



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

MINUTES OF BOARD MEETING
April 20, 2018

The meeting of the Board of Examiners for Social Workers was called to order by Vikki Erickson, Board President, at 9:06am. The meeting was held at the University of Nevada, Reno (UNR) System Computing Services Building, Room 47, in Reno, Nevada, 89557. 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, President (**Erickson**)
Jodi Ussher, LCSW, Vice President (**Ussher**)
Stefaine Maplethorpe, LCSW, Board Member (**Maplethorpe**)
Susan Nielsen, Secretary/Treasurer (**Nielsen**)

Staff Present

Karen Barsell, LISW, Executive Director (**Barsell**)
Kim Frakes, LCSW, Director of Social Work Practice (**Frakes**)
Sandy Lowery, LCSW, LCADC, Deputy Executive Director (**Lowery**)
Bryon Stockton, Esq., Senior Deputy Attorney General (**Stockton**)

Public Attendees

Rebekah Cooper
Daniel Hight
Catrina Grigsby-Thedford
Rota Rosaschi, LSW

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

PUBLIC COMMENT

No public comment was offered at this time.

Board will be receiving a presentation at 10:00am (*Agenda item 7D*). Per **Stockton**, a motion was requested to take agenda items out of order. Motion made by **Ussher**, seconded by **Nielsen**, motion carried.

CONSENT AGENDA

Review, Discussion and for Possible Action, Approval of the Consent Agenda (*Agenda Item 3A and B*)

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

REGULAR AGENDA

Legislative and Regulatory Issues

Review and Discussion, Changes in NAC 641B.041 and NAC 641B.044 specifying that the LASW and LSW license allows for practice "under the supervision of an agency". (*Agenda Item 4A*) Note: This topic is being researched at this time and no action will be taken on this item at this meeting.

Barsell updated the Board that this issue has been submitted to the Board's DAG, Ms. Rasul, for review. Board is seeking clarification of language of our NACs. She noted a conflict in language between legislation that was approved through the Department of Education and our own NACs. The clarification is not available today and will be presented when the information from Ms. Rasul becomes available. **Barsell** will have this information at a future meeting. **Stockton** did not have anything to add to this discussion.

Ms. Rosaschi expressed her thoughts regarding the question that is being reviewed, whether being "under contract" will meet the NAC stipulation of being under the supervision of an agency. She attended the meeting to represent LSWs that may be impacted by the interpretation pending from the Attorney General's Office. **Maplethorpe** sought to clarify the issue. **Ussher** explained that there is language confusion regarding an individual being paid as a 1099 contractor versus as a W2 employee. It was not the intention of the Board to cause problems for LSWs that work under contract, rather the issue is that LSW cannot practice independently and the Board needs to sort out whether "under the supervision of an agency" will cover contracted LSWs. Ms. Rosaschi shared her opinions regarding this matter and noted that bachelor's level social workers are not represented on the Board. **Barsell** noted that the Governor will determine the make up the Board.

Barsell noted that agenda items five and six may also need to be moved in relation to the presentation noted earlier. Per **Stockton**, a motion was requested to further adjust the agenda, moving items five and six to after the presentation. **Ussher** made the motion and **Nielsen** seconded. Motion carried.

BOARD OPERATIONS

Review, Discussion and for Possible Action, Meeting Minutes Approval of the December 15, 2017 Board Meeting Minutes. (*Agenda Item 7Ai*)

Maplethorpe noted a correction to her licensure in the minutes. **Maplethorpe** made the motion to approve the minutes as corrected, **Ussher** seconded. Motion carried unanimously.

Review, Discussion and for Possible Action, Meeting Minutes Approval of the March 9, 2018 Board Meeting Minutes. (*Agenda Item 7Aii*)

Ussher made the motion to approve the minutes, **Maplethorpe** seconded. Motion carried unanimously.

