



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

PUBLIC NOTICE OF BOARD MEETING

9:00 am on Wednesday, March 15, 2023

BESW strives to maintain government transparency and protect public safety. We are offering a virtual option for attendance via Zoom conference. Cameras will be on for the duration of the meeting. Supporting materials will be available electronically at the BESW website: <http://socwork.nv.gov/board/Mtgs/>.

The Nevada Board of Examiners for Social Workers is inviting you to a scheduled Zoom meeting.

Date and Time: March 15, 2023, 09:00 AM Pacific – Daylight Savings Time.

Topic: BESW March Board of Directors Meeting via Zoom

Invite Link: <https://us02web.zoom.us/j/89473978609>

Meeting ID: 894 7397 8609

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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, 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

Items may be taken out of order; Items may be combined for consideration by the public body; Items may be pulled or removed from the agenda at any time; the public body may place reasonable restrictions on the time, place, and manner of public comments, but may not restrict comments based upon viewpoint. ***NOTE: Per Open Meeting Law, before speaking, please state your full name for the record.**

Pursuant to NRS 241.030 the Board may conduct a closed session to consider the character, allegations of misconduct, professional competence, or physical and mental health of a person.

1. Call to Order, Roll Call.

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.

3. Board Operations:

A. Review and Discuss January 30, 2023, Board Minutes. (For Possible Action).

B. Review and Discuss February 15, 2023, Board Minutes. (For Possible Action).

C. Review and Discuss Fourth Quarter BESW Financials through December 31, 2022. (For Possible Action).

D. Review and Discuss Final Audit and Related Matters. (For Possible Action).

i. Board Copy of Final Audit.

ii. BESW FY 22 Communications with Those Charged with Governance 030823.

iii. Review and Discuss Assistance from CPA for Oversight of Standards for Financial Reporting.

E. Review and Discuss BESW's July 2023 Strategic Plan as Updated with Presentation by Social Entrepreneurs. (For Possible Action).

F. Review and Discuss Recruitment Process (For Possible Action).

i. Update for Executive Director Position.

ii. Governor Lombardo's Gubernatorial Appointments.

G. Board Review of Hearing for Virgilio DeSio, License No. 6200-C. (For Possible Action).

H. Review and Discuss 2023 Legislative Session (For Possible Action).

i. Letter of Support for AB 37 (For Possible Action).

ii. AB 45 Opinion Submitted (For Possible Action).

iii. Flynn Guidici Government Affairs Advocates Report.

I. Review and Discuss Executive Orders from Governor Lombardo (For Possible Action)

i. 2023-004, Report due before April 1, 2023.

ii. 2023-003, Report due on or before, May 1, 2023.

J. Executive Director's Report (Informational).

- i. Future Agenda Items: 1) May 2023 - Strategic Plan Approval; 2) NRS and NAC changes.
- ii. Next Scheduled Board Meeting is 9 a.m. Wednesday, April 19, 2023.

4. 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.

5. Adjournment.

Please contact Karen Oppenlander, LISW at (775) 688-2555 for information regarding the meeting. Supporting materials can be accessed electronically at the BESW website: <http://socwork.nv.gov/board/Mtgs/>.

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; and the State of Nevada's Public Notice Website <http://notice.nv.gov>.

3A

Review and Discuss January 30, 2023, Board Minutes. (For Possible Action).



STATE OF NEVADA

BOARD OF EXAMINERS FOR SOCIAL WORKERS (BESW)

4600 Kietzke Lane, Suite C121, Reno, Nevada
89502 775-688-2555

Board Meeting Minutes, Monday, January 30, 2023

Kelly **Marschall**, SEI started the online platform for the welcomed everyone to the Board of Directors Strategic Planning meeting (workshop) for the Board of Examiners for Social Workers, Part 2, 9 a.m., January 30th, 2023.

Agenda Item 1 - Call to Order, Roll Call. Linda **Holland Browne** called the meeting to order and took roll call: Linda **Holland Browne**, Vice Chair for the Board; Abby **Klimas**, Board member; Jacqueline **Sanders**, Board member. Board Staff: Tom Durante, community member, immediate past president of NASW-NV, and Board investigator; Sandy **Lowery**, Deputy Director; Karen **Oppenlander**, Executive Director. Harry **Ward**, Deputy Attorney General/ Board Counsel. Invited guest: Dr. Lillian Wichinsky, University of Nevada Reno, School of Social Work. Consultants: Cara **Sanner**, Association of Social Work Boards; Kelly **Marshall**, Social Entrepreneurs; Margaret Del Giudice, Social Entrepreneurs; Suzanne **Olsen**, Casey Neilson.

Agenda Item 2 - Public Comments. There were no in-person, written, or online comments.

Agenda Item 3 - Review and Discuss Revised Audit Draft 01.16.23 (For Possible Action). Suzanne **Olsen**, CPA and BESW auditor shared her screen so that the audience could see a copy of the revised draft of the audit. She highlighted in yellow the various changes that had been made. **Olsen** said that it was brought to our attention that GASB 75 information was not previously reported on the financial statements. **Olsen** stated that they confirmed that actuarial information was public record and identified that BESW had contributed to OPEB since the implementation of GASB 75 and was required to report employment benefits other than pensions. This is why we are looking at a revised copy of the previously approved audit.

Oppenlander indicated that the Board may approve the revised audit so that each Board member could take the revised copy and go over it before the February 15th, 2023, Board meeting. At the February meeting, the Board may approve the Final Audit based on the changes that Suzanne **Olsen** will present today. Even though the changes are substantial, they are easier to understand as they are based on an audit that the Board had already reviewed and approved.

Olsen proceeded to go from the beginning to the end of the financial statements and touched on where things have been changed. As part of the audit, Casey Neilson added the other post-employment benefits, information, schedule, a proportionate share of the net OPEB liability. **Olsen** pointed out where the new information could be found. The objective of the statement is to improve accounting and financial reporting by State and local governments post-employment benefits other than pensions. The financial impact after the different inflows of resources and long-term liabilities resulted in the position of the Board reflecting a deficit of \$12,106 after a reduction in the fund balance of \$176,470. The most significant impacts hit in the earlier years when the implementation was originated just to bring that multi-year balance onto the books. Specifically, the contributions that the Board made was \$5,049 for the year-

ending June 30, 2022, based on the actuarial assumptions made over the plan. In the next portion, she explained the discount rate being used, the sensitivity of how the Board's proportion is shared, and that both have liability to changes in the discount rate. All this information is coming from the actuarial report of the Public Employee Benefits Program.

Olsen summarized changes made with converting the Board's financial statements to government financial statements. This brings the different inflows and the different outputs related to OPEB by bringing on that liability. And the last footnote is talking about the fact that they had to book a prior period adjustment, reporting 5 years of data as the Board had not adopted GASB 75 until this fiscal year. The goal will be to now book this information on an annual basis. The amounts are small and would be considered an immaterial amount. What makes this a reportable issue is the liability itself is material to the financial statements and that it is a GASB requirement. So those are the reasons why this had to get implemented once it was brought to our team. **Holland Browne** asked if there were any questions about the changes presented on the revised draft. **Sanders** requested a copy of materials for review before the February Board meeting. **Oppenlander** agreed to disseminate today's report.

Abigail Klimas made a motion to approve the revised draft audit as presented by Suzanne Olsen, Casey Neilson to be moved forward to the February BESW Board meeting for final approval; seconded by Jacqueline Sanders. Passed unanimously.

Next is **Agenda Item 4 - Discussion and Drafting the Strategic Plan**. It has multiple parts to it, and it is the bulk of our meeting today. It is discussion and drafting the strategic plan and Kelly **Marschall**, SEI was asked to facilitate.

Marschall began with **Item 4A - Review and Refine Critical Issues (For Possible Action)**. She began by reviewing the critical issues that were developed at the previous meeting on January 23rd; and then refining these critical issues. She described the plan for the day as follows: The next part of this agenda item is for you to draft some goals and then build out as many proposed strategies and action steps as possible; and as you are able, you would be identifying timing and leads. This is the workshop portion of the strategic plan. This does not have to be linear. As the group began to toggle back and forth, **No Board Action was taken at this time.**

Over the next few hours, the group worked together on the following: **Agenda Item 4B - Draft Goals (For Possible Action); Agenda Item 4C - Proposed Strategies and Action Steps (For Possible Action); Agenda Item 4D - Strategy Timing and Leads (For Possible Action).** **No Board Actions were taken during these portions of the work group session.**

Marschall facilitated a fluid discussion, asking for additional discussion, asking revisions or additions or changes that the group would like to make. She provided context as needed; she said that we're striving for smartie goals and objectives. Typically, if the goal is measurable and specific, if it's achievable, it's realistic. If we're able, set a timeframe for it. And keep an equity lens. One is inclusivity, that the goal will include traditionally marginalized people into process so that these activities and decisions are made in a way that shares power. And then equity or equitable, is the goal addressing systemic inequity or injustices? **Marschall** then moved to the other item that would ensure accountability. She said that we intend to include language that the strategic plan incorporates strategies and accountability factors, including who the lead is. Who owns this doesn't mean they're entirely responsible for implementation and often it's a collaborative effort between the Board and staff. We identify who that lead is, what the timeline is for

completion, and if there are resources, what those resources are that are needed to execute that goal or strategy. So that that is how we build accountability into this process. **Marschall** also invited comments from invited subject matter experts who can raise issues for the Board to consider. Based on this discussion the following began to emerge:

Critical Issue 1: Regulatory Changes

13

Goal 1 By June 30, 2026, BESW will participate in discussion, development, and evaluation of the Interstate Compact and ensure that regulations promote the professionalization of social work while addressing compliance, supervision, burdens and barriers to expanding licensed social workers.			
Strategy	Action	Timeline for Completion	Lead Staff Member
1.A Determine participation in and implications of the Interstate Compact	a. Evaluate the Interstate Compact as finalized to determine Nevada's participation b. If participation in the Compact is approved, determine NRS and NAC changes to implement the Interstate Compact	To be determined	Karen Oppenlander (Executive Director)
1.B Revise Nevada Administrative Code to comply with Nevada Revised Statutes	a. Review and follow Legislative Council Bureau's manual to draft and complete NAC revisions	July 1, 2024 and TBD thereafter	Sandy Lowery (Deputy Director)
1.C Ensure Compliance	a. If Compact is approved for Nevada and Compact is established, participate in Interstate Compact Commission	To be determined	Karen Oppenlander (Executive Director)

Critical Issue 1: Regulatory Changes Cont.

14

Goal 1 By June 30, 2026, BESW will participate in discussion, development, and evaluation of the Interstate Compact and ensure that regulations promote the professionalization of social work while addressing compliance, supervision, burdens and barriers to expanding licensed social workers.			
Strategy	Action	Timeline for Completion	Lead Staff Member
1.D Promote professionalization of social work	a. Evaluate license exemptions	July 1, 2024	Karen Oppenlander (Executive Director)
	b. Evaluate post graduate supervision process	December 31, 2023	Sandy Lowery (Deputy Director)

Critical Issue 2: Communication, Education, and Partnership

15

Goal 2 By June 30, 2026, BESW will adapt to the changing state and national landscape and engage with other boards to protect the public, educate partners, and highlight the role and impact of social work practice.

Strategy	Action	Timeline for Completion	Lead Staff Member
2.A Participate in forums and apprise the board of changes in the state and national landscape	<ul style="list-style-type: none"> a. Participate in Nevada's small board administrative collaborative b. Participate in ASWB convenings c. Participate in NASW convenings d. Participate in legislatively established committees whose work pertains to BESW e. Participate in other relevant meetings that pertain to BESW f. Summarize implications of changes to state and national landscape in Board meetings 	Monthly as scheduled, through June 30, 2026	Karen Oppenlander (Executive Director)

Critical Issue 2: Communication, Education, and Partnership

16

Goal 2A. By June 30, 2026, BESW will adapt to the changing state and national landscape and engage with other boards to protect the public, educate partners, and highlight the role and impact of social work practice.

Strategy	Action	Timeline for Completion	Lead Staff Member
2.B Identify and educate partners on the role and impact of social work practice	a. Conduct outreach to and share information with social work practitioners regarding board and legislative actions	Monthly	Sandy Lowery (Deputy Director)
	b. Convene public workshops on NAC changes	As appropriate and necessary	
	c. Create a communication plan to share information and engage in productive social media	December 31, 2023	Jacqueline Sanders to work with staff and Abby Klimas to gather information from other boards (ASWB to support)
	d. Email licensees on changes and impacts to social work practice	Monthly	
	e. Post changes and impacts to social work practice to the website	Monthly	

Critical Issue 3: Board Design and Staff Structure

17

Goal 3 By June 30, 2026, BESW will determine its optimal administrative design, and the approach to doing the Board's work including the board staffing structure, succession planning, and enhanced resources for accounting.

Strategy	Action	Timeline for Completion	Lead Staff Member
3.A Determine optimal Administrative Structure	a. Establish and implement an annual review process for the Executive Director aligned with best practices	September 30, 2023 and annually thereafter	President Langston
	b. Review and refine staff/job descriptions and review evaluation criteria	July 1, 2024	Executive Director
	c. Conduct an annual review of agency staffing needs and budgetary constraints	July 1, 2024 and annually thereafter	Executive Director
	d. Identify new positions or resources needed to fulfill BESW's mission	July 1, 2024 and annually thereafter	Executive Director
3.B Implement succession planning for staff	a. Create a staff succession plan	March 31, 2024	Board
	b. Identify timing and processes to update BESW documents in the succession plan	March 31, 2024	Executive Director

Critical Issue 3: Board Design and Staff Structure Cont.

18

Goal 3A. By June 30, 2026, BESW will determine its optimal administrative design, and the approach to doing the Board's work including the board staffing structure, succession planning, and enhanced resources for accounting.

Strategy	Action	Timeline for Completion	Lead Staff Member
3.C Evaluate resources for accounting and determine if they meet BESW's needs moving forward	a. Meet with auditor and review audit to determine if additional resources are needed to comply with GASB	July 1, 2024	Executive Director

Critical Issue 4: Financial Strengthening

19

Goal 4 By xxxx, BESW will ensure it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability.

Strategy	Action	Timeline for Completion	Lead Staff Member
4.A Track and report on financial resources	a. Prepare budget to actual and financial reports	July 1, 2023 and quarterly thereafter	Executive Director
	b. Present financial reports to the Board	July 1, 2023 and quarterly thereafter	Executive Director
4.B Identify accounting principles and strategies to strengthen the Board's financial position	a. Review previous and current management letters		Executive Director
	b. Create a plan to respond to management letter findings		Accounting Resource
	c. Implement plan to respond to management letter findings		
4.C Implement policies to ensure financial sustainability	a. Identify financial institution[s] to deposit funds over the FDIC protected amount		Executive Director
	b. Identify and adopt long-term investment strategy		Board
			Board

Critical Issue 4: Financial Strengthening

20

Goal 4 By xxxx, BESW will ensure it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability.

Strategy	Action	Timeline for Completion	Lead Staff Member
4.D Implement policies to ensure practices align with appropriate accounting principles	a. Review and identify policies to align with appropriate accounting principles b. Draft and adopt policies to respond to GASB 96		

For the next portion of the Strategic Planning session, **Marschall** guided the attendees through the Critical Issues that had been identified.

Critical Issue 1: Under regulatory changes, the Board of Examiners for Social Workers will participate in discussion, development, and evaluation of the interstate compact. Also under regulatory changes: Ensure that regulations promote the professionalization of the field while addressing compliance, supervision, and burdens and barriers to expanding the field of social work.

Next was Critical Issue 2: Communication, Education, and Partnership. Under this category BESW will adapt to the changing state and national landscape, and engage with other boards to protect the public, educate partners on, and highlight the role of social work practice.

Critical Issue 3: Board Design and Staff Structure -- BESW will determine its optimal administrative design; more specifically, the Board and staffing structure, including succession planning with enhanced resources for accounting and the approach for doing the Board's work.

Critical Issue 4: Financial Strengthening -- BESW will ensure it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability.

Marschall stated that things may change between the workshop and what the Board wants depicted in its strategic plan by May or adoption prior to June thirtieth. There were a variety of topics discussed e.g., supervision of clinical interns, telehealth, Governor Lombardo's new Executive Orders 2023-003 and 2023-004, legislative bills being brought forward, social work interstate compact; and other issues of concern that illustrated the changing landscape and/ or perceived burdens and barriers being faced; as well, there were perceived opportunities to change and evolve.

There were discussions about what to leave out, what to include, and what might fit best into the introduction that will be a narrative form because there's so many changes in our environment right now.

As the meeting moved forward, there was more clarity on the strategies that may help BESW move closer to the goals identified; and ideas about which staff members and Board members will lead each strategy; and this led to think about the timeline for completion of the goals.

There was preliminary acknowledgment of keeping the language in critical issue one.

And the group moved on to look at critical issue two with a suggestion to enhance the language here to highlight the role and impact of social work practice. **Holland Browne** did not call for a vote but did want to check for consensus on critical issue two. There was consensus.

The group moved to critical issue 3 - board design and staff structure determining its optimal administrative design to include succession planning, and with enhanced resources for accounting. There was a request for clarity in the language especially about how the Board views, analyzes itself? How does it move itself through the steps to becoming a constantly improving structure? Besides the staff structure, we consider the Board when we're looking at optimal administrative design. When you look at the Executive Director position, how do you look at that and what do you reflect on? Is that executive director doing what you want them to be doing? Are they working according to your strategic plan, effectively and efficiently, and so forth? **Oppenlander** said, "You hire me. I hire the staff. And there's a lot of nuanced places in between where we can have constant improvement". **Holland Browne** asked for further discussion. There was some slight wordsmithing.

Next, the group reviewed critical issue four - financial strengthening of BESW. **Marschall** referred to the morning audit presentation by Suzanne **Olsen**. As there was agreement that financial strengthening would continue to be a priority area or a critical issue, there was also a call to implement appropriate accounting practices to satisfy ongoing responsibilities that the board must attend to.

Holland Browne called for brief break before next agenda item and after checking for a quorum, the meeting resumed @ 10:40 a.m.

Marschall, in the spirit of diversity, equity, and inclusion, posed the question of how each goal would include traditionally marginalized people into the process, into these activities and decisions, in a way that shares power as possible and appropriate, and how each goal might address systemic inequity or injustice.

Next, she modeled how to move the process forward with actions so that the group could put in a timeline for completion, and then identify lead staff as possible. Having launched into a conversation that involved NRS and NAC changes, she asked if it makes sense to the Board that they would want to have a strategy related to revising NACs that comply with the NRS? **Lowery** mentioned that there is an entire administrative manual devoted to how to make NAC changes, and we basically follow the process as determined by the Legislative Counsel Bureau. **Marschall** asked, "Are you saying that this would be appropriate as a strategy?" **Lowery** agreed.

The conversation moved into discussing the development and evaluation of the social work interstate compact. **Oppenlander** suggested that Dr. Wichinsky and Dr. Langston may have opinions here. Dr. Lillian Wichinsky said, "I'm not sure that I know more than all of you other than that I've been participating in the discussions, and nothing's been decided. I got an agenda for the Deans and Directors meetings, and I'm part of a work group. The next Deans and Directors meeting is in April, and there's a lot of discussion, because different states, of course, do different things. There are some that are discussing removing the BSW license, and others are looking at removing the LMSW license in their states and retaining the clinical license. I don't know if there's really a consensus yet. When we met with ASWB, they talked about the fairness of the exam from their perspective. She continued by saying that she knew there's a lot of belief that an interstate compact needs to take place.

Sanner commented that there are not any licensing boards or regulatory authorities that are currently considering eliminating an exam; however, there is advocacy on the part of some NASW State Chapter executives, and some academics to modify the exam requirement. She suggested that the Board opt for the flexibility to go back and review the statute as an ongoing process. But if we are going to act, according to what we know today, there wouldn't be any changes with respect to the licensing exam requirement. **Marschall** suggested trying to craft something that is fluid enough and at the same time has some level of specificity e.g., to evaluate the interstate compact when it is finalized and once it is finalized to determine Nevada's participation. Other questions arose and **Sanner** added that the intention is for states to be able to participate in a compact for the licenses that are consistent with the requirements of the compact.

When asked, **Oppenlander** commented that the Board would recall **Vander Poel's** statement that the legislative session is not over until Sine Die. And that he thought it could be possible that someone would want to try to amend another piece of legislation with our social work interstate compact. She thinks there are too many unknowns today, but we are continuing to evaluate the interstate compact in terms of participation, speak with legislators about providing leadership around the concept of interstate compacts, and so forth.

Sanner spoke about the threshold for enacting the compact is 7 states. Assuming we have a compact finalized within a few weeks, in theory, we could have 7 States adopting the compact before 2025. Nevada could be helping to close the gap and be that seventh state. In any case, there is going to be a period where states need to enact the legislation. When that occurs, the Interstate Compact Commission will be convened, and each State will be given a representative to sit on the Interstate Compact Commission, and there will be a process to develop the regulations narrowly within the scope that is provided in the compact legislation. There will need to be staff for those kinds of details. There would need to be transitioning time and to some extent that gives the Board time, and time within the strategic plan, to see how things are evolving, and to make any determinations you have about statute changes that may be needed and etcetera. **Oppenlander** commented that **Sanner** had taken everyone through about 16 pages of the draft legislation – all condensed into one brief paragraph. **Marschall** confirmed that if the compact is approved for Nevada, and the compact is established because there are 7 states, then we would be a participant in the to-be-formed Interstate Compact Commission; therefore, the timeline is yet to be determined.

Lowery added information about adding multistate license categories if Nevada joins the social work interstate compact. **Marschall** asked, “I thought the intent of the compact was to streamline and optimize licensing”. Dr. Wichinsky asked, “Does this mean that social workers will have to pay for an additional license?” **Sanner** commented that maybe we are making this more complicated than it needs to be. She does not agree that we would need to adopt statutes to mirror the interstate compact license because of the legislation that you’re adopting, and then the regulations are going to address how you manage those licenses or licensees, and the Interstate Compact Commission is going to have a very well-defined procedure for enforcement. Restating the example that **Lowery** had given, if you have an Ohio licensee whose home state is Ohio, Ohio grants them an interstate compact license, or a multi-state authorization to practice. Then that social worker from Ohio can practice in any state that participates in the compact. If that Ohio licensee has a complaint filed against them, it would be the responsibility of the home state to investigate that. I think this may be getting a few steps down the road, and these are the details that your representative on the Interstate Compact Commission will negotiate on your behalf with your interests in terms of ensuring that the enforcement procedure is something that the Nevada Board is comfortable with. The legislation outlines the enforcement procedures as well. So, I almost feel like there's just a little bit too much that we don't know right now, and I would hate for us to just be speculating about things that we're really not sure about. There will be an additional fee for the compact license and those fees have not been determined, so an individual would pay one fee to only practice in the state. They would pay another fee for that multi-state authorization to practice, and those fees will be established by the Interstate Compact Commission once that's formed.

After some wordsmithing this to agreement, **Marschall** turned to another area, “Ensure that regulations promote the professionalization of social work while addressing compliance”. **Marschall** asked some clarifying questions. **Sanner** asked if it would be appropriate to evaluate the licensing exemptions that are currently on the books. ASWB shows that there are exemptions for state and local governmental employees, and then also county welfare directors. If that has been part of the discussion with the Board already, or maybe there have been changes that have been made, then her records aren't current. As changes have not been made, **Marschall** determined that the action may be ‘Evaluate license exemptions’ and **Oppenlander** indicated that this could be handled by the Executive Director.

Holland Browne thought that this looks good and asked for comments, additions, corrections, deletions.

Klimas asked about the placement of supervision (as an action or strategy?); and is supervision related to the compact? **Marschall** thinks the issue being raised is: Is this in two parts? Is supervision dealt with in the compact; and in addition to the compact, would supervision need to be explicitly stated somewhere else as a strategy that could have an action item under it.

Klimas asked if someone in Ohio could supervise somebody in Nevada? She doesn't know what that might look like and if that has been addressed. Also, she added, we do have a current supervision plan specific to Nevada re: move to offsite as well as onsite supervision, depending on your hours and telehealth supervision. So, we do have a Nevada plan. If we wanted to make an action step around our current plan, we could evaluate if that model is working.

Klimas suggested that the Interstate Contact Commission is going to have to address regulations around supervision as well, so it could be encompassed within that too; but we can't make an action step around that because we have no information on that right now.

Marschall commented that a goal that includes supervision, elevates it. She added that as Ms. **Lowery** has a pilot supervision process and that she could include a standalone piece to evaluate that. **Lowery** clarified the current process and distinguished it from any supervision process that may be part of a compact. The current process is for post-graduate interns, not for fully licensed individuals. We must be careful as we have a well-established supervision process. **Lowery** continued that we have had to adapt or adjust Nevada's supervision plan based on Senate Bill 44 in 2021. Then we made some proposed modifications based on requests from the rural regional behavioral healthcare policy board about relaxing our onsite requirements. **Marschall** helped with wordsmithing to distinguish it appropriately so that it would show that BESW is testing one aspect of a complex and comprehensive supervision process. **Lowery** stated that the pilot could be evaluated in one year (12/2023) and that her name should be listed as the responsible party.

Oppenlander opened an early draft of the compact legislation (2021) and read from it after commenting that it had language referring to telehealth and to supervision. She read the following examples from the draft: Requires applicants for clinical license to complete a period of supervised practice; and, from another sentence in that draft: Completed a period of 3,000 hours or 2 years of full time postgraduate supervised clinical practice. Since the compact draft specifically called out supervision, then we might expect to see it again in the final product. **Marschall** thought we'd successfully tackled the first critical issue, and the hardest area successfully, so the remainder would predictably be smooth sailing.

Holland Browne called for a lunch break at noon with a goal to have a quorum meet again at 12:30 p.m. At 12:32 p.m., she called the meeting back to order.

Marschall reminded everyone that we had left off having completed the objectives, the goals, and the objectives for critical issue one and that we are ready to start on critical issue two. A starting point would be a general discussion of what strategies are important to include in this goal area to address the critical issue of communication, education, and partnership. **Oppenlander** suggested that we think more broadly that we usually do about who our stakeholders are (e.g., the business owners and corporations that hire social workers).

Durante (immediate past volunteer president of NASW-NV) stated that he had been involved with a NASW off and on for over 20 years. He had been in the Vice President role and about 3 or 4 years ago, the

President ended up leaving the State; so, he stepped in as president of the Nevada chapter. He has found it interesting to see the discussion about things like the interstate compact, because he knows that the chapter's executive director had very different ideas in terms of licensure, etc. So, it will be interesting to see how that moves forward. A lot of times, I think it's a misunderstanding as only certain aspects get promoted to the NASW members, and they may not always understand the risks if we go down the path of not testing masters' levels, etc. And how that might contribute to deeper professionalization concerns. Durante continued that in general we are lacking in that area of communication partly because we would need to take such an active role in getting the information out there. He gave an example. If we go along with the Illinois licensing message, most members got really focused on savings for student membership and they didn't hear the rest. So, it's for the Board to be able to, in a non-judgmental way, realize that these are additional concerns that could arise. There needs to be back and forth communications between the partners, and then dissemination of that information to all the members or licensees when it makes sense.

