



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

MINUTES OF BOARD MEETING
December 15, 2017

1. The meeting of the Board of Examiners for Social Workers was called to order by Vikki Ericson, Board President, at 10:13 a.m. The meeting was held at Kietzke Plaza, Mojave Mental Health, 745 W. Moana Lane, Suite 100, Reno, Nevada 89509. There was a simultaneous videoconference conducted at Mojave Adult Clinic, 4000 E. Charleston Blvd., Suite B-230, Las Vegas, Nevada.

President Erickson noted that the meeting had been properly posted and that the Board members present constituted a quorum. Roll call was initiated by President Erickson, with the following individuals present:

Members Present:

Vikki Erickson, LCSW, Board President (**Erickson**) - Reno
Susan Nielsen, Board Member (**Nielsen**) - Reno
Monique Harris, Board Member (**Harris**) – Las Vegas
Stefaine Maplethorpe, LCSW, Board Member (**Maplethorpe**) – Las Vegas

Staff Present

Sandy Lowery, LCSW, LADC, Interim Executive Director (**Lowery**) – Reno
Kim Frakes, LCSW, Director of Social Work Practice (**Frakes**) – Reno
Henna Rasul, Senior Deputy Attorney General (**Rasul**) – Reno

Public Attendees

Jaime Maldonado (Las Vegas)

*Board members and Board staff will be identified by the above **bolded** means throughout the minutes.*

2. **PUBLIC COMMENT**

There was no public comment.

CONSENT AGENDA

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

Lowery drew Board members attention to licensing numbers for October and November presented.

New Licenses Issued: October – 34 (includes 16 Endorsed licenses – 11 LCSW / 5 LSW)
November – 31 (includes 13 Endorsed licenses – 12 LCSW / 1 LSW)

Denied License Applications: October – 0
November – 1 (individual did not meet qualifications)

Provisional Approvals: Provisional "A": October – 2 / November – 2
Provisional "B": October – 0 / November – 0

Provisional "C": October – 2 / November – 2

<u>Renewals:</u>	October – 202 / November – 188
<u>Denied Renewals:</u>	October – 0 / November - 3 (failed to complete required CEUs and will have to restore licenses)
<u>Delinquent Renewals:</u>	October – 21 / November – 20
<u>Restored Licenses:</u>	October – 1 / November – 1
<u>Internship Applications:</u>	October – 6 / November – 5
<u>Total Number of Open Internships:</u>	204

A motion was made by **Lowery** to approve the Consent Agenda as submitted and **Maplethorpe** seconded. This motion was carried without objection.

REGULAR AGENDA

Erickson stated that Item 5 will be discussed next.

4. **Disciplinary Matters**

A. * *(For Possible Action) Review, Discussion and for Possible Action, Recommendation to Dismiss* Disciplinary Case Numbers: **G12-19, G13-08, G14-01, G14-04, G14-20, G15-23, G17-10, G17-13 and G17-22.**

Frakes suggested board members take a few minutes to review the disciplinary dismissal table. **Harris** asked for clarification on how complaints are handled. **Frakes** explained the complaint process. **Nielsen** made a motion to approve the dismissal of cases **G12-19, G13-08, G14-01, G14-04, G14-20, G15-23, G17-10, G17-13 and G17-22** and **Maplethorpe** seconded. Motion carried without objection.

B. Review and Discussion, Redacted Disciplinary Report. **Lowery** summarized the information provided in the detailed table of complaints received. Dismissal of the nine complaints brings the total of open cases to 76. The Board had requested that **Frakes** clear as many of the Level 1 accusations by the end of 2017 as possible. **Lowery** pointed out that **Frakes** sent 10 secondary requests for information were sent for information required in order to close the cases. **Frakes** spent a lot of time working on the requests, as well as preparing the cases for the three complaints that are going to hearing. **Lowery** stated that they were unable to clear as many cases as they had hoped and **Frakes** is continuing to work on the open cases. **Harris** asked about the timeframe for people to respond to complaints. **Frakes** said that 14 days is the minimum allowed by NRS to send certified letters although it seems people are too busy to pick up certified mail. **Frakes** has also observed, and heard others comment, that there seem to be issues with the Las Vegas area. **Frakes** stated that she has been able to reach a lot of people via cell phone, and they are responding to the notices sent via regular mail. Hopefully there will be some more cases to move along by February.