Review, Discussion and for Possible Action, Fiscal Reporting, 1st quarter, 2018 Balance Sheet. (*Agenda Item 7B*)

Lowery reviewed the income categories and noted that any figure above 75% were on track with the budget. The income categories are currently at 78% of budget. In the expense categories she noted that any figures that are 75% or lower are on target with the budget. Salaries are currently at 61%. Items over budget include the lobbyist which is at 170%. This is because when the budget was developed, the Board did not know that we would be under review by the Sunset Committee. Ms. Berkley is helping to prepare this

presentation as well as testifying at the Interim Health Committee. The audit figure is over budget because at the time we developed the budget, the Board did not know that the vendor had raised his fees. The Court Reporters fees are over budget related to having several public hearings related to approval of our NAC changes. Overall the expenses are at 57% at this time.

Barsell noted that the budget figures were of great interest to her. She is pleased that the income is currently above projections and noted that the expenses, currently at 57% will increase when the payouts for retirement occur before the end of the fiscal year (FY). She has also spent a lot of time with Ms. Labrie who has handled the fiscal activities of the Board for many years. Barsell reports a high level of confidence in the manner in which the budget figures have been determined to date and notes she is beginning to look at the FY 2018/2019 budget.

Erickson requested a motion to approve the fiscal budget, YTD report. Motion made by **Ussher**, seconded by **Maplethorpe**, motion carried.

Review, Discussion and for Possible Action, Data Reporting Activities, first quarter licensing numbers for 2018. (Agenda Item 7C)

Lowery reviewed the quarterly statistics that are uploaded into the Occupational Boards reporting website and also uploaded to our own website. She noted that at the end of the 1st/2018 quarter our total number of licensees is 2943. **Lowery** discussed the mandate from SB 69 to report, on a quarterly basis, the number of applications received, number rejected and / or denied, number of licenses issued, etc. These reports have been submitted to the Legislative Counsel Bureau at the end of each quarter. The information has now been folded into the Occupational Boards website. Additionally, LCB asked for information by license type, which adds to LCB tracking requirements.

Erickson requested a motion to accept the data reporting for the 1st quarter of 2018. **Ussher** motioned, **Nielsen** seconded, motion carried.

Review, Discussion and for Possible Action, Recruiting and Hiring of a new Board Investigator. (Agenda Item 7E)

Barsell reported that the investigator that had been working for the Board gave his resignation shortly after she started. He left on 04/12/2018. **Barsell** was able to meet with him and discuss both his role as the investigator as well as suggestions on possible individuals to replace him. **Barsell** reported that she intends to seek information from other Boards in terms of how they use investigators. She is also going to explore how the DAGs office uses investigators. Will also look at this being a contracted position versus hiring an employee. **Barsell** requested the board make a motion to move forward to fill the now vacant investigator's position either as an employee or contract position. **Ussher** motioned, **Nielsen** seconded, motion carried.

Review, Discussion and for Possible Action, outsourcing of the payroll function for the Board employees. (Agenda Item 7F)

Barsell noted with Ms. LaBrie leaving at the end of June, it is a good time to consider outsourcing the payroll function of our fiscal management to an outside vendor. Many of the small boards in our state use outsourced payrolls. **Barsell** discussed the function of an outside payroll vendor and she has asked Ms. LaBrie to research vendors that would meet our needs. Pricing options are in the range of \$1000.00 to \$2000.00 per year with slight differences in product delivery. **Barsell** asked for a motion to approve contracting with a payroll vendor not to exceed \$2000.00 per year. **Ussher** discussed where this would come out of the budget for Board

operations. **Barsell** noted that the Board will be dropping several FTEs in the new budget while still needing to accomplish the same functions. **Ussher** described it as an offset from the salaries. **Nielsen** queried being able to get this transitioned before Ms. LaBrie leaves. **Ussher** sought clarification as to how the decision would be made regarding a vendor and the criteria that would be used. **Barsell** clarified that she will be making the final decision based on information from the contracting class that allows her to make the decision without going through the purchasing department. **Stockton** explained that the Board may choose to give authority for this to **Barsell** or request that the identified vendor be brought before the Board for final approval. **Nielsen** made a motion approving the use of an outside payroll vendor and that **Barsell** be given the authority to make the vendor choice not to exceed \$2000.00 per year. **Ussher** seconded. Motion carried.