Holland Browne commented that she had long thought that many social workers work in isolation. And very often I don't think people understand how Board action, national changes and regulations affect them directly. Durante agreed with that 100%. A good example of that is the requirement now of the cultural competency CEUs. A lot of licensees think that was coming from the Board of Examiners for Social Workers, not realizing that this was out of the Board's hands and came from the legislature. Communications like that can get misinterpreted or misunderstood. And that's not easy to correct, that's for sure.

Marschall listed other items brought up earlier e.g., participation in the Administrative Collaborative, participating in ASWB forums, convening public workshops on NAC changes, may fit under Identify and Educate Partners on the Role and Impact of Social Work Practice. It also could be a fit where BESW could participate in forums to apprise people of changes in the state/ national landscape. **Lowery** added that both the Executive Director and the Deputy Director have sat on university advisory committees over a several year period to expand partnership opportunities. Additionally, BESW has been helping potential licensees prepare for licensure by reaching out with training opportunities.

Marschall said that she is hearing that there would be an expectation that there would be regular outgoing communications from the Board. But how would we determine if we are reaching people? In the context of inclusion and equitable practice, the Board could go to licensees to ask what communication methods work best for them.

On a related note, **Oppenlander** shared that in 2022, the Board had been welcoming individuals and groups to come and speak to them, to help the Board better understand the challenges that we are facing. This effort has been in preparation for this Legislative Session that will start next week. Also, in speaking with Member **Klimas**, she was talking with the ED about a newer board, and how much social media they came right out the gate with. We could look at and decide what we could tackle our outreach similarly. **Oppenlander** shared concern about social workers that use social media inappropriately. Many do not realize that as a social worker, for example, they really can't use Facebook in the same way that a non-social worker might use it. Sometimes, a licensee might trip up and inadvertently get themselves into compliance unit problems. Most of them don't realize when they're crossing boundaries using social media. **Holland Browne** agreed that it's one of the areas where people could get into trouble. It would be valuable that we think, before we do anything. **Klimas** thought we could look at other states and see what

they do and if best practices have been determined. **Marschall** took time to align this ongoing communications conversation with the strategic template. **Klimas** added that it would help to begin to create a communications plan; **Marschall** word smithed this to read: Create a communication plan to share information and engage in productive social media. **Klimas** and **Sanders** volunteered to help in this area. And **Sanner** said that ASWB could send some questions out through their lists and see what they're able to compile, to assist with these efforts.

At this point, **Marschall** moved the group forward to Critical Issue 3 while understanding that the group will also have Critical Issue 4 to work on. Therefore, she took the liberty of trying to outline some potential strategies. Critical Issue 3: By June 30, BESW will determine its optimal administrative design and the approach of doing the Board's work, including the Board, staffing structure, succession planning, and enhanced resources for accounting. **Marschall** asked, "What are the action steps needed there?" **Klimas** indicated that the Executive Director annual review process needs to be elevated, established, and implemented. **Marschall** asked that if there were problems, is there a probationary period? Has that been established? Since there is not a probationary period e.g., 6 months, it would be up to the Board to establish one. **Holland Browne** stated that historically, Executive Directors have served the pleasure of the Board and there generally is an annual review. Most state agencies have a 90-day, 6 months, or one-year probationary period in Nevada. **Marschall** responded, "So, under the best-case scenario, you might have an Executive Director that was hired before Karen left, or around the time Karen left. I would say that you know the best practices and how they would be evaluated. It could be that by September 30th, the Board would have established and would begin to implement the annual review process.

Oppenlander added that as part of the recruitment process, she has written her own job description as one did not exist previously. Also, the Deputy Director does not have a job description. Perhaps the all-encompassing Executive Director job description (that came from the Administrative Collaborative) could be parsed out. It currently indicates the overall organizational requirements that are overseen by the ED. It could be divided out to distinguish a position description especially for the Deputy Director.

The office administrative staff (Administrative Assistant III and Legal Secretary II) have job descriptions, as do the Investigator I and Investigator II positions. These position descriptions and pay grade information are coming directly from State of Nevada human resources. And the administrative staff has been receiving annual reviews and annual pay adjustments as appropriate in alignment. Looking at the overall scheme of things, the new Governor's recommendations for an 8% increase in all positions in the State plus a \$500 quarterly or \$2000 annual longevity bonus, may help to create a useful beginning place for establishing a pay grade for the Executive Director position and will help with budgeting, staff structuring and etcetera.

Oppenlander next gave an overview of a succession plan that would be accompanied by an inventory telling where the documents and organizational information are located, contact information for all employees, contact information for all Board members, a charting of all the bank and any brokerage accounts, it would include the location of legal documents. It would include passwords too and this is in the hands of the President and the Executive Director (locked offsite). You'd also include a listing of any significant stakeholders in the community and the associations that BESW works with. There is also a communication plan within the succession plan so that you know if something happens – Who do you go to, who do you contact. A plan like this that outlines the succession issues, and the inventory information can really help with transitions like the one the Board is going through right now. Obviously, there is a planned transition e.g., like the current one for the Executive Director, and then it is also useful with the

transitions that you don't expect to happen. It's matter of safeguarding and operationalizing institutional knowledge.

Succession planning, more broadly defined, also has to do with constantly building the successors to the organization, that know about how it operates. So, you are always trying to encourage, and try to train everybody, and cross train everyone.

For example, Caroline came to BESW qualifying as a Legal Secretary I. She has become incrementally involved in the progressive roles within the Compliance Unit. We encouraged her to apply her legal knowledge toward reviewing background checks and potential license violations of Chapter 641B. She advanced to become a Legal Secretary II. This is an example of succession planning, bringing her up to her next level. We continually look at staff members for developmental opportunities that they might be interested in. On the flip side, while we are not trying to get rid of anyone, we are mindful that one day very soon BESW needs a new Executive Director, and then one day down the road, BESW will need a new Deputy Director.

Marschall commented that **Oppenlander** is shepherding this process and has a vision for how to do a short-term emergency plan, and then you have Sandy as a backup. The question for succession planning is always What is the Plan when both Karen and Sandy Aren't Here? And then, how comfortable are you with your succession plan? And I would say it's dependent on them at this point; and, so do you want, in fact, a Board of Social Work Examiners succession plan? And if so, what is the timing for it? The group was able to finish up with Critical Issue 3. There was a realization that this plan could be updated when **Holland Browne** emphasized that this is a living document.

Marschall moved the group to concentrate on Critical Issue Four – Financial Strengthening: BESW will ensure that it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability. Marschall noted things she heard in the January 23rd discussion e.g., meet with the auditor and review audit to determine if additional resources are needed to comply with GASB, identify accounting principles to strengthen financial sustainability; implement policies to ensure alignment, identify strategies to strengthen the board's financial position.

For example, it was called out that BESW would want to diversify its funding across multiple banking institutions to ensure its safety under FDIC guidelines.

Also, because GASB 96 will come up for the June 30, 2023, audit, we need to proactively identify what changes that will require, now and in the future, and then implement them.

Holland Browne wanted to know how often the Board received budget updates and **Oppenlander** said that they get a quarterly budget update. **Holland Browne** stated that it seems that we have a pretty good handle on that, and quarterly reporting is reasonable. Marschall: So, we have prepare budget to actual and financial reports and present financial reports to the Board, and the timing is at least quarterly.

Then, we must identify accounting principles to comply with changing GASB regulations and practices. And identify how to implement accounting practices as outlined by the previous and current auditor. And follow through on an upcoming audit letter that will be forthcoming that is relevant due to GASB 75 corrections made on the June 30, 2022, Audit.

Also, as Marschall mentioned re: FDIC, the Board will need to split its monies into several buckets if you will, so that it's properly insured. Related, the Board needs to manage its reserves. Last year, the Board revamped its reserve policy, and you would want to be deciding to whether to put some monies into checking accounts, and savings accounts, and certificates of deposit, and other options.

These will be new steps for this Board. But for now, instead of ending June 30, 2022, in the black, the GASB 75 issue means that BESW is about \$12K in the red. And this is why you decided to have a large reserve fund so that we could figure all of this out. Meanwhile, the good news is the BESW has a substantial sum of money sitting on the bottom line right now and that ought to be managed better than being stuck in a non-productive checking account, right? And for the record, in my estimation and based on my background, this must be a Board directed effort.

Marschall said, 'And so what we have is to review previous and current management letters, create a plan to respond to management letter findings, implement, plan to respond to management letter findings and then, under policies, we have identified financial institutions to deposit funds that are over the FDIC insured amount; identify a long-term investment strategy and adopt a long-term investment strategy for sustainability. And this is where you are talking about CPA level assistance for compliance so there aren't any surprises in the future.

DAG Ward answered a question that came up around choosing a banking institution: To my knowledge, I don't know of any Nevada statute, no regulation that requires a public entity to choose a specific bank or banking institution to do their business with. On the other side, representing a banking institution that was not quote unquote chosen, I'd be asking why you didn't you choose my banking institution? **Oppenlander** thought that BESW might move this forward more quickly if there's a state approved vendor. If so, we can move forward more quickly with a less lengthy and complex RFP process. At this point there was consensus on Critical Issue 4.

Marschall verified that SEI will be back to the Board twice more with the strategic plan - once for a review, and then once for adoption. This will occur within regular Board meetings. Holland Browne check if this was agreeable to everyone? Hearing general agreement, the Board moved forward.

Next up, **Agenda Item 5 -- Executive Director's Report (Informational)**. **Oppenlander** under **Item 5A** covered a **Process for Recruitment**. Using a screen slide, she went over the need for the Board to approve a job description and to approve a pay range before the Board could move forward with the standard job recruitment process e.g., advertising for the executive director position and etcetera. Board members commented on the process. Besides an outline of the overall process, the Board was able to see a draft job description as gathered from the members of the Administrative Collaborative. On February 15th, I'll bring these items back to the Board for your review and approval.

She moved to **Item 5B -- Future Agenda Items**. Knowing that SEI will be back to wrap up the final stages of the BESW 3-year Strategic Plan, **Oppenlander** thanked Kelly **Marschall** and Margaret Del Giudice from Social Entrepreneurs for facilitating the two January 2023 workshops; and thanked them both for all of the work and planning that went into making this successful. Social Entrepreneurs has worked with BESW over the last year to get us ready for today. I know there was some vacillating between meeting today to discuss the job recruitment process or meeting to finish up this contracted, previously scheduled workshop. And while I don't want to minimize the recruitment process or minimize what it's going to take for you all to find the next right person for the position, we really need that person to have the benefit of

a strategic plan that gives the next Executive Director the benefit of your guidance. I suspect we can put some more time on the February Board meeting, so that we can move forward successfully with the recruitment process. **Holland Browne** thanked **Oppenlander**.

Following, **Oppenlander** announced **Item 5C -- Next Board Meeting** is scheduled for 9:00 am Wednesday, February 15, 2023.

Agenda Item 6 -- Public Comment. There was no public comment in-person, in writing, or online.

Agenda Item 7 -- Adjournment. **Holland Browne** adjourned the meeting at 3:10 p.m. **Susan Nielsen** said "Thank you. Everyone did a great job!"

Meeting minutes respectfully submitted by Karen Oppenlander.

3B

Review and Discuss February 15, 2023, Board Minutes. (For Possible Action).



STATE OF NEVADA
**BOARD OF EXAMINERS FOR SOCIAL WORKERS
(BESW)**

4600 Kietzke Lane, Suite C121, Reno,
Nevada 89502 775-688-2555

Board Meeting Minutes, Wednesday, February 15, 2023

The February 15, 2023, Board Meeting was called to order by Dr. Esther Langston at 9:00 a.m. A **Roll Call** was taken. In attendance were Board members Esther **Langston**, Linda **Holland Browne**, Abigail **Klimas**, Susan **Nielsen**, and Jacqueline **Sanders**. BESW Staff: Karen **Oppenlander** and Sandy **Lowery**. Also in attendance was Board Counsel/ Deputy Attorney General (DAG) Harry **Ward**.

Public Comment: **Oppenlander** stated that there was no public comment online, written, or in person.

Oppenlander asked for permission to move Agenda Item D down below Agenda Item G today, because a Board Member is going to leave early, and Item D is not an action item. **Langston** asked if there was any objection to moving Item D and there was none.

Langston moved to **Agenda Item 3A – Review and Discuss December 21, 2022, Board Minutes. (For Possible Action).**

Motion was made by Holland Browne to approve the December 21, 2022, Board Minutes; seconded by Jacqueline Sanders. Approved unanimously.

Langston moved to **Agenda Item 3B – Review and Discuss January 23, 2023, Board Minutes. (For Possible Action).**

Motion was made by Holland Browne to approve the January 23, 2023, Board Minutes; seconded by Jacqueline Sanders. Approved unanimously.

Langston moved to **Agenda Item 3C – Review and Discuss Final Audit for Year-End June 30, 2022. (For Possible Action).** **Oppenlander** stated that this is the audit that was presented on January 30th, 2023, by Auditor Suzanne Olsen. Board members have already seen it and have had it explained by her. Olsen reviewed the changes being made because of GASB statement Number 75, Accounting and Financial Reporting for Post-employment Benefits Other than Pension. Following the meeting, the Board President and Executive Director received a delinquency notification letter from the legislative auditor, noting that our Board is expected to have the final audit approved in February then directly forward it to the legislative auditor. This information was provided last week to the Assembly Committee on Commerce and Labor by the legislative auditor who told them she would be updating that committee in June with the audit. She suggested that that the Board do a motion to accept this audit in two parts. The first part would be a motion to accept this final audit for June 30th, 2022. The second part, because there needs to be a response to the internal control letter that the auditor wrote, is that the Board would agree to the Current Year Findings 2022-01, Application of Accounting Principles and Standards. If this two-part motion is made and voted upon, this will become a matter of public record, and the

auditor will handle recording this after that fact. The staff will also file the approved audit with the State of Nevada Legislative Auditor as required by law.

Motion was made by Sanders to approve the January 23, 2023, Final Audit for Year-End June 30, 2022, and Current Year Findings 2022-001 Application of Accounting Principles and Standards; seconded by Klimas. Approved unanimously.

Langston proceeded to **Item 3E – Association of Social Work Boards - Selection of Board Members (Staff Members) for New Board Member Trainings and Other Opportunities (For Possible Action)**. **Oppenlander** announced that there are several board member trainings upcoming that ASWB provides. In the process of looking at the schedule, she noted that **Sanders** had been through a Board Member training and **Klimas** had been through a Board Member training online. **Langston** had been scheduled for a Board Member training but ended up being ill and having to drop it. **Oppenlander** said that she sent information out to **Holland Browne** about an upcoming training, that if registered for by this Friday February 17th, will be on March 23rd through 25th, 2023 for new Board Member training in Tampa, Florida. All costs of going to these trainings and so forth are covered by ASWB.

Oppenlander stated that the next education meeting is scheduled for April 20th through 22nd, 2023, in New Orleans, Louisiana. She noted that **Klimas** has indicated she might be able to attend. Also, on June 8th through 9th, 2023, there is a new board member training online, which could also be open for **Holland Browne**. Then, on September 28th through 30th, there's a new Board Member training in Metro DC. **Langston** is already registered for that. This training fits in with the rest of her ASWB scheduling. **Langston** then stated that she was asked, and she agreed, to serve on the new Research Committee for ASWB.

Oppenlander suggested a motion be made to approve for **Holland Browne** to choose from the March 23rd through 25th, 2023, or June 8th through 9th, 2023 Board Member trainings; **Klimas** to be approved for the education meeting on April 20th through 22nd, and **Langston** to go to the new Board Member training September 28th through 30th, 2023.

Motion was made by Langston to approve that a Board Member will attend the Board Member training in Tampa, Florida, education meeting in Louisiana, and the Board Member training meeting in DC; seconded by Holland Browne. Approved unanimously.

Langston moved to **Item 3F – Board Review of Hearing for Virgilio DeSio, License No. 6200-C. (For Possible Action)**. **Ward** stated that he is working on a resolution. He said he will contact both the attorney and the licensee again and try and get something moving. They seem to be dragging their feet, but he'll put a flame underneath them and asks that this matter be continually put on the agenda until it is resolved.

Langston moved to **Item 3G – Review and Discuss Executive Orders from Governor Lombardo (For Possible Action)**.

Oppenlander stated that the first executive order that she wanted to discuss is Executive Order 2023-003 with a report due on or before May 1st, 2023. While BESW staff agrees and wants to comply with submitting recommendations to reduce regulations, it is difficult to do so in terms of timing. Staff is working to create a list of recommendations to include in the report to bring back

to the Board for approval. But within the overall timeframe to create the report, BESW will also need to include a public hearing with licensees (consistent with NRS 233B) to gather licensee input as well as conduct a small business survey. This information is to be reflected in the summary of findings and recommendations. We will set out a timeline and attempt to accomplish this.

Oppenlander said that over the last week she has contacted two of the attorneys that are involved in working with Executive Branch agencies so that we can comply with the Governor's orders. There is also Executive Order 2023-004 to consider. The attorneys appreciate that we're trying to work together with them to get an exemption to add specific NAC language for SB44 while at the same time make recommendations to streamline, clarify, reduce, or otherwise improve to ensure 641B regulations that would provide for the general welfare of the state without unnecessarily inhibiting economic growth.

Regarding the gender language in the provisional license section, **Langston** asked if it could be changed from "he/ she" to "applicant" so it would be more inclusive. **Lowery** replied that we can't change any of this language at this time because it is existing legislative language. She said we have no control over that level of detail when we look at NAC changes. **Langston** commented that social workers are inclusive and yet we continue to discuss he/ she in 2023. **Lowery** agreed but stated that this is not something we can deal with now. She went on to say this is part of the Executive Order 2023-003, where we must identify regulations that we would get rid of and ask for permission to become compliant with the SB 44 at the same time e.g., adding language regarding the LMSW license category. Doing this typically is a 9-month process and the Governor is asking everyone to do this in a short timeframe.

Oppenlander mentioned that BESW would like a motion leaning towards giving the staff flexibility towards fulfilling the executive orders to the best of our ability. She said one example of a place that can be eliminated relates to a lingering provisional license option that is available to applicants. It would be easier for us to take advantage of the Governor's desire to get rid of and streamline 10 things if we discard the existing provisional language. In the future, if we want to offer a provisional license option, it could be added later using language that is not antiquated. The problem with a lot of the current language is that new language is overlaid on the legacy language. That becomes the new legacy, which is then overlaid repeatedly. The end result can be discordant. She mentioned that in British Columbia, Canada, an engineering board took apart their entire law, basically discarded it, and rewrote it. She said that reading a law that's entirely rewritten from the beginning to the end is amazing because it contains current thinking like **Langston** suggested. We are subjected to a very restricted way to try to work within the framework of the government and try to do a nine-month process in a quick turnaround. If the Board could give staff some flexibility to fulfill the requirements, staff will bring recommendations back to the March 15th board meeting with the status. Then the Board can approve what staff is doing and we can take it the rest of the way forward.

Motion was made by Linda Holland Browne to grant staff permission to review regulations in terms of clarification and housekeeping in a manner prescribed, to meet the Governor's deadlines with review to occur in March; seconded by Abigail Klimas. Approved unanimously.

Langston moved to Item 3D – Review of 2023 Legislative Session – Flynn Giudici Government Affairs Advocates. (For Discussion Only).

Oppenlander stated that **Nick Vander Poel**, from Flynn Giudici is at a different meeting this morning for another bill that the Board is tracking; we are communicating very regularly. She said the Board is currently tracking several bills: Assembly Bill 37, which authorizes the establishment of the Behavioral Health Workforce Development Center in Nevada, as described in a presentation from Dr. Hunt earlier in 2022; Assembly Bill 45, which creates a program to repay the student education loans of certain providers of healthcare, including social workers; Assembly Bill 54, which makes various changes related to education and mentions school social workers; Assembly Bill 65, which revises provisions relating to education and also mentions school social workers; Assembly Bill 69, which is a loan repayment program administered by Nevada Health Service Corps to include certain providers of behavioral healthcare including social workers.

She continued, that we are looking at 4 other interstate compacts including the model language for the massage compact; tracking Assembly Bill 108, which would enact the nurse licensure compact; Assembly Bill 97, which enacts provisions governing the interstate practice of physical therapy; Assembly Bill 158, which ratifies the recognition of emergency medical services personnel licensure interstate compact. While the social work interstate compact bill is not quite ready yet, the overall timing is good for interstate compacts because they are being strongly encouraged by Governor's office. In one of the Governor's Executive Orders that we were talking about earlier, we must explain our plan to implement an interstate compact. When **Nielsen** attended an ASWB meeting in Edmonton several years ago, she brought back a Mobility Toolkit, and that has evolved since then into the interstate compact for social work. It is in process of being written and is being funded by the Department of Defense and supported by the Council on State Governments.

Oppenlander noted that the physical therapy interstate compact that was presented this morning by Senator Gansert to Senator Spearman's committee seemed to be generally well accepted. At that meeting they had the Department of Defense explaining how it really helps military families. Also, they had other national participants supporting the Bill. Their board chair and executive director were there and everybody there was in alignment about why this was important to do.

In conclusion, **Oppenlander** commented that, according to **Vander Poel**, there have been 976 bills introduced. Not all of them have LCB language yet and can't get to the table in the various committees because they're proposed, but without LCB's language added to them yet. Besides bill tracking, BESW is also submitting fiscal notes, and other things that are throughout session so that there is no open space in our calendars. **Langston** commented that real work on the bills will probably begin around mid-April, early May.

Item 3H – Review and Discuss Recruitment of Executive Director. (For Possible Action).

Oppenlander stated that we had included a document called Stages of Recruitment that starts with (1) executive director job description and (2) determining the salary range and so forth including: advertising the position, attracting candidates to apply for the job, managing applications, the selection process, the negotiations in the job offer, following up on references, background check (if the Board wants one), sharing progress with the Board, and sharing results with the community. **Langston** wanted to know the salary range for the position. **Lowery** stated that the 2018 salary range was \$70,000 to \$80,000 and proceeded to share a detailed report about how that came about and changes in the marketplace since then. She concluded that based on this information and BESW's budgetary numbers, she proposes a salary range for the Executive Director of between \$90,000 and \$105,000. It was added that the Governor has recommended an 8% across the board salary increase along with a \$500 per quarter bonus to a total of \$2,000. **Oppenlander** commented that when **Lowery** was preparing the information for salary ranges, she had included these amounts to come up with today's recommendation.

Holland Browne commented that the salary range is reasonable for the level of responsibility, number of applicants that we have, and the regulatory responsibilities that BESW has.

Motion was made by Langston that the salary range for the Executive Director will be in the range from \$90,000 to \$105,000; seconded by Holland Browne. Approved unanimously.

Langston inquired, since she was not at the strategic plan meeting, has the job description been developed for the Executive Director position, and who is on hiring committee to review those applicants and make a recommendation? **Oppenlander** replied that the job description is almost complete. It is missing a small section on licensing that **Lowery** will add. **Oppenlander** commented that if BESW had a succession plan in place, Board members would know exactly what to do next because there would be a transition and search committee within five working days to plan and carry out a transition to a new permanent Executive Director. However, there is no succession plan.

Langston asked **Lowery**, when BESW has searched for an Executive director, who has been a part of the search committee? **Lowery** replied that she participated twice, once as a Board Member and then once as the Interim Executive Director. She said that when applications came in, they were reviewed by her as the Interim Executive Director, and the Board President. When they determined that there was somebody that BESW was willing to consider, then the application was circulated among the rest of the Board members. They determined who was appropriate and who they wanted to bring in for an interview. **Langston** confirmed that the search committee for an Executive Director will consist of the current Executive Director and members of the Board.

Sanders stated that she is under the impression that the Board has had the opportunity to review the succession plan and now we're looking at voting on it so that we can start the process for selecting the executive director. **Oppenlander** confirmed that it is agendaized to do it that way. **Langston** asked that Board Members to view the succession plan on page 79 of the Board packet. **Oppenlander** explained that the intent of a succession plan (which would not have to be approved today to move forward) is for the situation we are in right now. There are different things that are used in a succession plan. For example, if the Executive Director had a snowcat accident and was hospitalized, that is an unplanned temporary absence. On the next page it covers if the event of an unplanned absence is long term. This is the place where typically an agency brings in an interim replacement. **Oppenlander** said that she is not necessarily suggesting that BESW have an interim, but if it doesn't come to fruition timely, the Board might want to think about it. **Langston** stated that if the Board has not decided by April 30th, then they will appoint an interim.

Oppenlander went on to say the last part of this in this is in the event of a permanent change in Executive Director. That is where we are at right now. She stated that what happens in this kind of a situation is that information that Board members, staff, and the Executive Director needs would be available but not publicly available as it would contain proprietary / confidential information. It would be in the hands of whoever the Executive Director and President are. This document would include information such as: Where are the blank checks? Who are our vendors and how do we contact them? This document is basically a listing of the bank accounts, who is our legal counsel (and how do you reach Harry Ward?). Who do we have a lease with and those types of things. **Holland Browne** stated that one of the things that we need to recognize is that timeliness is critical. When Kim Frakes left, we had the advantage of **Lowery** being able to step in as Interim Director. That advantage is gone now. We must be able to decide and act on it quite quickly. **Langston** asked **Lowery** why it isn't possible for her to step in as interim director. **Lowery** explained that in 2016, she came to work for the Board managing a small area, which

was the internships. In 2017, when she was asked to step in as the Interim Executive Director there were a lot more Full Time Employees (FTEs) in the office. Kim Frakes moved in the lateral position over to disciplinary. Moinette LaBrie was the office manager and took care of finances. Sandy, Loni, and Caroline took care of licensing. **Lowery** inherited the legislative focus, which was primarily what she did, along with getting the position circulated to recruit a new Executive Director. We had a whole additional layer of two FTEs that she joined. Currently, we don't have that. **Lowery** continued stating that now she has a halftime position with BESW handling internships, the daily management of licensing, and managing finances. **Oppenlander** does all kinds of oversight, but boots on the ground, it's **Lowery**. She has a full load now at her part-time position. **Lowery** stated that the only part of **Oppenlander's** job that she could realistically take over on May 1st would be the Yes Policy Screening (policy approvals for licensees that need to have additional review typically because of legal history or sanctions history). **Lowery** said she can take that on because she has done it both as a Board Member and as the Interim Executive Director. Beyond that, she doesn't have enough time to be able to do more. **Langston** asked **Lowery**, if BESW needed her, could she step in as interim director. **Lowery** replied that she has a part-time private practice, and she also teaches two classes at UNR. That is why she is a part-time Deputy Director. **Holland Browne** added that **Lowery** has a very large successful private practice, and she is now working roughly 60 hours a week. She doesn't think the Board can ask more of **Lowery**. **Holland Browne** remarked that one of the things she was concerned about is that there might be a misconception that **Lowery** could, again, step in and that's simply not possible.

