



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

PUBLIC NOTICE OF BOARD MEETING

Friday, June 15, 2018 at 9:00am

**University of Nevada, Reno
System Computing Services (SCS) Building, Room 47
Building 133 - off 16th Street entrance to campus
Reno, NV 89557**

Some members of the Board may be attending the meeting and other persons may observe the meeting and provide testimony, through a simultaneous videoconference conducted at the following location:

**Mojave Mental Health
4000 E. Charleston Blvd., Suite B-230
Las Vegas, Nevada 89104**

Please Note: The Board of Examiners for Social Workers may address agenda items out of sequence, combine the agenda items, pull or remove the agenda items, in order to aid the efficiency or effectiveness of the meeting or to accommodate persons appearing before the Board. The Board may continue agenda items to the next meeting as needed. (NRS 241.020)

Public comment is welcomed by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of the agenda prior to the adjournment of the Board meeting. Public comment may be limited to three (3) minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. *See NRS 233B.126.*

AGENDA

1. Call to Order and Roll.
2. Public Comment.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Public comment may be limited to three (3) minutes.

REGULAR AGENDA

3. Board Operations
 - A. (For Possible Action) Review, Discussion and Possible Approval Meeting Minutes
 - i. Review, Discussion and Possible Approval of the May 18, 2018, Board meeting minutes.

- B. (For Possible Action) Review, Discussion and Possible Approval of Draft Budget for FY2019.
 - i. Retaining temporary office staff position for up to 20 hours / week.
 - ii. Including merit raises of up to 2% for Legal Secretary I position and Administrative Assistant II when their annual reviews are due.
- C. Review and Discussion, Report on ASWB Conference held in Halifax, Nova Scotia.
- D. (For Possible Action) Review, Discussion and Possible Approval of sending Executive Director to attend CLEAR Training in Denver, CO on August 20, 2018 to August 22, 2018.
- E. Executive Director's report.
 - i. Update on contract progress:
 - a) Albertson Consulting Company.
 - b) Nevada Payroll.
 - ii. Strategic planning discussion.
 - a) Strategic Planning Meeting on August 16, 2018 and August 17, 2018.

5. Public Comment

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Public comment will be limited to three (3) minutes.

6. (For Possible Action) Adjournment.

Please contact Karen Barsell, LISW at (775) 688-2555 for supporting materials regarding the meeting. Supporting materials can be picked up at 4600 Kietzke Lane, Suite C-121, Reno, Nevada 89502.

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Board of Examiners for Social Workers, 4600 Kietzke Lane, C121, Reno, Nevada 89502, or call (775) 688-2555, as soon as possible.

The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

This notice has been posted at the office of the Board of Examiners for Social Workers; the Board's Web Site www.socwork.nv.gov; the State of Nevada's Public Notice Website <http://notice.nv.gov>; University of Nevada, Reno, System Computing Center, Mojave Adult Clinic, Las Vegas and the following locations:

Washoe County Social Services, 350 S. Center Street, Reno, Nevada
Clark County Social Services, 1600 Pinto Lane, Las Vegas, Nevada
University of Nevada, Las Vegas, School of Social Work, Las Vegas, Nevada
University of Nevada, Reno, School of Social Work, Anasari Business Building, Reno, Nevada

Items 1 and 2

Item 1 **Non-Action Item:** Call to Order and Roll

Background Information: Open Meeting/Establish Quorum

Item 2 **Non Action Item:** Public Comment

Background Information: Pursuant to NRS 241B.020(3)(I), the notice of meeting must include: *Periods devoted to comments by the general public, in any, and discussion of those comments. Comments by the general public must be taken at the beginning of the meeting before any items on which action may be taken are heard by the public body and again before the adjournment of the meeting. Public comments are to be limited to three (3) minutes. No action will be taken on any public comment.*

ITEM 3 BOARD OPERATIONS

Item 3A Action Item: Review, Discussion and for Possible Action, Approval of the April 20, 2018, Board meeting minutes.

Background Information: Following review and discussion of the May 18, 2018 Meeting Minutes, the Board should take action to approve these minutes. The approved minutes will be posted on the Board's website.

Documents / Attachments:

- May 18, 2018 Meeting Minutes
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MINUTES OF BOARD MEETING
May 18, 2018

MEETING CALLED TO ORDER: The meeting of the Board of Examiners for Social Workers was called to order by Vikki Erickson, Board President, at 9:03 a.m. 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**)
Monique Harris, LCSW, Board Member (**Harris**)
Stefaine Maplethorpe, LCSW, Board Member (**Maplethorpe**)

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**)
Bryan Stockton, Esq., Senior Deputy Attorney General (**Stockton**)

*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 Consent Agenda. The following Consent Agenda information was made available:

LICENSE APPLICATIONS – APRIL 2018

New Licenses Issued: 23 (includes 4 Endorsed licenses - 4 LCSW / 0 LSW; Those highlighted in yellow are licenses via endorsement).

