



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

MINUTES OF BOARD MEETING  
March 9, 2018

The meeting of the Board of Examiners for Social Workers was called to order by Vikki Erickson, Board President, at 9:11am. 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**)  
Monique Harris, LCSW, Board Member (**Harris**)  
Susan Nielsen, Secretary/Treasurer (**Nielsen**)

Staff Present

Sandy Lowery, LCSW, LCADC, Interim Executive Director (**Lowery**)  
Henna Rasul, Esq., Senior Deputy Attorney General (**Rasul**)  
Kim Frakes, LCSW, Director of Social Work Practice (**Frakes**)

Public Attendees

Karen Barsell (applicant for Executive Director's position)  
Cynthia Freeman (applicant for Executive Director's position)  
Susan Broili Kamesch (applicant for Executive Director's position)  
Angelo Cooper  
Trena Anderson

*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.

**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.

**Lowery** drew Board members attention to licensing numbers presented.

<b><u>New Licenses Issued:</u></b>	December - 35 (includes 11 Endorsed licenses - 7 LCSW / 4 LSW) January - 28 (includes 7 Endorsed licenses - 6 LCSW / 1 LSW) February – 19 (includes 10 Endorsed licenses - 7 LCSW / 3 LSW)
<b><u>Denied License Applications:</u></b>	None
<b><u>Provisional Approvals:</u></b>	Provisional "A": 11 - December - 1 / January - 4 / February - 1 Provisional "B": 1 - December - 1 / January - 0 / February - 0 Provisional "C": 1 - December - 1 / January - 1 / February - 1
<b><u>Renewals:</u></b>	December - 200 / January - 184 / February - 168
<b><u>Denied Renewals:</u></b>	None
<b><u>Delinquent Renewals:</u></b>	December - 4 / January – 16 / February – No numbers yet
<b><u>Restored Licenses:</u></b>	December - 1 / January - 2 / February - 1
<b><u>Internship Applications:</u></b>	December - 3 / January - 18 / February - 7

## **REGULAR AGENDA**

**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 OML waivers for each individual. (*Agenda Item 4A*)

- i. Karen Barsell
- ii. Susan Broli Kamesch
- iii. Cynthia Freeman

Board members discussed the manner in which they wish to conduct their interviews. **Erickson** notified the Board that each applicant must be asked the same questions and that Board members should not divert from the questions that have been agreed upon. Members agreed to rotate who was asking each questions.

Each applicant was asked the following questions –

### Legislative

- Tell us about your experience with dealing with and testifying before the legislature?
  - As the E.D. what do you see as your role with the legislature?
  - Discuss your understanding of the regulatory process for making changes to the Board's statutes (NRS) and code (NAC).

### OML

- Tell us about your experience with Open Meeting Law (OML) requirements.
  - Discuss your understanding of the OML as it pertains to Board meetings.
  - *Scenario* - You are at a Board meeting and three members of the public are in attendance. They each ask for a Board packet and you only have one public copy made. What would you do?

### Disciplinary

- Discuss your understanding of how the Board manages complaints about licensees.

### Office Management

- Given that you work for the Board, how would you manage an unruly or difficult board member who seems to have unrealistic expectations?
- Since you will be overseeing the staff in the office, how would you manage an employee that is struggling with their workload?
- How will you handle complaints from licensees about staff, etc.
  - *Scenario* – You have a licensee who has allowed her Nevada license to lapse after she went to work in another state. The individual has returned to Nevada and now has to engage in license restoration. She is angry and upset and believes that the NRS/NAC are unfair and she plans to go to the governor and complain. What would you do?
- Discuss your ideas about customer service and the importance of this for a licensing Board.
- Discuss your experience managing other people and balancing / prioritizing the tasks of the office.
- Discuss your experience with budget development and fiscal management of an agency.
- Discuss your experience with website management.
- Describe the most difficult team member with whom you've worked. What made the situation difficult, what did you do, and how did it turn out?

### Personal Management

- Tell us about a time when someone gave you professional feedback that you did not want to hear. How did you manage that situation?
- Tell us about a time when you took feedback that someone gave you and implemented a professional change.