Sanders stated that she will assume the Yes Policy Screenings and will work with the staff directly. She said that if something else is needed, she can help with that. **Sanders** commented that she likes how the succession plan reads and her understanding of it. It gives the Board protocol for the process of searching and hiring the next Executive Director.

Motion was made by Jacqueline Sanders to Approve the Succession Plan; seconded by Holland Browne. Approved unanimously.

Langston suggested that if there are things that some of the Board members can do away from the office, then they can take over some things that Karen is doing if we don't have an Executive Director in place by May 1st. Then the Board would carry through on those until a replacement is found. The other option is to determine if there is anything that a temp could do. **Lowery** commented that we have two temporary staff right now that are working industriously because (as you may know), this is licensing season. We are averaging five to ten applications coming in daily. **Langston** inquired if we could hire another temp if needed May 1st to do some of those things. **Lowery** replied, no; because the things that **Oppenlander** does are not things that happen in the office. Even though the job description talks about what **Oppenlander** is responsible for in a practical day-to-day way, she doesn't deal with any of the day-to-day operations of the Board, except for the Yes Screening Policies. That is an incredibly important contribution. But **Oppenlander's** focus is on disciplinary, contracting, Board of Directors, and legislative matters. The majority of what she does on a day-to-day basis is outward facing, not backend. That is what **Lowery** does, handles the backend. **Langston** recapped by saying, the first suggestion is that whatever the Board can do, they will do that. We need an Executive Director by at least March 15th, because there should be some transition time while **Oppenlander** is still in the office. **Langston** confirmed that the job announcement, with whatever changes we've made today, will be ready to go out for recruitment by Monday. The recruitment committee will be **Oppenlander** and members of the Board. **Langston** asked **Ward** if that was good, and he replied that he doesn't see that being a problem.

Langston stated that the job announcement goes out Monday to the agreed upon entities. She mentioned that the Board should decide on a date we need to close for applicants to be received. She asked if it is possible applications will be sent in electronically and wanted to know if there is a rubric for how applications are reviewed and scored. There was not rubric so she determined that **Oppenlander** will develop the rubric since she knows what the position does, etc. **Langston** stated that the Board will use the rubric as they will review the applications, and they can rate them. A discussion about the recruiting period ensued. Then, it was determined that after the closing date, the Board will need to set up a date for review and rating of the applicants, then start the interview process.

Sanders commented that if **Oppenlander** needs some help doing anything else, like something to do with the rubric, or typing things up, she can contact **Sanders**. **Sanders** asked if the Board is contacting the NASW Nevada Chapter or national as far as using their employment database? **Oppenlander** replied that if Board members look at the page of the Board packet with the blue arrow at the top, there is a list of the suggested places for the Board to advertise with based on history. She also discussed pricing for ads. **Langston** suggested that it be sent the Board members because they may have mailing lists, organizations that they can send it out to.

Langston asked for the top applicants to do a background check, what additional information that may not be on a resume would be required to conduct background checks? **Ward** suggested accepting all resumes, cover letters, and letters of recommendation, and then from there, the committee would narrow it down. He said most of his boards will make an offer and the offer will include the information that there will be a background check. **Ward** reiterated that he would not suggest making background checks before the interviews, but once a candidate has been selected, advise the candidate that they will be, or may be employed, subject to a background check. **Ward** commented that he doesn't think it's appropriate for us to do that when you accept or receive a resume. He wants to avoid a lawsuit against the Board. **Ward** said the recommendation he has made to the other boards, is once you select the candidate, then let the candidate know they will be employed, subject to a background check. He does not recommend doing a background check on the last few candidates, prior to the selection. **Langston** replied that is what she needed to clarify; if there were certain information we would need to have from them for a background check. She asked who does the State use to do background. **Lowery** stated that BESW uses Nevada Department of Public Safety (NV DPS). We would probably have candidates fingerprint the way we do anybody applying for a license. She noted that we are eight to 12 weeks out on getting a background check reports back from NV DPS. **Ward** replied also because of delay in background checks with NV DPS, once again, his suggestion would be that BESW can always employ someone subject to the background check because NV DPS is so backed up.

Oppenlander mentioned that BESW has access to doing TLO reports and we were approved to use TLOs in certain circumstances, by prior DAGs. She went on to explain that it is a way to run a check on somebody. Not quite the same as a background check, but it does give a fair amount of information. It is run by the Experian Corporation. We currently run TLOs in limited circumstances. **Oppenlander** wondered if while we're waiting for the eight to 12 week background check to take place after the Board selects a candidate, could we run a TLO on that candidate more immediately. That takes about an hour. **Ward** said that would not be a problem. He went on to say even when he was employed with the Attorney General's office, they would advise a candidate on the fact that nothing comes up in the background check report. He said the Board doesn't need to be worried about the delay in getting the true background check by NV DPS. He suggested that once the Board is down to the last three applicants, they could do that quick background check, as mentioned by **Oppenlander**. The Board could also tell the applicants, if

you are hired, you will do the typical fingerprinting in the background check, which may take six to eight weeks. **Ward** would not let that deter the Board from looking for the new Executive Director.

Oppenlander stated that materials for recruitment will be out the door by Monday. **Langston** suggested that the Board set March 10th as the due date for applications. **Oppenlander** agreed and that would be 15 working days from February 20th. **Langston** stated that submissions will be reviewed as we receive them. **Oppenlander** mentioned that March 15th is the next Board meeting. She confirmed that **Holland Browne** can run while **Langston** is travelling. **Langston** said she will arrive at her destination sometime early morning, and she'll be three hours ahead. If she is not available, the Board should carry on and she'll join in when she can. At the next Board meeting, reviews will have started. If March 17th is our deadline, we complete our reviews by the 20th. **Langston** suggested that the Board consider March 21st to start connecting, decide, and then start conducting interviews by March 23rd. **Lowery** pointed out that the Board will also need to come up with their panel of questions. As the state always does, you will want to ask all candidates the same questions. **Langston** confirmed that everybody gets asked the same question. And if a candidate asks us to clarify question number three, then we must do that for everybody else. She then asked if there was a set of questions ever developed for the recruitment of an Executive Director. **Ward** reminded the Board that when they set this up, they need to set up three or four interviews because it must be done in an open meeting.

Langston asked **Oppenlander** to send Board members the questions that she has available to compare with the job description. Board members can then review it with additions, subtractions, etc., send them back and we will then compile the list that works for us. She said Board Members may have several Zoom meetings called on a dime, because this process must go very quickly. She requested that Board Members review the questions, etc. and send any comments or changes, as soon as possible because we must be sure we are asking a legal question. She asked for a schedule for open meetings stating that it is possible the Board will have meetings on these days at these times. **Oppenlander** acknowledged the discussion and said that we do have Board meetings scheduled for March, April, May, and June. **Langston** responded that they are trying to hire an Executive Director by May 1st. **Oppenlander** said that she understands the urgency and is making certain that everyone is aware that there are backup plans. The Board will try to have some extra meetings. She reminded Board members that earlier in this meeting they were discussing that BESW has Governor's Orders and a legislative session right in the middle of all this. The Board has many requirements that it is obligated to fulfill.

Langston replied that the Board will do the heavy lifting on recruiting so that **Oppenlander** can concentrate on what she needs to do. And then when we start the interviewing process, the Board needs to set up a schedule so they can meet all the open meeting law requirements so people will know what they are meeting and talking about, nobody claims they did anything illegal. **Ward** commented that with his other boards that have hired new Executive Directors, he or another DAG is not present during these open meetings because Board members know what to do; follow the agenda. Everything must be done openly. The Board still needs public comment at the beginning and the end. He said his other boards, especially boards that are on billable clients, may say that they are going to meet at eight o'clock or they notice for eight or nine or even after five. Usually you do not need a DAG for this, but he hopefully would be available if that is a need or a request.

Sanders mentioned that she was thinking that our open meeting law requires 14 days' notice, is that correct? No, three days? She was wondering if by chance we come across resumes, is it possible for those resumes to be disseminated amongst the Board members, so that they can

review and have time to schedule a meeting and then schedule a Zoom meeting to address it. **Langston** confirmed that as soon as **Oppenlander** receives an applicant's resume, it will be immediately sent out to Board members to review and rate so that they will continually be reviewing as the resumes are received. **Ward** reminded Board Members when they do receive the resume in the packet, do not converse or email with other Board Members because you don't want a walking quorum. Board Members keep their own ideas, make notes. When the Board Members have the meeting, they can't discuss the applicants with other Board Members after the interview. **Langston** asked **Lowery** if, once Board Members rate an applicant, could they send the ratings to her so she can put them into an Excel sheet for the Board? **Lowery** said she would. She also stated that she just found the interview questions from 2018 and sent them to **Oppenlander**. **Lowery** reiterated that the job description is dramatically different, but it's at least a starting point. **Langston** asked if there were any other questions or discussions about the process for hiring an executive director.

Langston moved on to **Item 3I – Executive Director's Report (Informational)**. **Oppenlander** stated that future agenda items will include the March Strategic Planning. SEI will come back to summarize what you decided on in January. To help with that are approximately 60 to 70 pages of slides from January 23rd and 30th in your Board Packet. Board members can review those and see if there's anything they left out and want to add. Another item in the future, which we are already started discussing are changes to our chapter 641B. Those changes are going to be happening through the Nevada Administrative Code as asked for by the Governor, and through NRS, which is happening through the legislative session. **Oppenlander** announced that the next Board Meeting is scheduled for 9:00 AM on Wednesday, March 15th via Zoom.

Langston moved to **Item 4 – Public Comment**. **Oppenlander** responded that there was no public comment online, in writing, or in person. **Langston** stated that hearing no comment, the meeting was adjourned at 11:00 a.m.

Minutes Respectfully Submitted by Caroline Rhuys.

3C

Review and Discuss Fourth Quarter BESW Financials through December 31, 2022. (For Possible Action).

December	Annual Budget FY 22/23	Monthly Budget - December	Monthly Actual - December	Monthly Variance Dollars	Monthly Variance Percent	Annual Year to Date	Annual Variance Dollar	Annual Variance Percent
Fund Balance	\$ 578,970.05					50%		
INCOME								
4000 · RENEWAL FEES	505,125.00	42,093.75	35,750.50	6,343.25	85%	267,055.50	-238,069.50	53%
4100 · APPLICATION FEE	35,000.00	2,916.67	2,575.00	341.67	88%	20,262.50	-14,737.50	58%
4200 · INITIAL LICENSE FEE	75,000.00	6,250.00	6,312.00	-62.00	101%	45,562.00	-29,438.00	61%
4300 · ENDORSEMENT FEE	18,000.00	1,500.00	2,843.75	-1,343.75	190%	17,093.75	-906.25	95%
4400 · PROVISIONAL LICENSE FEES	1,000.00	83.33	-93.75	177.08	-113%	562.50	-437.50	56%
4500 · RENEWAL LATE FEE	3,500.00	291.67	0.00	291.67	0%	2,100.00	-1,400.00	60%
4600 · RESTORATION OF LICENSE	600.00	50.00	0.00	50.00	0%	1,000.00	400.00	167%
4700 · DISCIPLINARY COSTS	2,000.00	166.67	0.00	166.67	0%	0.00	-2,000.00	0%
4800 · MISCELLANEOUS	7,500.00	625.00	75.00	550.00	12%	3,130.00	-4,370.00	42%
4900 · INTEREST	0.00	0.87	0.00	0.87	0%	3.86	3.86	0%
Total Income	\$ 647,725.00	\$ 53,977.96	\$ 47,462.50	\$ 6,515.46	88%	\$ 356,770.11	\$ (290,954.89)	55%
Sub-Account Total	\$ 1,226,695.05					\$ 935,740.16		
EXPENSES								
50050 · Wages	258,986.00	21,582.16	20,542.34	194.70	93%	123,141.72	-18,309.50	48%
50102 · Group Health Insurance	34,896.00	2,908.00	2,713.30	6.74	99%	16,586.50	-2,948.14	48%
50103 · Ins Regis	5,620.00	468.34	461.60	6.74	99%	2,671.86	-2,948.14	48%
50104 · Medicare	3,780.00	315.00	306.98	8.02	97%	1,841.89	-1,938.11	49%
50105 · PERS-Employer paid	37,600.00	3,133.33	2,918.82	214.51	93%	14,594.10	-23,005.90	39%
50106 · Unemployment Ins.	2,000.00	166.67	35.12	131.55	21%	888.03	-1,111.97	44%
50300 · Workman's Comp.	2,750.00	0.00	425.93	-425.93	0%	3,151.86	401.86	115%
Sub Account Total	\$ 345,632.00	\$ 28,573.50	\$ 27,404.09	\$ 1,169.41	96%	\$ 162,875.96	-182,756.04	47%
61050 · Contract-Labor	80,000.00	6,666.67	4,795.43	1,871.24	72%	21,945.47	-58,054.53	27%
61100 · Contract-Auditor	25,000.00	2,083.33	0.00	2,083.33	0%	0.00	-25,000.00	0%
61150 · Contract-Legal	35,000.00	2,916.67	717.20	2,199.47	25%	7,401.71	-27,598.29	21%
61200 · Contract-Lobbyist	14,200.00	1,183.34	2,000.00	-816.66	169%	8,000.00	-6,200.00	56%
61250 · Contract-Payroll Service	2,000.00	166.67	0.00	166.67	0%	0.00	-2,000.00	0%
61300 · Court Reporting	5,500.00	458.33	0.00	458.33	0%	0.00	-5,500.00	0%
61350 · Investigations	0.00	0.00	0.00	0.00	0%	0.00	0.00	0%
61400 · LCB	8,000.00	666.67	0.00	666.67	0%	0.00	-8,000.00	0%
62000 · Operating Costs	9,000.00	750.00	1,281.66	-531.66	171%	3,949.27	-5,050.73	44%
62050 · Printing	5,000.00	416.66	580.78	-164.12	139%	1,503.54	-3,496.46	30%

3D

Review and Discuss Final Audit and Related Matters. (For Possible Action).

- i. Board Copy of Final Audit.
- ii. BESW FY 22 Communications with Those Charged with Governance 030823.
- iii. Review and Discuss Assistance from CPA for Oversight of Standards for Financial Reporting.

**BOARD OF EXAMINERS FOR SOCIAL WORKERS
FINANCIAL STATEMENTS
JUNE 30, 2022**

Independent Auditor’s Report	1
Management’s Discussion and Analysis	4
Government-Wide Financial Statements	
Statement of Net Position and Governmental Fund Balance Sheet	9
Statement of Activities and Governmental Fund Revenue, Expenditures, and Changes in Fund Balance..	10
Notes to Financial Statements	11
Required Supplementary Information	
Budgetary Comparison Schedule – General Fund.....	27
Pension Information – Schedule of Proportionate Share of the Net Pension Liability.....	28
Pension Information – Schedule of Contributions	29
Other Postemployment Benefits information – Schedule of Proportionate Share of the Net OPEB Liability...	30
Other Postemployment Benefits information – Schedule of Contributions.....	31
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance And Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	32
Schedule of Findings and Responses	34

Casey Neilson, Inc.
Accountants and Advisors

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Board of Examiners for Social Workers
Reno, Nevada

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Board of Examiners for Social Workers (the "Board"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Board, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Board's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our

opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-8, the budgetary comparison schedule on page 27, the pension information on page 28-29, and other postemployment benefits information on page 30-31 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not

express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2023, on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.

Casey Neilon

Carson City, Nevada
February 15, 2023

This section of the Board of Examiners for Social Workers (the "Board") annual financial report presents our discussion and analysis of the Board's financial performance during the fiscal year that ended June 30, 2022. Please read it in conjunction with the Board's financial statements, which immediately follow this section.

Financial Highlights

The Board's revenues were \$673,396, which was a \$63,581 increase from the prior year. The Board's current assets on June 30, 2022 were \$579,064, an increase of \$226,649 from the prior year.

During the past year, the Board has continued to make improvements to its online applications and online internship application modules in its licensee database. Despite ongoing COVID challenges for staffing coverage throughout the State of Nevada, the Board has been able to make internal processes easier for potential licensees and interns. During the next year, the Board plans to add a new module to bring 35 years of legacy programmatic information into its database. The intent is for the Board to continue to find ways to streamline and improve its processes for efficiency and effectiveness in response to public requests for historical information.

The pandemic has had other unexpected impacts that will continue to affect the productivity of regulatory agencies and other State of Nevada agencies e.g. the Board. Of note, there are significant shortages in all mental health professions across the State of Nevada. We have also learned that overall workforce challenges for the State of Nevada are predicted to continue. Understanding that workforce development is not inherently in the purview of regulatory boards, the Board is working together with other communities around licensure, policy, and regulation. As the challenges being faced are multifaceted, the Board is studying all avenues for deploying best strategies that will reduce social worker gaps and shortages with intent to create a safer and healthier Nevada.

Overview of Annual Financial Report

Management's Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the basic audited financial statements and supplementary information. The MD&A represents the Board members' and management's examination and analysis of the Board's financial condition and performance. Summary financial statement data, key financial and operational indicators used in the Board's strategic plan, budget, and other management tools were used for this analysis.

The Board uses the modified accrual basis of accounting for internal financial statement reporting. The financial statements have been prepared in accordance with generally accepted accounting principles as they apply to governmental units. The fund financial statements include a balance sheet, a statement of revenues, expenditures, and changes in fund balance, and notes to the financial statements.

The Statement of Net Position and Governmental Fund Balance Sheet present the financial position of the Board on both the modified accrual basis under the general fund and the full accrual basis as net position. This statement provides information on the Board's assets, deferred outflows, liabilities, and deferred inflows, with the difference reported as net position/fund balance. Over time, increases and decreases in net position/fund balance are one indicator of whether the financial position of the Board is improving or deteriorating.

The Statement of Net Position and Governmental Fund Balance Sheet provide information about the nature and amount of resources and obligations at year-end. The Statement of Activities and Governmental Fund Revenue, Expenditures and Changes in Fund Balance presents the results of the activities over the course of the fiscal year and information as to how the fund balance and net position changed during the year. The fund balance changes under the modified accrual method when revenue is received or the expenditures is made, while changes in net assets under the full accrual method are recorded as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. This statement also provides certain information about the Board's recovery of its costs.

The notes to financial statements provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the Board's accounting policies, significant account balances and activities, material risks, obligations, commitments, contingencies and subsequent events, if any.

The financial statements were prepared by the Board's staff from the detailed books and records of the Board. The financial statements were audited during the independent external audit process.

Financial Analysis

The basic financial statements, as well as the required supplementary information, serve as the key financial data for the Board members' and management's monitoring and planning.

Statement of Net Position

The Board's net position remains strong at year-end with adequate liquid assets to fulfill its responsibilities. The Board members and management believe the current financial condition and staff capabilities are sufficient to meet anticipated operating expenses and operational objectives. During the year ended June 30, 2015, the Board implemented GASB 68 and 71, Accounting and Financial Reporting for Pensions and Pension Transitions for Contributions Made Subsequent to the Measurement Date, respectively. In March 2016, the GASB issued Statement No. 82, Pension Issues – An Amendment of GASB Statements No. 67, No. 68, and No. 73, effective for periods beginning after June 15, 2016, or June 15, 2017 when an employer's pension liability is measured on a date other than the employer's most recent fiscal year-end. The objective of this statement is to address certain issues that have been raised with respect to GASB Statements No. 67, No. 68, and No. 73 regarding: 1) the presentation of payroll-related measures in required supplementary information; 2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes; and 3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. Management has implemented the statement during the year ended June 30, 2018.

During the year ended June 30, 2022, the Board implemented GASB 75, Accounting and Financial Reporting For Post-Employment Benefits other than Pensions. The objective of this statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This statement was effective for periods beginning after June 15, 2017. Management has implemented the statement during the year ended June 30, 2022.

The impact of the implementation of these standards to the current year is to include certain deferred inflows and outflows of resources and reflect a net pension liability for the PERS retirement program and a net OPEB liability for the Public Employees' Benefit Program as it relates to the Board. The financial impact resulted in the net position of the Board being a deficit of \$12,106 and \$253,944 at June 30, 2022 and 2021.

Government-Wide Financial Analysis

Net position may serve over time as a useful indicator or a government's financial position. In the case of the Board of Examiners for Social Workers, current assets exceeded current liabilities by \$501,545 as of June 30, 2022.

Net Position	<u>June 30, 2022</u>	<u>June 30, 2021</u> (restated)
Current Assets	\$ 579,064	\$ 352,415
Capital Assets, Net	9,876	14,013
Right of Use Assets, Net	74,607	94,047
Deferred Outflows of Resources	<u>225,465</u>	<u>160,441</u>
Total Assets & Deferred Outflows of Resources	<u>889,012</u>	<u>620,916</u>
Current Liabilities	77,519	67,905
Long-term Liabilities	461,711	780,400
Lease Liabilities	75,613	94,539
Deferred Inflows of Resources	<u>286,275</u>	<u>108,486</u>
Total Liabilities & Deferred Inflows of Resources	<u>901,118</u>	<u>1,051,330</u>
Net Position		
Invested in Capital Assets, net of related debt	9,876	14,013
Unrestricted	<u>(21,982)</u>	<u>(444,427)</u>
Total Net Position	<u>\$ (12,106)</u>	<u>\$ (430,414)</u>

The June 30, 2021 balances were restated for the implementation of GASB 87 and 75, see New Accounting Pronouncement in Note 1 and Error Correction and Prior Period Adjustment in Note 11 for additional information.

The following presents a summary of the Board's net position for the following fiscal years.

Changes in Net Position

The Board's total revenues for the fiscal year ended June 30, 2022 were \$683,242. The total cost of all programs and services were \$441,404. The following is a summary of the changes for the following years:

Board of Examiners for Social Workers
Management's Discussion and Analysis
June 30, 2022

Changes in Net Position		
	<u>June 30, 2022</u>	<u>June 30, 2021</u> (restated)
Revenue		
Program Revenues		
Charges for Service	\$ 673,396	\$ 606,915
Other Income	<u>\$ 9,846</u>	<u>\$ 12,746</u>
Total Revenue	<u>\$ 683,242</u>	<u>\$ 619,661</u>
Expenses		
Salaries and Benefits		
Operation Expenses	<u>\$ 441,404</u>	<u>\$ 446,650</u>
Total Expenses	<u>\$ 441,404</u>	<u>\$ 446,650</u>
Increase (Decrease) in Net Position	<u>\$ 241,838</u>	<u>\$ 173,011</u>

The June 30, 2021 balances were restated for the implementation of GASB 87 and 75, see New Accounting Pronouncement in Note 1 and Error Correction and Prior Period Adjustment in Note 11 for additional information.

Financial Analysis of Board of Examiners for Social Workers' Funds

As noted earlier, the Board of Examiners for Social Workers uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

General Fund Budgetary Highlights

The Board's actual expenses were less than budgeted due to contract services and operating expenses. The budget is based on prior year's activity plus any anticipated changes. Significant changes in the Board's budget were due to unpredictable pandemic-related impacts. Please refer to these changes discussed above under Financial Highlights.

The Board prepares its budget prior to the start of each year. This budget was not subsequently revised during the year. A comparison of this budget with actual results is provided in the supplementary information section of this report.

Capital Assets and Debt Administration

As of June 30, 2022, the Board has \$9,876 invested in capital assets, net of accumulated depreciation. Assets are recorded as expenses in the year they are purchased for governmental fund financial statements. In government-wide financial statements, these assets are reflected at their historical costs less accumulated depreciation. Additional information can be found in the footnotes to these financial statements.

Economic Factors and Next Year's Budget and Rates

The Board uses no specific economic factors in preparing its budget for the next fiscal year. The Board's revenue is limited by maximum license fees specified in the Nevada Revised Statutes. For expenses, the Board typically assumes an increase of 5% to 10% over the prior year for non-contract items.

Requests for Information

This financial report is designed to provide the reader with a general overview of the Board's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Karen Oppenlander, at 4600 Kietzke Lane, Suite C121, Reno, Nevada 89502.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

Board of Examiners for Social Workers
Statement of Net Position and Governmental Fund Balance Sheet
June 30, 2022

200

	<u>Government Fund</u>	<u>Adjustments (Note 10)</u>	<u>Statement of Net Position</u>
ASSETS			
CURRENT ASSETS			
Cash	\$ 578,970	\$ -	\$ 578,970
Accounts receivables	94	-	94
Total Current Assets	<u>579,064</u>	<u>-</u>	<u>579,064</u>
NONCURRENT ASSETS			
Capital assets, net of accumulated depreciation	-	9,876	9,876
Right of use assets, net of accumulated depreciation	-	74,607	74,607
Total Noncurrent Assets	<u>-</u>	<u>84,483</u>	<u>84,483</u>
DEFERRED OUTFLOWS OF RESOURCES			
Net pension liability related	-	209,622	209,622
Net OPEB liability related	-	15,843	15,843
Total Deferred outflows of resources	<u>-</u>	<u>225,465</u>	<u>225,465</u>
Total Assets and Deferred Outflows of Resources	<u>579,064</u>	<u>309,948</u>	<u>889,012</u>
LIABILITIES			
CURRENT LIABILITIES			
Accounts payable	10,571	-	10,571
Accrued Compensated absences	-	10,473	10,473
Current portion of lease liability	-	23,976	23,976
License fees received in advance	56,475	-	56,475
Total Current Liabilities	<u>67,046</u>	<u>34,449</u>	<u>101,495</u>
NONCURRENT LIABILITIES			
Net pension liability	-	268,291	268,291
Net OPEB liability	-	193,420	193,420
Lease liabilities	-	51,637	51,637
Total Noncurrent Liabilities	<u>-</u>	<u>513,348</u>	<u>513,348</u>
DEFERRED INFLOWS OF RESOURCES			
Net pension liability related	-	276,586	276,586
Net OPEB liability related	-	9,689	9,689
Total Deferred inflows of resources	<u>-</u>	<u>286,275</u>	<u>286,275</u>
Total Liabilities and Deferred Inflows of Resources	<u>67,046</u>	<u>834,072</u>	<u>901,118</u>
FUND BALANCE/NET POSITION			
FUND BALANCE			
Unassigned	<u>512,018</u>	<u>(512,018)</u>	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ 579,064</u>		
NET POSITION			
Investment in capital assets, net of related debt		9,876	9,876
Unrestricted		<u>(21,982)</u>	<u>(21,982)</u>
Total Net Position		<u>\$ (12,106)</u>	<u>\$ (12,106)</u>

Board of Examiners for Social Workers
Statement of Activities and Governmental Fund Revenue, Expenditures, and Changes in Fund Balance
Year Ended June 30, 2022

	Government Fund	Adjustments (Note 10)	Statement of Activities
Expenditures/Expenses			
Board operations	\$ 465,005	\$ (23,601)	\$ 441,404
Program Revenue			
Charges for services, licensing revenue	673,396	-	673,396
Net program revenue	208,391	23,601	231,992
General Revenue			
Investment income	8	-	8
Other income	9,838	-	9,838
Total General Revenue	9,846	-	9,846
Excess (Deficiency) of Revenue over (under) Expenditures	218,237	(218,237)	-
Change in Net Position	-	241,838	241,838
Fund Balance/Net Position			
Fund Balance/Net Position, June 30, 2021 as previously reported	293,781	(370,763)	(76,982)
Prior period adjustment			
Change in accounting principle, implementation of GASB 87	-	(492)	(492)
Change in accounting principle, implementation of GASB 75	-	(176,470)	(176,470)
Fund Balance/Net Position, June 30, 2021	293,781	(547,725)	(253,944)
Fund Balance/Net Position, June 30, 2022	\$ 512,018	\$ (524,124)	\$ (12,106)

Note 1 - Reporting Entity and Summary of Significant Accounting Policies

The Board of Examiners for Social Workers (the Board) is regulated by the Nevada Revised Statutes, which also specify the authorized activities of the Board. The Board is the licensing and regulatory agency for the practice of social work in the State of Nevada. The Board was created to examine and pass upon the qualifications of the applicants for certification, to certify qualified applicants, to revoke or suspend certificates, and to collect all fees and make disbursements pursuant to the Nevada Revised Statutes Chapter 641B.

