



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

MINUTES OF BOARD MEETING
August 19, 2016

The meeting of the Board of Examiners for Social Workers was called to order by Rod Smith, Board President, at 9:05 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
C. J. Yao, LCSW, Board Member, Las Vegas

Staff Present

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

Public Attendees

K. Neena Laxalt, Lobbyist, Reno
Sara Hunt, Lincy Institute, UNLV

PUBLIC COMMENT

No public comment was offered at this time.

CONSENT AGENDA

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

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

REGULAR AGENDA

DISCIPLINARY MATTERS

Review, Discussion and for Possible Action, Recommendation to Dismiss: Disciplinary Cases Numbers: G12-09 and G12-10.

Kim Frakes provided redacted background information pertaining G12-09 and G12-10, along with her recommendation to dismiss both of these cases. These cases were also reviewed with Henna Rasul, Sr. Deputy Attorney General, with the recommendation to dismiss these cases, prior to placing them on the Board agenda. Ms. Frakes indicated that these two (2) cases, along with another disciplinary case, had been filed by one (1) complainant who had been involved in a child custody issue with all three (3) licensees. Although the

complainant had alleged "abuse of power and authority" and "unprofessional conduct" pertaining to these licensee and also submitted copious amounts of documentation, there did not appear to be any specific information to substantiate the complainant's allegations. Furthermore, the Board's investigations noted that all parties to this matter, including the complainant, had ample legal representation and this would have been the appropriate course to express concerns pertaining to this legal matter. It was further noted by Ms. Frakes, that there was also ample oversight of this case provided by both the court and the child protective agency pertaining to this matter.

Following review and discussion, a motion was made by C. J. Yao and seconded by Vikki Erickson to dismiss Case G12-09. This motion was carried without objection. A motion was also made by Vikki Erickson and seconded by C. J. Yao, to dismiss Case G12-10. This motion was carried without objection.

Review and Discussion, Redacted Disciplinary Report.

Kim Frakes presented the redacted Disciplinary Report to the Board. President Smith reminded the Board about a Board discussion during a previous Board meeting made by C. J. Yao. Ms. Yao had reminded the Board that one of its primary purposes was protection of the public and the importance of investigating and resolving disciplinary cases timely. Since that time, President Smith noted that the Board had hired an investigator. Ms. Frakes indicated that she the new investigator are working diligently on the disciplinary cases. She noted that the recent requests by the State Legislature has diverted her abilities to pursue disciplinary cases as timely as she would like. However, Ms. Frakes indicated that she anticipates items having these cases moved forward in the near future.

LICENSURE, INTERN AND APPLICATION ISSUES

Review and Discussion, Summary of the Board's 1st/2016 2nd/2016 Quarterly Statistics, as Posted on the Board's Website at: <http://socwork.nv.gov/about/Board-Licensure-Statistics/> 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. She noted that there was a typo on the Board agenda and that this was actually the, "2nd /2016 Quarterly Statistics", instead of the first/2016 quarterly statistics.

Ms. Frakes indicated that pursuant to NRS 622.100, each State board is required to submit specific licensing information to LCB (Legislative Counsel Bureau), in a format prescribed by the LCB Director. This format is also contained on the LCB website. For the past several quarters, the Board's Executive Director has also opted to place an expanded version of this information on the Board's website. This information is contained in each Board member's Board meeting packet. It was noted that there were, "95" total, new licenses added during the 2nd/2016 quarter, with "14" of these licenses being issued by endorsement of out-of-state licenses. Out of the "14" licenses issued via endorsement, 3 were LSW'S and 11 were LCSW'S. Ms. Frakes noted that these statistics do not reflect the heaviest quarter for when the Board issues licenses. This will be the next quarter, (i.e. 3rd quarter) which reflects when students graduate with the degrees in social work.

Follow up to Board Action During the June 17, 2016 Board Meeting (Agenda Item 6A) Pertaining to the Development of a Form by the Board for Use with Entities, Such as Credentialing Services, to Facilitate the Application Process Between the Board and Applicant.

Kim Frakes presented this agenda item to the Board. During the June 17, 2016 Board meeting, this matter was presented as Agenda Item 6A. To summarize, the Board's Executive Director had been approached by a hospital affiliated with the University of Utah (U of U) regarding their use of an identified staff member who would act as a liaison between Utah licensed clinical social workers (LCSW) in their hospital and the Board, for the purpose of assisting those Utah licensed LCSW'S in becoming licensed in Nevada. The goal with this dual licensure would be to enable U of U to provide critically needed services in Eastern Nevada. At the time the Board was approached by U of U, Board policy did not support the use of a "liaison", over concerns pertaining to applicant and licensee confidentiality, pursuant to NRS 641B.170. Following review and discussion during the June 17th Board meeting, which included input from Board Counsel, the Board took action to approve applicants' use of a liaison to assist them with the Board's application process. Board Counsel recommended that the Board should draft their own release/permission form. The Board's Executive Director agreed to draft the form, which included input and samples from other licensing boards in Nevada and outside of the State. This agenda item serves to update the Board regarding the Executive Director's findings, following discussion with other licensing boards and her recommendations for a release/permission form.