Each Board member was given a document that contained the questions and space for Board members to make notes on the answers they were given. Upon the conclusion of the three interviews, it was agreed that the Board members would discuss the applicants and make a decision if there was anyone that they wished to offer the position to.

Board members discussed the salary range as \$72,000 to \$80,000 annually plus benefits. **Lowery** reported that she has fiscal breakdowns for salary levels.

Board interviewed all three applicants and then reviewed the results of the interviews. They engaged in a discussion of the three applicants and after several rounds of voting by Board members based on personal rankings, made the following motions.

**Erickson** requested a motion to offer Karen Barsell the position of Executive Director made by **Ussher**, seconded by **Harris**. Vote was two "yes" and three "no." Motion did not carry.

**Erickson** requested a motion to offer Cynthia Freeman the position of Executive Director made by **Nielsen**, seconded by **Erickson**. Vote was two "yes" and three "no." Motion did not carry.

**Erickson** requested a motion to offer Susan Broili Kamesch the position of Executive Director made by **Nielsen**. No Board members offered up a second. Therefore, motion did not carry. Susan Broili Kamesch was removed from consideration for the Executive Director's position.

A second round of voting was commenced.

**Erickson** requested a motion to offer Karen Barsell the position of Executive Director made by **Ussher**, seconded by **Harris**. Vote was three "yes" and one "no." Motion passed. Ms. Barsell will be offered the position of Executive Director. **Erickson** reviewed the salary range for the position. **Lowery** reiterated that the Board is self-funded and therefore does not have to follow cost of living raises (COLR) as specified by the State of Nevada. The Board receives no funds from the state. **Lowery** indicated that there was budgetary resources to offer Ms. Barsell a position up to the highest amount on the salary range. **Ussher** and **Nielsen** suggested that the position be offered somewhere in the middle of the range. Reiterated that Ms. Barsell's

salary will also include her benefits package. **Lowery** suggested that the Board approve a salary range so that negotiation could occur within this range without the need for an additional Board vote. **Rasul** suggested that the motion also allow for negotiation of a start date. Erickson requested a motion to offer a salary range between \$76,000 and \$80,000 and allow **Lowery** to determine a start date and final negotiated salary. **Ussher** moved and **Maplethorpe** seconded. Motion carried unanimously.

**Lowery** requested permission to take an agenda item out of order.

#### **Review, Discussion and for Possible Action, Review of Hearing for Licensure, Application and Internship Issues (Agenda Item 8A)**

Review, Discussion and for Possible Action, Angelo Cooper, Applicant for Licensure, Pursuant to NRS 641B.260 and NAC 641B.090.

**Frakes** presented the information regarding the application for licensure received from Angelo Cooper. The Board received Mr. Cooper's application in June 2017. His application did include a disclosure of prior legal actions and this was verified by the information on his background check. **Frakes** noted that Mr. Cooper was extremely cooperative during the process of gathering the information necessary for this. Mr. Cooper passed his Bachelor's examination in September 2017. Board members reviewed the information provided including a number of letters in support of Mr. Cooper becoming licensed. **Ussher** clarified that the reason that the Board is being asked to review this was not related to any problem with the disclosure of information, but rather the nature of the legal history disclosed. **Frakes** confirmed this. **Nielsen** commented about the efforts Mr. Cooper has made and asked Mr. Cooper to discuss the future he sees for himself and his goals. Mr. Cooper shared the duties in his current job and his hopes to continue his work with people that have mental health issues and he is considering working with individuals who have been incarcerated. He discussed the support he has received on his journey and his belief that people can change. Several Board members commented on the steps Mr. Cooper has taken and supported his efforts.

**Erickson** requested a motion to approve licensure for Angelo Cooper. **Ussher** motioned and **Nielsen** seconded. Motion carried unanimously.