The financial statements of the Board have been prepared in accordance with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of the more significant accounting policies.

Reporting Entity

Effective July 1, 2001, Chapter 353 of the Nevada Revised Statutes (NRS) was amended to exempt certain professional and occupational boards from the state budget act and the provisions governing the administration of state funding. The provisions of Chapter 353 do not apply to boards created pursuant to chapters 623 to 625A, inclusive, 628, 630 to 640A inclusive, 641 to 644, inclusive, 654 and 656 of the NRS and the officers and employees thereof. Accordingly, the Board's budgeting and accounting practices and procedures have been removed from the oversight of the Department of Administration.

The Board's financial statements are not included in the financial statements of the State of Nevada since the State does not exercise financial or administrative control over the Board. This is in conformance with GASB codification Section 2100, Defining the Government Reporting Entity.

Basis of Presentation

The Board is defined as a single-program special-purpose entity under GASB Statement No. 14, paragraph 131 as amended by GASB Statement No. 39. This classification allows for the preparation of GASB 34 financial statements under an optional reporting method which combines the fund and government-wide statements into a single presentation. Under GASB 34 methodology, the government-wide statement of net position and statement of activities are presented independently from the respective fund balance sheet and statement of revenues, expenditures, and fund balance. A reconciliation of adjustments provided on the modified financial statements demonstrates the changes from the fund financial statements to the government-wide financial statements in order to assist the reader in evaluating these statements. The Board has utilized this optional method of presentation.

Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Note 1 - Reporting Entity and Summary of Significant Accounting Policies (continued)

Basis of Accounting (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectable within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Cash

Cash is maintained in one commercial bank in Reno, Nevada.

Capital Assets

Capital assets, which include office equipment, are reported in the net position column in the government-wide financial statements. Capital assets are defined by the Board as assets with an initial, individual cost of \$1,000 and an estimated useful life of at least one year. Such assets are recorded at historical cost. Donated assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are expensed as incurred. Capital assets are depreciated using the straight-line method over the estimated useful lives of three to twenty years.

Under the modified accrual basis of accounting, acquisitions are considered expenditures in the year purchased.

Compensated Absences

Compensated absences are accounted for in accordance with GASB Statement 16, Accounting for Compensated Absences, which requires that a liability for compensated absences relating to services already rendered and that are not contingent on a specified event be accrued as an employee earns the rights to the benefits. Compensated absences relating to future services or that are contingent on a specified event will be accounted for in the period those services are rendered, or those events take place. The Board policy permits employees to accumulate earned but unused comp time, vacation and sick benefits subject to certain limitations on hours based on years of service. The sick time paid upon termination is limited to certain payout requirements and has hereby been reflected in the accompanying financial statements based upon these limitations. For the general fund, only the portion of the compensated absences paid from available resources are reflected as a liability, if applicable. The full liability is reflected in the government-wide financial statements.

Note 1 - Reporting Entity and Summary of Significant Accounting Policies (continued)

Licensing and License Fees Received in Advance

Licensing revenue includes fees for applications, registrations and renewals, fines and penalties for late registration and disciplinary fines and charges for administrative duties performed by the Board. The Board receives license fees as specified by the Nevada Revised Statutes. These license fees cover annual periods beginning in the month of licensure.

Licensing fees for renewals received in advance of the licensure period are recorded as licensing fees received in advance.

Deferred Outflows and Inflows of Resources

In addition to assets, a separate section is reported for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. The differences between expected and actual experience, changes in assumptions, changes in proportion, and differences between employer contributions and proportionate share of contributions as well as contributions made after the measurement period for pensions and other post-employment benefits qualify for reporting in this category.

In addition to liabilities, a separate section is reported for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Differences between expected and actual experience and between projected and actual investment earnings on pension plan investments and other post-employment benefits qualify for reporting in this category.

Fund Equity and Net Position

In the governmental fund financial statements, fund balances are classified as follows:

- **Nonspendable** – represents amounts that are either not in a spendable form or are legally or contractually required to remain intact. The Board includes fund balances that have been prepaid for expenses and deposits on hand in this category.
- **Restricted** – represents amounts which can be spent only for specific purposes because of state or federal laws, or externally imposed conditions. The Board has no restricted fund balances.
- **Committed** – represents amounts which can be used only for specific purposes determined by the members of the governing Board's formal action through a resolution or action. The Board has no committed funds.
- **Assigned** – represents amounts that are intended by the Board for specific purposes but do not require action by the governing Board. The Board has no assigned funds.
- **Unassigned** – represents all amounts not included in spendable classifications.

The Board's policy is to first apply expenditures against restricted, committed, assigned fund balances and then unassigned balances. On an annual basis, assigned fund balances are determined based upon available resources.

Note 1 - Reporting Entity and Summary of Significant Accounting Policies (continued)

Fund Equity and Net Position (continued)

In the government wide financial statements equity is classified as net position and displayed in the three following components, as applicable:

- Net invested in capital assets – consists of capital assets, net of accumulated depreciation and any related debt.
- Restricted net position – consists of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – net position that is neither classified as “invested in capital assets” nor as “restricted.”

The Board’s policy is to first apply expenditures against restricted net position and then unrestricted balances.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources, deferred inflows of resources and pension expense, information about the fiduciary net position of the Public Employees' Retirement System of Nevada (PERS) and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, related deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Self Insurance Trust Fund, Public Employees' Benefits Program (PEBP) and additions to/deductions from PEBP's fiduciary net position have been determined on the same basis as they are reported by PEBP. For this purpose, PEBP recognizes benefit payments when due and payable in accordance with the benefit terms. PEBP's cash and cash equivalents consist of short-term, highly liquid investments that are both (a) readily convertible to known amounts of cash and (b) so near to materiality that they present insignificant risk of changes in value due to changing interest rates.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 1 - Reporting Entity and Summary of Significant Accounting Policies (continued)

New Accounting Pronouncements

During the year ended June 30, 2022, the Board implemented the provisions of GASB Statement No. 87, Leases. The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of the Board's financial statements by requiring recognition of certain lease assets and liabilities for leases that were previously classified as operating leases. Under this statement a lessee is required to recognize a lease liability and an intangible right-to-use asset. Accordingly, the Board implemented the standard for the earliest period presented resulting in an adjustment to beginning net position at July 1, 2021 of \$492.

In May 2020, the GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). The primary objective of this Statement is to provide guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This statement (1) defines a SBITA; (2) establishes that a SBITA results in a right to-use subscriptions asset – an intangible asset – and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA, GASB Statement No. 96 will be effective for the Commission for fiscal year ending June 30, 2023. The Board is currently evaluating the full effect that the adoption of this standard will have on the financial statements.

Subsequent Events

In preparing these financial statements, the Board has evaluated events and transactions for potential recognition or disclosure through February 15, 2023 the date the financial statements were available to be issued. Subsequent events after that date have not been evaluated.

Note 2 - Compliance with Nevada Revised Statutes and Nevada Administrative Code

The Board conformed to all significant statutory constraints on its financial administration during the fiscal year during the fiscal year under Nevada Revised Statutes.

Note 3 - Deposits with Financial Institutions

The Board maintains its checking and certificate of deposit accounts in one commercial bank. Custodial credit risk is the risk that in the event of a bank failure, the Board's deposits may not be returned. The time certificates of deposit are held in the name of the Board. The accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in the aggregate per bank for the checking accounts.

The bank balances at June 30, 2022 that are not covered by the FDIC is \$339,221. By provisions of statutes, the Board is required to deposit all money in banks or savings and loan associations located in the State of Nevada.

Note 4 - Capital Assets

The Board has custodial responsibility to the State of Nevada for furniture, fixtures and equipment acquired with resources of the Board. The capital asset activity during the year is as follows:

	<u>June 30, 2021</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2022</u>
Capital assets				
Office furniture	\$ 6,535	\$ -	\$ (2,302)	\$ 4,233
Computer equipment	37,171	1,343	-	38,514
Software	10,389	-	-	10,389
	<u>54,095</u>	<u>1,343</u>	<u>(2,302)</u>	<u>53,136</u>
Less accumulated depreciation				
Office furniture	(5,562)	(398)	2,302	\$ (3,658)
Computer equipment	(32,054)	(1,619)	-	(33,673)
Software	(2,466)	(3,463)	-	(5,929)
	<u>(40,082)</u>	<u>(5,480)</u>	<u>2,302</u>	<u>(43,260)</u>
Capital assets, net	<u>\$ 14,013</u>	<u>\$ (4,137)</u>	<u>\$ -</u>	<u>\$ 9,876</u>

Note 5 – Leases

The Board currently leases office space in Reno, Nevada. The existing lease commenced on August 1, 2020 and is set to expire on July 31, 2025. The monthly rental payment ranges from \$1,750 to \$1,825. In addition, the Board leases a multifunction printer and a postage machine. The existing lease of the multifunction printer commenced on July 1, 2020 and is set to expire on June 30, 2025. The existing lease of the postage machine commenced on February 1, 2022 and is set to expire on January 1, 2027.

At the time of initial measurement there was no interest rate specified in the original lease agreement. Accordingly, the Board has used an incremental borrowing rate equal to the five year treasury rate as reported by the US Treasury Department to discount the annual lease payments to recognize the intangible right to use this asset and the lease liability as of June 30, 2022.

Note 5 – Leases (continued)

	June 30, 2021	Additions	Deletions	June 30, 2022	
Lease assets:					
Building	\$ 106,405	\$ -	\$ -	\$ 106,405	
Multifunction printer	8,937	-	-	8,937	
Postage machine	-	3,958	-	3,958	
Less: accumulated amortization	21,295	23,398	-	44,693	
	<u>\$ 94,047</u>	<u>\$ (19,440)</u>	<u>\$ -</u>	<u>\$ 74,607</u>	
	June 30, 2021	Additions	Deletions	June 30, 2022	Amount due in one year
Lease liabilities:					
Building	\$ 87,378	\$ -	\$ 20,817	\$ 66,561	\$ 21,410
Multifunction printer	7,161	-	1,782	5,379	1,787
Postage machine	-	3,958	285	3,673	779
	<u>\$ 94,539</u>	<u>\$ 3,958</u>	<u>\$ 22,884</u>	<u>\$ 75,613</u>	<u>\$ 23,976</u>

Annual requirements to amortize long- term obligations and related interest are as follows:

Year Ending June 30	Principal	Interest
2023	\$ 23,976	\$ 217
2024	24,089	153
2025	24,428	90
2026	2,638	25
2027	482	8
	<u>\$ 75,613</u>	<u>\$ 493</u>

Note 6 - Pensions

Plan Description

PERS (System) administers a cost-sharing, multiple-employer, defined benefit public employees' retirement system which includes both Regular and Police/Fire members. The System was established by the Nevada Legislature in 1947, effective July 1, 1948. The System is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

Note 6 – Pensions (continued)

Benefits Provided

Benefits, as required by the Nevada Revised Statutes (NRS or statute), are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the System on or after January 1, 2010 and for members entering the System on or after July 1, 2015. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

Monthly benefit allowances for members are computed as 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on and after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the System on or after January 1, 2010, there is a 2.5% service time factor and for regular members entering the System on or after July 1, 2015, there is a 2.25% multiplier. The System offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death.

Post-retirement increases are provided by authority of NRS 286.575 – 286.579.

Vesting

Regular members entering the System prior to January 1, 2010 are eligible for retirement at age 65 with five years of service, at age 60 with 10 years of service, or at any age with thirty years of service. Regular members entering the System on or after January 1, 2010, are eligible for retirement at age 65 with five years of service, or age 62 with 10 years of service, or any age with thirty years of service. Regular members who entered the System on or after July 1, 2015 are eligible for retirement at age 65 with 5 years of service, or at age 62 with 20 years of service or at age 55 with 30 years of service or at any age with 33 1/3 years of service.

The normal ceiling limitation on monthly benefits allowances is 75% of average compensation. However, a member who has an effective date of membership before July 1, 1985, is entitled to a benefit of up to 90% of average compensation. Both Regular and Police/Fire members become fully vested as to benefits upon completion of five years of service.

Contributions

The authority for establishing and amending the obligation to make contributions, and member contribution rates, is set by statute. New hires, in agencies which did not elect the Employer-Pay Contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two contribution plans. Contributions are shared equally by employer and employee. Employees can take a reduced salary and have contributions made by the employer (EPC) or can make contributions by a payroll deduction matched by the employer.

The System's basic funding policy provides for periodic contributions at a level of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due.

Note 6 – Pensions (continued)

Contributions (continued)

The System receives an actuarial valuation on an annual basis indicating the contribution rates required to fund the System on an actuarial reserve basis. Contributions actually made are in accordance with the required rates established by the Nevada Legislature. These statutory rates are increased/decreased pursuant to NRS 286.421 and 486.450.0

The actuary funding method used is the Entry Age Actuarial Cost Method. It is intended to meet the funding objective and result in relatively level long-term contributions requirements as a percentage of salary.

For the fiscal year ended June 30, 2022, the Statutory Employer/employee matching rate was 15.25% for Regular employees. The Employer-pay contribution (EPC) rate was 29.25%, for June 30, 2022 for Regular employees.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2022, the Board reported a liability of \$268,291 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Board's proportion of the net pension liability was based on total contributions due on wages paid during the measurement period. Each employer's proportion of the net pension liability is based on their combined employer contributions relative to the total combined employer contributions for all employers for the period ended June 30, 2021. At June 30, 2021, the Board's proportion was 0.00294% percent, which was same as its proportion measured at June 30, 2020.

For the year ended June 30, 2022, the Board recognized pension expense of \$4,812. Amounts totaling \$32,225 resulting from Board contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in year ended June 30, 2022. For the year ended June 30, 2022, the Board contributed \$32,225 under the statutes requirements based on covered payroll of \$207,524 which equates to 15.5% overall to the plan. At June 30, 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 29,718	\$ 1,888
Changes of assumptions	89,077	-
Net difference between projected and actual earnings on pension plan investments	-	218,916
Changes in proportion and differences between employer contributions and proportionate share of contributions	58,602	55,782
Contributions subsequent to the measurement date	32,225	-
	<u>\$ 209,622</u>	<u>\$ 276,586</u>

Note 6 – Pensions (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

Amounts reported as deferred outflows of resources and deferred inflows of resources, without regard to the contributions subsequent to the measurement date, related to pensions will be recognized in pension expense as follows:

<u>Years ending June 30,</u>	
2023	\$ (17,723)
2024	(20,739)
2025	(43,760)
2026	(39,155)
2027	19,482
2028 and Thereafter	<u>2,706</u>
	<u>\$ (99,189)</u>

The net difference between projected and actual investment earnings on pension plan investments will be recognized over five years, all the other above deferred outflow and deferred inflows will be recognized over the average expected remaining services lives, which was 6.14 years for the measurement period ending June 30, 2021.

Reconciliation of the net pension liability at June 30, 2022 is as follows:

Beginning net pension liability	\$ 409,647
Pension expense	4,812
Employer contributions	(30,793)
Current year net deferred (inflows) and outflows	<u>(115,375)</u>
Ending net pension liability	<u>\$ 268,291</u>

Actuarial Assumptions

The System's net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The total pension liability was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation rate	2.50%
Investment rate of return	7.25%
Productivity pay increase	0.50%
Projected salary increases	4.2% to 9.1%, depending on service
	Rates include inflation and productivity increases
Consumer price index	2.75%
Other assumptions	Same as those used in the June 30, 2021 funding actuarial valuation

Note 6 – Pensions (continued)

Actuarial Assumptions (continued)

Mortality rates for all non-disabled members (Regular and Police/Fire) age 50 and over were based on the Headcount-Weighted RP-2014 Healthy Annuitant Table projected to 2020 with Scape MP- 2016, set forward one year for spouses and beneficiaries. For all non-disabled members under the age of 50, mortality rates were based on the Headcount-Weighted RP-2014 Employee Mortality Tables adjusted by the ration of the mortality rate for members at age 50 to the mortality rate at age 50 from the Employee mortality tables used for age 50 and over. The mortality rates for ages less than 50 are then projected to 2020 with Scale MP-2016. The mortality table used in the actuarial valuation to project mortality rates for all disabled members (Regular and Police/Fire) is the Headcount-Weighted RP-2014 Disabled Retiree Table, set forward four years.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of an actuarial valuation completed that same date. There were no changes in actuarial assumptions since the preceding valuation.

The discount rate used to measure the total pension liability was 7.25% as of June 30, 2021. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the pension plan's fiduciary net position at June 30, 2021, was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability as of June 30, 2021.

Investment Policy

The System's policies which determine the investment portfolio target asset allocation are established by the System. The asset allocation is reviewed annually and is designed to meet the future risk and return needs of the System. The following was the System's adopted policy target asset allocation as of June 30, 2021:

Asset Class	Target Allocation	Long-Term Geometric Expected Real Rate of Return *
Domestic Equity	42%	5.50%
International Equity	18%	5.50%
Domestic Fixed Income	28%	0.75%
Private markets	12%	6.65%

*As of June 30, 2021, PERS' long-term inflation assumption was 2.5%.

Note 6 – Pensions (continued)

Discount Rate and Pension Liability Discount Rate Sensitivity

The following presents the net pension liability of the PERS as of June 30, 2021, calculated using the discount rate of 7.25%, as well as what the PERS net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.25%) or 1 percentage-point higher (8.25%) than the current discount rate:

	1% Decrease (6.25%)	Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability/ (asset)	\$ 533,793	\$ 268,291	\$ 48,938

Pension Plan Fiduciary Net Position

Additional information supporting the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer is located in the PERS Comprehensive Annual Financial Report (CAFR) available on the PERS website at www.nvpers.org under Quick Links – Publications.

Note 7 - Other Post-Employment Benefits (OPEB)

Plan Description

Employees of the Board are provided with OPEB through the Self Insurance Trust Fund, Public Employees’ Benefits Program (PEBP) – a cost-sharing multiple employer defined benefit OPEB plan administered by the Public Employees’ Benefits Program Board (PEBP Board) which was created in 1983 by the Nevada Legislature to administer group health, life and disability insurance for covered employees, both active and retired, of the State, and certain other participating public employers within the State of Nevada. PEBP does not provide for refunds of employee contributions. The Self Insurance Trust Fund issues a publicly available financial report that can be obtained at <https://pebp.state.nv.us>.

Benefits Provided

PEBP provides medical, dental, vision, mental health and substance abuse and also offers fully insured HMO products. Long-term disability and life insurance benefits are fully insured by outside carriers.

Contributions

Per NRS 287 contribution requirements of the participating entities and covered employees are established and may be amended by the PEBP board. The Boards’ contractually required contribution for the year June 30, 2022, was \$5,049, actuarially determined as an amount that is expected to finance the costs of benefits earned by employees during the year. Employees are not required to contribute to the OPEB plan.

Note 7 - Other Post-Employment Benefits (OPEB) (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2022, the Board reported a liability of \$193,420 for its proportional share of the net OPEB liability. The net OPEB liability was measured as of July 1, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The Board's proportion of the net OPEB liability was based on a projection of the Board's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating state agencies. Actuarially determined. At June 30, 2021 the Board's proportion was 0.0125%.

For the year ended June 30, 2022, the Board recognized OPEB expense of \$9,523. At June 30, 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 6,983
Changes of assumptions	10,794	838
Net difference between expected and actual earnings on OPEB plan investments	-	68
Implicit Subsidy		1,800
System contributions subsequent to the measurement date	5,049	-
	\$ 15,843	\$ 9,689

Amounts Recognized in the deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the OPEB expense as follows:

<u>Year ending June 30,</u>	
2023	\$ 630
2024	1,346
2025	939
2026	(10)
2027	-
	\$ 2,905

Actuarial Assumptions

The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation rate	2.50%
Investment rate of return	2.16%
Productivity pay increase	0.50%
Promotional and merit salary increase	Regular: 1.00% to 5.90%, 2.73% average
Healthcare cost trend rates	6.25% initial, 4.50% ultimate

Note 7 - Other Post-Employment Benefits (OPEB) (Continued)

Actuarial Assumptions (continued)

Healthy Mortality rates were based on the Public Retirement Plans General Mortality Table weighted by Headcount, projected by MP-2020 for civilians, and on the Public Retirement Plans Safety Mortality Table weighted by Headcount, projected by MP-2020 for officers. Disabled Mortality rates were based on the Public Retirement Plans General Disabled Mortality Table weighted by Headcount, projected by MP-2020 for civilians, and on the Public Retirement Plans Safety Disabled Mortality Table weighted by Headcount, projected by MP-2020 for officers.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial valuation date of January 1, 2020, adjusted by using roll-forward procedures to determine the liability at the measurement date of June 30, 2021.

Discount Rate

The discount rate basis under GASB 75 is required to be consistent with a 20-year Municipal Bond Index. The Bond Buyer General Obligation 20-Bond Municipal Bond Index is used for the determination of the discount rate.

The discount rate as of June 30, 2021 was 2.16%. Additional detail regarding the discount rates as of June 30, 2021 is provided in the "Actuarial Assumptions and Methods" section of the report provided by the PEBP Board.

Sensitivity of the Board's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the Board's proportionate share of the net OPEB liability, as well as what the Board's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (1.16%)	Current Discount Rate (2.16%)	1% Increase (3.16%)
Net OPEB liability / (asset)	<u>\$ 212,786</u>	<u>\$ 193,420</u>	<u>\$ 172,219</u>

Sensitivity of the Board's Proportionate Share of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates

The following presents the Board's proportionate share of the net OPEB liability, as well as what the Board's proportionate share of the net OPEB liability would be if it were calculated using health care cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current health care cost trend rates:

	Health Care Cost Trend Rates		
	1% Decrease -5.25%	Trend rate -6.25%	1% Increase -7.25%
Net OPEB liability / (asset)	<u>\$ 177,839</u>	<u>\$ 193,420</u>	<u>\$ 206,422</u>

Note 7 - Other Post-Employment Benefits (OPEB) (Continued)

OPEB Plan fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued PEBP financial report.

Note 8 - Compensated Absences

The compensated absences is defined as those benefits that would be liquidated with available expendable resources as a result of employees who have terminated employment with 45 days subsequent to year end. The current portion of the cost of compensated absences is recorded as payroll expenditure.

The additions and deletions to compensated absences were as follows:

	Balance June 30, 2021	Increase (Decrease)	Balance June 30, 2022
Vacation	\$ 9,271	\$ 1,202	\$ 10,473
Sick leave	12,835	(12,835)	-
Accrued compensated absences	\$ 22,106	\$ (11,633)	\$ 10,473

These amounts plus the additional retirement costs related to these amounts are reflected in the government-wide financial statements as compensated absences, noncurrent under noncurrent liabilities.

Note 9 - Litigation

The Board is subject to legal proceedings and claims, which have arisen in the ordinary course of its business and have not been finally adjudicated. These actions, when ultimately concluded and determined, in the opinion of the Board, will not have a material adverse effect on the financial position of the Board, and, accordingly, no provisions for losses have been recorded.

Note 10 - Conversion to Government-Wide Financial statements

Adjustments on the face of the financial statements were made to the fund balance sheet and statement of revenue, expenditures, and changes in fund balance in order to reconcile the fund financial statements to the government-wide statements of net position and activities.

Statement of Net Position and Governmental Fund Balance Sheet Adjustments – Increase (decreases):

Capitalization of fixed assets of \$53,136 accumulated depreciation of (\$43,260) – \$9,876
 Capitalization of right of use assets of \$119,300 accumulated depreciation of (\$44,693) - \$74,607
 Inclusion of lease liabilities of (\$75,613)
 Pension activity including deferred outflows of \$209,622, net pension liability of (\$268,291) and deferred inflow of (\$276,586) - (\$335,255)
 OPEB activity including deferred outflows of \$15,843, net OPEB liability of (\$193,420) and deferred inflow of (\$9,689) – (\$187,266)
 Inclusion of compensated absences – (\$10,473)

Note 10 - Conversion to Government-Wide Financial statements (continued)

Elimination of fund balance – (\$512,018)
Inclusion of net position - \$175,160

Statement of Activities and Governmental Fund Revenue, Expenditures, and Changes in Fund Balances
Adjustments – Increases (decreases):

Increase (decrease) in operating expenditures/expenses:
Decrease in net pension liability and related accounts - (\$27,415)
Increase in net OPEB liability and related accounts - \$10,796
Decrease in salaries – (\$11,633)
Increase in interest expense - \$270
Addition of depreciation expense - \$5,480
Addition of lease expense - \$23,398
Removal of capital outlay and services and supplies to capital assets – (\$1,343)
Removal of rental payment to right of use assets – (\$23,154)

Note 11 – Error Correction and Prior period adjustment

The Board has not adopted GASB statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* until this fiscal year. Accordingly, the Board has not recognized a liability for its proportionate share of the net post-employment benefits other than pension (OPEB) liability, OPEB expense, or reported deferred outflow of resources and deferred inflow of resources related to OPEB for its proportionate shares of collective OPEB expense until the beginning of this fiscal year. Beginning net position was restated to adopt GASB No. 75 to report the beginning net OPEB liability, deferred inflows of resources, and deferred outflows of resources.

Note 12 - Risks and Uncertainties

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a “Public Health Emergency of International Concern” and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of COVID-19 include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The pandemic and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the geographical area in which the Association operates. It is unknown how long these conditions will last and what the complete financial effect will be to Board operations.