Each Board member's Board meeting packet contained the following documentation:

1. Proposed release/permission form to be signed by an applicant desiring to utilize a liaison to assist them with the licensing process; and
2. Additional sample authorization forms.

Following review and discussion of this agenda item, a motion was made by C. J. Yao to approve the third party authorization form as submitted. This motion was seconded by Vikki Erickson. This motion was carried without objection.

Request for Presentation by the Board to the UNLV (University of Nevada, Las Vegas) School of Social Work, Around December, 2016, Pertaining to the Board's Process for Licensure.

Kim Frakes presented this agenda item to the Board. In the past, there were requests from university social work departments from both UNR (University of Nevada, Reno) and UNLV (University of Nevada, Las Vegas), to conduct a presentation to their graduating classes, pertaining to licensure and the internship process. The UNLV social work department has invited the Board to conduct a presentation to their students sometime prior to graduation in December of this year. In the past, such invitations from UNR or UNLV would be arranged by the Board's Executive Director and any interested Board member and/or staff. This agenda item served to notify Board members regarding an interest by the UNLV social work department in having the Board conduct a presentation and to re-establish the Board's policy which afforded such arrangements to be conducted by the Board's Executive Director and Board President. Following review and discussion of this agenda item, a motion was made by C. J. Yao and seconded by Vikki Erickson to approve any future requests for presentations pertaining to Board licensure requirements internally, between the Board's Executive Director and Board President. This motion was carried without objection.

LEGISLATIVE AND REGULATORY ISSUES

Update Pertaining to the Legislative Committee on Health Care (Committee) as it Pertains to:

- 1. The Board's Presentation during the June 29, 2016, Committee Meeting;**
- 2. July 6, 2016 Letter from State Assemblyman Oscarson and the Board's Response;**
- 3. July 11, 2016 Onsite Visit by the Division of Public and Behavioral Health, Administrator;**

4. July 27, 2016 Scheduled Meeting at the State Legislature Between Board Members and Staff and Identified SB 515 Stakeholders,
http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB515_EN.pdf; and
5. Recommendations for Follow-Up and/or Actions by the Board Pertaining to this Matter.

Kim Frakes presented this agenda item to the Board.

Over the past several months, it has become well-known to the Board the concerns expressed by the Nevada Department of Education (Department of Education) pertaining to the hiring of eligible social workers in order to fulfill the hiring requirements specified in Section 23 of SB 515, for school social workers. This has resulted in vigorous interest by State Legislators and the Legislative Committee on Health Care, including Legislative Committee Chair Oscarson and Committee Member, Assemblywoman Benitez-Thompson. This agenda item served to update the Board regarding ongoing meetings with the Committee, SB 515 Stakeholders and site visits from other State entities.

Each Board member's Board meeting packet contained the following documents:

1. Emailed request to present during the June 29, 2016 Committee meeting and agenda;
2. Copy of the Board's June 29, 2016 Committee presentation by President Rod Smith, Sandy Lowery and Kim Frakes which includes:
 - a. June 21, 2016 Cover Letter to the Committee;
 - b. Flow Chart of the Board's Requested Involvement with SB 515;
 - c. Licensure Flow Chart and Clarification Pertaining to the Board's Role in, "Workforce Development";
 - d. PowerPoint Presentation to the Legislative Committee on Health Care, Further Clarifying the Board's Role in the Licensure Process and Workforce Development; a
 - e. Handout Pertaining to, "Noted Inconsistencies Pertaining to the Recruitment of School Social Workers";
 - f. July 6, 2016 Letter from Assemblyman Oscarson to the Executive Director, Requesting Specific Information and the Board's "27-paged" Response, sent August 16, 2016. *(Copies emailed to Board members on this date. Loose Copies will be Available at Each Board Meeting Location); and*
 - g. Email from Policy Analyst to Meet with SB 515 Stakeholders on July 27, 2016, at 9:00 a.m.; and

Ms. Frakes also read a recommendation made by the Executive Director, from the Nevada Department of Education, made during the May 25, 2016, Legislative Committee on Education. During the Education Director's presentation before the Legislative Committee on Education, he indicated that he was requesting support from this Committee for legislation he would be proposing during the 79th/2017 Legislative Session, to combine all behavioral health licensing boards. This Director cited issues pertaining to this Board as well as difficulties with the State's Licensed Professional Counseling Board.