**Lowery** requested permission to take another agenda item out of order.

#### **DISCIPLINARY MATTERS**

**Review, Discussion and for Possible Action, Recommendation to Dismiss Disciplinary Case Numbers: G12-22, G12-36, G14-11, G15-13, G15-22, G16-21, G17-20, G17-21, and G-17-26. (Agenda Item 5A)**

**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 passed unanimously.

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

**Ussher** noted that the Board had requested that the cases triaged as "level 1" be completed by the end of 2017. **Frakes** reported that there are some cases that require additional review.

**Ussher** requested clarification of several cases – G13-20 and G13-21 – we received the response from the social worker in 2017. **Frakes** indicated that she is still trying to get information regarding the complaint. Harris clarified that a licensee is given twenty-one (21) days to respond. **Frakes** noted that frequently,

licensees do not pick up their certified mail, have moved, or simply don't respond. **Ussher** noted that letters out to the licensee are taking longer than the Board has requested. **Frakes** clarified that they were completed within the 30 days allowed and **Ussher** noted that the Board had requested they go out more quickly. **Lowery** clarified that this case came in during the time when **Frakes** was preparing for the hearing that took place in February. Harris sought clarification on G13-01 in which the licensee did not respond. **Frakes** reported a telephone call with the licensee who assured her that a response would be forthcoming. **Frakes** and **Rasul** will be reviewing the cases in which the licensee has not responded. **Rasul** may follow up with a letter from her office to these licensees. **Rasul** noted that she meets with **Frakes** twice a month to review disciplinary cases.

**Ussher** requested that the Board set a future agenda item to review the request to have initial letters be sent out more quickly than 30 days, especially with the recommendations of simpler letter templates. **Frakes** indicated that she would provide the meeting minutes that indicated the 30-day time frame. She agreed that if the Board wanted to change the timelines for sending out the letter, she would make those adjustments. **Nielsen** queried whether she could help with this and **Frakes** noted it would require a conversation with **Rasul** to see what this would look like, that some Boards used Board members in the disciplinary process and some don't. **Rasul** clarified the difference between the letter that goes to the complainant and the "233B" letter that goes to the social worker. A template has been developed, listing all the general areas in which a licensee can be sanctioned and the complaint must be reviewed to see which items are relevant to which statutes. **Rasul** believes that 30 days is a reasonable time. **Ussher** will review prior minutes to gather information on this. **Ussher** remains very concerned about the amount of time it takes for the Board to communicate with licensees.

**Lowery** reviewed that with the Board action today, the Board is left with 11 "level 1" complaints, 35 "level 2" and 24 "level 3" cases remaining. The number of open cases is down to 67.

**Harris** left the meeting at 1:00pm. The Board still had a quorum.

#### **DEPUTY ATTORNEY GENERAL'S REPORT** *(Agenda Item 6A)*

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

#### **LEGISLATIVE AND REGULATORY ISSUES**

##### **Review and Discussion, Approval of Regulation Changes – Legislative Commission Meeting and Secretary of State's Approval.** *(Agenda Item 7A)*

**Lowery** provided an update regarding regulation changes. These were approved by the Legislative Commission on February 27, 2018. **Lowery** reviewed the information that was sent out on the listserv, providing the highlights of the changes. Implementation of the changes were listed with varying start dates.

#### **BOARD OPERATIONS**

##### **Review, Discussion and for Possible Action, Meeting Minutes Approval of the February 16, 2018, Board Meeting Minutes.** *(Agenda Item 9A)*

**Lowery** notified the Board that the minutes for the December meeting were completed after the packet was posted so it will be presented at the next Board meeting. **Erickson** requested a motion to approve the

February 16, 2018 meeting minutes. **Ussher** made the motion, **Maplethorpe** seconded. Motion carried unanimously.