REQUIRED SUPPLEMENTARY INFORMATION

Board of Examiners for Social Workers
 Budgetary Comparison Schedule – General Fund
 For the year ended June 30, 2022

	Original Budget	Final Budget	Actual	Over (Under) Budget
Revenues				
Program revenues	\$ 618,225	\$ 618,225	\$ 673,396	\$ 55,171
Investment income	11	11	8	(3)
Other income	12,000	12,000	9,838	(2,162)
Total revenues	<u>630,236</u>	<u>630,236</u>	<u>683,242</u>	<u>53,006</u>
Expenditures				
Salaries, wages and benefits	331,877	331,877	315,174	16,703
Contract services	150,000	150,000	65,020	84,980
Operating costs	88,350	88,350	65,849	22,501
Professional dues	15,250	15,250	250	15,000
Bank charges and credit card processing	10,120	10,120	10,540	(420)
Host fund	1,000	1,000	-	1,000
Travel	5,000	5,000	-	5,000
Office equipment	10,000	10,000	8,172	1,828
Total expenditures	<u>611,597</u>	<u>611,597</u>	<u>465,005</u>	<u>146,592</u>
Excess of revenue over expenditures	<u>\$ 18,639</u>	<u>\$ 18,639</u>	<u>\$ 218,237</u>	<u>\$ 199,598</u>

Board of Examiners for Social Workers
Pension Information – Schedule of Proportionate Share of the Net Pension Liability
Last Ten Fiscal Years

	2021	2020	2019	2018	2017	2016	2015	2014
Proportion of the net pension liability	0.00294%	0.00294%	0.00305%	0.00372%	0.00256%	0.00243%	0.00243%	0.00248%
Proportionate share of the net pension liability	\$268,291	\$409,647	\$416,417	\$507,744	\$340,782	\$327,186	\$277,899	\$258,970
Covered payroll	\$201,923	\$200,984	\$202,745	\$238,200	\$158,610	\$142,165	\$141,253	\$142,026
Proportionate share of the net pension liability as a percentage of its covered payroll	132.87%	203.82%	205.39%	213.16%	214.86%	230.15%	196.74%	182.34%
Plan fiduciary net position as a percentage of the total pension liability	86.51%	77.04%	76.50%	75.20%	74.40%	72.20%	75.10%	76.31%

Note: GASB Statement No. 68 requires ten years of information to be presented in these tables. However, until a full 10-year trend is compiled, the Board will present information for those years for which information is available.

Board of Examiners for Social Workers
Pension Information – Schedule of Contributions
Last Ten Fiscal Years

	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contributions	\$ 32,225	\$ 30,793	\$ 30,650	\$ 29,398	\$ 34,539	\$ 22,999	\$ 20,614	\$ 18,716
Contributions in relation to contractually required contributions	(32,225)	(30,793)	(30,650)	(29,398)	(34,539)	(22,999)	(20,614)	(18,716)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board's covered employee payroll	\$ 207,524	\$ 201,923	\$ 200,984	\$ 202,745	\$ 238,200	\$ 158,610	\$ 142,165	\$ 141,253
Contributions as a percentage of covered payroll	15.53%	15.25%	15.25%	14.50%	14.50%	14.50%	14.50%	13.25%

Note: GASB Statement No. 68 requires ten years of information to be presented in these tables. However, until a full 10-year trend is compiled, the Board will present information for those years for which information is available.

Board of Examiners for Social Workers
 Other Postemployment Benefits information – Schedule of Proportionate Share of the Net OPEB Liability
 Last Ten Fiscal Years

	2021	2020	2019	2018	2017
Proportion of the net OPEB liability	0.01250%	0.01210%	0.01240%	0.01270%	0.00690%
Proportionate share of the net OPEB liability	\$193,420	\$181,448	\$172,871	\$167,661	\$89,984
Covered payroll	\$261,285	\$247,648	\$246,941	\$240,150	\$114,806
Proportionate share of the net OPEB liability as a percentage of its covered payroll	74.03%	73.27%	70.01%	69.82%	78.38%
Plan fiduciary net position as a percentage of the total OPEB liability	-0.65%	-0.38%	0.02%	0.12%	0.11%

Note: GASB Statement No. 85 requires ten years of information to be presented in these tables. However, until a full 10-year trend is compiled, the Board will present information for those years for which information is available.

Board of Examiners for Social Workers
Other Postemployment Benefits information – Schedule of Contributions
Last Ten Fiscal Years

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually required contributions	5,049	4,937	5,295	5,079	5,022
Contributions in relation to contractually required contributions	<u>(5,049)</u>	<u>(4,937)</u>	<u>(5,295)</u>	<u>(5,079)</u>	<u>(5,022)</u>
Contribution deficiency (excess)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Board's covered employee payroll	207,524	201,923	200,984	202,745	238,200
Contributions as a percentage of covered payroll	15.53%	15.25%	15.25%	14.50%	14.50%

Note: GASB Statement No. 85 requires ten years of information to be presented in these tables. However, until a full 10-year trend is compiled, the Board will present information for those years for which information is available.

COMPLIANCE SECTION

Casey Neilson, Inc.
Accountants and Advisors

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

To the Board of Directors of
Board of Examiners for Social Workers
Reno, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Board of Examiners for Social Workers (the "Board") as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, and have issued our report thereon dated February 15, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Board's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as items 2021-001, 2021-002 and 2022-001 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying findings and responses as item 2021-003 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Board's Response to Findings

The Board's response to the findings in our audit are described in the accompanying schedule of findings and responses. The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Casey Neilson

Carson City, Nevada
February 15, 2023

STATUS OF PRIOR YEAR FINDINGS

2021-001: Financial Reporting Material Weakness

Criteria: Management is responsible for establishing and maintaining an effective system of internal control over financial reporting. One of the key components of an effective system of internal control over financial reporting is having the capability to prepare full disclosure financial statements in accordance with generally accepted accounting principles (GAAP).

Condition: As auditors, we assisted in the preparation of the financial statements including posting government-wide journal entries. The Board does not have the experience to prepare full disclosure financial statements in accordance with generally accepted accounting principles.

Cause: Procedures have not been implemented to ensure Board personnel possess the experience to prepare the Board's full disclosure financial statements in accordance with generally accepted accounting principles.

Effect: Financial information prepared by the Board may not comply with generally accepted accounting principles.

Recommendation: We recommend the Board implement procedures to provide training in the preparation of governmental full disclosure financial statements in accordance with generally accepted accounting principles.

Views of Responsible

Officials: The Board of Examiners for Social Workers agrees with this finding.

Current Year

Status No change

2021-002: Material Adjustments Material Weakness

Criteria: Management is responsible for establishing and maintaining an effective system of internal control over financial statement reporting. One of the components of an effective system of internal control over financial reporting is oversight over account reconciliations and using reliable, correct supporting evidence in calculations of balances.

Condition: We proposed material adjustments to capitalize capital assets, correct beginning and ending unearned revenue balances, and to correct the compensated absences liability. An overall review and oversight over these balances did not occur after all year-end adjustments were complete. The conditions indicate that errors in the year end close out process are not detected and corrected in the normal course of business.

Cause: Procedures have not been put into place to review and approve these account balances.

Effect: Data used by the Board to prepare financial information may not be reliable.

Recommendation: We recommend the Board implement procedures to provide training in management review and approval over account balances and to retain such supporting documents.

Views of Responsible

Officials: The Board of Examiners for Social Workers agrees with this finding.

Current Year

Status No change

2021-003: Review of the Actuary Reports – Significant Deficiency

Criteria: Management is responsible for establishing and maintaining an effective system of internal control over financial reporting. Properly reviewing the actuary report on the pension (PERS) is a key component to effective internal control over financial reporting.

Condition: During our testing over PERS, we noted the actuary reports were not adequately reviewed by Management to ensure consistency with current information and reasonableness over the assumptions used by the actuaries.

Cause: The Board did not have adequate controls to provide for the review of the PERS account balances.

Effect: PERS obligation balances at year-end may be misstated and contributions paid into these plans are not appropriate.

Recommendation: We recommend the Board implement internal controls to provide for the review of the actuarial reports and retain evidence of such a review.

Views of Responsible

Officials: The Board of Examiners for Social Workers agrees with this finding.

Current Year

Status No change

CURRENT YEAR FINDINGS

2022-001 Application of Accounting Principles and Standards – Material Deficiency

Criteria: Adherence to generally accepted accounting principles and the standards established by the Government Accounting Standards Board are important in ensuring that the Board’s financial statements are presented appropriately.

Effect: GASB Statement No. 75 Accounting and Financial Reporting For Post-Employment Benefits other than Pensions was issued in June 2015 and was effective for the Board for the year ended June 30, 2018; however the standard was not timely implemented. This resulted in the District underreporting OPEB liabilities and not reporting deferred inflows and outflows related to OPEB amounts.

This was corrected in the financial statements via a prior period adjustment.

Condition: The delay in implementing this Standard resulted in the Board underreporting OPEB liabilities and not reporting deferred inflows and outflows related to OPEB amounts.

Cause: Overreliance on the auditor to identify the standards to be implemented, and inability of staff to provide appropriate oversight of financial reporting due to a lack of training.

Recommendation: Management should consider hiring a CPA, designating a Board member with appropriate skills, knowledge or experience, or forming an audit committee to evaluate financial reporting until the accounting staff are appropriately trained.

Views of Responsible

Officials: The Board of Examiners for Social Workers agrees with this finding.



CASEY NEILON

February 15, 2023

To the Board of Directors and Management
Board of Examiners for Social Workers
4600 Kietzke Lane, #C121
Reno, NV 89502

We have audited the financial statements of the governmental activities and general fund of the Board of Examiners for Social Workers (the "Board") for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 8, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Board are described in Note 1 to the financial statements. New accounting policies GASB 87 were adopted during fiscal year 2022. We noted no transactions entered into by the Board during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Board's financial statements was (were):

Management's estimate of the liabilities for pension were based on information provided by the State of Nevada. These liabilities were supported by actuarial opinions, as required by generally accepted accounting standards. We evaluated the key factors and assumptions used to develop the liabilities in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Board's financial statements relate to the pension information.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management:

Adjusting Journal Entries				
Adjusting Journal Entries JE # 2		6002		
To record predecessor auditor AJE #104 and #105 that not recorded by BESW				
22050	Deferred Revenue		9,850.00	
22050	Deferred Revenue		165,343.00	
29000	Fund Balance		217,218.00	
29000	Fund Balance		11,600.00	
22050	Deferred Revenue			217,218.00
29000	Fund Balance			186,793.00
Total			404,011.00	404,011.00
Adjusting Journal Entries JE # 3		4303		
To adjust accrued liabilities to proper amounts				
41000	Application Fees		50.00	
42000	Initial License Fees		125.00	
43000	Endorsement Fees		125.00	
62450	Internet		5,017.00	
62500	Computer Software		75.00	
21000	Accounts Payable			5,392.00
Total			5,392.00	5,392.00
Adjusting Journal Entries JE # 4		2002		
To adjust the fixed term CD account balance and related double counting revenues				
40000	Renewal Fees		1,500.00	
41000	Application Fees		50.00	
42000	Initial License Fees		125.00	
43000	Endorsement Fees		125.00	
11000	Savings			1,800.00
Total			1,800.00	1,800.00
Adjusting Journal Entries JE # 6		4202		
To adjust unearned revenue to actual				
40000	Renewal Fees		4,600.00	
22050	Deferred Revenue			4,600.00
Total			4,600.00	4,600.00
Total Adjusting Journal Entries			415,803.00	415,803.00

Government Wide Journal Entries:

Reclassifying Journal Entries				
Reclassifying Journal Entries JE # 1		6002		
To reinstate beginning balances for government wide financial statement				
1150	Capital Assets		54,095.00	
1300	Deferred Outflows Related to Pension		140,977.00	
29000	Fund Balance		370,763.00	
1200	Accumulated Depreciation			40,082.00
2300	Compensated Absences			22,106.00
2400	Net Pension Liability			409,647.00
2500	Deferred Inflows Related to Pension			94,000.00
Total			565,835.00	565,835.00
Reclassifying Journal Entries JE # 5		4502		
To record current year pension expense for PERS				
1300	Deferred Outflows Related to Pension		68,645.00	
2400	Net Pension Liability		141,356.00	
2500	Deferred Inflows Related to Pension			182,586.00
50057	PERS			27,415.00
Total			210,001.00	210,001.00
Reclassifying Journal Entries JE # 7		4304		
To adjust compensated absences to actual				
2300	Compensated Absences		11,633.00	
50050	Wages			11,633.00
Total			11,633.00	11,633.00
Reclassifying Journal Entries JE # 8		3002		
To capitalize the purchase of a computer				
1150	Capital Assets		1,343.00	
68100	Computers			1,343.00
Total			1,343.00	1,343.00
Reclassifying Journal Entries JE # 9		3002		
To remove assets disposed in FY22				
1200	Accumulated Depreciation		2,302.00	
1150	Capital Assets			2,302.00
Total			2,302.00	2,302.00
Reclassifying Journal Entries JE # 10		3002		
To record current year depreciation expense				
6900	Depreciation Expense		5,480.00	
1200	Accumulated Depreciation			5,480.00
Total			5,480.00	5,480.00

Board of Examiners for Social Workers

February 15, 2023

Page 4

Reclassifying Journal Entries JE # 11		0156		
To record GASB 87 lease adjustments				
1900	Right of Use Assets		106,405.00	
2350	Lease liabilities- Non Current Portion		20,617.00	
29000	Fund Balance		481.00	
68150	Interest Expense		163.00	
6950	Lease Expense		21,261.00	
1950	Accumulated Depreciation - Right of use assets			19,508.00
1950	Accumulated Depreciation - Right of use assets			21,261.00
2350	Lease liabilities- Non Current Portion			87,378.00
62200	Rent			21,000.00
Total			149,167.00	149,167.00
Reclassifying Journal Entries JE # 12		0157		
To record GASB 87 lease adjustment				
1900	Right of Use Assets		6,937.00	
2350	Lease liabilities- Non Current Portion		1,782.00	
29000	Fund Balance		11.00	
68150	Interest Expense		22.00	
6950	Lease Expense		1,787.00	
1950	Accumulated Depreciation - Right of use assets			1,787.00
1950	Accumulated Depreciation - Right of use assets			1,787.00
2350	Lease liabilities- Non Current Portion			7,161.00
62050	Printing			1,804.00
Total			12,539.00	12,539.00
Reclassifying Journal Entries JE # 13		0158		
To record GASB 87 lease adjustment				
1900	Right of Use Assets		3,958.00	
2350	Lease liabilities- Non Current Portion		285.00	
68150	Interest Expense		65.00	
6950	Lease Expense		330.00	
1950	Accumulated Depreciation - Right of use assets			330.00
2350	Lease liabilities- Non Current Portion			3,958.00
62350	Postage			350.00
Total			4,638.00	4,638.00
Reclassifying Journal Entries JE # 14		0156		
To reclassify current portion of the lease liabilities				
2350	Lease liabilities- Non Current Portion		21,410.00	
2351	Lease Liabilities- Current Portion			21,410.00
Total			21,410.00	21,410.00
Reclassifying Journal Entries JE # 15		0157		
To reclassify current portion of the lease liabilities				
2350	Lease liabilities- Non Current Portion		1,787.00	
2351	Lease Liabilities- Current Portion			1,787.00
Total			1,787.00	1,787.00
Reclassifying Journal Entries JE # 16		0158		
To reclassify current portion of the lease liabilities				
2350	Lease liabilities- Non Current Portion		779.00	
2351	Lease Liabilities- Current Portion			779.00
Total			779.00	779.00

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 15, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Board's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Board's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to supplementary pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board and management of the Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Casey Neilon, Inc.

3E

Review and Discuss BESW's July 2023 Strategic Plan as Updated with Presentation by Social Entrepreneurs. (For Possible Action).



State of Nevada Board of Examiners for Social Workers

**Strategic Plan July 1, 2023-June
30, 2026**

Strategic Plan 2023-2026

TABLE OF CONTENTS

Executive Summary	3
Introduction.....	4
Methods and Approach.....	6
Strategic Plan July 1, 2023 - June 30, 2026.....	17
Strategic Plan 2023-2026	19
Critical Issue 1: Regulatory Changes	19
Strategic Plan 2023-2026	21
Critical Issue 2: Communication, Education, and Partnership.....	21
Strategic Plan 2023-2026	23
Critical Issue 3: Board Design and Staff Structure.....	23
Strategic Plan 2023-2026	25
Critical Issue 4: Financial Strengthening.....	25

Executive Summary

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Introduction

Board Mission

The practice of social work is a learned profession, affecting public safety and welfare and charged with the public interest, and is therefore subject to protection and regulation by the State (NRS 641B.020).

The Nevada Board of Examiners for Social Workers (BESW) is responsible for overseeing the licensure and practice of social workers in the state of Nevada. The Board currently consists of five members appointed by the Governor and has the following mission:

"Our mission is to protect the public by setting standards of practice, qualifications, training, and experience to those who represent themselves to the public as social workers and by promoting high standards of professional performance of those engaged in the practice of social work."

The BESW is funded from fees collected from social work applicants and licensees; it does not receive funds from the State General Fund.¹

Background

In 2018, the BESW engaged in a strategic planning process to ensure that it continued to carry out its mission and duties successfully and as an effective and productive way to focus the Board on the priorities and challenges for the organization. During the strategic planning process in August 2018, the Board established their strategic framework including critical issues, goals, and strategies that were primarily focused around four core areas: Communication and Public Relations, Operations, Disciplinary Function of the Board, and Financial Positioning.

Since 2018, the Board upheld the strategic plan framework that was adopted and continued to refine and adapt its efforts. To respond to changing conditions, including a changed make-up of the Board itself, the Board decided to begin strategic planning for an update to the final year of the 2018-2023 Strategic Plan.

To ensure the Board understood its roles and responsibilities and was positioned to make strategic decisions, the Board contracted with Social Entrepreneurs, Inc. to support updating the Board's previous strategic plan and to facilitate the development of this strategic plan.

¹ Social Entrepreneurs, Inc. Concept Paper, presented to the Board of Social Work Examiners
XXXXX

A series of activities were conducted between January and May 2022 to identify priorities, goals, and strategies to inform an update of the final year of the Board's 2018-2023 strategic plan. The updated 2022-2023 strategic plan was adopted at the June 15th Board Meeting.

In July 2022, the strategic planning process began for the 2023-2026 strategic plan detailed here and to be adopted on July 1, 2023. Through Board meetings in July, September, and November, various activities were conducted to identify priorities and goals for this new strategic plan. The specific goals and strategies were developed during two open meetings posted as Board strategic planning retreat meetings which took place on January 23 and 30, 2023. The strategic plan was presented to the Board in May 2023 for final feedback and revisions.

Purpose of the Strategic Plan

This strategic plan will be used to guide the future direction of the Nevada Board of Examiners for Social Workers (BESW). It is intended to operate as a communication and management tool that guides prioritization and goal setting, and determines strategies and accountability factors including lead, timing, and measure for action.

To respond to changing conditions, this strategic plan integrates learning and situational awareness of developments at the national, state, and legislative level. The Board will use the new strategic plan as a living document to guide day-to-day activities, as well as evaluate and adapt to changing conditions.

Methods and Approach

In 2018, the Board opted for a critical issues approach to strategic planning informing their 2018-2023 strategic plan. This approach begins by identifying the most critical issues facing the Board at the time of planning, and then developing goals and strategies to address these issues.

Board members were provided with an orientation to the strategic planning process at the January 19th Board meeting in 2022.

The critical issues and key threats identified during the 2022-2023 strategic planning process and adopted on June 15, 2022, laid the groundwork for the critical issues, goals, and strategies presented in this plan, which spans three years on the recommendation from SEI that three-year plans are most appropriate to accommodate potential shifts context and environment.

Throughout the strategic planning process for both the 2022-2023 Strategic Plan Update and the 2023-2026 Strategic Plan, numerous documents were provided to SEI by the Board Executive Director and other stakeholder agencies to inform current political, legal, and organizational developments that the Board considered in their strategic planning process. These documents include: BESW Board Meeting Minutes, ASWB Interstate Compacts, LCB Occupational License Reports, and Small Board Administrative Collaborative Reports.

In addition to document review and research, primary data collection was used to gather qualitative data from Board members and other identified stakeholders.

Through the strategic planning process, the Board provided the Executive Director with guidance regarding what the Board's priorities were so the Executive Director could execute the priorities and ensure sustainability over the course of the strategic plan.

During the March 16th Board meeting, SEI presented preliminary findings and analysis and the Board identified changes to priorities and potential revisions to goals for the 2022-2023 Strategic Plan Update. These goals and strategies were revised and finalized during the May 18th Board meeting and adopted on June 15th, 2022.

On July 1, 2022, the Board began the development of its new Strategic Plan by discussing additional or changed priorities during Board meetings in July, September, and November. Critical issues for the 2023-2026 Strategic Plan, as well as specific strategies were identified during a two-day Board retreat on January 23rd and 30th of 2023. The 2023-2026 Strategic Plan was presented to the Board on May xx, 2023 for final feedback and adoption.

SWOT Analysis

To gather information and establish context informing goals and potential strategies for the updated and upcoming strategic plans, SEI collected primary data by conducting a Board Survey and Key Informant interviews between January and March of 2022.

Key Informant Interviews were conducted with all Board members and other identified stakeholders that work closely with the Board. The purpose of these interviews was to gain further insight into priority areas, as well as long term goals for the new strategic plan. The following list identifies those who were identified as Key Informants and engaged in the interview process: Five (5) Board Members, ASWB Contact, UNLV School of Social Work Director, and UNR School of Social Work Director. Not all of those engaged participated in an interview.

Findings and analysis were presented at the March 16th Board meeting in 2022 with the following SWOT Analysis.

2022 Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

Strengths:

- Trust between board members and board staff
- Executive Director leadership
- Board members competence and passion in promoting the purpose of the board
- Networking and partnerships
- Progress with investigations
- Technology updates

Weaknesses:

- Lack of dedicated personnel and staff capacity

Opportunities:

- Develop regulatory pathways and partnerships between schools and the board
- Address regulations around telehealth
- Examine licensing exemptions
- Provide education on the board to the two university social work program graduates

Threats:

- Shifts in political and cultural landscape
- Potential transition to a combined behavioral health board
- Lack of public knowledge of social work field of practice
- Tracking provisional licenses issued during the pandemic

During January 23, 2023 and January 30, 2023 Board Meetings, the board reviewed and updated the above SWOT Analysis to incorporate emerging issues in 2023. The results of the updated SWOT Analysis are below.

2023 Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

Strengths:

- Trust between board members and board staff
- Exceptional, dedicated, and committed staff
- Fiscally responsible
- Membership of ED in collaboration with other boards
- Institutionalization of procedures
- Culture of trust and courageous conversations
- Executive Director leadership
- Board members competence and passion in promoting the purpose of the board
- Networking and partnerships
- Progress with investigations
- Technology updates
- Board current trail policy related to on-site and off-site supervision (SB44)

Weaknesses:

- Lack of sufficient FTEs
- Lack of known accounting expertise that can track and proactively respond to regulations and operationalize practices to comply with regulations such as GASB 96
- Changes in financial reporting related to OPEB and its impact on overall financial position
- The amount of time (staff and board) currently required to determine whether a compliance issue can be managed in a more efficient and effective manner through revised processes or procedures

Opportunities:

- Develop regulatory pathways and partnerships between schools and the board
- Address regulations around telehealth
- Examine licensing exemptions (e.g. for state and county employees)
- Leverage ASWB Practice Analysis Survey in planning to increase public protection and emerging trends
- Provide education on the board to the two university social work program graduating classes and undergraduate graduating classes
- Participate in the discussion, development, and implementation of the Interstate Compact

- Explore development and communication of a matrix (see Florida) to outline policies related to Yes question to respond consistently to compliance issues
- Examine the amount of time (staff and board) currently required to determine whether a compliance issue can be managed in a more efficient and effective manner through revised processes or procedures
- Evaluation and creating provisions related to tele-supervision and supervision
- Telehealth regulations including a) provision of telehealth by licensed social workers in Nevada with clients within Nevada, b) provision of telehealth by licensed social workers in Nevada with clients outside of Nevada, c) provision of telehealth by licensed social workers outside of Nevada with clients in the state
- Opportunities to strengthen the administration of their licensing board through shared administrative functioning or through a combined board
- Opportunities to influence how the board operates and is recognized
- Recognize and respond to audit findings to strengthen the board
- Opportunities to educate and communicate about the role and scope of the board

Threats:

- Shifts in political and cultural landscape
 - Potential for drastic regulation changes that could impact the field resulting in vast changes in scope at state levels
 - Trend data has indicated increases in the number licenses until December 2022 which indicated 15 fewer licenses than the previous period
 - Push for deregulation may limit regulatory tools for the board to employ
- Potential transition to a combined behavioral health board
- Lack of public knowledge of social work field of practice
 - lack of understanding of what social workers can do (for example in the schools)
 - lack of understanding of what the board can and can't do, and
 - the implications of that lack of knowledge
- Workforce shortage and the policies that may be enacted to address workforce shortages without an understanding of the above bullet point
- Increased complexity in complaints with layers of potential violations of codes and statutes

Critical Issues

Using the data collected between January and March of 2022 and the SWOT analysis findings, and after a review of all documents provided to SEI, the Board finalized the following critical issues to be addressed in the 2022-2023 Strategic Plan Update.

BESW 2022-2023 Updated Strategic Plan Critical Issues

Critical Issue 1: Communications and Public Relations

BESW to improve its relationships with licensees, external partners, and other stakeholders, and be perceived as responsive, easy to work with, collaborative, and fair.

Critical Issue 2: Board Operations

BESW operations are streamlined, efficient, and user friendly.

Critical Issue 3: Disciplinary Function of the Board

BESW will ensure appropriate, timely processing of complaints against licensee(s).

Critical Issue 4: Financial Positioning

BESW needs to strengthen accounting practices and ensure financial sustainability.

BESW 2023-2026 Strategic Plan Critical Issues

Following adoption of the 2022-2023 Strategic Plan Update, the Board identified the following critical issues for consideration for the 2023-2026 Strategic Plan.

- **Community Engagement:** Increasing education around the practice of social work within the state, developing a board social media presence, and improving partnerships with lawmakers and public officials to increase awareness and opportunities for social work practice.
- **Adapting Board Policies and Practices:** Interstate Compacts and/or Composite Board, telehealth regulations, creating pathways for more licensed social workers within K-12 schools.
- **Advance Internal Board Development:** Performance evaluation process of the Executive Director and address the recommendations from most recent board audit.

SMARTIE Goal Development

As part of the identification of critical issues to address in the 2023-2026 Strategic Plan, the Board used a process referred to by the acronym SMARTIE to establish the criteria that goals should meet when creating actionable steps in the strategic plan. S-M-A-R-T-I-E goals are goals that are **specific**, **measurable**, **achievable**, **realistic**, **timebound**, **inclusive**, and **equitable**.