Denied Licenses: 0

Provisional Approvals: 3; Provisional "A": 0, Provisional "B": 1, Provisional "C": 2

Provisional License Denials: 0.

RENEWALS – APRIL 2018

Renewals: 205

Denied Renewals: 1

Total Number of Delinquent Renewals: 20 (licensees have sixty days before their license is considered expired)

License Restorations: 0.

INTERNSHIP APPLICATIONS - APRIL

Approvals: 8

Total Approved Internships Open at End of Month: 219

Internship Applications Denied: 0.

Motion made by Maplethorpe to approve the Consent Agenda, Harris seconded. Motion passed unanimously.

REGULAR AGENDA (Barsell asked for permission to take several listed items out of order to accommodate a scheduled presentation).

BOARD OPERATIONS

MEETING MINUTES: The Board reviewed and took action to approve minutes for the April 20, 2018 Board meeting. Harris asked a question about voting to approve minutes when a member was unable to attend the meeting. Stockton answered this question by differentiating between abstaining and recusal; also, he stated that if Harris abstained there would continue to be a quorum for the purposes of voting on the minutes.

Motion made by Maplethorpe, Erickson seconded for approval of meeting minutes for April 20, 2018 Board meeting. Harris abstained. Motion passed.

TEMPORARY OFFICE ASSISTANCE: Erickson introduced the next topic for review, discussion and possible action concerning the hiring of a temporary part-time office position using salary savings due to early departure of the Board Investigator and Director of Social Work Practice positions before the end of the budget year. With approval, this office position could begin on May 21, 2018 and go through June 30, 2018, not to exceed 90 hours total, not to exceed \$3500. Barsell mentioned that staff has interviewed an individual that is ready to start a position on May 21st-- next Monday. Harris asked for additional information. Barsell answered that the help will come from a local temporary agency under the State's Master Service Agreement to help with our backlog of filing and shredding as well as general entry-level office administration support.

Motion made by Harris to move forward with hiring temporary office staff, seconded by Maplethorpe. Motion passed unanimously.

LOBBYIST CONTRACT: For review, discussion and possible action, **Erickson** introduced the topic of a lobbyist contract for the 2019 legislative session as well as preparation prior to the session, not to exceed \$36,000. **Barsell** gave background stating that in the 2016 – 2017 budget, the Board hired Paula Berkeley as a lobbyist for approximately \$36,000. After meeting with Ms. Berkeley to go over her scope of work during that period, **Barsell** came to understand why the expenditure was so high. In the future, we could approach hiring a lobbyist if the Board wants to get this assistance again. If we hire for a one year period, we would likely incur a larger monthly rate than if we hired a firm over a 2 year period. Ms. Berkeley will be reducing her workload and will not be available next session to work with our Board. She openly explained that some lobbying firms prefer to spread their work over a 2 year contract period to more evenly spread their income and expenses. **Barsell** stated that she wants to revise her recommendation downward to secure a contract for this year that would not exceed \$18,000 - \$24,000 but to get this lower rate the contract may have to be extended for a 2 year period in the neighborhood of \$36,000 - \$48,000 for the two year period. To conclude, Barsell said that she will endeavor to negotiate a lobbyist contract at \$1500-\$2000 per month for two years to get coverage prior to, during the session and during the interim; she currently has four potential candidates to interview, not to exceed \$24,000 per year for 2 years.

Barsell went on describe the scope of work that Ms. Berkeley said that Nevada legislators will be expecting about the work being accomplished by the Board. **Harris** asked for more information about the expectations from the legislators at this time. In response, **Barsell** shared the following information that was sent forward to the State of Nevada Sunset Committee packet for next Monday's May 21 meeting:

- **Initial licensing** – Applications are processed in an expedient manner; Board staff provides education at both UNR and UNLV for graduating students to assist them in preparing applications and preparing for the national licensing test they will have to take.
- **Licensure by endorsement** – These applications are also being processed in a much more expedient manner, in part due to legislative changes as well as improved processes in the office. In 2014 there were 24 endorsed licenses granted, in 2015 it was 47, in 2016 it was 57, and in 2017 it was 102. These licenses are typically approved now within 30 days.
- **Renewals** - In 2015 there were 2272 licenses renewed, in 2016 it was 2309, and in 2017 it was 2404. Also, the Board has approved a new vendor for online licensing and the contract is being prepared.
- **Monitoring continued competence** of our licensees through Continuing Education Units (CEUs) - The Board has streamlined the approval process for CEUs, automatically accepting CEUs provided by the National Association of Social Worker (NASW) and the Association of Social Work Boards (ASWB). Additionally recent changes in our NACs now allows licensees to complete all of their CEUs electronically.
- **Authorizing certification / decertification of legal holds** - The Board has developed a process for approving LCSWs to certify / decertify legal holds. To date, 10 LCSWs have requested this approval.
- **Complaints and Disciplinary** - This is the major area in which the Board was unsuccessful in accomplishing the purposes of the Board. To address this, in March 2017, the Board rearranged office staff and designated one full-time staff and hired a part-time investigator to deal with the backlog of disciplinary cases that existed. These changes have allowed the Board to deal with both the backlog of complaints while processing the new complaints in a more timely manner.

Further, on the topic of legislative expectations, **Lowery** added that we have a legislative mandate to convert our paper-based processes to online processes. As is frequently the case with legislative mandates, there is direction given without funds to meet their expectations. The Board is going to implement the renewal phase of online processing in 2018 and will be expected to bring its other processes online in the future. As we will be moving forward to meet this mandate in affordable and doable segments, we will need help from a lobbyist in brokering this information successfully. And another piece is that we will need to continue to improve the legislative perception of the Board of Examiners for Social Workers.

Motion made by Harris to move forward with contracting with a lobbyist, not to exceed \$24,000 per year for 2 years, seconded by Maplethorpe. Motion passed unanimously.

DISCIPLINARY MATTERS – APRIL

Lowery reviewed the redacted Disciplinary Reports for Board Members. Last meeting, 62 open cases were reported. Since then, **Frakes** has shifted her focus to transitioning the Disciplinary Program to **Barsell**. Over the past month, we added 4 new cases for a total of 66 by the end of April. The first set of redacted disciplinary table is based on case numbers and the second redacted disciplinary table is sorted by accusation ratings with 6 remaining cases at level one, 36 cases at level two, and 22 cases at level three. One case has not been rated at this time. **Harris** asked about if we have a written plan for getting caught up with disciplinary actions which will be addressed in part, in the upcoming report by **Frakes**.

Frakes, Director of Social Work Practice, joined the group to make a presentation: "Summary 2008 - 2018 Disciplinary Report" displaying an overview of her scope of work while she was with the Board as well as provide some insights and recommendations. **Frakes** went over her attachments as provided in the Board packet. First, Table 1 was presented showing the total number of disciplinary cases received by the Board annually using 2008 as a baseline. From 2008 to date, it was generally shown that there was an increase year-over-year in the number of cases received. This is consistent with reported cases in other states as **Frakes** learned at Association of Social Work Boards conferences. **Frakes** speculated that reasons for annual increases during the reporting period may be due in part to the recession and to retirements; this would have resulted in fewer social workers being replaced and which brought about more pressure; therefore, decreased social worker availability may have increased the numbers of disciplinary cases received.

TABLE 1
Number of Disciplinary Cases Received
2008 to Year-to-Date
(Percentage of Increase from 2008 to Present)

YEAR	Total Number of Cases by Year	% (Approximate) Increase/Decrease 2008 as a baseline
2008*	21	<i>(Baseline)</i>
2009	44	+ 110%
2010	47	+ 123%
2011	36	+ 71%
2012	36	+ 71%
2013	25	+ 19%
2014	21	0 %
2015	23	+ 10%
2016	21	0 %
2017	25	+ 19%
2018 – To date	7	- 67%
TOTAL	306	<i>Average % increase 2009-2017 = approx. increase of 47%</i>

* KF's date of hire 10/15/2008

Table 2, an eight page report, listed all of the 224 cases that were addressed during **Frakes'** tenure with the Board. This table included case numbers, Board actions, levels of licensure, dates of accusation/complaint received, as well as the date the case was resolved by dismissal or Board action. Of the total 224 cases, 20 cases required action and 204 cases were dismissed. **Erickson** asked what the letter V meant on the Table. **Frakes** noted that "D" is for dismissed, "A" is for action, and "V" was for a case that was inadvertently added to the list and then had to be voided.

