of the Board minutes, once posted on our website. Assuming the Board approved the November 20, 2015 Board meeting minutes (Agenda Item 11A), Ms. Frakes will post the minutes on the Board's website. This agenda item serves as a reminder to Rod Smith and Vikki Erickson that once these minutes are officially posted onto the Board's website, Ms. Frakes will be contacting them for the purpose of meeting at the bank in order to update the list of official signers on the Board's checking accounts. Following discussion of this agenda item, it was decided that Ms. Frakes would contact President Smith and Secretary/Treasurer Erickson after the Board meeting and schedule a time to meet for the purpose of updating the check signer information with the Board's bank. No further action was taken on this agenda item.

Review, Discussion and for Possible Action, Employee Appraisal and Job Performance Evaluation (Evaluation), Pertaining to the Board's Executive Director and Conducted by Rod Smith, Board President on February 2, 2016, as it Pertains to:

1. * *(For Possible Action)* Recommendations to Either Accept, Reject or Revise the Evaluation, and
2. * *(For Possible Action)* Based Upon Detachment from the State's Pay Scale in 2009, Approval or Denial of a 1% to 1.5% Salary Increase, Effective March 1, 2016, if Approved.

President Smith presented this agenda item to the Board. During the May 8, 2009 Board meeting, the Board approved to detach Board employees from the State Classification system (Agenda Item 9D-2a). Since this date, aside from pay increases related to job reclassification for two (2) Board staff members, Board staff have not received an increase in pay since this date. One of the mentioned staff member was Kim Frakes, when she promoted from Deputy Executive Director to Executive Director in mid-2009. On August 13, 2010, the Board reviewed and approved a job performance evaluation (evaluation) conducted on Ms. Frakes (Agenda Item 9E). The evaluation was conducted by then Board President, Randy Reinoso, LSW, with input and assistance from then Board Vice-President, Sandy Lowery, LCSW. The evaluation noted that Ms. Frakes was meeting job performance expectations and approved the evaluation. Since there was a freeze on salary increases during this time, Ms. Frakes did not receive an increase following her evaluation.

During the November 20, 2015 Board meeting, the Board voted unanimously to conduct a performance evaluation on all Board staff, including the Board's Executive Director. A 1.5% increase in pay, contingent upon meeting or exceed minimum job performance standards in each staff members' evaluation, was approved and would become effective on January 1, 2016. Since the evaluation for Ms. Frakes was required to be posted as a subsequent Board meeting, the Board approved for President Smith to conduct the job performance evaluation for Ms. Frakes. It was agreed by the Board that Mr. Smith was allowed to seek input as necessary to complete this evaluation, including input from the previous Board President, Sandra Lowery. (Agenda Item 11-D).

On February 2, 2016, President Smith conducted the job performance evaluation with Ms. Frakes. Following review and discussion of this agenda item the Board may take action to:

1. * *(For Possible Action)* Recommended either accepting, rejecting or revising the evaluation, and
2. * *(For Possible Action)* Based upon detachment from the State's Pay Scale in 2009, approve or Deny a Salary Increase of 1% to 1.5%, effective March 1, 2016.

Each Board member's Board meeting packet contained a copy of the job performance evaluation conducted on Ms. Frakes on February 2, 2016. Following review of Ms. Frakes' job performance evaluation, a motion was made as follows:

Item 1 A motion was made by Vikki Erickson and seconded by Annie Wilson, to accept the job performance evaluation for Kim Frakes as submitted. This motion was carried without objection.

Item 2 A motion was made by Annie Wilson and seconded by Vikki Erickson, to approve a 1.5% pay increase for Ms. Frakes, to be effective on March 1, 2016. This motion was carried without objection.

Review, Discussion and for Possible Action, the Year-to-Date Board Cash Flow Statement, Covering July 1, 2015 through December 31, 2015, in Comparison to the 2015/2016 Fiscal Budget.

Kim Frakes presented this agenda item to the Board. The Year-to-Date, 2015-2016 Fiscal Year began on July 1, 2015. The current Year-to-Date budget information will cover all of the 2nd quarter of this Fiscal Year (i.e. July 1, 2015 through December 31, 2015). Items at or near 50% will be considered as being on target. Following review and discussion on the presented year-to-date budget, the Board may take action to approve the year-to-date budget as submitted and also propose any recommendations pertaining to the remainder of the 2015/2016 fiscal year budget. A copy of the 2015-2016 Year-to-Date budget (2nd quarter) in comparison to the Board approved 2015-2016 Fiscal Year budget was enclosed in each Board member's Board meeting packet. Following review of the year-to-date Board cash flow statement in comparison to the 2015/2016 fiscal budget, a motion was made by Annie Wilson and seconded by Colleen York, to approve both of the Board's budgetary documents. This motion was carried without objection.

Review, Discussion and for Possible Action, the Board's Fourth (4th) Quarter (October, November and December) Licensure Report (Report), as posted on the Board's website, <http://socwork.nv.gov/about/Board-Licensure-Statistics/> 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. This agenda item serves as an informative item, informing the Board about the number of individuals licensed by the Board quarterly, via new, renewing and restoration. The information also provides information to the Board regarding the numbers of individuals licensed and at which levels of licensure. Finally, Board staff have been tracking the number of licenses offered via endorsement, which is included in this document. As noted above, Ms. Frakes also submits much of the above statistics onto the Nevada Legislative website. A copy of the Board's Licensure Statistics for the 4th/2015 Quarter was enclosed in each Board member's Board meeting packet. Following review and discussion, no further action was taken on this agenda item.

Review, Discussion and for Possible Action, the Board's Audited Financial Statement, for Fiscal Year July 1, 2014 through June 30, 2015, Conducted by Coulson and Associates, Ltd., Completed November 28, 2015 and Submitted to the State's Budget Division and Legislative Counsel Bureau.

Kim Frakes presented this agenda item to the Board. Annually, the all State boards are required to submit to an independent financial audit, pursuant to NRS and NAC. The Board's financial audit for the 2015 fiscal year (July 1, 2014 through June 30, 2015) was completed by Coulson and Associates, Ltd. (Auditor). As noted on the Auditor's comments, found on the final page of the audit, there did not appear to be, "*...any financial weakness of a magnitude to justify inclusion within (their) audit report.*" Following review and discussion of this agenda item, the Board may take action to accept this 2015 fiscal year audit, covering July 1, 2014 through June 30, 2015. One (1) hard copy of the referenced audit was provided at each Board meeting location. A scanned copy was emailed to each Board member on Wednesday, February 17, 2016. Following review and discussion of this agenda item, a motion was made by Colleen York and seconded by Annie Wilson to accept the 2015 fiscal year audit as submitted. This motion was carried without objection.

EXECUTIVE DIRECTOR'S REPORT

Ms. Frakes thanked everyone for their attendance at today's meeting. Aside from this, she indicated that she did not have anything further to add.

PUBLIC COMMENT

Lea Cartwright wanted to share information pertaining to "Project Peace". This is a program which received recent grant funding from the Department of Education, with the primary focus of the funding used for Washoe County schools in the North Valley's area. Given the Board's support in the school social worker project, she thought this information would be informative and timely. Ms. Frakes thanked Ms. Cartwright for sharing this information. Aside from this, there was no additional public comment.

ADJOURNMENT

President Smith adjourned the Board meeting at 11:50 a.m.

Respectfully Submitted,

Kim Frakes