Lowery reported that there are three versions of the disciplinary report. The first table is by case order and case number. The second table is based on accusation ratings. Currently there are 24 Level 1 accusations with five being removed. There are 36 Level 3 accusations with four being removed. There are 26 Level 3 accusations and three of those are now going to hearing. The third table is sorted to show

multiple complaints against the same licensee. The blue and gold shaded sections indicate multiple complaints. **Frakes** plans to work on those cases next. **Harris** asked if multiple complaints against the same licensee are investigated differently from individual complaints. **Frakes** responded that sometimes multiple complaints against one licensee can be used as leverage to settle the most serious complaint. The Board tries to avoid taking complaints to hearing as that is costly and time consuming. Agreeing to settlement of a case can be as effective, since the Board can take a licensee's license or other sanctions can be imposed to protect the public. **Harris** inquired as to whether there is information she can review on the complaint process and types of sanctions imposed. **Frakes** suggested **Harris** review the information found on the Board's website and call her with any questions. **Frakes** said she could also scan some consent decrees that are public information and hearings during which licenses were revoked and send them to **Harris**. **Rasul** observed that there is the possibility of settlement for any case and the accused licensee often agrees to avoid a long and expensive process. Usually, if a case goes to hearing it is because the Board has reached an impasse or the accused licensee believes they haven't done anything wrong. **Lowery** stated that she will contact **Harris** to go through orientation and at that time she will be able to answer many of **Harris's** questions.

5. Licensure, Application and Internship Issues

A. * (For Possible Action) Review, Discussion and for Possible Action, Application for licensure by Jaime Maldonado.

Frakes summarized Jaime Maldonado's application for licensure and related correspondence. She suggested board members be allowed to take a few minutes to review the information provided and **Erickson** agreed. **Frakes** stated that she would answer any questions regarding the application process and suggested that Mr. Maldonado be allowed to address the Board and answer questions. Mr. Maldonado read his statement to the Board. **Erickson** inquired as to whether Mr. Maldonado meets the Nevada requirements for licensure as a licensed clinical social worker. **Frakes** replied that he does. **Erickson** thanked Mr. Maldonado for appearing before the Board. **Harris** made a motion that Mr. Maldonado's application be approved. **Maplethorpe** seconded. The motion passed without objection. **Erickson** congratulated Mr. Maldonado on the approval of his application. **Frakes** stated that Mr. Maldonado's application will be processed within approximately seven to ten days.

6. Deputy Attorney General Report

A. Review and Discussion, Senior Deputy Attorney General Report.

Rasul stated that she doesn't have much to add, other than she is currently working on a formal complaint regarding three cases that may or may not go to hearing. **Frakes** commented that sometimes when a licensee sees how much work has been put into investigating a complaint, they decide to settle rather than going to hearing. **Frakes** left the meeting at about 11:00 a.m.

7. Legislative and Regulatory Issues

A. * (For Possible Action) Review, Discussion and for Possible Action, Review of Hearing for the Adoption of Regulations regarding R110-17 held on 12/15/2017.

Lowery stated that the referenced Regulations were approved at the Board's hearing on 12/15/17 and are now noted in these Minutes. No additional action is required.

B. * (For Possible Action) Review, discussion and for Possible Action, Update on regulation change process and next step(s) to be taken.

Lowery said this is a duplicate of hearing file, so she won't read it all again. Three quarters of the steps required for regulation change approval have been taken. The last step is to send materials regarding the regulation changes to the Legislative Commission and they will vote to accept the regulation changes. Her goal is to send the documentation to the Legislative Commission by the end of next week.