At the request of Assemblyman Oscarson, who chaired the Legislative Committee on Health Care, Ms. Frakes indicated that President Smith, Sandy Lowery and Kim Frakes met with Assemblywoman Benitez-Thompson and various stakeholders to discuss issues and concerns pertaining to SB 515's implementation as well as other concerns pertaining to the Board's licensure process. Ms. Frakes indicated that there was robust discussion during this meeting, occurring on July 27, 2016. There was numerous misinformation expressed by attendees at this meeting and Ms. Frakes indicated that President Smith, Ms. Lowery and herself had addressed this misinformation. Ms. Frakes also shared with the stakeholders of this meeting the fact that the Board had, Board members and staff, who were interested and available, with ample experience in working with the education system. She noted that Annie Wilson had served on the State's Board of Education, President Smith had experience as an education administrator, and that she (Ms. Frakes) had also worked in

the capacity as a school social worker. President Smith also indicated that Sandy Lowery had spent an enormous amount of time preparing statistics and tables pertaining to the Board's licensure information and statistics.

Board discussion included the vast amount of interest and time that the Board had taken since the passage of SB 515 to support the hiring of school social workers, including revising the Board's internship program to accommodate the Department of Education's needs in placing clinical social work interns into the schools. It was noted during the discussion, that Ms. Lowery had worked tirelessly with coordinators from the Washoe County School District to place clinical interns into their schools, but that this project had appeared to stall. It appeared that the School District had placed this matter on "hold" without explanation. President Smith noted that these positions were contracted for "one year". Given the fact that a school year is significantly less than 365 days, this would prove problematic for both school administrators as well as potential applicants.

Ms. Frakes noted that the next scheduled meeting with Assemblywoman Benitez Thompson and SB 515 stakeholders was scheduled on September 21, 2016. Following review and discussion of this agenda item, the Board did not take further action.

Review, Discussion and for Possible Action, in Preparation for the 79th/2017 Legislative Session, Approval to Identify and Draft a Contract for Services by a Lobbyist, with Final Board Review and Approval During the Next Board Meeting.

Kim Frakes presented this agenda item to the Board. Based upon the robust activity and interest exhibited by the State Legislature as it pertains to the Board, including the recommendation made by SB 515 stakeholders during the July 27, 2016 meeting, to open the Board's Nevada Revised Statutes for "revision" during the upcoming 79th/2017 Legislative Session, the Board may consider hiring a lobbyist. Ms. Frakes indicated that although the Board has deferred hiring a lobbyist in previous Legislative sessions, it appears that the Board may benefit from utilizing a lobbyist during this session. Given the apparent misinformation about the Board generated by individuals with access to certain members of the Legislature, hiring a lobbyist may be a sound strategic move. During this discussion, Ms. Frakes provided recommendations for lobbyists provided to her, as well as known costs. She noted that an interested lobbyist was attending this meeting. Although this lobbyist was aware that this is not an offer for employment, she appeared interested in meeting with the Board and was happy to assist in answering any questions.

Each Board members' meeting packet included:

1. List of Lobbyist Referrals;
2. Cost to State Boards for Lobbyists from the July 12, 2016 State Board of Examiners' Meeting Agenda; and
3. Resume and Scope of Work from an Interested Lobbyist.

President Smith inquired whether the Board's budget would accommodate the hiring of a lobbyist. Ms. Frakes called attention to Agenda Item 9-D, which contained the year-to-date Board cash flow statement, in comparison to the 2016/2017 fiscal year budget. Ms. Frakes noted that the fiscal year budget could accommodate up to \$35,000 to cover the cost of a lobbyist. Following review and discussion of this agenda item, C. J. Yao and seconded by Vikki Erickson for Ms. Frakes to move forward in seeking and establishing the contract process to hire a lobbyist. This motion was carried without object.

Review, Discussion and for Possible Action, June 20, 2016 Office of the State Primary Care Workforce Development Letter and August 15, 2016 Onsite Visit by the State Department of Health and Human Services Contractor.

Kim Frakes presented this agenda item to the Board. On July 1, 2016, Ms. Frakes was notified of a scheduled onsite visit by the State's Department of Health and Human Services (DHHS) Contractor. It was the intent of having the DHHS Contractor visit and conduct outreach to all State health professional licensing boards, in an effort to raise awareness pertaining to workforce development programs and resources. This agenda item serves as a follow-up to that visit. Each Board member's Board meeting packet contained a copy of the referenced June 20, 2016 letter from the DHHS Administrator.