Specific: The goal is clear, targeted, and detailed

Measurable: There are criteria for how progress will be tracked

Achievable: The goal is within the organization's reach, capacity, or scope

Realistic: The goal is reasonable to achieve with the current resources and timeframe

Timebound: The goal includes a clear timeframe for completion

Inclusive: The goal will include traditionally marginalized people into processes, activities, and decisions in a way that shares power

Equitable: The goal addresses systemic inequity or injustice

Accountability

To ensure accountability, this strategic plan incorporates strategies and accountability factors including lead staff member, timeline for completion, and if and what resources are needed. The Executive Director is responsible for overall accountability for the implementation of the strategic plan with support from the board and staff. The plan is intended to be a living document and will be updated as circumstances change.

Context and Assumptions

The new 2023-2026 Strategic Plan integrates a learning and situational awareness of developments at the national, state, and legislative level to allow for flexibility and responsiveness to changing conditions.

Various unknowns, emerging developments, and activities in process were considered in developing this strategic plan. These include the formation of an Interstate Compact, relevant legislation and executive orders, board staff structure, and accounting and financial reporting standards. A description of each is provided below.

This strategic plan was therefore developed with some assumptions built in. For example, the plan assumes that the Board will retain its current structure as an independent operating board. Should this no longer be the case, the Board will then determine if this strategic plan is null and void.

A. Interstate Compact

During the January 23, 2023 Board Meeting, Cara Sanner, Association of Social Work Boards (ASWB), and participant in the development of the Social Work Licensure Compact (i.e., the Interstate Compact) presented on the status of the compact and process to date. The compact is an initiative of the Council of State Governments National Center for Interstate Compacts and the U.S. Department of Defense to create a legal contract between states to allow social workers to practice across state lines.

The Interstate Compact development process began in May 2021 with the convening of the Technical Assistance Group, approximately 20 individuals representing regulatory agencies and practitioners. The TA Group was tasked with selecting the core components of the compact and reconvened throughout the months spanning from

October 2021 to February 2022. Upon selecting the basic provisions of the compact, it was then handed to the Document Writing Team, a smaller group of primarily social work board attorneys, CSG legal counsel, and the NASW. This group addressed the finer details of the legislation in meetings between April and June 2022. Following a stakeholder review period, the Document Writing Team reconvened in October and December 2022 to integrate into the draft feedback provided by the public. In February of 2023, the Technical Assistance Group reconvened to develop a final draft of the legislation to release to the states for consideration and enactment by the Spring of 2023. The compact requires seven states to enact it. Each state that adopts the compact will have a representative on the Interstate Commission to help guide policy and regulations.

The Interstate Compact is modeled after the Multi-State Authorization to Practice model. This model entails that a licensed social worker domiciled in a compact member state would apply for an Interstate Compact License in their home state, authorizing them to practice in all compact member states. Core components of the Interstate Compact include both State Requirements and Practitioner Requirements, agreed upon by the Technical Assistance Group and the Document Writing Team.

On August 5, 2022 ASWB released the 2022 ASWB Exam Pass Rate Analysis, which the Board has reviewed.² This report revealed data indicating significant racial and ethnic disparities in pass rates. Following the release of this report, the Council on Social Work Education (CSWE) wrote a letter to licensing boards asking for the suspension of the ASWB exam pending a more robust analysis of the pass rate data and to consider removing the ASWB exam requirement for licensure.³ On September 8, 2022, CSWE's Commission on Accreditation removed licensing exam pass rates from the 2022 Educational Policy and Accreditation Standards.⁴ NASW has made public statements urging all national social work institutions to work collaboratively on behalf of the social work community to address racial and ethnic disparities in national qualifying examinations. The Interstate Compact Technical Assistance Group gained a general agreement that the exam is an important piece of uniformity among states and the only objective measure that states can utilize to demonstrate that an individual is competent to practice with vulnerable client populations.

² 2022 ASWB Exam Pass Rate Analysis: Final Report. Association of Social Work Boards (ASWB), 2022, <https://www.aswb.org/wp-content/uploads/2022/07/2022-ASWB-Exam-Pass-Rate-Analysis.pdf>

³ This letter was partially published by the Illinois Chapter of the NASW on Twitter on Oct. 5, 2022. Accessible at <https://twitter.com/NASWIL/status/1577856998326009856>.

⁴ 2022 EPAS and Licensing Exam Pass Rates. Council on Social Work Education. September, 8, 2022. Retrieved at: <https://www.cswe.org/news/news/coa-removes-licensing-exam-pass-rates-from-the-2022-epas/>

At the January 23, 2023 and 30, 2023 Board Meetings, the Board discussed these issues among social work organizations and identified as critical the need to respond and adapt to a changing landscape and/or relevant issues discussed in the public square.

During these same meetings, the Board also weighed the risks and benefits of joining the Interstate Compact. Risks identified related to potential conflicting policies among potential member states regarding licensing requirements, licensing fees, screening policies, and licensure renewals. The Board expressed concern over the uniformity required of the compact that might require a reversal of the Board's recent efforts to strengthen licensing requirements and raise fees. Benefits identified included expanding access to the profession, increasing the number of licensed social workers in the state, and alignment with Nevada Gov. Lombardo's prioritization of occupational and professional licensing board's participation in interstate compacts demonstrated in Executive Order 2023-004 (see below).

As the Interstate Compact is still in development, should the Board join as a member state, BESW would have a representative on the Interstate Compact Commission and be able to play an influential role in the development of policy, regulations, and any associated fees.

B. Legislation

Nevada's legislative session is bi-annual for 120 days. The 2023 Legislative Session began February 6 and ends on June 5, 2023, it will not begin again until 2025. BESW regularly tracks bill draft requests (BDRs) and assembly bills (ABs) that directly refer to or have the potential to impact the social work profession or the Board's operations. The following Assembly Bills were identified during the January 23, 2023 Board Meeting as resulting from Board Meeting discussions or otherwise interwoven with the work of the BESW.

In preparation for the 2023 legislative session, the Board began welcoming monthly Board speakers in 2022. These speakers included the CEO of the Association of Social Workers Board (ASWB), the National Association of Social Workers, Nevada (NASW-NV), the Rural Regional Behavioral Health Policy Board, and Dr. Sarah Hunt from UNLV. The Board also introduced letters into Board meetings from SAPTA and CSWE. The following bills were being tracked during the development of the strategic plan and could impact BESW should they pass.

- **AB37**, (BDR 34-361), authorizes the establishment of the Behavioral Health Workforce Development Center of Nevada (BDR34-361) and sponsored by the Committee on Education. This bill was developed by the Rural Regional Behavioral Health Policy Board and came out of a discussion between BESW and Dr. Sarah Hunt (UNLV) to help nourish future social workers in Nevada by starting to attract K-12 students to

enroll in Nevada Universities and work towards becoming a licensed social worker or other behavioral health worker in the state of Nevada.

- **AB45** (BDR 34-283), sponsored by the Committee on Government Affairs, creates a program to repay the student education loans of certain providers of health care (BDR 18-359).
- **AB54** (BDR 34-283), sponsored by the Committee on Education, makes changes relating to education.
- **AB65** (BDR 34-275), sponsored by the Committee on Education, revises provisions relating to education.
- **AB69** (BDR 34-399), sponsored by the Committee on Education, expands the loan repayment program administered by the Nevada Health Service Corps to include certain providers of behavioral health care.

During the SWOT Analysis conducted as part of the 2022-2023 Strategic Plan Update, the Board identified as a potential threat legislation that would integrate the Board into other Behavioral Health Boards and/or require that it merge its database with other databases. This issue was brought up during 2022 Board Meeting discussions by the Substance Abuse Prevention and Treatment Association (SAPTA) and the Rural Regional Behavioral Health Policy Board, who suggested gaining access to the Board's database to track licensing rates. This would require that BESW change the licensing database requirements and merge with other behavioral health board databases. As of January 23, 2023 this had not been written into any legislative bills.

C. Executive Orders

On January 12, 2023, Nevada Gov. Lombardo signed Executive Order 2023-003 and Executive Order 2023-004, which seek to streamline regulations in the state, particularly those proposed and enforced by regulatory agencies. These two Executive Orders directly impact BESW.

Executive Order 2023-003 requires, in part, that all boards and commissions review existing regulations and freeze the issuance of new regulations that do not meet specific criteria outlined in Section 5. To comply with this Executive Order, BESW is required to comprehensively review all regulations under the board's purview and submit a report to the Governor's office by May 1, 2023 detailing how current regulations can be streamlined or improved to reduce the burden on those seeking employment in the state of Nevada (Exec. Order 2023-003, Section 1). The board is also required, as part of this report to the Governor, to recommend for removal at least 10 regulations (Exec. Order 2023-003, Section 2) and that prior to the submission of this report, a public hearing is held to allow stakeholders an opportunity to comment on the board's recommendations (Exec. Order 2023-003, Section 3).

Executive Order 2023-004 applies to all Occupational and Professional Licensing Boards and aims to reduce burdensome occupational licensing requirements. The Executive Order requires that the Board submit a report to the Office of the Governor and the Director of the Legislative Counsel Bureau that details and justifies all regulations, fees, examinations, and other licensing requirement (Exec. Order 2023-004, Section 2.) This Executive Order also requires that the board identify and summarize state compacts that exist regionally, nationally, or internationally, and if Nevada does not currently participate in those identified, to provide a justification for this lack of participation and an action plan if the state decides to participate (Exec. Order 2023-004, Section 2).

D. Staff Structure

During the January 23, 2023 Board Meeting, BESW Executive Director Karen Oppenlander announced her retirement beginning April 30th, 2023. Subsequently, during both the January 23, 2023 and January 30, 2023 Board Meetings, the Board identified succession planning as a key component of administrative design and board staffing structure, and a critical area for the board to consider in order to ensure a smooth transition between Executive Directors and avoid undue burden on staff and the incoming Executive Director.

At the January 30, 2023 Board Meeting, Executive Director Karen Oppenlander outlined the stages of recruitment for the Executive Director position, appointed by the Board and serve as its chief executive officer:

1. Prepare Job Description, Determine Salary Range
2. Advertise the Position (e.g., NASW, State of Nevada, Board Website, Administrative Collaborative, ASWB Administrators Group, etc.)
3. Attracting Candidates to Apply for the Job
4. Managing Applications (Pre-Selection, Screening, Shortlisting)
5. Selection Process (Conducting Interviews, Board Decision)
6. Negotiations and Job Offer
7. Follow Up e.g., References, Background Check, Share Progress with Board
8. Share Results with Community

E. Accounting and Financial Reporting

At the January 23, 2023 Board Meeting, Executive Director Karen Oppenlander presented a five-year summary of the Boards activities and accomplishments between 2018 and 2023. Among these was the stabilization of the Board's finances between 2020 and 2023 due in large part to legislation passed in 2019 that increased fee caps, not previously raised since 1995 (S.B. No. 502 – Senator Woodhouse, April 16, 2019).

In the December 21, 2022 Board Meeting, the Board approved a June 30, 2022 Audit. Following the approval of this audit, but prior to its implementation, auditors were

prompted by the Legislative Counsel Bureau to confirm if BESW participated in postemployment benefits other than pensions (OPEB). BESW had not reported participation in postemployment benefits other than pensions (OPEB) on previously audited financial statements, but auditors confirmed through publicly available OPEB actuarial information that the Board been participating in OPEB since the implementation of Governmental Accounting Standard Board Statement No. 75 (GASB 75), which established the accounting and financial reporting standards for OPEB in 2015. Because OPEB information was not reported on any prior audits, the June 30, 2022 Audit required revision to include the implementation of GASB 75.

The January 16, 2023 Revised Audit Draft was presented to the Board for review at the January 30, 2023 Board Meeting by auditor Suzanne Olsen of Casey Neilon, at which point the Board approved for the draft to be presented at the February 15, 2023 Board Meeting for final approval before submitting it to the Legislative Counsel Bureau. This Revised Audit included recommendations reinforcing those made by prior auditors. A formal updated Audit Management Letter with recommendations will be presented at the June 30, 2023 Board Meeting, but at the January 23, 2023 Board Meeting, Executive Director Karen Oppenlander highlighted a preliminary recommendation made by current and previous auditors to incorporate accounting level expertise into the Board's staff structure.

In January 2023, the Board was in a position to hire an accounting level vendor to augment existing resources and assist the Board with accounting and financial reporting compliance. During the January 23 and 30, 2023 Board Meetings, in light of auditors' recommendations and of the GASB 75 compliance issue, the Board identified as a critical issue the need to hire sufficient accounting level expertise to be able to understand, anticipate, and proactively respond to GASB pronouncements.

Nevada Board of Examiners for Social Workers

Strategic Plan July 1, 2023 - June 30, 2026

Below are the critical issues, goals and objectives, and associated strategies identified during the January 23, 2023 and January 30, 2023 Board Meetings following a review of the 2022-20223 Strategic Plan Update, an update of the 2022 SWOT Analysis, and consideration of emerging issues. Critical Issue 1 and 2 focus on responding and adapting to external factors while Critical Issue 3 and 4 focus on responding to and anticipating internal factors.

Critical Issues, Goals and Objectives

Critical Issue 1: Regulatory Changes -- BESW needs to respond to changing conditions in the national and state landscape that impact occupational licensing.

- Goal: By June 30, 2026, BESW will participate in discussion, development, and evaluation of the Interstate Compact and ensure that regulations promote the professionalization of social work while addressing compliance, supervision, burdens, and barriers to expanding licensed social workers.

Critical Issue 2: Communication, Education, and Partnership -- BESW operations would benefit from being more streamlined, efficient, and user friendly.

- Goal: By June 30, 2026, BESW will adapt to the changing state and national landscape and engage with other boards to protect the public, educate partners on, and highlight the role and impact of social work practice. This must include a focus on diversity, equity, and inclusion in all of the board's deliberations and practices moving forward, as aligned with approved content for Diversity CEUs.⁵

Critical Issue 3: Board Design and Staff Structure - BESW seeks to ensure that it has an administrative design, sufficient resources, and approaches its work in a way that helps achieve its mission.

- Goal: By June 30, 2024, BESW will determine its optimal administrative design, and the approach to doing the Board's work including the board staffing structure, succession planning, and enhanced resources for accounting.

⁵ Retrieved on 2/27/2023 from [Approved Content for Diversity CEUs.pdf \(nv.gov\)](#)

Critical Issue 4: Financial Strengthening – BESW needs to strengthen accounting practices and ensure financial sustainability.

- Goal: By June 30, 2025, BESW will ensure it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability.

DRAFT

Strategic Plan 2023-2026

Critical Issue 1: Regulatory Changes

BESW needs to respond to changing conditions in the national and state landscape that impact occupational licensing.

Goal 1A. By June 30, 2026, BESW will participate in discussion, development, and evaluation of the Interstate Compact and ensure that regulations promote the professionalization of social work while addressing compliance, supervision, burdens and barriers to expanding licensed social workers.

Strategy	Action	Timeline for Completion	Lead Staff Member
1.A Determine participation in and implications of the Interstate Compact.	<ul style="list-style-type: none">a. Evaluate the Interstate Compact as finalized to determine Nevada's participation.b. If participation in the Compact is approved, determine NRS and NAC changes to implement the Interstate Compact.	To be determined	Karen Oppenlander (Executive Director)
1.B Revise Nevada Administrative Code to comply with Nevada Revised Statutes.	<ul style="list-style-type: none">a. Review and follow Legislative Council Bureau's manual to draft and complete NAC revisions.	July 1, 2024 and TBD thereafter	Sandy Lowery (Deputy Director)

Goal 1A. By June 30, 2026, BESW will participate in discussion, development, and evaluation of the Interstate Compact and ensure that regulations promote the professionalization of social work while addressing compliance, supervision, burdens and barriers to expanding licensed social workers. **This must include a focus on diversity, equity, and inclusion in all of the board's deliberations and practices moving forward, as aligned with approved content for Diversity CEUs.**

Strategy	Action	Timeline for Completion	Lead Staff Member
1.C Ensure Compliance	a. If Compact is approved for Nevada and Compact is established, participate in Interstate Compact Commission.	To be determined	Executive Director
1.D Promote professionalization of social work.	a. Evaluate license exemptions.	July 1, 2024	Executive Director
	b. Evaluate post graduate supervision process.	December 31, 2023	Deputy Director

Strategic Plan 2023-2026

Critical Issue 2: Communication, Education, and Partnership

BESW operations would benefit from being more streamlined, efficient, and user friendly.

Goal 2A. By June 30, 2026, BESW will adapt to the changing state and national landscape and engage with other boards to protect the public, educate partners on, and highlight the role and impact of social work practice.

Strategy	Action	Timeline for Completion	Lead Staff Member
2.A Participate in forums and apprise the board of changes in the state and national landscape.	<ul style="list-style-type: none"> a. Participate in Nevada’s small board administrative collaborative. b. Participate in ASWB convenings. c. Participate in NASW convenings. d. Participate in legislatively established committees whose work pertains to BESW. e. Participate in other relevant meetings that pertain to BESW. f. Summarize implications of changes to state and national landscape in Board meetings 	Monthly as scheduled, through June 30, 2026	Executive Director

Goal 2A. By June 30, 2026, BESW will adapt to the changing state and national landscape and engage with other boards to protect the public, educate partners on, and highlight the role and impact of social work practice.

Strategy	Action	Timeline for Completion	Lead Staff Member
2.B Identify and educate partners on the role and impact of social work practice.	a. Conduct outreach to and share information with social work practitioners regarding board and legislative actions.	Monthly	Deputy Director
	b. Convene public workshops on NAC changes.	As appropriate and necessary	
	c. Create a communication plan to share information and engage in productive social media including the importance and practices of DEI.	December 31, 2023	Board members (Jacqueline Sanders to work with staff and Abby Klimas to gather information from other boards) (ASWB to support)
	d. Email licensees on changes and impacts to social work practice.	Monthly	
	e. Post changes and impacts to social work practice to the website.	Monthly	

Strategic Plan 2023-2026

Critical Issue 3: Board Design and Staff Structure

BESW seeks to ensure that it has an administrative design, sufficient resources, and approaches its work in a way that helps achieve its mission.

Goal 3A. By **June 30, 2024**, BESW will determine its optimal administrative design, and the approach to doing the Board's work including the board staffing structure, succession planning, and enhanced resources for accounting.

Strategy	Action	Timeline for Completion	Lead Staff Member
3.A Determine optimal Administrative Structure	a. Establish and implement an annual review process for the Executive Director aligned with best practices.	September 30, 2023 and annually thereafter	Board President
	b. Review and refine staff job descriptions and review evaluation criteria.	July 1, 2024	Executive Director
	c. Conduct an annual review of agency staffing needs and budgetary constraints.	July 1, 2024 and annually thereafter	Executive Director
	d. Identify new positions or resources needed to fulfill BESW's mission.	July 1, 2024 and annually thereafter	Executive Director

Goal 3A. By **June 30, 2024** BESW will determine its optimal administrative design, and the approach to doing the Board's work including the board staffing structure, succession planning, and enhanced resources for accounting.

3.B Implement succession planning for staff	a. Create a staff succession plan.	March 31, 2023	Board
	b. Implement staff succession plan.	July 1, 2023	Executive Director
	c. Identify timing and processes to update BESW documents in the succession plan.	October 31, 2023	Executive Director
3.C Evaluate resources for accounting and determine if they meet BESW's needs moving forward.	a. Meet with auditor and review audit to determine if additional resources are needed to comply with GASB.	July 1, 2023	Executive Director
	b. Secure resources for accounting	October 31, 2023	Executive Director

Strategic Plan 2023-2026

Critical Issue 4: Financial Strengthening

BESW needs to strengthen accounting practices and ensure financial sustainability.

Goal 4A **By June 30, 2025** BESW will ensure it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability.

Strategy	Action	Timeline for Completion	Lead Staff Member
4.A Track and report on financial resources.	a. Prepare budget to actual and financial reports.	July 1, 2023 and quarterly thereafter	Executive Director
	b. Present financial reports to the Board.	July 1, 2023 and quarterly thereafter	Executive Director
4.B Identify accounting principles and strategies to strengthen the Board's financial position.	a. Review previous and current management letters.	July 1, 2023	Executive Director
	b. Create a plan to respond to management letter findings.	Annually	Accounting Resource
	c. Implement plan to respond to management letter findings.	Annually	Executive Director
4.C Implement policies to ensure financial sustainability.	a. Identify financial institution(s) to deposit funds over the FDIC protected amount.	July 1, 2023	Executive Director Board
	b. Identify and implement long-term investment strategy.	July 1, 2024 and annually thereafter	Board

Goal 4A By July 1, 2025 BESW will ensure it has sufficient resources and practices to implement appropriate accounting principles and ensure financial sustainability.

Strategy	Action	Timeline for Completion	Lead Staff Member
4.D Implement policies to ensure practices align with appropriate accounting principles.	a. Review and identify policies to align with appropriate accounting principles.	July 1, 2023	Executive Director and Auditor
	b. Draft, adopt, and implement policies to respond to GASB 96.	July 1, 2023 and annually thereafter	Deputy Director/Accounting level vendor

DRAFT

3F

Review and Discuss Recruitment Process (For Possible Action).

- i. Update for Executive Director Position.
- ii. Governor Lombardo's Gubernatorial Appointments.



GOVERNOR LOMBARDO'S GUBERNATORIAL APPOINTMENTS

WHAT IS A NEVADA STATE BOARD OR COMMISSION?

Boards and Commissions are created to provide citizens a voice in their government and influence decisions that shape the quality of life for the residents of the Silver State. Members are responsible for advising the Governor, the Legislature and state agencies. Serving on a board or commission is a privilege and one of the most effective ways citizens can take in becoming an active voice in state government. Governor Lombardo is devoted to appointing qualified and responsible candidates that want to make a positive impact for all in the State of Nevada.

[Board Frequently Asked Questions](#)

Contact

(775) 684-5670
100 North Carson
Street
Carson City, NV
89701
boards@gov.nv.gov

WHAT ARE DIFFERENT TYPES OF BOARDS AND COMMISSIONS?

The Governor makes appointments to three types of boards and commissions:

- Advisory- An advisory board, commission or council serves as a formal liaison between a state agency and the public, in addition to making recommendations on how to address specific issues.
- Regulatory Board- Regulatory boards are those that oversee the licensing, handle complaints, and enforce disciplinary actions of individuals or industries that fall within the jurisdiction of the board's authority.
- Task Force - A task force is created for the purpose of accomplishing a definite objective and goal.

GUBERNATORIAL APPOINTMENTS

Governor Lombardo is responsible for appointing citizens to approximately 250 boards and commissions representing various areas. Boards with Gubernatorial appointments are created in two ways, either by statute enacted in the Nevada State Legislature, or by a Governor's Executive Order.

IF YOU ARE INTERESTED IN SERVING, APPLY NOW!

- 1 Review the [Current Board Vacancy List](#)
- 2 [Submit Your Application](#)
- 3 [Submit Your Waiver](#)
- 4 [You're Appointed! Begin your Service!](#)

3G

Board Review of Hearing for Virgilio DeSio, License No. 6200-C. (For Possible Action).

3H

Review and Discuss 2023 Legislative Session (For Possible Action.

- i. Letter of Support for AB 37 (For Possible Action).
- ii. AB 45 Opinion Submitted (For Possible Action).
- iii. Flynn Guidici Government Affairs Advocates Report.



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #C-121, Reno, NV 89502
(775) 688-2555

March 15, 2023

Assembly Committee on Education
c/o Shannon Bilbray-Axelrod - Chair
7500 West Lake Mead Boulevard, Suite 9-486
Las Vegas, NV 89128-0298

Submitted via: AsmED@asm.state.nv.us

Re: Support for AB37 -- Establishing the Behavioral Health Workforce Development Center of Nevada (BDR 34-361)

Dear Assemblywoman Shannon Bilbray-Axelrod – Chair, and Members of Assembly Committee on Education,

Early in 2022, the Board of Examiners for Social Work (BESW) was pleased to meet with Sara Hunt, PhD, Director of UNLV Mental and Behavioral Health Coalition, Assistant Dean of Behavioral Health Sciences. Her visit to our Board meeting provided BESW with clarity of work being conducted at UNLV for Nevada Mental Health and Workforce and Education. Her work became part of a collaborative effort with the Rural Regional Behavioral Health Policy Board's development of AB37 that details the benefits of establishing the Behavioral Health Workforce Development Center of Nevada.

We here at Nevada BESW remain avid proponents in the fight to remediate the deficit in Social Work practitioners and enjoy collaborative efforts to better support the behavioral health needs in our state. As we at the BESW work to participate in a Social Work Interstate Compact in which we believe will provide some relief to this deficit, we also want to inform you that we support you in the effort to establish AB37 -- 100%.

So, the State of Nevada BESW is pleased to announce its support of AB37 for the Behavioral Health Workforce Development Center of Nevada. We at the BESW will continue to mitigate the shortage of Social Work professionals and other professionals in the behavioral health field here in Nevada by advocating and working with various entities to educate people and motivate them to looking at the "big picture" to meet the state's growth.

This bill is such a good thing for the State of Nevada. Thank you for your efforts!

Sincerely,

A handwritten signature in blue ink that reads "Karen Oppenlander".

Karen Oppenlander, LISW, Executive Director

On behalf of BESW Board: Dr. Esther Langston, Chair; Linda Holland Browne, Vice Chair; Abigail Klimas, Treasurer/ Secretary; Jacqueline Sanders, Member.

Review and Discuss Executive Orders from Governor Lombardo (For Possible Action)

- i. 2023-004, Report due before April 1, 2023.
- ii. 2023-003, Report due on or before, May 1, 2023.

CHAPTER 641B - SOCIAL WORKERS

GENERAL PROVISIONS

- [641B.005](#) Definitions.
- [641B.010](#) "Applicant" defined.
- [641B.012](#) "Approved provider of continuing education" defined.
- [641B.015](#) "Board" defined.
- [641B.017](#) "Client" defined.
- [641B.022](#) "Colleague" defined.
- [641B.025](#) "Complainant" defined.
- [641B.027](#) "Continuing education hour" defined.
- [641B.028](#) "Degree in a related field" defined.
- [641B.029](#) "Dual relationship" defined.
 - Inactive status*
 - [641B.035](#) "Intern" defined.
 - [641B.040](#) "Intervener" defined.
 - [641B.041](#) "Licensed associate in social work" defined.
 - [641B.042](#) "Licensed clinical social worker" defined.
 - [641B.043](#) "Licensed independent social worker" defined.
 - Licensed master social worker*
 - [641B.044](#) "Licensed social worker" defined.
 - [641B.045](#) "Licensee" defined.
 - [641B.047](#) "Licensing period" defined.
 - [641B.050](#) "Petitioner" defined.
 - [641B.052](#) "Program of continuing education" defined.
 - [641B.055](#) "Protestant" defined.
 - [641B.056](#) "Provider" defined.
 - [641B.057](#) "Psychotherapeutic methods and techniques" defined.
 - [641B.059](#) "Reporting period" defined.
 - [641B.060](#) "Respondent" defined.
 - [641B.062](#) "Services that are culturally and linguistically appropriate" defined.
 - [641B.063](#) "Social work services" defined.
 - [641B.065](#) "Social worker" defined.
 - [641B.066](#) "Telehealth" defined.
 - [641B.069](#) Interpretation of terms used in [NRS 641B.030](#).
 - [641B.070](#) Severability.