Review, Discussion and for Possible Action, Presentation by Albertson Consulting Company regarding software contract for initiation of online licensing process. (Agenda Item 7D)

Board reviewed a presentation from Dan Albertson, Troy Rauschberger and Melissa Helgeson from Albertson Consulting regarding a proposal to provide online services for licensing for the Social Work Board. Albertson Consulting can provide data conversion from our existing data base, provision of a platform for online license renewals (first priority from the Board), converting existing forms into the online system, provision of online real time license verification and the capacity to add additional modules in the future. These might include initial licensing, management of disciplinary, etc. Board members heard the presentation and asked a number of clarifying questions. There are a number of other Nevada Boards that are already using this company and their software program. Lowery has met with the Executive Director from another Board using this software and has viewed the software in action. **Barsell** noted that she was able to take the contract proposal from Albertson Consulting to the Contract Manager's training and work directly with the trainer regarding the proposal. The trainer was familiar with the efforts that had been made previously by this Board. The cost for the initial build is \$24,900.00 and then an annual maintenance fee of \$8,200.00 that starts at the point the software system goes live. **Ussher** requested to know what the costs would be to comply with full online licensing. **Lowery** had already requested this information and reported that it will cost between \$15,000.00 and \$21,000.00 for the build of initial licensing module. There will be an increase of \$1,000.00 in the annual maintenance fee. **Lowery** discussed the initial build will include creating all the fields for information to be entered for the entire licensing process. This will come from both our existing forms as well as the information in our access database. Once we move to the new platform, the office staff will no longer use the access database and will enter all new applications into the new system. Initially, what will be available for licensees is renewals, but the capacity to do initial licensing will already be built in, as the office will be using these fields on the back end. Once we purchase the initial licensing module, the applicant will enter their own information regarding initial licensing. **Lowery** discussed involving Tom Strahler, LCSW in the interview process with this company. Mr. Strahler has extensive IT knowledge and has been a part of the software evaluating committee assisting the Board in reviewing possible vendors for licensure. He has participated in several conference calls with Albertson Consulting and has reported that he is comfortable with the product being considered. **Barsell** is hoping for Board action before the Sunset Committee meeting in May so that the Board can report that the contract process is moving forward. Once the contract is signed, the office staff will move forward as quickly as possible with the hope of going live by the end of September. **Barsell** requested a motion to approve the use of Albertson Consulting for online licensing project not to exceed \$24,900.00. Motion made by **Ussher**, seconded by **Nielsen**. Motion carried.

DISCIPLINARY MATTERS

Review, Discussion and for Possible Action, Recommendation to Dismiss Disciplinary Case Numbers: G13-14, G15-07, G15-19, G16-09, G16-13, G17-08, G18-01, and G18-02. (Agenda Item 5A)

Frakes reviewed the cases recommended for dismissal. These cases have been reviewed with the Board DAG. **Erickson** asked for a motion to dismiss the disciplinary cases as listed on the agenda Item 5A. **Ussher** made a motion, **Nielsen** seconded. The motion carried.

At the request of **Erickson**, returned to this item when a Board member identified a need to recuse herself from the voting on a particular case. Motion to rescind the prior vote was made by **Ussher** and seconded by **Maplethorpe**. Motion carried.

Erickson recused herself from G17-08. **Ussher**, as vice-president, asked for a motion to dismiss G17-08. Motion to dismiss G17-08 made by **Nielsen** and seconded by **Maplethorpe**. **Erickson** recused herself, motion carried. Motion to dismiss made to G13-14, G15-07, G15-19, G16-09, G16-13, G18-01, and G18-02 made by **Erickson**, second by **Maplethorpe**, motion carried.