C. Review and Discussion, Update on Behavioral Commission meeting on November 17, 2017, and Interim Legislative Session.

Lowery reported that AB 457 required that the Board submit to the Commission on Behavioral Health the language for regulation changes which we did on October 4, 2017. Per AB 457 they were supposed to review our regulation changes. She was told by Eddie Abelser at the Division of Behavioral and Public Health that the Commission wasn't going to review any regulation changes until after the first of the year. **Lowery** asked for written confirmation and requested that it be put on the next Commission on Behavioral Health meeting agenda so that the Board could show that it attempted to comply with AB 457 and the Commission elected not to hear the regulation.

The agenda is included in the Board members' packets. The Social Work Board was two items, one regarding regulations. The other item came out of the Commission's September meeting. They invited the Boards to present information to the Commission regarding licensing renewal volumes, denials and appeals, disciplinary case volume, our perspectives on submitting regulations simultaneously to the LCB and Commission and our thoughts and processes for managing the stipulations of AB 457. Our lobbyist, Paula Berkley, and I were to meet with Amy Roukie, the division head but she was out of town. Instead we met with Mr. Abelser.

Lowery referred to the members' packets in which the Board's recommendations regarding the process of rules and practice are shown in red. The second item provided is a flowchart showing the step-by-step licensing process. Lastly, the Board gave them the data they asked for, including applications received. In 2015 the Board received 380 applications, in 2016 423, and through the end of October, 2017 481. Over 100 additional applications have been received since October so the total will be more than 481. The report shows how many were granted, endorsed, denied, or required additional review.

Files require a second review if the applicant has a legal history or sanctions. Out of 481 applications in 2017, 13 were put through an additional review. The majority of those will proceed to licensure. It is rare that they are brought to the Board for approval. First **Frakes** reviews the legal history and then presents information to the Board President (**Erickson**) and **Frakes** and **Erickson** will determine whether the applicant can be licensed. If there is any question, then it will come before the Board.

Harris asked for clarification of the "new" and "renewal" and whether "licensees" and "applicants" should equal the total shown on the table. **Lowery** explained the difference and commented that the table was designed to meet the requirements of the Commission. She stated that to date there are 2,867 licensees and they renew every year. "Applications received" are new applications for licensure. **Lowery** said the reason the Commission asked for these figures was so they could estimate how many cases they will have to review on appeal due to AB457. In the last three years the Board has denied five license applications out of approximately 1,100 and those would be the only individuals who would potentially appeal. **Lowery** explained that if an application is denied it is usually because the applicant doesn't meet the licensing requirements. There haven't been any applications denied in the last 10 years due to a legal history.

The Commission also asked for disciplinary cases filed, closed, and ones that went to settlement or hearing. We still have an unacceptable number of open cases, which why **Frakes** is working exclusively on

disciplinary cases. In 2015 there were 23 cases opened and half have been closed. There are still 20 that are open. Out of those cases only one has gone to settlement or hearing. This means that the Commission would have potentially had to review one case over the last three years. **Harris** asked what the expectation is for handling cases. **Lowery** replied that, for the most part, cases should be moved through within 90 days. Since **Frakes** shifted her role 89 cases have been cleared. **Maplethorpe** asked what the goal is for the near future. **Frakes'** goal is to reduce the cases to under 30, and only current cases by June 30, 2018, when she retires. **Rasul** asked what **Lowery** meant when she said cases should be cleared within 90 days. **Lowery** said that cases should be initiated, notified, received, reviewed with **Rasul**, and dismissed if possible. **Rasul** commented that it can't be predicted which cases will be dismissed. Something can start out as a low level case and then as investigated can turn into a higher level case. **Lowery** replied that the 90 days is just a goal. The Commission was pleased with the Board's presentation.