**Review, Discussion and for Possible Action, Fiscal Reporting and budget figures through 02/28/2018 as they relate to FTEs at the Board with the hiring of the full-time executive director. (Agenda Item 9B)**

**Lowery** reviewed the balance sheet base on eight months (instead of quarterly) because of the need to have current information as relates to FTEs at the Board for the remainder of this fiscal year and projection for the next fiscal year. Income to date is slightly over the projections. Expenses for salaries are below the budgeted amounts because we anticipated hiring a new executive director starting in at the beginning of the 3<sup>rd</sup> quarter and have not yet finalized this. Expenses are coming in below the budgeted figures. **Lowery** believes that the salary expenses will come in very close to the target amounts. The other item discussed was the Board's plan for **Lowery** in the future. **Lowery** presented a projected budget for the next fiscal year that included salaries for the Executive Director and two office staff as full time positions and herself as a halftime staff. There is also money set aside for the continued use of an investigator. Even though our reserves have been seriously depleted with the FTEs and retirement buyouts, **Lowery** anticipates our expenses will be under the budgeted amount. Depending on the salary negotiations with Ms. Barsell, **Lowery** will adjust her salary down to ensure that she is making less than the new Executive Director. There is budgetary leeway to keep **Lowery** on as a half time employee with medical benefits for the next fiscal year. **Lowery** discussed some initial suggestions regarding division of labor between herself and the ED. **Lowery** cannot be involved in managing the disciplinary cases since she is an active licensee with a practice outside of the Board and Ms. Barsell, does not have the licensure requirement for overseeing the internship program, a duty that **Lowery** has had for many years. **Lowery** suggested that she and Ms. Barsell divide duties and report this information back to the Board. **Ussher** brought up the issue of paying out sick leave and this being a significant amount for the two employees that are retiring. There is one final employee that was hired under the prior employment agreement and at the July 2017 meeting the Board had agreed to honor this for this last employee. **Ussher** has requested that we revisit this topic and would like to see this practice stopped for the employees that will remain after July 1, 2018. **Lowery** will put this on a future Board agenda. Discussed the Board making a decision to keep **Lowery** in the half-time position with benefits for one additional fiscal year. **Ussher** queried why the projected budget for FY2018/2019 was an agenda item at this time. **Lowery** reported that these budget figures will have to be submitted to the Legislative Committee on Healthcare in regard to the plan to request two fee increases in the 2019 legislative session.

**Erickson** requested a motion to approve the projected budgetary figures for FY 2018/2019. **Ussher** motioned and **Maplethorpe** seconded, motion carried unanimously.

**Erickson** requested a motion to approve the FTE plan and proposed salary figures for FY2018/2019. **Ussher** monitored and **Maplethorpe** seconded, motion carried unanimously.

Addressed possible title changes since **Lowery** will no longer be the Interim Executive Director after the new Executive Director starts. Members considered several options and settled on Deputy Executive Director.

**Erickson** requested a motion to change **Lowery's** job title to Deputy Executive Director at the hiring of the new Executive Director. **Ussher** motioned; **Nielsen** seconded, motion carried unanimously.

**Review, Discussion and for Possible Action, Data Reporting Activities (Agenda Item 9B)**

**Report submitted to the Legislative Committee on Healthcare per AB457 due by 01/01/2018.**

**Lowery** reported that per AB457 requirements, a report was submitted on specific areas identified by the legislature. There were no specific guidelines as to how this report should be written, etc. so each of the behavioral boards approached this differently. Based on information from today's Board meeting, **Lowery** plans to provide some supplemental fiscal information to the Legislative Committee on Healthcare in support of the

anticipated fee increases we hope to propose in the 2019 legislature. The four behavioral Boards have been requested to attend the March 19, 2018 Legislative Committee on Healthcare to discuss the reports submitted and to answer any questions that may arise. Paula Berkley will be accompanying **Lowery** to this meeting.

**Final licensing numbers for 2017**

**Lowery** presented final licensing numbers for 2017.

**Interim Executive Director's Report.** (*Agenda Item 9B*)

**Conference call with Albertson Consulting regarding software for online licensing.** **Lowery** reported a very productive conversation with Albertson Consulting with the assistance of Tom Strahler, LCSW (IT expert who is also a licensee) about becoming a vendor for our online software conversion. Discussed what we were looking for and the budget amounts that we had to work with. Albertson Consulting will be crafting proposal for the Board's review at the April meeting. Both **Lowery** and Mr. Strahler were pleased with the information received. Several other Nevada Boards have selected Albertson Consulting as a vendor, and **Lowery** has seen the software as it is being used by the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board. **Lowery** and Mr. Strahler will be reviewing the presentation on April 16, 2018 and it will be presented for the Board on April 20, 2018. **Lowery** is hoping to be able to report to the Sunset Committee in May that we are in the final stages of contracting.