Review, Discussion and for Possible Action, Review of Hearing for Licensure, Application and Internship Issues

Review, Discussion and for Possible Action, Daniel Hight, Applicant for Licensure, Pursuant to NRS 641B.260 and NAC 641B.090. (Agenda Item 6C)

Reviewed Mr. Hight's application for licensure. **Maplethorpe** clarified whether Mr. Hight had restored his drug and alcohol license. Mr. Hight reported that he has done this and is fully licensed by the Alcohol, Drug and Gambling Counselors Board. Motion to approve Mr. Hight for licensure made by **Ussher** and seconded by **Maplethorpe**. Motion carried.

Review, Discussion and for Possible Action, Review of Hearing for Licensure, Application and Internship Issues

Review, Discussion and for Possible Action, Rebekah Couper, Applicant for Licensure, Pursuant to NRS 641B.260 and NAC 641B.090. (Agenda Item 6A)

Reviewed Ms. Couper's application for licensure. Motion to approve Ms. Couper for licensure made by **Nielsen** and seconded by **Ussher**. Motion carried.

Review, Discussion and for Possible Action, Catrina Grigsby-Thedford, Applicant for Licensure, Pursuant to NRS 641B.260 and NAC 641B.090. (Agenda Item 6B)

Maplethorpe identified a prior relationship with the applicant. **Stockton** indicated that recusal is usually based on financial issues and / or whether the Board member has personal information about the applicant not available to the Board that would impact her vote. **Maplethorpe** does not feel as though any information she has would apply so she will not recuse herself. Reviewed Ms. Grigsby-Thedford's application for licensure. Motion to approve Ms. Grigsby-Thedford for licensure made by **Ussher** and seconded by **Maplethorpe**. Motion carried.

DISCIPLINARY MATTERS

Review and Discussion, Redacted Disciplinary Report. *(Agenda Item 5B)*

Frakes reviewed the current disciplinary caseload. At the end of 2017, the Board had dismissed 92 cases which included the cases that went forward to hearing earlier this year. To date in 2018, the Board has dismissed an additional 17 cases. As of the last meeting, the Board had 69 open cases. Eight cases were dismissed today and one case has been added since the last meeting. This leaves the Board with 62 open cases.

BOARD OPERATIONS

Review and Discussion, ASWB 2017 pass / fail rates by university for all license categories. *(Agenda Item 7G)*

Lowery reviewed the annual report from Association of Social Work Boards (ASWB) regarding licensure figures by Nevada universities. Earlier this year the Board received the North American test results. This report addresses the statistics only for Nevada. Lowery noted that in each licensure category, Nevada licensees are at or above the national average for license pass rates.

Deputy Executive Director's Report, Testimony at Legislative Committee on Healthcare. *(Agenda Item 7H)*

Lowery reported about testimony given to the Legislative Committee on Healthcare. She reported that all four of the behavioral Boards presented at this meeting. The committee was pleased with the information presented and compliance with AB457 requirements to date.

Executive Director's Report. *(Agenda Item 7I)*

Review of orientation process.

Barsell reviewed her first few weeks with the Board. She has met with a number of the Board staff, **Rasul**, the Board DAG and has been in conversation with the Board President. She will be arranging times to meet with other Board members and staff.

Attendance at the Contract Manager's training.

Barsell was able to attend the two day Contract Manager's training held and is using this information to move forward several contracts.

Strategic Planning Discussion.

Barsell noted that **Nielsen** will be representing the Board at the ASWB Spring Training Meeting in Nova Scotia. This meeting is focusing on Developing Tools for Social Work Mobility. **Nielsen** was approved for a scholarship to attend this meeting.

Barsell reported that **Frakes** official date of retirement will be 06/01/2018 with her last day of work as 05/31/2018. **Frakes** will make a final report to the Board at the May Board meeting. **Barsell** will be working

closely with **Frakes** regarding the transition of cases and responsibilities she will be assuming. She reports that **Frakes** has been very strategic in the training process to date.

PUBLIC COMMENT *(Agenda Item 8)*

No public comment was offered at this time.

ADJOURNMENT *(Agenda Item 9)*

President Erickson adjourned the Board meeting at 12:03pm.

Meeting Minutes Respectfully Submitted,
Sandy Lowery, LCSW, LCADC, Deputy Executive Director