Ms. Frakes indicated that the June 20, 2016 site visit had gone well. The Contractor provided a lot of helpful information pertaining to "general" interest expressed by various stakeholders pertaining to the proposed consolidation of behavioral health boards during the upcoming legislative session. The Contractor also shared information pertaining to statistically information which the Board should consider making more readily available to various State divisions and agencies. Since this was an information only agenda item, the Board did not take any further action.

Review and Discussion, Codification of the Following:

1. *** ~~(For Possible Action)~~ Nevada Revised Statute (NRS), 641B, Reflecting Changes from the 78th/2015 Legislative Session; and**
2. *** ~~(For Possible Action)~~ Nevada Administrative Code (NAC) 641B, Reflecting Changes in LCB File: R025-14, Adopted by the Board in 2014.**

Kim Frakes presented this agenda item to the Board. She noted that there was a typo on the agenda and that this agenda item was, in fact, a non-action item. This served as a discussion item, notifying the Board that NRS 641B has been codified to reflect the changes made during the 78th/2015 Legislative session and that the previously regulation changes adopted in 2014, LCB File: R025-14, have also been codified. Each Board member's meeting packet contained copies of both the codified NRS and NAC have been sent to each Board meeting location. Since this was an information only agenda item, the Board did not take any further action.

Review and Discussion and for Possible Action, Notification of Filing on June 28, 2016, by the Nevada Office of the Secretary of State, LCB File Number: R018-16, Adopted by the Board on June 17, 2016.

Kim Frakes presented this agenda item to the Board. She noted that there was a typo on the agenda and that this agenda item was, in fact, a non-action item. This served as a discussion item, notifying the Board that the Board's adopted regulation changes in LCB File: R018-16, was filed by the Nevada Office of the Secretary of State on June 28, 2016. Each Board member's meeting packet contained a copy of notification of filing of LCB File: R018-16, with the Office of the Secretary of State. Since this was an information only agenda item, the Board did not take any further action.

Review, Discussion and for Possible Action, Final Draft of Proposed Regulation Changes Contained in LCB File: T001-16 and Notification of Workshop, Scheduled August 19, 2016, from 1:00 p.m. until 3:00 p.m.

Kim Frakes presented this agenda item to the Board. The Public Workshop to solicit comments pertaining to proposed temporary changes in LCB File No.: T001-16, were available for the Board's review. Although previously reviewed and approved by the Board, this will prepare the Board for the Public Workshop, scheduled following this Board meeting, at 1:00 p.m. until 3:00 p.m. Each location (i.e. Reno and Las Vegas) will have their own separate workshop. This will afford Board members at each location the opportunity to discuss the proposed temporary regulations as well as address any questions pertaining to the public workshop. Each Board member's meeting packet contained a copy of temporary regulation information for T001-16, as posted on the Board's website. Following review and discussion of this agenda item, a motion was made by C. J. Yao and seconded by Vikki Erickson, to move forward with the public workshop, scheduled from 1:00 p.m. until 3:00 p.m., following this Board meeting. This motion was carried without objection.

(Following the completion of this agenda item, the Board took a break from 10:10 a.m. until 10:20 a.m.)

DEPUTY ATTORNEY GENERAL REPORT

Review and Discussion, Senior Deputy Attorney General Report.

Henna Rasul indicated that she did not have anything to add to this Board meeting.

PRESIDING OFFICER'S COMMENTS

Rod Smith offered "kudos" to Board staff for their diligent efforts in servicing the Board's constituents. Aside from this, President Smith indicated that he did not have anything to add to the meeting.

BOARD OPERATIONS

Review, Discussion and for Possible Action, Approval of the June 17, 2016, Board Meeting and Hearing to Adopt Regulation, Minutes.

(In order to aid with the efficacy of the Board meeting, this agenda item was tabled in order to accommodate the presenter for agenda item 10-E).

Review, Discussion and for Possible Action, Invitation from the University of Nevada, Las Vegas (UNLV), Lincy Institute, for Board Participation in the October 7, 2016, Mental and Behavioral Health Coalition, as a Panelist in the, "Statewide Mental Health Workforce Development Forum", Panel Presentation.