Of note, the table shows that there was a backlog of cases from 2006 that were acquired when **Frakes** took over the disciplinary program in 2008. Additional backlog occurred as **Frakes** said that she was hindered in focusing on completing cases while also having to work on the various responsibilities of the Executive Director position. **Frakes** stated that backlog is a common occurrence that other Boards around the country experience. She suggested that the Board may want to look at the backlog issue as it moves forward.

Next, **Frakes** presented Table 3 (below) representing the number of cases presented to the Board for either dismissal or Board action from February 2017 to date. Table 3 as compared to Table 1 reflects increased movement on disciplinary cases cleared when cases were assigned to dedicated 1.5 FTE staff (full-time program director, part-time investigator). Specifically, Table 3 shows that 108 cases were completed over a 16 month period compared to 224 cases (illustrated in Table 1) completed over the ten year period. She added that this comparison makes a very strong case for dedicated staff and/ or perhaps Board member and/ or public member assistance in completing cases to reduce backlog.

BOARD MEETING DATE	TOTAL NUMBER OF CASES DISMISSED OR BROUGHT TO ACTION	
	Total No. of Cases	Type of Action
February 17, 2017	1	1 = Dismissed
March 17, 2017	5	5 = Dismissed
April 21, 2017	19	19 = Dismissed
May 19, 2017	2	2 = Dismissed
July 27, 2017	35	35 = Dismissed
July 28, 2017 (Bd. Retreat)	0	0
October 20, 2017	18	18 = Dismissed
November 3, 2017 (Public Workshop)	0	0
December 15, 2017	9	9 = Dismissed
February 15, 2018	2	1 = Consent Decree + 1 = Dismissed
March 9, 2018	9	9 = Dismissed
April 20, 2018	8	8 = Dismissed
May 18, 2018	0	0
TOTAL NUMBER OF CASES	108 *	1 = Consent Decree 107 = Dismissed

**Reflects 48% of the total cases brought to either dismissal or action—see Table 1*

Last, **Frakes** provided information referring to training offered by “CLEAR” (The Council of Licensure, Enforcement and Regulation) pertaining to all aspects of administrative law with its own set of procedures and protocols and the regulatory process. CLEAR is recommended by the Association of Social Work Boards (ASWB) and information can be found on the ASWB website. **Frakes** encouraged the Board to consider having **Barsell** and/ or other staff attend this training. **Erickson** commented that investigations are very difficult and she thanked **Frakes** for her hard work in this area. She added that the local Board is not alone and that other Boards throughout the US and Canada express that they are experiencing similar difficulties. Both **Maplethorpe** and **Harris** joined her in thanking **Frakes**.

BOARD OPERATIONS (Continued)

BOARD PLAQUE PRESENTATION: **Erickson** made a plaque presentation on behalf of the Board to **Frakes**. **Erickson** stated her pleasure in working with **Frakes** for nearly 10 years – through Board activities as well as support to **Erickson** as a mentor. **Erickson** also proclaimed **Frakes’** highly respected status as a social worker as **Frakes** had won the 2017 ASWB Glenda MacDonald Award for outstanding service as chair of the ASWB Administrator’s Forum. The Board gave a round of applause in support. **Frakes** appreciated this recognition and thanked the Board and staff for their hard work during her time here.

ASSOCIATION OF SOCIAL WORK BOARDS (ASWB) MAY 25, 2016 NOTIFICATION TO THE BOARD PERTAINING TO THEIR EXAMINATION USE POLICY: **Frakes** reviewed information with the Board for discussion and possible action explaining that the Board had received a letter from ASWB that asked us to change our policy re: utilization of ASWB examinations. ASWB communicated about our historical position permitting MSWs to choose whether to take a bachelors or masters exam for an LSW license. In fact, we have legislation that supports this. The bone of contention with ASWB is that they have designed their bachelor’s level exam to reflect what a bachelor’s level social worker should be able to do; and they have designed their master’s level exam to reflect what a master’s level social worker should be able to do. Therefore, our data could potentially affect the overall examination psychometrics and ASWB’s defensibility of their examinations. The May 25, 2016 letter from ASWB