**Gearing up for license season.** **Lowery** reported that the office is starting to experience an increase in license applications as students are preparing to graduate in May.

**Commission on Behavioral Health – Children's System of Care Behavioral Health Subcommittee on Workforce Development Workgroup.** **Lowery** has been participating in this committee which is a subcommittee of the Division of Behavioral Health focusing on mental health services for children. We have been able to provide them with the data they are requesting and will continue to collaborate with them.

**PUBLIC COMMENT** (*Agenda Item 10*)

No public comment was offered at this time.

**ADJOURNMENT**

President Erickson adjourned the Board meeting at 1:41 pm.

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

# State of Nevada Board of Examiners for Social Workers

	Budget 2017/18	Year to Date 7/1/17-3/31/18	Percentage
Fund Balance	\$ 194,976.00	\$ 194,976.00	
Licenses and Fees (Renewal)	\$ 288,430.00	\$ 213,615.00	74%
Application fees	19,820.00	18,440.00	93%
Initial License Fees	48,250.00	40,800.00	85%
Provisional Licenses	3,390.00	3,300.00	97%
Endorsement (Transfer) Fees	8,300.00	9,700.00	117%
Miscellaneous Revenue –Other	8,010.00	6,033.00	75%
Disciplinary Costs Reimbursed	4,600.00	3,545.00	77%
Renewal Penalties	7,040.00	7,800.00	111%
Interest Income	10.00	6.00	60%
Total Income	\$ 387,850.00	\$ 303,239.00	78%
Sub-Account Total	\$ 582,826.00	\$ 498,215.00	
Salaries	\$ 312,822.00	183,419.00	59%
Employers Insurance(EICN)	3,972.00	2,172.00	55%
Employees Retirement(PERS)	35,444.00	24,184.00	68%
Employees Health Ins(PEBP)	44,580.00	32,692.00	73%
Unemployment Tax(NUC)	1,836.00	532.00	29%
Employer Paid Medicare	4,063.00	2,601.00	64%
Sub Account Total	\$ 402,717.00	\$ 245,600.00	61%
Regis Insurance	\$ 2,762.00	2,589.00	94%
In State Travel	4,423.00	\$ 3,771.00	85%
Operating Supplies	4,606.00	3,987.00	87%
Printing and Copying	4,228.00	2,349.00	56%
Liability Insurance	1,152.00	1,020.00	89%
Contractual Services (Lobbyist)	2,500.00	4,250.00	170%
Contractual Services – Audit	4,500.00	5,000.00	111%
Contractual Services – Legal	40,000.00	30,402.00	76%
Legal-Disciplinary (Court Reporters)	730.00	1,187.00	163%
Legal-Other (LCB-Regs)	-	-	0%
Bldg & Grounds Assessments	650.00	-	0%
Nonstate Building (Rent)	19,913.00	14,925.00	75%
Host Fund	800.00	586.00	73%
Postage	7,649.00	6,902.00	90%
Telephone	1,437.00	1,395.00	97%
Dues (ASWB)	1,000.00	250.00	25%
Computer Hardware & Support	70,000.00	-	0%
Computer Internet	2,708.00	1,190.00	44%
Sub Account Total	\$ 169,058.00	\$ 79,803.00	47%
Total Expenses	\$ 571,775.00	\$ 325,403.00	57%
Computer Hardware	-	\$ -	
Office Equipment	-	-	
AP 6/30/17 paid	-	8,890.00	
Reserve	\$ 11,051.00	\$ 163,922.00	
Fund Balances:			
Checking Accounts		\$ 138,504.00	
Savings Account		\$ 25,418.00	
Fund Balances Totals		\$ 163,922.00	

PERCENTAGES AT 75.0% ARE ON TARGET FOR 9 MONTHS

Prepared by Sandra Lowery, Deputy Executive Director