Kim Frakes introduced Sara Hunt, Ph.D., Director of the Mental and Behavioral Health Coalition, The Lincy Institute, University of Nevada Las Vegas. Dr. Hunt indicated that the October 7, 2016 Mental and Behavioral Health Coalition serves as an opportunity for the Board to present steps taken to support Statewide Mental Health Workforce Development. This would also provide a platform for mental health licensing boards, including this Board, opportunities to answer questions pertaining to the Board's involvement in the area of statewide mental health concerns. Dr. Hunt indicated that the Lincy Institute is requesting a representative from each mental health licensing board, (i.e. Psychology, Marriage and Family Therapy/LCPC, Social Work and Drug, Alcohol and Gambling Counselors) to participate in the panel presentation.

Each Board member's meeting packet contained a copy of letter and invitation from the Lincy Institute for either a Board member or Board staff to participate as a panelist during the panel presentation. C. J. Yao indicated that she was planning to attend the forum but was unsure about participating as a panelist since her appointment on the Board has expired and she was not planning on requesting a reappointment. Following review and discussion, a motion was made by C. J. Yao and seconded by Vikki Erickson, to have Kim Frakes

represent the Board as a panelist during the October 7, 2016, Lincy Institute Mental Health Forum in Las Vegas. Ms. Frakes accepted to represent the Board. This motion was carried without objection. C. J. indicated that she would be happy to provide assistance as needed, since she would be attending the forum.

Review, Discussion and for Possible Action, Approval of the June 17, 2016, Board Meeting and Hearing to Adopt Regulation, Minutes—Continued.

Kim Frakes presented this agenda item to the Board. Following review of the attached minutes from the June 17, 2016 Board Meeting, the Board may take action to approve the minutes as submitted. If approved, the minutes would be posted on the Board's website. Each Board member's meeting packet contained a copy of the minutes for the **June 17, 2016** Board Meeting and Hearing to Adopt Regulation minutes. Following review and discussion of this agenda item, a motion was made by Vikki Erickson and seconded by C. J. Yao, to approved the June 17, 2016 Board Meeting and Hearing to Adopt Regulation minutes. This motion was carried without objection.

Review, Discussion and for Possible Action, the Final (4th/Quarter) Year-to-Date Board Cash Flow Statement, Covering July 1, 2015 through June 30, 2016, in Comparison to the 2015/2016 Fiscal Budget.

Kim Frakes presented this agenda item to the Board. The 2015/2016 Fiscal Year Budget covered the period from July 1, 2015 through June 30, 2016. Any budget items at 100% would be considered as being, "on target". The 2015/2016 Fiscal year Budget and Year-to-Date (i.e. Year End) will provide the Board with an opportunity to view the Board's revenue versus expenditures and should assist the Board when reviewing Agenda Item 9C, the proposed 2016/2017 Fiscal Year Budget. Following review and discussion of this agenda item, the Board may make recommendations pertaining to the Board's revenue and/or expenditures. Each Board member's meeting packet included the 2015/2016 Fiscal Year Budget and 2015/2016 Year-to-Date Cash Flow Statement. As far as Board revenue, it was noted that the Board's budget was 106% above what was originally projected when this budget was created a year ago. In so far as total expenses were concerned, the Board was at 86%. This afforded the Board \$218,692.00 in reserves. Moving forward, Ms. Frakes recommended indicated that she would be recommendations as to how to best utilize the reserves monies for the 2016/2017 Fiscal Year, in discussion of the next agenda item. Following review and discussion of this agenda item, a motion was made by Vikki Erickson and seconded by C. J. Yao to approve the 4th/2016 quarter, year-to-date cash flow statement, covering July 1, 2015 through June 30, 2016, in comparison to the 2015/2016 fiscal budget. This motion was carried without objection.

Review, Discussion and for Possible Action:

1. * ***(For Possible Action)*** Approval of the Proposed 2016/2017 Fiscal Year Budget, Covering July 1, 2016 through June 30, 2017; and
2. * ***(For Possible Action)*** Any Recommended Modifications to Proposed Expenses, Including:
 - a. * ***(For Possible Action)*** The Increase or Decrease of Funding Allocations in Budget Areas; and
 - b. * ***(For Possible Action)*** Consideration to Place on the Next Board Meeting Agenda, Increase in Board FTE'S/Staffing, Including the Proposed Hiring of Staff, Increase of Hours for Existing Part-time or Per-Diem Staff, and Modest Cost of Living Increase for Current Staff, Recently Granted to State Employees.

Kim Frakes presented this agenda item to the Board. Based upon the 2015/2016 Fiscal Year-to-Date (i.e. Year End) Budget, it appears that the Board is in a sound position fiscally to consider:

- Setting aside funding for IT expansion and development, including hiring for tech support;
- Increasing hours for part-time employees and Per-diem staff;

- Modest cost of living increase for current staff, recently approved for State employees; and
- Any additional recommendations.