LICENSING, AUTHORIZATIONS AND SUPERVISION

- ~~[641B.075](#) Evidence of license.~~
- [641B.080](#) Display of license.
- [641B.082](#) Display of internship certificate.
- [641B.085](#) List of licensed persons; notice of change of address.
- [641B.090](#) Application for licensure or renewal; conditions for waiver of examination; Board approval required to take examination.
- [641B.093](#) Application for authorization to make certifications for emergency admission, release from emergency admission or involuntary court-ordered admission to mental health facility; duty to maintain certain insurance.
- [641B.095](#) Evidence of age of applicant.

- [641B.100](#) Evidence of education.
- [641B.105](#) Examinations; retaking failed examination.
- [641B.110](#) Expiration and renewal of license ~~and provisional license~~; circumstances under which license becomes delinquent.
- [641B.111](#) Restoration of expired license: Required submissions with application; notification of owed debt; extension for completion of or waiver from requirements of continuing education; hearing for restoration under certain circumstances.
- [641B.112](#) Provisional license: Eligibility; validity; disciplinary action; reinstatement or restoration not allowed if license invalidated or revoked; supervision of holder.
- [641B.115](#) Fees.
- [641B.120](#) Payment and handling of fees and remittances; refund not allowed in certain circumstances.
- [641B.124](#) Practice remotely by electronic means, use of telecommunication technologies or by other means.
- [641B.126](#) Licensure by endorsement.
- [641B.131](#) "Degree in a related field" defined for purposes of qualifying for license or provisional license.
- [641B.140](#) Licensed independent social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state.
- [641B.150](#) Licensed clinical social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state.
- [641B.155](#) Supervisors of interns: Generally; maintenance of list of supervisors approved by Board.
- [641B.160](#) Supervisors of interns: Duties; additional internship hours required under certain circumstances; use of telecommunication technologies to supervise; withdrawal of approval to supervise; reapplication for approval; disallowance of credit.
- [641B.165](#) Supervisors of interns: Requirements for provision or continuation of supervision.
- [641B.170](#) Supervisors of interns: Agreement for fee.

CONTINUING EDUCATION

- [641B.186](#) Interpretation of "reporting period" as used in [NAC 641B.187](#) and [641B.188](#).
- [641B.187](#) Continuing education requirements for reporting period; waivers; grounds for disciplinary action.
- [641B.188](#) Affidavit of completion: Submission; certificate of completion required; verification of authenticity.
- [641B.189](#) Approval of program by Board; acceptable forms of program; certain courses and programs deemed approved; unacceptable courses and programs.
- [641B.190](#) Approval: General requirements.
- [641B.191](#) Approval: Application by provider; action by Board; request for reconsideration of denial.
- [641B.192](#) Approval: Application by licensee.
- [641B.193](#) Complaint regarding program of continuing education or provider: Investigation by Board; denial or withdrawal of approval.
- [641B.194](#) Providers: Maintenance of records; issuance of certificates of completion.

STANDARDS OF PRACTICE

- [641B.200](#) Professional responsibility.
- [641B.205](#) Responsibility to client.
- [641B.210](#) Confidentiality of records.
- [641B.215](#) Research: Consent and protection of participants; credit for work.
- [641B.220](#) Unprofessional conduct.
- [641B.225](#) "Professional incompetence" interpreted.
- [641B.240](#) Use of title.
- [641B.245](#) Appointment of hearing officer.

PRACTICE BEFORE THE BOARD OF EXAMINERS FOR SOCIAL WORKERS

Parties and Representatives

- [641B.250](#) Classification of parties.
- [641B.255](#) Appearance by Board's staff.
- [641B.260](#) Entry of appearance.
- [641B.265](#) Representation of parties.
- [641B.270](#) Service upon attorney.
- [641B.275](#) Withdrawal of attorney.

Pleadings, Motions and Discovery

- [641B.280](#) Captions.
- [641B.285](#) Execution.
- [641B.290](#) Construction.
- [641B.295](#) Applications.
- [641B.300](#) Petitions.
- [641B.305](#) Procedure upon receipt of accusation.
- [641B.310](#) Formal complaints: Preparation and filing.
- [641B.315](#) Formal complaints: Service and response.
- [641B.320](#) Motions.
- [641B.325](#) Filing pleadings and motions.
- [641B.330](#) Method of service.
- [641B.335](#) Proof of service.
- [641B.340](#) Discovery of witnesses and evidence.
- [641B.342](#) Continuance.

Hearings

- [641B.345](#) Notice of hearing.
- [641B.350](#) Failure to appear.
- [641B.355](#) Preliminary procedure.
- [641B.360](#) Conduct.
- [641B.365](#) Testimony under oath.
- [641B.370](#) Order of presentation.
- [641B.375](#) Consolidation of proceedings.
- [641B.380](#) Stipulations.
- [641B.385](#) Briefs.
- [641B.390](#) Official notice.
- [641B.395](#) Informal hearings.
- [641B.400](#) Submission for decision.
- [641B.405](#) Petition for rehearing.
- [641B.410](#) Rehearing on motion of Board.
- [641B.415](#) Effect of filing petition for rehearing.

Miscellaneous Petitions

- [641B.420](#) Petition for declaratory order or advisory opinion: Scope of consideration.
[641B.425](#) Petition for declaratory order or advisory opinion: Action by Board.
[641B.430](#) Petition for declaratory order or advisory opinion: Preparation of order or opinion.
[641B.435](#) Petition for declaratory order or advisory opinion: Notice of order or opinion.
[641B.440](#) Petition for declaratory order or advisory opinion: Violation of order or opinion.
[641B.445](#) Petition for adoption, amendment or repeal of regulation.
[641B.450](#) Petition to appear before Board.

GENERAL PROVISIONS

NAC 641B.005 Definitions. ([NRS 641B.160](#)) As used in this chapter, unless the context otherwise requires, the words and terms defined in [NAC 641B.010](#) to [641B.066](#), inclusive, have the meanings ascribed to them in those sections.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R110-17, 2-27-2018)

NAC 641B.010 "Applicant" defined. ([NRS 641B.160](#)) "Applicant" means a person who applies for any privilege, license, approval or authority from the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99)

NAC 641B.012 "Approved provider of continuing education" defined. ([NRS 641B.160](#)) "Approved provider of continuing education" means a provider that the Board has approved to provide programs of continuing education without submitting the contents of each individual program for the review process set forth in subsection 1 of [NAC 641B.191](#).

(Added to NAC by Bd. of Exam'rs for Social Workers by R112-00, 1-17-2001)

NAC 641B.015 "Board" defined. ([NRS 641B.160](#)) "Board" means the Board of Examiners for Social Workers.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.017 "Client" defined. ([NRS 641B.160](#)) "Client" means a natural person, couple, family, group, organization, governmental agency or political subdivision of this State that receives services from a social worker, regardless of whether the social worker charges a fee or receives any compensation for the services.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R142-08, 2-11-2009)

NAC 641B.022 "Colleague" defined. ([NRS 641B.160](#)) "Colleague" means any provider of services directly to a client, including, without limitation, professionals, paraprofessionals and team members.

(Added to NAC by Bd. of Exam'rs for Social Workers by R079-02, eff. 1-9-2003)

NAC 641B.025 "Complainant" defined. ([NRS 641B.160](#)) "Complainant" means any person who complains to the Board of any act of another person practicing as a social worker.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R055-19, 12-30-2019)

NAC 641B.027 "Continuing education hour" defined. ([NRS 641B.160](#)) "Continuing education hour" means 60 minutes of instruction devoted to a program of continuing education.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 11-8-95; R113-98, 1-13-99)

~~**NAC 641B.028** “Degree in a related field” defined. (NRS 641B.160) “Degree in a related field” means a degree that includes a curriculum in:~~

- ~~—1. Theories or concepts of human behavior and the social environment;~~
- ~~—2. Methods used in the practice of social work for intervention and delivery of services;~~
- ~~—3. Research concerning social work, including, without limitation, the evaluation of programs or practices;~~
- ~~—4. Management, administration or social policy; and~~
- ~~—5. Ethics in the practice of social work.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R112-00, 1-17-2001) (Substituted in revision for NAC 641B.058)~~

NAC 641B.029 “Dual relationship” defined. “Dual relationship” means a relationship between a licensee and a client to whom the licensee provides professional services or an intern or person who is supervised by the licensee that includes another professional, social or business relationship with the client, intern or other person.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

NAC 641B.XXX “Inactive status” defined. *“Inactive status” means the granting of an application to stop practice as a social worker in the State. Inactive status can be granted if a licensee is in good standing and the licensee has met all requirements for issuance or renewal of the license as of the application. During the period of inactive status, the license must not engage in social work in the State unless the license is returned to active status.*

(Added to NAC by Bd. of Exam'rs for Social Workers)

NAC 641B.035 “Intern” defined. (NRS 641B.160) “Intern” means an applicant for licensure as a licensed independent social worker or as a licensed clinical social worker who has not yet completed 3,000 hours of supervised postgraduate training, but is in the process of doing so under a program of internship approved by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R079-02, 1-9-2003)

NAC 641B.040 “Intervener” defined. (NRS 641B.160) “Intervener” means any person who is not an original party to a proceeding but who may be directly and substantially affected by it and who secures an order from the Board or presiding officer granting him or her leave to intervene.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.041 “Licensed associate in social work” defined. (NRS 641B.160) “Licensed associate in social work” means a person licensed by the Board pursuant to [NRS 641B.210](#) to engage in the practice of social work as an associate in social work.

(Added to NAC by Bd. of Exam'rs for Social Workers by R079-02, eff. 1-9-2003; A by R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.042 “Licensed clinical social worker” defined. (NRS 641B.160) “Licensed clinical social worker” means a person licensed by the Board pursuant to [NRS 641B.240](#) to engage in the practice of social work as a clinical social worker.

(Added to NAC by Bd. of Exam'rs for Social Workers by R079-02, eff. 1-9-2003)

NAC 641B.043 “Licensed independent social worker” defined. ([NRS 641B.160](#)) “Licensed independent social worker” means a person licensed by the Board pursuant to [NRS 641B.230](#) to engage in the independent practice of social work as an independent social worker.
(Added to NAC by Bd. of Exam’rs for Social Workers by R079-02, eff. 1-9-2003; A by R055-19, 12-30-2019)

NAC 641B.044 “Licensed social worker” defined. ([NRS 641B.160](#)) “Licensed social worker” means a person licensed by the Board pursuant to [NRS 641B.220](#) to engage in the practice of social work as a social worker.
(Added to NAC by Bd. of Exam’rs for Social Workers by R079-02, eff. 1-9-2003; A by R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.045 “Licensee” defined. ([NRS 641B.160](#)) “Licensee” means a person holding a license or provisional license pursuant to this chapter as a licensed associate in social work, licensed social worker, licensed independent social worker or licensed clinical social worker.
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99; R079-02, 1-9-2003)

NAC 641B.047 “Licensing period” defined. ([NRS 641B.160](#)) “Licensing period” means the period in which a license is valid as prescribed in [NAC 641B.110](#).
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 11-28-89)

NAC 641B.XXX *“Licensed master social worker” defined* ([NRS 641B.160](#)) *“Licensed master social worker” means a person licensed by the Board pursuant to [NRS 641B.225](#) to engage in the practice of social work as a master social worker.*

NAC 641B.050 “Petitioner” defined. ([NRS 641B.160](#)) “Petitioner” means any person, except a complainant, who petitions for any affirmative relief, including a person who requests an advisory opinion or declaratory order or requests the adoption, amendment or repeal of a regulation.
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88)

NAC 641B.052 “Program of continuing education” defined. ([NRS 641B.160](#)) “Program of continuing education” means a course or program of education and training that:

1. Is designed to maintain, improve or enhance the knowledge and competency of a licensee in the practice of social work; and
2. Has been approved by the Board.

(Added to NAC by Bd. of Exam’rs for Social Workers by R113-98, eff. 1-13-99; A by R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009)

NAC 641B.055 “Protestant” defined. ([NRS 641B.160](#)) “Protestant” means any person who enters a proceeding to protest against an application or petition.
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88)

NAC 641B.056 “Provider” defined. ([NRS 641B.160](#)) “Provider” means a person or entity who offers programs of continuing education that must be approved pursuant to the review process set forth in subsection 1 of [NAC 641B.191](#).
(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R112-00, 1-17-2001)

NAC 641B.057 “Psychotherapeutic methods and techniques” defined. ([NRS 641B.160](#)) “Psychotherapeutic methods and techniques” means the methods of treatment, including, without limitation, the use of individual, couples, family and group therapy, that use a specialized, formal interaction between a licensed clinical social worker and a client in which a therapeutic relationship is established and maintained to:

1. Understand unconscious processes and intrapersonal, interpersonal and psychosocial dynamics; and
2. Diagnose and treat mental, emotional and behavioral disorders, conditions and addictions.
(Added to NAC by Bd. of Exam’rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R142-08, 2-11-2009)

NAC 641B.059 “Reporting period” defined. “Reporting period” means the period set forth in [NAC 641B.186](#) during which a licensee must obtain the hours of continuing education required pursuant to [NAC 641B.187](#).

(Added to NAC by Bd. of Exam’rs for Social Workers by R110-17, eff. 2-27-2018)

NAC 641B.060 “Respondent” defined. ([NRS 641B.160](#)) “Respondent” means a person against whom any complaint is filed or investigation is initiated.

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88)

NAC 641B.062 “Services that are culturally and linguistically appropriate” defined. ([NRS 641B.160](#)) “Services that are culturally and linguistically appropriate” means any care or services provided by a licensee that:

1. Are effective, understandable and respectful; and
2. Within the limitations of any available resources, are compatible with the client’s:
 - (a) Cultural beliefs and practices; and
 - (b) Preferred language of communication.

(Added to NAC by Bd. of Exam’rs for Social Workers by R122-06, eff. 7-14-2006)

NAC 641B.063 “Social work services” defined. ([NRS 641B.160](#)) “Social work services” means the application of skills, knowledge, methods, principles and techniques relating to social work in the licensed practice of social work.

(Added to NAC by Bd. of Exam’rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003)

NAC 641B.065 “Social worker” defined. ([NRS 641B.160](#)) “Social worker” means a licensed associate in social work or a person holding a license or provisional license as a licensed social worker, a licensed independent social worker or a licensed clinical social worker unless the context specifically refers solely to a person licensed as a licensed social worker pursuant to [NRS 641B.220](#).

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A by R112-00, 1-17-2001; R079-02, 1-9-2003)

NAC 641B.066 “Telehealth” defined. “Telehealth” means the delivery of services from a *Nevada licensed* provider of health care to a client at a different location *within the state of Nevada*, through the use of various technologies. The term includes the delivery of services from a *Nevada licensed* social worker, *licensed master social worker*, *licensed clinical social worker*, *licensed independent social worker* to a client at a different location *within the state of Nevada*, using electronic means or telecommunication technologies.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

NAC 641B.069 Interpretation of terms used in NRS 641B.030. (NRS 641B.160) As used in NRS 641B.030, the Board interprets:

1. "Administration" to mean one or more methods used by those persons with administrative responsibility to plan and achieve organizational goals that will enhance the ability of a client to function physically, socially and economically.
2. "Case work" to mean a method to advocate, plan, provide, evaluate, coordinate and monitor services from a variety of resources on behalf of and in collaboration with a client.
3. "Community organization" to mean a process of intervention to deal with social problems and to enhance the public safety and welfare through planned collective action.
4. "Consultation" to mean a problem-solving process in which expertise is offered to a client or colleague to assist in learning how to solve problems and make decisions to enhance or restore the ability of a client to function physically, socially and economically. The term includes counseling and may be on a continuous, temporary or ad hoc basis.
5. "Group work" to mean an orientation and method of social work intervention in which a small number of persons who share similar problems convene and engage in activities designed to achieve certain objectives.
6. "Planning" to mean the process of specifying future objectives for a client, evaluating the means for achieving those objectives and making deliberate choices with or for the client about the appropriate course of action to achieve the objectives.
7. "Research" to mean systematic procedures used in seeking facts or principles to assist clients in their ability to enhance or restore their ability to function physically, socially and economically.

(Added to NAC by Bd. of Exam'rs for Social Workers by R142-08, eff. 2-11-2009)

NAC 641B.070 Severability. (NRS 641B.160) If any provision of this chapter or any application thereof to any person, thing or circumstance is held invalid, the Board intends that such invalidity not affect the provisions or applications to the extent that they can be given effect.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

LICENSING, AUTHORIZATIONS AND SUPERVISION

~~**NAC 641B.075 Evidence of license. (NRS 641B.160)** Any time a person engages in the practice of social work, the person shall carry evidence that is satisfactory to the Board that he or she holds a license issued by the Board.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003)~~

NAC 641B.080 Display of license. (NRS 641B.160) A licensee shall display prominently at each place of employment or practice of the licensee, the license issued to him or her by the Board or a copy of the license.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99; R112-00, 1-17-2001; R055-19, 12-30-2019)

NAC 641B.082 Display of internship certificate. (NRS 641B.160) An internship certificate issued by the Board must be prominently displayed at all times at each location approved by the Board for the internship.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99)

NAC 641B.085 List of licensed persons; notice of change of address. ([NRS 641B.130](#), [641B.160](#))

1. A copy of the list of names and professional addresses of each person licensed pursuant to this chapter may be obtained from the Board upon written request and payment of the cost of reproduction.

2. Each licensee shall furnish the Board with written notice of his or her home and professional address within 30 days after moving.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; R112-00, 1-17-2001)

NAC 641B.090 Application for licensure or renewal; conditions for waiver of examination; Board approval required to take examination. ([NRS 641B.160](#), [641B.202](#))

1. An application for licensure or renewal must be complete before the Board will process the application. An applicant for initial licensure or licensure by endorsement must complete the application before the application expires pursuant to subsection 9 or 10, as applicable. The Board will consider such an application to be complete if:

(a) The application is submitted on a form provided by the Board;

(b) All the information requested has been provided in accordance with the instructions on the form;

(c) All payments and fees required by the Board for licensure or renewal have been received by the Board; and

(d) All documents required by the Board for licensure or renewal have been received by the Board.

2. For good cause, the Board may allow an applicant to present material at its meeting in addition to the materials which he or she has previously submitted to the Board.

3. By submitting an application, an applicant grants the Board full authority to make any investigation or personal contact necessary to verify the authenticity of, or to clarify an ambiguity in, the matters and information stated within the application. If the Board so requests, the applicant must supply to the Board information that will verify the authenticity or clarify any ambiguity in the application.

4. An applicant for initial licensure must submit to the Board to satisfy the requirements of [NRS 641B.202](#):

(a) Two sets of completed fingerprint cards;

(b) Written authorization for the Board to forward those cards to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report; and

(c) The amount of the fees charged by the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for the handling of the fingerprint cards and issuance of the reports of criminal histories.

5. If deemed necessary, the Board will appoint a member of the Board or a designee to examine an application, take the actions authorized pursuant to subsection 3 and make recommendations for the Board's action.

6. If deemed necessary, the Board will require the personal appearance of the applicant.

7. For each application, the Board will:

(a) Approve the application;

(b) Defer action on the application pending the receipt by the Board of additional information concerning the application; or

(c) Deny the application.

8. The Board may waive the required examination for an applicant if the applicant passed an examination that is at least equivalent to the examination that the applicant would otherwise be required to take pursuant to [NAC 641B.105](#).

9. Before an applicant for initial licensure may take the examination required pursuant to [NAC 641B.105](#), the applicant must obtain approval from the Board to take the examination. An application for initial licensure expires 9 months after the date the initial approval to take the examination is granted by the Board.

10. An application for a license by endorsement expires 6 months after the date the application is received by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R112-00, 1-17-2001; R079-02, 1-9-2003; R048-04, 5-25-2004; R142-08, 2-11-2009; R110-17, 2-27-2018; R055-19, 12-30-2019)

[NAC 641B.XXX](#) Application for inactive status of a current license; conditions for granting inactive status; conditions for reinstating a license. ([NRS 641B.160](#), [641B.202](#))

1. A licensee with an associate in social work, social worker, master social worker, independent social worker or clinical social worker may apply to the Board to have his or her license placed on inactive status.

2. Once inactive status is granted, the licensee must not engage in social work in this State until such time as the license is reinstated and considered in good standing.

(a) An inactive status of a license is valid for up to five years after the date the inactive status was granted. If the license is not returned to current status within five years, it shall be considered expired and a new application for licensure must be submitted, pursuant to [NAC 641B.090](#).

3. An application for reinstatement of a license on inactive status must be completed before the Board will process the application. The Board will consider such an application to be complete if:

(a) The application is submitted in a manner determined by the Board;

(b) All the information requested has been provided in accordance with the instructions on the application;

(c) All payments and fees required by the Board for reinstatement have been received by the Board; and

(d) All documents required by the Board for licensure or renewal have been received by the Board.

4. The applicant will submit 30 CEUs if they are an associate social worker, social worker or master social worker; or 36 CEUs if they are an independent social worker or clinical social worker, pursuant to [NAC 641B.187](#), completed within twelve months prior to application to reinstate the license.

5. The applicant will pay a renewal fee associated with level of license and the reinstatement fee.

[NAC 641B.093](#) Application for authorization to make certifications for emergency admission, release from emergency admission or involuntary court-ordered admission to mental health facility; duty to maintain certain insurance.

1. A licensed clinical social worker must apply to the Board for authorization to make the certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#).

2. The application required pursuant to subsection 1 must be submitted to the Board on a form approved by the Board and must include, without limitation, evidence which is satisfactory to the Board that the applicant:

(a) Has not had a lapse in his or her license as a clinical social worker or his or her practice of social work as a clinical social worker for a minimum of 5 years;

(b) Does not have a professional license or credential that is currently revoked or suspended by an agency of another state and is not currently subject to other disciplinary action by the Board or with regard to a professional license or registration that was issued by another state; and

(c) Has at least 3 years' experience in a mental health setting in the practice of clinical social work or the supervision of clinical social work. The experience in a mental health setting must have been obtained after the applicant was licensed as a clinical social worker.

3. A licensed clinical social worker who is authorized by the Board to make the certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#), and who is not otherwise covered under a policy of professional liability insurance shall maintain a policy of professional liability insurance.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

NAC 641B.095 Evidence of age of applicant. ([NRS 641B.160](#), [641B.200](#))

1. For the purposes of [NRS 641B.200](#), the Board will accept as satisfactory evidence of the age of the applicant:

- (a) A certified copy of his or her birth certificate;
- (b) A copy of a current passport;
- (c) A copy of a current driver's license; or
- (d) Any other such documentation regarding age that is satisfactory to the Board.

2. If the evidence submitted pursuant to this section includes any order of a court or other legal document specifying a change of name of the applicant or any form of identification that includes a photograph of the applicant, a copy of the document or identification must also be submitted to the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R122-06, 7-14-2006; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.100 Evidence of education. ([NRS 641B.160](#))

1. An applicant for licensure ~~or provisional licensure~~ as:

- (a) A licensed social worker;
- ~~(b)~~ *(b) A licensed master social worker;*
- ~~(c)~~ (c) A licensed independent social worker; or
- ~~(e)~~ *(d) A licensed clinical social worker,*

must cause the college or university from which he or she graduated to forward directly to the Board a certified transcript of his or her educational course work which sets forth the degree awarded.

must cause the college or university from which he or she graduated to forward directly to the Board a certified transcript of his or her educational course work which sets forth the degree awarded.

2. A graduate of a foreign social work program must:

(a) Submit the appropriate forms and documentation to the Council on Social Work Education for evaluation of foreign credentials; and

(b) If the Council on Social Work Education determines that his or her foreign program was equivalent to a program that it would accredit in the United States, submit to the Board a copy of his or her transcript and cause the documentation from the Council on Social Work Education to be submitted to the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 11-8-95; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003)

NAC 641B.105 Examinations; retaking failed examination. ([NRS 641B.160](#), [641B.250](#))

1. Except as otherwise provided in [NAC 641B.090](#) and [641B.126](#), an applicant for licensure as a licensed social worker, *licensed master social worker*, licensed independent social worker or licensed clinical social worker must pass the appropriate examination, as described in subsection 2, given by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

2. An applicant for licensure as:

(a) A licensed social worker must pass the Bachelors Examination of the Association of Social Work Boards if the applicant holds a baccalaureate degree in social work as described in [NRS 641B.220](#). If the applicant holds a master's degree in social work as described in [NRS 641B.220](#), the applicant must pass the ~~Bachelors Examination or~~ Masters Examination of the Association of Social Work Boards.

(b) A licensed independent social worker must pass the Advanced Generalist Examination of the Association of Social Work Boards.

(c) A licensed clinical social worker must pass the Clinical Examination of the Association of Social Work Boards.

3. Except as otherwise provided in this section, an applicant who is required to pass an examination pursuant to this section must satisfy the Board that he or she possesses the necessary requirements regarding age, character, education and, if applicable for the relevant license, supervisory experience before taking the examination. A student of social work currently enrolled in his or her last semester may take the examination before the award of his or her degree. For the purposes of this subsection, "student of social work" means a person enrolled in an undergraduate or graduate program of study leading to a degree in social work from a college or university accredited by the Council on Social Work Education or which is a candidate for such accreditation.

4. An applicant for initial licensure as a licensed social worker who is required to pass an examination pursuant to this section must do so within 6 months after satisfying the requirements set forth in subsection 3.

5. In addition to the requirements for offering examinations set forth in [NRS 641B.250](#), examinations will be offered as deemed appropriate by the Board and as scheduled by the Association of Social Work Boards or another testing administrator that has been approved by the Board.

6. A failed examination:

(a) For initial licensure as a licensed social worker may be retaken every 90 days after the failed examination until the application expires pursuant to [NAC 641B.090](#).

(b) By a licensee in an internship undertaken pursuant to [NAC 641B.140](#) or [641B.150](#) may be retaken every 90 days after the failed examination and thereafter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 11-8-95; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009; R025-14, 10-24-2014; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.110 Expiration and renewal of license and provisional license; circumstances under which license becomes delinquent. ([NRS 641B.160](#), [641B.280](#), [641B.290](#))

1. ~~Except for a provisional license issued pursuant to [NRS 641B.275](#):~~

~~(a)~~ An initial license will not become delinquent less than 1 year after the date of issuance.

~~(b)~~ ~~(a)~~ Except as otherwise provided in subsection 4, after initial licensure, each license will become delinquent annually on the last day of the month of birth of the licensee and will expire 60 days thereafter.