Nielsen expressed concern that easier cases are being cleared first, possibly causing more serious cases to be delayed. **Lowery** replied that Wayne Springmeyer (**Springmeyer**) focuses on the level 1 cases, and **Frakes** is focusing on the level 2 and 3 cases. The case that was sent to **Rasul** was complicated and included voluminous paperwork. That type of case takes up a lot of time. Efforts are being made to clear out the level 1 cases to reduce the total number of open cases because of the legislature's concerns. **Nielsen** commented that it is good that all levels of cases are being pursued.

8. Board Operations

A. Review, Discussion and for Possible Action, **Meeting Minutes**

i. * *(For Possible Action)* Review, Discussion and for Possible Action, Approval of the October 29, 2017, Board Meeting Minutes;

Lowery asked if a vote could be taken since **Nielsen** and **Harris** did not attend the meeting. **Rasul** replied that the Board can vote since there is a quorum today. **Erickson** made a motion to approve the October 29, 2017 Board Meeting Minutes, **Maplethorpe** seconded. **Nielsen** and **Harris** recused themselves from the vote since they weren't at the meeting. Motion carried without objection.

Lowery mentioned to **Harris** the Board minutes are fairly detailed, so she will be able to pick up a lot of information from reading past minutes.

B. * *(For Possible Action)* Review, Discussion and for Possible Action, FY2016/2017 Annual Fiscal Audit

Lowery stated that the Board is required by statute to conduct an external fiscal audit of the Board's finances every year. Colson & Associates is the accounting firm the Board has used for several years to conduct the audit. **Lowery** said that over the last 10 years she has been associated with the Board, the audits have all been clean, including this one. Moinette LaBrie (**LaBrie**) who currently handles the Board's finances, has reviewed the audit in detail and is comfortable with the information presented. The auditor's comments are on the last page and there were no recommendations made for the year ending June 2016 and they did not find any financial weaknesses of a magnitude to justify inclusion within the audit report. The auditors also noted that they did not have any difficulties in getting the information they needed. **Maplethorpe** made a motion to approve the FY2016/2017 Annual Fiscal Audit, **Harris** seconded. Motion was carried without objection.

There was a break in the meeting while technical difficulties with the video equipment were dealt with. The meeting was re-started using telephone communication with the Las Vegas office.

C. * (*For Possible Action*) Review, Discussion and for Possible Action, **Data Reporting** Activities

Lowery stated that before 2016 the Board did not do a lot of data gathering. Due to the legislature's concerns the Board is now required to report on a variety of data.

- i. Report submitted to the Behavioral Commission at November 17, 2017 meeting. The deleted items on this report have been completed.
- ii. Pending data to be submitted to the Legislative Counsel (per SB69) and to the Legislative Committee on Healthcare (per AB457). **Lowery** helped to develop a table for the four behavioral boards to use so information can be submitted in a uniform format. A copy of this table is attached to the Board packets. The Board has been asked to provide all of the items for the last 12 months, and the endorsement data for the last three years.
- iii. Per AB457, the Board must complete and submit an "analysis of the necessity of the costs of the Board, whether the fees charged by the Board are necessary and sufficient to pay for those costs, the Board's compliance with applicable law and the need for revision of the regulation of the Board.

Lowery explained that during the 2015 legislative session, the Board attempted to get an increase in the ceilings for licensing fees and failed. The legislature has invited the Board to provide information in support of the need to increase fee ceilings for social work licensees. The fees were originally determined in 1986. Since 1986 the Board has not increased the ceilings on fees. After about 30 years, the Board has reached the maximum amount that can be charged to licensees. There is one last \$25.00 increase available for LSWs. The Board may not increase fees immediately, but it will have the option to do so if necessary with an increase in the fee ceilings. **Lowery** is working with **LaBrie** regarding future costs in order to prepare a report for submission to the legislature.