Any of the above recommended items would be placed on the next Board meeting agenda for review, discussion and possible approval. Each Board member's meeting packet included copies of:

1. 2015/2016 Year-to-Date (i.e. Year End) Cash Flow Statement;
2. 2015/2016 Fiscal Year Budget; and
3. 2016/2017 Proposed Fiscal Year Budget.

Following review and discussion as it pertained to Agenda Item 9-C-1 (approval of the 2016/2017 fiscal year budget), a motion was made by Vikki Erickson and seconded by C. J. Yao, to approve the 2016/2017 Fiscal Year Budget, covering July 1, 2016 through June 30, 2017. This motion was carried without objection.

Following review and discussion pertaining to Agenda Items 9-C-2 (parts a and b), C. J. Yao requested that both of these items be withdrawn/tabled from this Board meeting agenda and reconsidered as follows:

Part a—The Increase or Decrease of Funding Allocations in Budget Areas.

Following discussion, the Board agreed that this should be tabled until most/all of the Board members were present to discuss this.

Part b—Consideration to Place on the Next Board Meeting Agenda, Increase in Board FTE'S/Staffing, Including the Proposed Hiring of Staff, Increase of Hours for Existing Part-time, or Per-Diems Staff, and Modest Cost of Living Increase for Current Staff, Recently Granted to all State Employees.

Following discussion of Part a, the Board agreed that this should be tabled until most/all of the Board members were present to discuss this.

Following discussion, the Board agreed to table Part b until this matter was placed on a subsequent agenda, providing more details and rationale for this agenda item.

Following review and discussion of both Parts a and b, a motion was made by C. J. Yao and seconded by Vikki Erickson, to table both of these items. This motion was carried without objection.

Review, Discussion and for Possible Action, Approval to Utilize the "Licensure Application Flow Chart", (See Agenda Item 7A-2) to Establish the Board's Written and Verbal, "Initial Application Policy and Procedures".

Kim Frakes presented this agenda item to the Board. The "Licensure Application Flow Chart", documentation in Agenda Item 7A-2, appears to provide an excellent opportunity for the development of updated, formalized, policy and procedures. Sandra Lowery has agreed to develop formalized policy and procedures, utilizing the Flow Chart as the basis. Following review and discussion, the Board may take action to approve utilizing the Flow Chart to develop formalized, Board policy and procedures. In the interim, Board policy and procedures may occur in a verbal format. The Board members were referred back to the "Licensure Application Flow Chart", documentation in Agenda Item 7A-2. Following review and discussion, a motion was made by C. J. Yao and seconded by Vikki Erickson, to approve utilizing the *Licensure Application Flow Chart* to establish a verbal and written policy on the Board's *Initial Application Policy and Procedures*. This motion was carried without objection.

Review, Discussion and for Possible Action, Posting on the Board's Website, Fee Updates, Pertaining to Applications for Endorsement, as it Pertains to Legislative Changes During the 78th/2015 Legislative Session, Presently Reflected in NRS 641B.271 and NRS 641B.272, and Notification of Possible Refund to Eligible Prior Applicants.

Kim Frakes presented this agenda item to the Board. In addition to streamlining licensure via endorsement for qualifying applicants, during the 78th/2015 SB 68, http://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB68_EN.pdf, also provided language which:

1. Prohibits boards from collecting additional fees from the fees already established in NRS for applicants who are applying for out-of-state licensure endorsement; and
2. Prohibits boards from charging no more than "half" of the fees established for an initial issuance of a license, for qualifying members of the military, veterans, and spouses. As it applies to the Board, this is reflected in NRS 641B.272.

Although only recently codified in NRS 641B, this bill became effective June 9, 2015. Accordingly, it appears that the Board may need to take corrective action by posting this information on their website and notifying applicants who submitted their applications on or after June 9, 2015, that qualifying applicants may be eligible for reduced fees, pursuant to NRS 641B.272. Following review and discussion of this agenda item, the Board may approve taking the corrective actions, as noted.

Documentation Included: Copies of NRS 641B.271, NRS 641B.272 and NRS 641B.300 were copied in each Board member's meeting packet as noted below:

NRS 641B.271 Expedited license by endorsement: Requirements; procedure for issuance.