expressed their concern, "Validation is strongly tied to legal defensibility of the exams. Enforcing appropriate use of the exams helps maintain the highest psychometric and legally defensible standards on behalf of our members that use the exam(s) as part of their licensing process". They continued, "Pursuant to NAC 641B.105(2)(a) a Master's level applicant may take either the ASWB Bachelors or Masters examination". **Frakes** suggested that we make a change in the regulation as follows: "Pursuant to NAC 641B.105(2)(a) a Master's level applicant may take the ASWB Masters examination". Related to this, **Frakes** made a recommendation for the Board's consideration re: introducing an **LMSW** level of licensure which would similarly require an NRS change. The group showed interest in looking into this idea at a future meeting along with the potential for associated fees related to this type of license. **Maplethorpe** asked for further clarification about this distinction and **Frakes** responded that this change would acknowledge those that had completed a master's degree and perhaps could be reviewed as a potential source of additional funds. For now, **Frakes** recommends that the Board have the President and the Executive Director schedule a teleconference call to get clarification and work to resolve key issues raised in the May 25, 2016 ASWB letter re: apparent contradictions between NAC 641B.105(2)(a)(b)(c) and (3) and ASWB'S Policy 14. Board staff and Board member(s) would bring the results of this discussion back as soon as possible to a future Board meeting, with recommendations stemming from this teleconference.

Motion made by Maplethorpe, seconded by Harris to have the President and Executive Director contact the administrative staff at the Association of Social Work Boards (ASWB) for the purpose of exploring an ASWB recommendation to have Nevada's master's level individuals take the ASWB masters level examination and Nevada's bachelor's level individuals take the ASWB bachelor's level examination. Motion passed unanimously.

Harris asked a question of **Frakes** re: the use of ASWB services and support. **Frakes** responded that ASWB offers a vast array of services. For example, we once looked at having an ASWB ACE review of our CEU approvals. In lieu of paying a charge to exclusively using ASWB for this service, our Board did approve that Nevada would accept any courses that were approved by the ASWB ACE committee. **Barsell** added that the Board evaluated options for online software through ASWB and found the software to be a valuable offering but not as cost effective and efficient as the vendor that was selected by the Board. **Frakes** added that the Board might continue to look into ASWB services that are being offered adding that the Board might consider asking an ASWB representative to join the Board for a presentation in Nevada. Several other ideas about aligning with ASWB were considered by the group. Of note, **Harris** asked the Board to consider a strategic discussion in the future to use ASWB to electronically house information on a central platform to help out with the mobility of social work licenses.

CHECK SIGNING AUTHORITY, PROVISION OF BUSINESS DEBIT CARDS: **Erickson** introduced the next item for review, discussion and for possible action re: Changing signing authority for all banking accounts to include the Board President, Board Treasurer, Executive Director and Deputy Executive Director for two (2) bank checking accounts and one (1) Certificate of Deposit and provision of business debit cards for Executive Director and Deputy Executive Director (card to be used for expenses e.g. approved travel, meeting expenses, online purchases).

Harris asked about why the Board would need four signers on the checking account. **Barsell** responded that the Board has historically had at least three signers on its banking accounts as all checks written by the Board require two signatures. One signer is a Board member and one is a Board staff. Currently, the signers are Vikki Erickson, Board President, Susan Nielsen, Board Secretary / Treasurer,

and Sandy Lowery, Deputy Executive Director. When the last changes were made to the account signers, only the main checking account was changed. Inadvertently, the two other accounts were not updated. At this time, we are requesting to add Karen Barsell, Executive Director as an authorized signer on the accounts and to ensure that the other accounts are corrected to have all the same authorized signers. Both the Executive Director and Deputy Director will be issued debit cards for the main account so that online purchases, etc. can be made. **Barsell** agreed with **Harris** about managing our needs with three check signers as this has been done in the past.

Harris asked about Board financial policies and about checks and balances that are in place, and how many members are on the Board. She added that she would like to receive a copy of the bylaws. **Barsell** agreed to forward a copy of the bylaws and general fiduciary policies to **Harris**. **Barsell** added that as part of the Board's strategic plan, this would be a good time for the Board to review its fiduciary responsibilities. **Stockton** responded to **Harris**' question stating that the number of Board members is set by statute in 641b.100, that four members have to be eligible for licensure and one member must be a member of the general public.

Harris motioned to approve signing authority for all banking accounts to include the Board President, Board Treasurer, and Executive Director for two (2) bank checking accounts and one (1) Certificate of Deposit and to provide business debit cards for the Executive Director and Deputy Executive Director; Maplethorpe seconded. Passed unanimously.

EXECUTIVE DIRECTOR REPORT:

Barsell updated the Board on the contract process. At this time, she is working on the Albertson Consulting Company contract, inputting this contract into the Contract Entry and Tracking System (CETS). She is awaiting the cost schedule and then will endeavor to get an approved copy of their insurance policy before getting their contract signed. Next, she is working on a payroll outsourcing contract with Nevada Payroll that has been sent out for review and signature as well as in an approval process for demonstrating insurance compliance to the terms that meet State of Nevada requirements.