D. * (*For Possible Action*) Review, Discussion and for Possible Action, Review of pool of applications submitted for the Executive Director position to determine who the Board would like to bring forward for an interview. Received Open Meeting Law (OML) waivers for each individual.

Lowery reported that the search for candidates began on October 22, 2017. Over 40 applications were received through Indeed.com. A number of applications were also received as a result of the announcement on the Board's website. **Lowery** determined there were five potential suitable candidates and she sent an OML waiver to each via email and certified mail. We received three OML waivers and the Board will be reviewing their applications. The fourth applicant signed the waiver but didn't have it witnessed. The applicants under consideration are:

- i. Dean Estes
- ii. Lindsey Harmon
- iii. Deanna Menesses

The Board's task is to decide if they want to invite any of these candidates to be interviewed. **Harris** asked about the timeline. **Lowery** replied that because the new Board members must attend the Boards and Commissions training in January, there won't be a Board meeting then.

If the Board decides to invite any of the applicants for an interview, this would be scheduled in February. Individuals from the community would be invited to participate in the interview process. **Harris** asked if we are still receiving applications. **Lowery** said we are, and of them, there are a couple of applicants who might be possible. She said if none of these applicants appear suitable, the Board might

have to use a job recruiter. **Rasul** stated that the Board cannot invite members of the community to participate in the interview process. Also, each applicant must be asked the same questions. The Board will work on a list of questions for the applicants. **Lowery** described the materials provided to Board members for each candidate. She mentioned that since Jodi Ussher (**Ussher**) is on vacation, she provided the three applicants' information to her for her review.

Maplethorpe asked **Lowery** about her process for screening candidates. She replied that she matched each applicant's experience to the job duties and requirements set forth in the job announcement. If a candidate did not possess at least a few of the requirements, she screened them out.

Lowery expressed reservations regarding Mr. Estes. He was employed by the Nursing Board until last February and hasn't been employed since then. She was unable to obtain information from the Nursing Board regarding his employment. She also reviewed the minutes for the Nursing Board's last few meetings and did not find any mention of Mr. Estes resigning from his position as Director of Finance and Technology. Her supposition is that if he left voluntarily, there would have been an announcement in the minutes.

Erickson asked if the Board member want to invite any of the candidates for interviews. **Nielsen** commented that she was not impressed by any of the candidates. **Maplethorpe** concurred. **Harris** did not have a chance to review Ms. Harmon's information. She agreed with **Maplethorpe** regarding the other two candidates. She asked if the matter can be tabled to allow more time for review and to hear **Ussher's** comments. **Lowery** replied that **Ussher** thought Mr. Estes' focus on the Nursing Board was too narrow. She thought that Ms. Harmon is worth interviewing because she has some Executive Director experience and alumni relations experience with the university. **Ussher** and **Lowery** observed that Ms. Menesses has experience dealing with boards, which is one thing we haven't seen with other applications. The Texas Health System, Pharmacists, and Search and Educational Foundation is not exactly board related, but it is the closest experience we've seen to somebody who has some understanding of how boards and foundations work.

Board members discussed whether they can interview one or more of the applicants while pursuing other options. **Rasul** stated that typically, inviting a candidate to interview is a final step. **Erickson** suggested notifying the current applicants that the Board is still decided who they want to interview. In the meantime, **Lowery** can continue the search. She asked if the Board wants to engage a recruiter. **Harris** asked if it is in the budget. **Lowery** replied that since an Executive Director won't be hired on January 1st some of the funds set aside for the salary in January could be used for a recruiter. There is about \$5,000.00 to \$6,000.00 available. **Lowery** does not know how much a recruiter will cost. **Harris** asked if the Board members could discuss hiring a recruiter and vote via email since there is no meeting in January. **Lowery** said that isn't possible because of the open meeting law. She suggested she perform some research on recruiters and have **Erickson** approve that expenditure. **Nielsen** asked if increasing the salary for the position would attract better candidates. **Lowery** replied that could be something to ask a recruiter. **Nielsen** commented that she doesn't think any of the current applicants are strong enough to fulfill the position effectively. **Lowery** will contact the three applicants to inform them that the Board will be tabling the interviews until the February meeting.