1. The Board may issue a license by endorsement to engage in social work to an applicant who meets the requirements set forth in this section. An applicant may submit to the Board an application for such a license if the applicant holds a corresponding valid and unrestricted license to engage in social work in the District of Columbia or any state or territory of the United States.
2. An applicant for a license by endorsement pursuant to this section must submit to the Board with his or her application:
 - (a) Proof satisfactory to the Board that the applicant:
 - (1) Satisfies the requirements of subsection 1;
 - (2) Is a citizen of the United States or otherwise has the legal right to work in the United States;
 - (3) Has not been disciplined or investigated by the corresponding regulatory authority of the District of Columbia or any state or territory in which the applicant currently holds or has held a license to engage in social work;
 - (4) Has not been held civilly or criminally liable for malpractice in the District of Columbia or any state or territory of the United States; and
 - (5) Has been continuously and actively engaged in social work for the past 5 years;
 - (b) A complete set of fingerprints and written permission authorizing the Board to forward the fingerprints in the manner provided in [NRS 641B.202](#);
 - (c) An affidavit stating that the information contained in the application and any accompanying material is true and correct; and
 - (d) Any other information required by the Board.
3. Not later than 15 business days after receiving an application for a license by endorsement to engage in social work pursuant to this section, the Board shall provide written notice to the applicant of any additional information required by the Board to consider the application. Unless the Board denies the application for good cause, the Board shall approve the application and issue a license by endorsement to engage in social work to the applicant not later than:
 - (a) Forty-five days after receiving the application; or
 - (b) Ten days after the Board receives a report on the applicant's background based on the submission of the applicant's fingerprints,
↳ whichever occurs later.
4. A license by endorsement to engage in social work may be issued at a meeting of the Board or between its meetings by the President of the Board. Such an action shall be deemed to be an action of the Board.
(Added to NRS by [2015.3034](#))

NRS 641B.272 Expedited license by endorsement for active member of Armed Forces, member's spouse, veteran or veteran's surviving spouse: Requirements; procedure for issuance; provisional license pending action on application.

1. The Board may issue a license by endorsement to engage in social work to an applicant who meets the requirements set forth in this section. An applicant may submit to the Board an application for such a license if the applicant:

(a) Holds a corresponding valid and unrestricted license to engage in social work in the District of Columbia or any state or territory of the United States; and

(b) Is an active member of, or the spouse of an active member of, the Armed Forces of the United States, a veteran or the surviving spouse of a veteran.

2. An applicant for a license by endorsement pursuant to this section must submit to the Board with his or her application:

(a) Proof satisfactory to the Board that the applicant:

(1) Satisfies the requirements of subsection 1;

(2) Is a citizen of the United States or otherwise has the legal right to work in the United States;

(3) Has not been disciplined or investigated by the corresponding regulatory authority of the District of Columbia or the state or territory in which the applicant holds a license to engage in social work;

(4) Has not been held civilly or criminally liable for malpractice in the District of Columbia or any state or territory of the United States; and

(5) Is currently engaged in social work under the license held required by paragraph (a) of subsection 1;

(b) A complete set of fingerprints and written permission authorizing the Board to forward the fingerprints in the manner provided in [NRS 641B.202](#);

(c) An affidavit stating that the information contained in the application and any accompanying material is true and correct; and

(d) Any other information required by the Board.

3. Not later than 15 business days after receiving an application for a license by endorsement to engage in social work pursuant to this section, the Board shall provide written notice to the applicant of any additional information required by the Board to consider the application. Unless the Board denies the application for good cause, the Board shall approve the application and issue a license by endorsement to engage in social work to the applicant not later than:

(a) Forty-five days after receiving all the additional information required by the Board to complete the application; or

(b) Ten days after the Board receives a report on the applicant's background based on the submission of the applicant's fingerprints,

↳ whichever occurs later.

4. A license by endorsement to engage in social work may be issued at a meeting of the Board or between its meetings by the President of the Board. Such an action shall be deemed to be an action of the Board.

5. At any time before making a final decision on an application for a license by endorsement pursuant to this section, the Board may grant a provisional license authorizing an applicant to engage in social work in accordance with regulations adopted by the Board.

6. As used in this section, "veteran" has the meaning ascribed to it in [NRS 417.005](#).

(Added to NRS by [2015, 3914](#))

NRS 417.005 "Veteran" defined. As used in this title, unless the context otherwise requires, "veteran" means a resident of this State who:

1. Was regularly enlisted, drafted, inducted or commissioned in the:

(a) Armed Forces of the United States and was accepted for and assigned to active duty in the Armed Forces of the United States;

(b) National Guard or a reserve component of the Armed Forces of the United States and was accepted for and assigned to duty for a minimum of 6 continuous years; or

(c) Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States and served in the capacity of a commissioned officer while on active duty in defense of the United States; and

2. Was separated from such service under conditions other than dishonorable.

(Added to NRS by [2013, 749](#))

NRS 641B.300 Fees. [Effective until 2 years after the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. The Board shall charge and collect fees not to exceed the following amounts for:

Initial application..... \$40

Provisional license..... 75

Initial issuance of a license, including a license by endorsement..... 100

Annual renewal of a license.....	150
Restoration of a suspended license or reinstatement of a revoked license..	150
Restoration of an expired license.....	200
Renewal of a delinquent license.....	100
Reciprocal license without examination.....	100

2. If an applicant submits an application for a license by endorsement pursuant to [NRS 641B.271](#), the Board shall charge and collect not more than the fees specified in subsection 1 for the initial application for and initial issuance of a license.