Next, she updated on the recruiting and hiring of a new Board investigator. At this time, she is bringing on a per diem (not to exceed 15 hours per month) Board Investigator beginning Tuesday, May 29th, 2018.

Following this, **Barsell** discussed the importance of strategic planning in order for the Board and **Barsell** to be successful. For example, the Sunset Committee asked for a copy of the most recent strategic plan of our Board for their meeting on May 21st, 2018. We had to reply that "The Board does not have a current strategic plan. While the Board has held a number of retreats in past years, the development of a formal strategic plan has not been the focus. The new Executive Director has identified this as a priority focus." Besides the expectation from the State of Nevada that BESW would have a strategic plan in place, some of the questions and interests expressed during her first 35 days on the job could be satisfied by working through a strategic planning process together that has a total view of the organization – a helicopter view of our system. For example, a plan would help us to: budget strategically. In June, staff will be bringing a draft budget to the Board that is not driven by Board priorities. With a plan in place, staff can "re-cast" the budget incorporating Board priorities as they pertain to various items e.g. personnel costs (including benefits and retirement) that will provide the appropriate staff complement to accomplish priorities, programs; IT requirements as we may be

needing to move away from our current free service (e.g. server, internet connection, tech support, data backup, workstation updates, software security updates); Board communications e.g. encapsulated minutes vs transcription services; website updates, improved responses to provision of CSW-Intern site approvals; as well as other items that have been brought to **Barsell's** attention.

STRATEGIC PLAN FACILITATOR: Next **Erickson** introduced for review, discussion and for possible action, an item to contract a strategic planner to assist the Board with development of plan moving forward, cost not to exceed \$5,000.00. **Barsell** talked about the process. Typically, Boards have a strategic plan that determines the goals and focuses for the Board. Our Board does not have a current strategic plan so we are proposing to engage an outside resource who specializes in helping entities create their strategic plans. Our intent is to conduct a 2 day Strategic Planning meeting in August. The work product would be a 4 page overview document that includes Mission, Vision, identification of the top 5 critical issues and the goals to address the critical issue. After the 2 day session, the plan would not be "fleshed out fully"; staff and Board would be working on a "live" plan at that point i.e. a plan that is not on the shelf. The initial plan would need to have "meat put on the bones" at a later time, perhaps through working groups. The group had a brief discussion about how to accomplish a strategic plan while being subject to open meeting law requirements.

Harris motioned to approve moving forward with establishing a strategic plan using a strategic plan facilitator at a cost not to exceed \$5000, Maplethorpe seconded. Passed unanimously.

PUBLIC COMMENT: No public comment was offered at this time.

ADJOURNMENT: President Erickson adjourned the Board meeting at 11:30 a.m.

Meeting Minutes Respectfully Submitted,
Karen Barsell, LISW, Executive Director

ITEM 3

BOARD OPERATIONS

Item 3B Action Item: Review, Discussion and for Possible Action, Review, Discussion and for Possible Action, Budget for FY2019.

- i. Retaining temporary office staff position for up to 20 hours / week.
- ii. Including merit raises of up to 2% for Legal Secretary I position and Administrative Assistant II when their annual reviews are due.

Background Information: During the Sunset Committee Meeting on May 21, 2108, staff learned from the LCB auditor that the preferred method for budget proposals is "accruals based" as opposed to the "cash based" budgeting that the Board has historically used. At this meeting, we also learned that our board has not designated a separate "reserves" account, nor do we have a reserve policy at this time. It was subsequently discovered, that our auditor translates our cash based budget to an accruals based budget when completing our annual audit. The chart of accounts that the auditor uses is mirrored in today's budget submission.

In the budget figures, we have projected a 5% increase in revenue. The budget also includes up to a 2% merit raise for office staff and continuation of temporary office staff (via an agency).

Documents / Attachments Included:

- Proposed budget for FY2019
-

Board of Examiners for Social Workers

	Budget 2017/18	Budget 2018/19
Fund Balance	<u>\$ 194,976.00</u>	<u>\$ 81,051.00</u>
3000 Licenses and Fees (Renewal)	\$ 288,430.00	300,860.00
3030 Application fees	19,820.00	20,800.00
3020 Initial License Fees	48,250.00	50,660.00
3010 Provisional Licenses	3,390.00	3,560.00
3040 Endorsement (Transfer) Fees	8,300.00	8,700.00
Miscellaneous Revenue – Other	8,010.00	10,000.00
Disciplinary Costs Reimbursed	4,600.00	5,500.00
Renewal Penalties	7,040.00	7,400.00
3140 Interest Income	10.00	10.00
Total Income	<u>\$ 387,850.00</u>	<u>\$ 407,490.00</u>
Sub-Account Total	<u>\$ 582,826.00</u>	<u>\$ 488,541.00</u>
5100 Salaries	\$ 312,822.00	218,295.00
Employers Insurance(EICN)	3,972.00	2,700.00
5320 Employees Retirement(PERS)	35,444.00	29,089.00
5510 Employees Health Ins(PEBP)	44,580.00	34,464.00
5802 Unemployment Tax(NUC)	1,836.00	1,830.00
5842 Employer Paid Medicare	4,063.00	3,135.00
Sub Account Total	<u>\$ 402,717.00</u>	<u>\$ 289,513.00</u>
5101 Regis Insurance	\$ 2,762.00	3,000.00
6200 In State Travel	4,423.00	4,500.00
7020 Operating Supplies	4,606.00	5,000.00
7040 Printing	4,228.00	2,000.00
3060 Copying		2,000.00
7054 Liability Insurance	1,152.00	1,200.00
Trainings (Investigative and Software)		2,000.00
Banking Fees - Credit Card processing (1.50%)		2,175.00
7060 Contract - HR		750.00
7060 Contract - Payroll		1,700.00
7060 Contract - Administrative Assistant (0.50 FTE)		14,000.00
7060 Contract - Investigator (0.50 FTE)		30,600.00
7060 Contract - Strategic Planner		5,000.00
7060 Contractual Services Lobbyist	2,500.00	16,500.00
7061 Contractual Services – Audit	4,500.00	6,000.00
7062 Contractual Services – Legal	40,000.00	32,500.00
7082 Contractual Services - LCB		1,000.00
7080 Legal-Disciplinary (Court Reporters)	730.00	2,500.00
7250 B & G Assessments	650.00	650.00
7110 Nonstate Building (Rent)	19,913.00	19,913.00
7240 Host Fund	800.00	800.00
7280 Postage	7,649.00	5,500.00
7290 Telephone	1,437.00	1,500.00
7370 Dues (ASWB)	1,000.00	250.00
8330 Furniture		1,500.00
7770 Computer Software (includes contracted services)		33,700.00
7299 Computer Internet	2,708.00	2,750.00
Sub Account Total	<u>\$ 99,058.00</u>	<u>\$ 198,988.00</u>
Total Expenses	<u>\$ 501,775.00</u>	<u>\$ 488,501.00</u>
Balance	<u>\$ 81,051.00</u>	<u>\$ 40.00</u>
Fund Balances:		
Checking Accounts		
Savings Accounts	\$ -	

ITEM 3 BOARD OPERATIONS

Item 3C Non-Action Item: Review and Discussion, Report on ASWB Conference held in Halifax, Nova Scotia.

Background Information: Susan Nielsen attended the May ASWB Conference in Halifax, Nova Scotia. She will be providing a report of the topics addressed.

Documents / Attachments Included:

- None
-

ITEM 3 BOARD OPERATIONS

Item 3D Action Item: Review, Discussion and Approval, Executive Director to attend CLEAR Training in Denver, CO on August 20, 2018 to August 22, 2018.

Background Information:

At the May Board meeting, it was recommended that Karen Barsell attend the "CLEAR" (Council of Licensure, Enforcement and Regulation) training to assist her in managing the complaint / disciplinary process. This will assist her in understanding Administrative Law and the Regulatory Processes associated with managing complaints.

Documents / Attachments Included:

- Information regarding training
-

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About CLEAR

The Council on Licensure, Enforcement and Regulation (CLEAR) is the premier international resource for professional regulation stakeholders.

CLEAR promotes regulatory excellence through conferences, educational programs, webinars, seminars and symposia. The organization provides networking opportunities, publications, and research services for those involved with, or affected by, professional and occupational regulation. As a neutral forum to encourage and provide for the sharing of best practices, CLEAR serves and supports the international regulatory community and its vital contribution to public protection. CLEAR has defined its own educator role as proactively identifying critical issues; providing a dynamic, interactive forum for exploration of these issues and collecting and disseminating relevant information on them. There are four core areas of substantive inquiry that CLEAR supports through its annual conference and other venues: compliance and discipline; testing and examination issues; entry to practice issues; and administration, legislation and policy.