Harris asked how many staff are employed by the Board and requested an organizational chart. **Lowery** said she will send one. She stated that **Frakes** and **LaBrie** are both retiring on June 20, 2018. The fulltime clerical staff includes Moinette LaBrie, Loni Weaver, and Caroline Rhuy. **Lowery** and **Springmeyer** are part-time. She believes the Board's thought is to retain her services because one person cannot handle disciplinary, licensing, internships, legislative, and everything else. When **Lowery** was retained in November as the internship program coordinator, she took care of the 200+ internships, did all the reports and documentation, and site reviews allowing **Frakes** to focus on disciplinary. **Lowery** believes

that the Board's plan when a fulltime Executive Director is hired, **Lowery** will be involved minimally to do the internship program and probably to assist the Executive Director. There would be three fulltime employees and **Lowery** as a half. **Maplethorpe** asked if **Springmeyer** would stay. **Lowery** replied that once the cases are down, an investigator might not be necessary. With him there, there would be three and three-quarter fulltime employees. The Board will need to determine if they will need more than one fulltime employee to fulfill the Executive Director functions. The Board's current problems were caused by not enough staffing at the top end. It will be at the Board's discretion whether they want to keep **Lowery** at all, for 12 hours per week (which she did for internship coordinator), or for 20 hours per week to do anything the Executive Director doesn't. One responsibility that will go to **Lowery** or the Executive Director are the finances since **LaBrie** is leaving. **Lowery** said she has experience managing finances for entities, so her guess is that she might be taking on that responsibility.

Harris made a motion to approve reviewing applicants for the Executive Director position at the February Board meeting after more applications have been received, and to retain a recruiter. **Maplethorpe** seconded. Motion was carried.

E. * (*For Possible Action*) Review, Discussion and for Possible Action, Election of a new secretary/treasurer for Board. Because of Colleen York's resignation from the Board, a new secretary/treasurer must be appointed. **Lowery** explained that the duties are mainly running a meeting if the president and vice president are absent. **Nielsen** expressed interest in the position. **Maplethorpe** made a motion to elect **Nielsen** secretary/treasurer, **Harris** seconded. **Nielsen** recused herself from the vote. Motion carried.

F. * (*For Possible Action*) Review, Discussion and for Possible Action, **Policy Development**.

i. **Policies on Licensing** – Review the remaining policies that deal with licensing. L-007, Fingerprint and Background Report Processing; L-008, Examination Approvals; L-009, License Number Assignments; L-010, Screening Questions; and L-011, Processing License Packets. **Lowery** explained the Board has had processes in place for years. None of them have been written down. Because **LaBrie** is leaving we are in the process of writing a policy manual. Comments were made at the last meeting that these policies are cumbersome and wordy. **Lowery's** observation was that this information is for the Board staff, which is why they need so much detail. They have been in use for many years, and are all carried out pursuant to the NRS and NAC. Board members took a few minutes to review the policies presented for vote today. **Harris** made a motion to approve L-007, Fingerprint and Background Report Processing; L-008, Examination Approvals; L-009, License Number Assignments; L-010, Screening Questions; and L-011, Processing License Packets. **Maplethorpe** seconded. Motion carried.

G. Review, Discussion and for Possible Action, Meeting dates and locations for 2018. **Lowery** explained that the March meeting has been scheduled for the second Friday instead of the third because the Commission on Behavioral Health meets on the third Friday of March. **Lowery** should be available to attend the Commission meeting. For the Commission's November meeting, hopefully a new Executive Director will be in place and he or she can attend the Board meeting with **Lowery** going to the Commission meeting. **Lowery** asked that Board members reserve time for each meeting date, even though there might not be a meeting every month.