3. If an applicant submits an application for a license by endorsement pursuant to [NRS 641B.272](#), the Board shall collect not more than one-half of the fee set forth in subsection 1 for the initial issuance of the license.

(Added to NRS by [1987, 1120](#); A [1993, 132](#); [1995, 451](#); [1997, 2157](#); [2005, 792, 2807](#); [2015, 3035, 3915](#))

Following review and discussion of this agenda item, a motion was made by C.J. Yao and seconded by Vikki Erickson for Board staff to send notifications to applicants who applied after June 9, 2015, that qualifying applicants as noted above, may be eligible for a refund and to post this information on the Board's website. This motion was carried without objection. Ms. Frakes indicated that would begin to work on this as soon as possible.

Review, Discussion and for Possible Action, Approval and Coverage of Costs for Board Members and Staff to Attend Two (2) Courses Offered by the UNR (University of Nevada, Reno) Extended Studies.

Kim Frakes presented this agenda item to the Board. The University of Nevada (UNR), Reno, Extended Studies for Fall/Winter 2016, is offering two (2) courses which may be of benefit and interest to Board members and Executive Director, especially in light of the 79th/2017 Legislative session. These courses are:

1. "*Grassroots Lobbying: How to Make a Difference at the Nevada Legislature*," offered on Wednesdays, September 14, 21 and 28; and
2. "*Media Relations for Government Professionals*," offered on October 12, 2016.

As it pertained to item 1, Ms. Frakes indicated that it should be noted, that Lea Cartwright and Jeanette Belz, who are conducting the, "*Grassroots Lobbying*", has agreed to offer this course on a reduced schedule, should the Board opt to schedule a Board retreat in the near future. (See Agenda Item 9H, next item). Following review and discussion of this agenda item, the Board may take action on approving the attendance and coverage of costs to attend these course(s), including Lea and Jeanette providing a half-day course to the Board during an upcoming Board retreat.

Each Board member's meeting packet included:

1. Copy of course description from the UNR Extended Studies catalogue;
2. Information pertaining to Boyton Communications, who is offering the media relations course; and
3. Copy of email (email address redacted) from Lea Cartwright, MPA, pertaining to a half-day workshop for Board members and eligible staff.

During discussion, C. J. Yao noted that given the expense, it did not make sense for Board members to attend any of these courses. She further noted that it would best benefit the Board if Kim Frakes attended one of both of these courses. A motion was made by C. J. Yao, and seconded by Vikki Erickson, to approve the Board paying for Kim Frakes to attend either or both, the *Grassroots Lobbying* and the *Media Relations* course. This motion was carried without objection.

Review, Discussion and for Possible Action, Scheduling a Board Retreat on September 16, 2016, to Coincide with the Board's Hearing and Adoption of Temporary Regulation Change, T001-16, or on October 14, 2016.

Kim Frakes presented this agenda item to the Board. Although traditionally, Board retreats have been scheduled on years following a legislative session, in preparation for regulation changes, given the interest in the 79th/2017 Legislative Session, Ms. Frakes indicated that it may be prudent for the Board to schedule a Board retreat in order to strategize not only about the upcoming session, but also strategic planning as it pertained to the development of Board leadership.

The Board's Executive Director indicated that she could email a schedule grid for September and October, in order to see if there are date(s) which all of the Board members would be available to attend a retreat. If a date for a retreat is not available during these two (2) months, she may see if there is interest in attending a retreat in January, 2017. President Smith indicated that this meeting should be held as soon as possible, given the nature of the upcoming legislative session. This agenda item was tabled since Ms. Frakes indicated that she would email the Board members to see about their availability to attend a hearing to adopt T001-16 and have this combined with a Board Meeting/Retreat, during either September or October, 2016.

Review and Discussion, Executive Director's Report.

Kim Frakes thanked the Board members attending this Board meeting. She indicated that she would be emailing the Board regarding dates available in September and October for the Board Retreat and the Hearing and Notification to Adopt Temporary Regulation Changes, T001-16.

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 11:37 a.m.

Respectfully Submitted,

Kim Frakes

Kim Frakes