In brief, CLEAR's hallmark is its inclusiveness. Since it does not lobby or adopt positions on debatable matters, CLEAR offers neutral ground to those holding diverse viewpoints. This holistic approach serves its members well and permits unusual responsiveness to a necessarily varied and changing constituency. At this time, CLEAR is particularly interested in closer ties with the regulatory community in Western Europe and Australasia.

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National Certified Investigator & Inspector Training—Basic (Denver, CO)

Start 20 Aug 2018

8:00 AM

End 22 Aug 2018

5:30 PM

Location Denver, CO



Registration

CLEAR Member – \$365.00

If you are unable to select the member price and believe you or your organization is a member, please contact Nicole Harkness at nharkness@clearhq.org to be added to a membership bundle.

Non-Member/Other – \$455.00

Attendees are responsible for knowledge of membership status prior to registration. Please confirm your membership status by referencing our Member Listing located under the Membership tab on our website or email nharkness@clearhq.org

[Register](#)

CLEAR is pleased to announce it will offer the National Certified Investigator & Inspector Training Basic program in Denver, CO - August 20-22, 2018

CLEAR's NCIT Basic program provides a three-day, hands-on training and certification program in investigation and inspection techniques and procedures.

Registration will open at 7:30am on the first day - Coffee, Tea, and Pastries will be available each morning.

Day One (8:00 a.m. - 5:30 p.m.)

- **Introduction and Welcome:** A member of CLEAR's staff and an instructor review the NCIT curriculum and answer any questions about the training program.
- **Professional Conduct:** Learn how to develop professional attitudes, conducts and relationships with other regulatory and law enforcement agencies.
- **Principles of Administrative Law & the Regulatory Process:** Provides the basic guidelines to understanding administrative law and procedure and the regulatory process.
- **Investigative Process:** Teaches a basic understanding of the investigative process including the intake of complaints, investigative planning and the execution of an investigative plan.
- **Investigator Safety:** Provides students with an over view of safety concerns for investigators, and high level strategies to mitigating danger.

Day Two (8 a.m.-5:15 p.m.)

- **Principles of Evidence:** Reviews sources of evidence law, types and forms of evidence and the rules and use of evidence in administrative proceedings.
- **Evidence Collection, Tagging & Storage:** Furnishes the student with basic guidelines for gathering evidence, including proper techniques of custody and storage of evidence.

- **Interviewing Techniques:** Explains the proper interviewing method, how to establish rapport, and proper and improper questioning techniques.

Day Three (8 a.m.–5:30 p.m.)

- **Overview of Inspections & Inspection Procedures:** Reviews the inspector's role and the specific steps of an inspection; from planning and conducting the inspection to writing the formal report.
- **Report Writing:** Teaches students ways to improve factual, investigative reports. Learn how to write a report that is accurate, logical, clear, concise and complete.
- **Testifying in Administrative & Criminal Proceedings:** Provides attendees with an understanding of the role of the prosecutor, as well as mental and physical preparation for testifying on the witness stand.
- **Question and Answer Session:** Attendees are invited to ask any questions that have not been answered during the course of the training.
- **Examination:** A multiple choice exam that tests students' learning.

Training Location:

Hotel Indigo
1801 Wewatta | Denver, CO
720-544-6111

CLEAR has arranged for a preferred rate of \$194 a night. To book your room, please use the reservation link below. After you click the link, you will be directed to the hotel's website. You will need to click the 'book online' button to make your reservations

HOTEL RESERVATION LINK

CLEAR Cancellation Policy Registrant substitutions are welcome. Cancellations must be received in writing by **July 6, 2018** to receive a **full refund**. After that date, a \$95 US service charge will be subtracted from refunds. Cancellations received after **August 3, 2018** are subject to the full registration fee. No refunds will be given after **August 3, 2018**.

*approximate
costs*

COST: 455.00
HOTEL: 675.00
FLIGHT: 450.00

\$1580.00

ITEM 3 BOARD OPERATIONS

Item 3E Non-Action Item: Executive Director's Report

Background Information: This agenda item serves to update the Board pertaining to items of interest by the Board's Executive Director, which do not require immediate action from the Board.

- i. Update on contract progress:
 - a) Albertson Consulting Company.
 - b) Nevada Payroll.
- ii. Strategic planning discussion.
 - a) Strategic Planning Meeting on August 16, 2018 and August 17, 2018.

Documentation Included:

- None
-

Items 4 and 5

Item 4 Non-Action Item: Public Comment

Background Information: Pursuant to NRS 241.020(2a.3), the notice of meeting must include: *A period devoted to comment by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments are to be limited to three (3) minutes.*

Item 5 Action Item: *ADJOURNMENT