The Reno Mojave Mental Health office is closing so the Board will probably be meeting at the UNR Redfield Campus. Nevada System of Higher Education (NSHE) has video conference capability and the parking is free. All of the 2018 Board meetings have been scheduled at the Las Vegas Mojave office. With NSHE the meetings can only be scheduled one month in advance. **Maplethorpe** mentioned that Westcare

moved their CIC up north and they have video conferencing ability. Perhaps they could be a backup location.

H. Review and Discussion, Training for Boards and Commission Members done by the Attorney General's office scheduled for Friday, January 19, 2018. **Lowery** announced that she, **Erickson, Ussher,** and **Harris** will go through training all day on January 19, 2018. Members of other boards have been invited to attend due to the AB457 mandate since the training is typically presented only twice per year. The training will be presented in Reno with video conferencing in Las Vegas.

I. Interim Executive Director's Report.

i. **Lowery** is working to submit final regulation changes in to the Legislative Commission before the end of the year. The Board has been invited to the Interim Health Committee on January 11, 2018 so they can review the Board's new regulations. The Board will also be providing new information to the Committee.

ii. **Lowery** was scheduled to conduct a LCSW intern supervisor's training in Las Vegas on December 8, 2017. **Lowery's** flight was cancelled due to a flat tire on the plane so the training also had to be cancelled. The training has been rescheduled for January 5, 2018.

iii. **Lowery** has recommenced licensure preparation classes at UNR and UNLV. She will conduct her second licensure prep class at UNR this evening. The end of February or beginning of March **Lowery** will go to Las Vegas for a class at UNLV.

iv. **Lowery** was invited by the Governor's Office on Economic Development to attend a meeting in Las Vegas on December 5, 2017. All of the behavioral boards were invited and the only one that did not attend was the Drug & Alcohol Board. UNR, UNLV and the community colleges were also invited. They are looking at how we can increase the number of individuals interested in pursuing careers in behavioral health, both mental health and addictions. They plan to start with children K through 12 to look at how to grow people interested in dealing with mental health in Nevada. They were not only looking at a pipeline for practitioners, but also educators.

v. Between now and February, **Lowery** will meet with an online licensing software person. She should have information for the Board's review to move forward with the online renewal and licensing process. **Lowery** is working closely with Loretta Ponton, Executive Director for the Occupational Therapy Board and other boards. She has changed vendors for their online renewal and licensing process and she likes the new vendor. This vendor came in with a lower rate than the vendor originally discussed. **Lowery** is hopeful that she will obtain enough information by the February meeting for the Board to take a vote and engage in a contract. **Harris** asked if the Board will have to go through a procurement process. **Lowery** replied that we must solicit interested parties and if the contract is for \$25,000.00 or more. Under that amount we wouldn't have to go through the RFP process which could take six months to a year to complete. The first part of the project is to bring renewals online and real-time licensure verification. If we can do that for under \$25,000.00 then we can bypass the need to go through the RFP process with the state. The proposed vendor is a national vendor and they work with a variety of medical boards and social work boards nationally. The estimate time for completion is six months.

vi. The Board has been invited to meet with the Sunset Commission. We will be under a high level of scrutiny and need to provide huge amounts of documentation to the Sunset Commission to justify our existence and verify that what we are doing is right and proper. The meeting could be as

early as January 22, 2018. The other behavioral boards are also required to meet with the Sunset Commission. The Board will take some hits with respect to disciplinary matters and the finances are excellent. More of our policies and procedures will be put together. **Lowery** contacted the Commission and requested that the meeting be delayed until February, due to audits and regulation changes.

PUBLIC COMMENT

9. Public Comment

No public comment was offered at this time.

ADJOURNMENT

Erickson adjourned the Board meeting at 12:31 p.m.

Meeting Minutes Respectfully Submitted,
Sandy Lowery, LCSW, LADC, Interim Executive Director