2. Except as otherwise provided in this subsection, an application for the renewal of a license must be completed on forms supplied by the Board and submitted to the Board on or before the last day of the month of birth of the licensee. ~~An application for the renewal of a provisional license~~

~~issued pursuant to paragraph (b) of subsection 1 of NRS 641B.275 must be submitted to the Board annually on or before the last day of the 12th month after the month in which the license was initially issued, until the expiration of the 3-year period of licensure set forth in NAC 641B.112 or until the license is no longer valid pursuant to NAC 641B.112.~~

3. If an application for renewal and the required fee are not postmarked or received on or before the last day of the month of birth of the licensee, the license becomes delinquent. A licensee whose license becomes delinquent or expires may not engage in the practice of social work until the license has been renewed or restored, as applicable.

4. Except as otherwise provided in this subsection, an application for renewal on which action is deferred pending the receipt by the Board of additional information concerning the application will expire if the additional information is not received by the Board within 21 days after the Board requests the additional information. The application will not expire if the Board, upon written request by an applicant, allows additional time as the Board deems reasonable and necessary to allow the applicant to gather the requested information. The license to which such an application pertains will not become delinquent or expire before the Board approves or denies the application.

5. A person whose license has expired may, within ~~2-years~~ 1 year after the date on which the license expired, regain the right to practice social work at the same level of licensure by applying for restoration pursuant to [NAC 641B.111](#). A person whose license has expired and who, more than ~~2-years~~ 1 year after the date on which it expired, wishes to regain the right to practice social work at the same level of licensure must apply for a license pursuant to [NAC 641B.090](#) to [641B.105](#), inclusive.

6. If a licensee notifies the Board in writing that the licensee will not renew his or her license and allows the license to expire, the Board will not consider the license to be delinquent for the purposes of [NRS 641B.290](#).

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; 11-8-95; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009; R055-19, 12-30-2019)

NAC 641B.111 Restoration of *inactive or* expired license: Required submissions with application; notification of owed debt; extension for completion of or waiver from requirements of continuing education; hearing for restoration under certain circumstances. ([NRS 641B.160](#), [641B.280](#), [641B.290](#))

1. An application for restoration of an expired license must be completed on a form supplied by the Board and submitted to the Board within ~~2-years~~ 1 year after the date on which the license expired.

2. In addition to the requirements set forth in [NRS 641B.290](#) and except as otherwise provided in subsection 4, an application for restoration of an expired license must be accompanied by:

(a) Two sets of completed fingerprint cards;

(b) Written authorization for the Board to forward those cards to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;

(c) The amount of the fees charged by the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for the handling of the fingerprint cards and issuance of the report of criminal history;

(d) Evidence of the completion of all past continuing education hours; and

(e) Evidence that:

~~(1) The appropriate examination for licensure was passed by the applicant; or~~

~~(2)~~ (1) The licensee has maintained an equivalent license from another state in good standing.

3. If the State Controller has notified the Board pursuant to subsection 5 of [NRS 353C.1965](#) that the applicant owes a debt to an agency which has been assigned to the State Controller for collection pursuant to [NRS 353C.195](#), the Board will not restore the applicant's expired license unless the Board receives notification from the State Controller that the applicant has:

- (a) Satisfied the debt;
- (b) Entered into an agreement for the payment of the debt pursuant to [NRS 353C.130](#); or
- (c) Demonstrated that the debt is not valid.

4. After receiving an application for restoration of an expired license, the Board may:

(a) Grant an extension of not more than 6 months for the completion of past continuing education hours; and

(b) For good cause, waive the requirements of subsection 2 regarding the continuing education hours required pursuant to [NAC 641B.187](#).

5. If the applicant has been the subject of a disciplinary action by the Board or any other licensing agency in this State or any other jurisdiction, the Board may hold a hearing on an application for the restoration of an expired license to consider, without limitation:

- (a) The possible refusal to restore the expired license; and
- (b) The restoration of the expired license and the imposition of disciplinary action.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R112-00, 1-17-2001; R142-08, 2-11-2009; R025-14, 10-24-2014; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.112 Provisional license: Eligibility; validity; disciplinary action; reinstatement or restoration not allowed if license invalidated or revoked; supervision of holder. ([NRS 641B.160](#), [641B.275](#))

1. For purposes of paragraph (b) of subsection 1 of [NRS 641B.275](#):

(a) An applicant *initial licensure by examination* must cause the college or university to forward directly to the Board the evidence of enrollment *in their final semester of schooling from Council on Social Work Education accredited program and must cause the college or university from which he or she graduated to forward directly to the Board an official transcript of his or her educational course work which sets forth the degree awarded.*

~~(b) The evidence of enrollment must include evidence, that is satisfactory to the Board, of formal admission to the program of study and of satisfactory progress toward the degree, indicating that the applicant will be able to obtain the degree in social work within 3 years.~~

~~2. A provisional license issued pursuant to paragraph (b) of subsection 1 of [NRS 641B.275](#) is no longer valid:~~

~~(a) If, upon request of the Board, the licensee fails to cause the college or university to forward directly to the Board evidence of enrollment that complies with subsection 1.~~

~~(b) If the licensee fails to renew his or her provisional license by:~~

~~—— (1) Submitting to the Board the application for renewal on a form supplied by the Board and the appropriate fee; and~~

~~—— (2) Causing the college or university to forward directly to the Board evidence of enrollment that complies with subsection 1.~~

~~(c) Three years after:~~

~~—— (1) The initial issuance of the license; or~~

~~—— (2) The licensee graduates from a program of study leading to a degree in social work,~~

~~whichever occurs first.~~

~~3.~~ (b) A person is not eligible for the issuance of a provisional license pursuant to paragraph (a) of subsection 1 of [NRS 641B.275](#) if he or she has failed the prescribed examination within 5 years immediately preceding the date on which he or she submits his or her application.

4. (c) A provisional license issued pursuant to paragraph (a) of subsection 1 of [NRS 641B.275](#) is no longer valid if:

- (a) (1) The licensee fails the prescribed examination; or
- (b) (2) The provisional licensing period of 90 days expires, whichever occurs first.

~~5.~~ 2. The holder of a provisional license may be subject to disciplinary action pursuant to [NRS 641B.400](#), including, without limitation, the revocation of his or her license.

~~6.~~ 3. A provisional license that has been invalidated or revoked may not be reinstated or restored. A person who has obtained a provisional license is not eligible for a second provisional license.

~~7.~~ ~~The holder of a provisional license to engage in social work, to engage in social work as a licensed independent social worker or to engage in social work as a licensed clinical social worker shall practice under the supervision of a licensed social worker who is:~~

- ~~(a) Licensed pursuant to [chapter 641B](#) of NRS; and~~
- ~~(b) Authorized pursuant to the provisions of [chapter 641B](#) of NRS to practice in the setting in which the holder of the provisional license intends to practice.~~

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 10-25-93; A by R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R122-06, 7-14-2006; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.115 Fees. ([NRS 641B.160](#), [641B.300](#)) An applicant must pay the following fees for licensure:

1. Licensed associate in social work:	
(a) Annual renewal of license.....	\$125.00
(b) Restoration of revoked license.....	150.00
(c) Restoration of expired license.....	200.00
(d) Renewal of delinquent license.....	100.00
(e) <i>Reinstatement of inactive license.....</i>	<i>150.00</i>
2. <i>Licensed social worker or licensed master social worker:</i>	
(a) Initial application.....	\$50.00
(b) Initial issuance of license other than license by endorsement.....	125.00
(c) Annual renewal of license.....	125.00

(d) Restoration of revoked license.....	150.00
(e) Restoration of expired license.....	200.00
(f) Renewal of delinquent license.....	100.00
(g) Initial issuance of license by endorsement pursuant to NRS 641B.271	125.00
(h) Initial issuance of license by endorsement pursuant to NRS 641B.272	62.50
(i) Initial issuance of provisional license.....	93.75
(j) Annual renewal of provisional license.....	93.75
(j) <i>Reinstatement of inactive license</i>	150.00

3. Licensed independent social worker and licensed clinical social worker:

(a) Initial application.....	\$50.00
(b) Initial issuance of license other than license by endorsement.....	125.00
(c) Annual renewal of license.....	187.50
(d) Restoration of revoked license.....	150.00
(e) Restoration of expired license.....	200.00
(f) Renewal of delinquent license.....	100.00
(g) Initial issuance of license by endorsement pursuant to NRS 641B.271	125.00
(h) Initial issuance of license by endorsement pursuant to NRS 641B.272	62.50
(i) Initial issuance of provisional license.....	93.75
(e) <i>Reinstatement of inactive license</i>	150.00

If an applicant applies for more than one type of license at one time, he or she will be required to pay only one application fee.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 10-25-93; 11-8-95; R113-98, 1-13-99; R079-02, 1-9-2003; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.120 Payment and handling of fees and remittances; refund not allowed in certain circumstances. ([NRS 641B.160](#))

1. Fees and remittances to the Board must be made by using a credit card, debit card, money order, bank draft or check payable to the Board. The Board will not accept currency or coin as payment.

2. Payment in full of all required fees must accompany each application for licensure or renewal.

3. The Board will establish bank accounts necessary for handling of fees and remittances. The accounts will require for the transaction of business the signature of:

(a) Two members of the Board; or

(b) Any member of the Board and the Executive Director of the Board.

4. The Board will not refund any money related to an application which has expired pursuant to subsection 9 or 10 of [NAC 641B.090](#).

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.124 Practice remotely by electronic means, use of telecommunication technologies or by other means. (NRS 641B.160) The provision of social work services remotely to a client within this State through any means, including, without limitation, electronic means or telecommunication technologies, regardless of the location of the social worker, constitutes the practice of social work and is subject to the provisions of [chapter 641B](#) of NRS and any regulations adopted pursuant to that chapter.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R110-17, 2-27-2018)

NAC 641B.126 Licensure by endorsement. (NRS 641B.160, 641B.270, 641B.271)

1. An applicant for licensure as a social worker, *licensed master social worker*, independent social worker or clinical social worker who holds, in the District of Columbia or any state or territory of the United States, a corresponding and valid license that is in good standing to engage in the practice of social work as described in this chapter and [chapter 641B](#) of NRS and who satisfies the requirements of [NRS 641B.200](#) and [NRS 641B.220](#), [641B.230](#) or [641B.240](#), as applicable, may be licensed by endorsement by the Board to engage in the practice of social work as a social worker, *master social worker*, independent social worker or clinical social worker in this State by the Board without taking the examination prescribed by the Board.

2. An applicant for licensure by endorsement pursuant to this section must submit to the Board:

(a) An application on a form prescribed by the Board;

(b) The applicable fee; and

(c) Except as otherwise provided in subsection 3, proof that the license issued by the District of Columbia or the other state or territory or any other license or credential issued to the applicant by the District of Columbia or another state or territory:

(1) Is currently valid and in good standing; and

(2) Has never been suspended, revoked or otherwise restricted for any reason.

3. If an applicant has had a license or credential that was issued by the District of Columbia or another state or territory suspended, revoked or otherwise restricted for any reason, the Board will review and consider the specific facts and circumstances surrounding the suspension, revocation or restriction and may issue or decline to issue a license to an applicant based upon its review.

4. Upon receipt of all documents required for an application to be considered complete, the licensee will immediately be licensed if the applicant reports that (s)he has never had a sanction against any current or prior license and report no history of arrests, charges or convictions. Upon receipt of the background check report and the license verifications, the Board will compare this to the application.

(a) If a license verification do not coincide with information provided in the application or the background check report does not match the information in the application, the

endorsed license will immediately be suspended until such time as the licensee can provide information regarding sanctions or legal history.

(Added to NAC by Bd. of Exam'rs for Social Workers by R113-98, eff. 1-13-99; A by R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

~~NAC 641B.131 "Degree in a related field" defined for purposes of qualifying for license or provisional license. (NRS 641B.160, 641B.220, 641B.275) As used in NRS 641B.220 and 641B.275, "degree in a related field" has the meaning ascribed to it in NAC 641B.028.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001)~~

NAC 641B.140 Licensed independent social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state. (NRS 641B.160, 641B.230)

1. Except for an applicant for licensure by endorsement, an applicant for licensure as a licensed independent social worker must complete an internship consisting of not less than 3,000 hours of supervised, postgraduate social work. Except as otherwise provided in subsection 3, the required work must be:

(a) Undertaken in a program that is approved by the Board before the applicant begins the program. The program must include, without limitation:

- (1) An examination, if deemed necessary by the Board;
- (2) An appropriate setting, as determined by the Board;
- (3) Supervision of the applicant by a supervisor who has been approved by the Board; and
- (4) A plan of supervision that has been approved by the Board.

(b) Completed not earlier than 2 years or later than 3 years after the Board approves the program. For good cause, the Board will grant a specific extension of this period. The Board will disallow credit for all hours of internship accrued under the program if the required work does not result in the issuance of a license to engage in social work as an independent social worker within 3 years after the end of the program.

(c) Conducted pursuant to the requirements and standards set forth by the Board. For good cause, the Board will withdraw its approval of a particular program. Good cause for withdrawal of approval of a program includes, but is not limited to:

(1) The inability of a program to sustain, after 2 full, consecutive **calendar quarters reporting periods**, the minimum number of hours necessary to complete the program as required by paragraph (b);

(2) An investigation or finding by a local, state or federal authority pertaining to alleged practices conducted at the setting of the program which may be deemed unethical or unsafe under this chapter or **chapter 641B** of NRS; or

(3) An investigation by the Board of a licensee who engages in practices which may be deemed unethical or unsafe under this chapter or **chapter 641B** of NRS while supervising an intern as an owner, operator, employee or contractor of an agency that is part of a program of internship.

2. The Board will authorize a program to be conducted at not more than three agencies simultaneously.

~~3. Upon application to the Board by an applicant who is currently a social worker or an associate in social work licensed in this State, the District of Columbia or any other state or~~

~~territory of the United States, the Board may approve and accept for licensure supervised, postgraduate hours completed in an agency that provides social work services if the applicant:~~

- ~~—(a) Has been continually licensed as a social worker for the immediately preceding 10 years;~~
- ~~—(b) Provides evidence satisfactory to the Board of continuous supervision by a licensed master's level social worker for at least 5 of the immediately preceding 10 years; and~~
- ~~—(c) Has passed an examination recognized and approved by the Board.~~

~~4. The Board will approve work submitted by an applicant who is not licensed as an independent social worker in the District of Columbia or another state or territory pursuant to subsection 3 and accept it towards the hours of supervision that are required for licensure pursuant to subsection 1 if the Board determines that the experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board for those applicants who complete their supervised, postgraduate social work in this State.~~

~~5. (4) The following activities do not qualify as supervised, postgraduate social work:~~

- ~~(a) Instruction in techniques or procedures through classes, workshops or seminars.~~
- ~~(b) Orientational programs.~~

~~(c) Practice which is not under the supervision of an agency approved by the Board. The Board will consider a person to be under the supervision of an agency if:~~

~~(1) Each client who is served by the intern is a client of the agency and that fact is clearly set forth on each contract, release, agreement for financial reimbursement and billing statement which relates to that client;~~

~~(2) All records regarding clients belong to the agency and the agency has provided for their confidentiality and safekeeping;~~

~~(3) The agency appoints a specific employee of the agency to act as the board-approved supervisor of the intern, if such an employee is available, or otherwise approves a nonemployee to do so;~~

~~(4) The appointed supervisor reviews the work of the intern in the manner required for supervisors of interns;~~

~~(5) The appointed supervisor is granted complete access to all records of the agency related to the practice of the intern; and~~

~~(6) Any compensation for the services of the intern is provided directly by the agency.~~

~~(d) Any other activity that the Board determines is not within the scope of the practice of social work.~~

~~(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R079-02, 1-9-2003; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)~~

NAC 641B.150 Licensed clinical social worker: Internship required for licensure; requirement may include multiple agencies; approval of postgraduate hours completed in agency; approval of postgraduate hours in different state. (NRS 641B.160, 641B.240)

1. Except for an applicant for licensure by endorsement, an applicant for licensure as a licensed clinical social worker must complete an internship consisting of not less than 3,000 hours of supervised, postgraduate clinical social work. Except as otherwise provided in subsection 5, the required work must be:

(a) Undertaken in a program that is approved by the Board before the applicant begins the program. The program must include, without limitation:

- (1) An examination, if deemed necessary by the Board;
- (2) An appropriate setting, as determined by the Board;
- (3) Supervision of the applicant by a supervisor who has been approved by the Board; and
- (4) A plan of supervision that has been approved by the Board.

(b) Completed not earlier than 2 years or later than 3 years after the Board approves the program. For good cause, the Board will grant a specific extension of this period. The Board will

disallow credit for all hours of internship accrued under the program if the required work does not result in the issuance of a license to engage in social work as a clinical social worker within 3 years after the end of the program.

(c) Conducted pursuant to the requirements and standards set forth by the Board. For good cause, the Board will withdraw its approval of a particular program. Good cause for withdrawal of approval of a program includes, without limitation:

(1) The inability of a program to sustain, after 2 full, consecutive calendar quarters, the minimum number of hours necessary to complete the program as required by paragraph (b);

(2) An investigation or finding by a local, state or federal authority pertaining to alleged practices conducted at the setting of the program which may be deemed unethical or unsafe under this chapter or [chapter 641B](#) of NRS; or

(3) An investigation by the Board of a licensee who engages in practices which may be deemed unethical or unsafe under this chapter or [chapter 641B](#) of NRS while supervising an intern as an owner, operator, employee or contractor of an agency that is part of a program of internship.

(d) An intern will not hold a post-graduate internship in another state simultaneously to an approved internship in Nevada.

(e) An intern will not practice outside of the state of Nevada while in an approved internship in Nevada.

2. The Board will authorize a program to be conducted at not more than three agencies simultaneously.

3. At least 2,000 hours of the supervised, postgraduate clinical social work required by subsection 1 must be in the area of psychotherapeutic methods and techniques to persons, families and groups to help in the diagnosis and treatment of mental and emotional conditions. Unless otherwise approved by the Board, an average of 32 hours per week, not to exceed 416 hours in each quarter, of postgraduate hours in the use of psychotherapeutic methods and techniques will be accepted toward satisfying this requirement. The remaining hours required by subsection 1 may be completed in other areas of clinical social work.

4. At least 1,000 hours of the supervised, postgraduate clinical social work required by subsection 1 must be supervised by a licensed clinical social worker approved by the Board. The remaining hours required by subsection 1 may be supervised by a licensed clinical social worker, a licensed clinical psychologist or a psychiatrist who is licensed to practice medicine and certified by a board that is recognized by the American Board of Medical Specialties or the American Osteopathic Association, or a successor organization, or that is approved by the Board.

5. An applicant who is not licensed as a clinical social worker but has performed supervised, postgraduate clinical social work in the District of Columbia or another state or territory of the United States within the immediately preceding 3 years may submit to the Board, for its consideration as part of a program approved by the Board, evidence of the satisfactory completion of that work if:

(a) A licensing board that accepted the supervised, postgraduate clinical social work submits verification of the hours of work directly to the Board in a manner that is approved by the Board; and

~~—(b) The Board determines that the experience of the applicant is substantially equivalent to or exceeds the current standards established by the Board for those applicants who complete their supervised, postgraduate clinical social work in this State.~~

~~—6. (5) The following activities do not qualify as supervised, postgraduate clinical social work:~~

~~(a) Instruction in techniques or procedures through classes, workshops or seminars.~~

~~(b) Orientational programs.~~

~~(c) Role-playing as a substitute for actual social work.~~

~~(d) Psychotherapy of the intern himself or herself.~~

(e) Practice which is not under the supervision of an agency approved by the Board. The Board will consider a person to be under the supervision of an agency if:

(1) Each client who is served by the intern is a client of the agency and that fact is clearly set forth on each contract, release, agreement for financial reimbursement and billing statement which relates to that client;

(2) All records regarding clients belong to the agency and the agency has provided for their confidentiality and safekeeping;

(3) The agency appoints a specific employee of the agency to act as the board-approved supervisor of the intern, if such an employee is available, or otherwise approves a nonemployee to do so;

(4) The appointed supervisor reviews the work of the intern in the manner required for supervisors of interns;

(5) The appointed supervisor is granted complete access to all records of the agency related to the practice of the applicant; and

(6) Any compensation for the services of the intern is provided directly by the agency.

(f) Any other activity that the Board determines is not within the scope of the practice of clinical social work.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R079-02, 1-9-2003; R048-04, 5-25-2004; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.155 Supervisors of interns: Generally; maintenance of list of supervisors approved by Board. ([NRS 641B.160](#))

1. To become a supervisor of an intern, a person must:

(a) Be approved by the Board to serve as the supervisor of an intern.

(b) Be a licensed independent social worker or a licensed clinical social worker if supervising an intern who is seeking a license as a licensed independent social worker, or be a licensed clinical social worker, a licensed clinical psychologist or a psychiatrist who is licensed to practice medicine and certified by a board that is recognized by the American Board of Medical Specialties or the American Osteopathic Association, or a successor organization, or that is approved by the Board, if supervising an intern who is seeking a license as a licensed clinical social worker.

(c) Have at least 3 years of experience, after obtaining all applicable licenses and certifications, as a licensed clinical social worker, a licensed independent social worker, a licensed clinical psychologist or a psychiatrist who is licensed to practice medicine and certified by a board that is recognized by the American Board of Medical Specialties or the American Osteopathic Association, or a successor organization, or that is approved by the Board.

(d) Demonstrate to the Board that his or her current practice:

(1) If he or she is supervising an intern who is seeking a license as a licensed independent social worker, consists of not less than 15 hours per month of independent practice.

(2) If he or she is supervising an intern who is seeking a license as a licensed clinical social worker, consists of not less than 15 hours per month of clinical practice in the area of psychotherapeutic methods and techniques.

The Board may waive the requirements of this paragraph if the Board determines that there is good cause.

(e) Successfully complete training as specified by the Board. Such training must be repeated every 5 years after the initial approval of the person as a supervisor of an intern.

2. A person will not be approved as a supervisor of an intern if he or she is subject to an order issued by the Board or any other professional licensing board in this State, the District of Columbia or any other state or territory of the United States for disciplinary action.

3. A supervisor shall not:

(a) Reside with the intern, have an intimate personal relationship with the intern or be related to the intern by blood or marriage;

(b) Have had the intern as a client;

(c) Have had the intern as a supervisor; or

(d) Supervise more than four interns at one time without prior approval from the Board.

4. The Board will maintain a list of persons who have been approved by the Board to supervise interns and will make the list available to any person who is applying to become an intern.

5. Each agreement pursuant to which a supervisor agrees to supervise an intern and each plan of supervision setting forth the requirements of [NAC 641B.160](#) must be submitted to the Board for its approval. The Board will, when it deems the limitation appropriate, disapprove a proposal for the supervision of a particular intern by a particular supervisor.

6. A supervisor shall keep a record of the internship program which must include, without limitation, the content of meetings and a description of supervisory activities. Such a record must be kept for a minimum of 5 years after the termination of the internship program.

7. The Board will not recognize time spent by an intern:

(a) Under the supervision of a person who has not been approved by the Board to supervise interns; or

(b) In an arrangement covered by an agreement relating to the supervision of the intern which has not been approved by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.160 Supervisors of interns: Duties; additional internship hours required under certain circumstances; use of telecommunication technologies to supervise; withdrawal of approval to supervise; reapplication for approval; disallowance of credit. ([NRS 641B.160](#))

1. A supervisor of an intern is responsible for the practice of social work by the intern.

2. A supervisor of an intern shall ensure that:

(a) The work of the intern is conducted in an appropriate professional setting;

(b) The work of the intern is consistent with the standards of the profession;

(c) The intern is assisted with the development of his or her professional identity;

(d) The intern has gained the skills required to manage his or her practice;

(e) The intern has gained the skills required for continuing competency;

(f) The intern has gained knowledge of the laws and regulations applicable to the practice of social work;

(g) The intern is familiar with the current literature concerning those areas of social work relevant to his or her area of practice; and

(h) The intern provides services that are culturally and linguistically appropriate.

3. A supervisor of an intern shall:

(a) Except as otherwise provided in subsection 4, meet in person with the intern on an individual basis for at least 1 hour every week, unless the Board specifically directs a different schedule or frequency for the meetings, to discuss and evaluate the performance of the intern in his or her practice;

(b) Unless waived by the Board for good cause, if the intern practices social work at a site at which the supervisor does not practice social work, visit the site at least once every month and as necessary consult with the on-site supervisor regarding the practice of social work by the intern;

(c) Prepare and submit to the Board progress reports every 6 months and a final report, unless the Board specifically directs a different schedule or frequency for the reports, on forms provided by the Board, concerning the progress of the intern in his or her practice; and

(d) Be available to consult with the Board concerning the record, competence in practice, emotional and mental stability or professional and ethical conduct of the intern.

4. A supervisor of an intern may use telecommunication technologies to supervise an intern remotely, ~~but the supervisor must meet in person with the intern at the site at which the intern practices social work at least once every month.~~

5. Not more than 24 hours of the total supervision of the intern may be in the form of group supervision.

6. A supervisor of an intern shall analyze the performance of an intern through information obtained from:

- (a) Observation or participation in the practice of the intern;
- (b) The notes of the intern; and
- (c) Process recordings prepared by the intern.

7. The Board may refuse to accept a progress report or final report submitted by a supervisor of an intern as required pursuant to paragraph (c) of subsection 3 if the report:

- (a) Does not satisfy the reporting requirements for the forms provided by the Board;
- (b) Does not include such additional information concerning the internship as requested by the Board; or
- (c) Is received by the Board after the date on which the report is due.

8. If the Board refuses to accept a progress report or final report pursuant to subsection 7, the Board will disallow credit for all hours of internship as reported on the report.

9. The Board will, if it deems appropriate, require additional hours of internship and supervision for an intern who fails to demonstrate the degree of competency expected at the end of an internship.

10. The Board will, if it deems it appropriate, withdraw its approval of a person to supervise a particular intern or any intern if the supervisor:

- (a) Fails to supervise an intern adequately;
- (b) Fails to comply with each applicable provision of a statute or regulation;
- (c) Fails to submit acceptable reports as required in paragraph (c) of subsection 3 regarding the progress of each intern under his or her supervision;
- (d) Without good cause or approval by the Board, fails to submit two consecutive reports as required pursuant to paragraph (c) of subsection 3;
- (e) Fails to complete the training required by the Board pursuant to subsection 1 of [NAC 641B.155](#); or

(f) Becomes subject to an order issued by the Board for disciplinary action.

11. A person whose approval to supervise an intern has been withdrawn by the Board because he or she is subject to an order issued by the Board for disciplinary action may reapply for approval to supervise an intern after satisfactorily completing the requirements of the order.

12. If the Board withdraws its approval of the person supervising an intern:

- (a) The Board may disallow credit for all hours of internship as reported on progress reports and final reports submitted by the supervisor pursuant to paragraph (c) of subsection 3; and
- (b) The intern may apply to the Board for the:
 - (1) Assignment of another approved supervisor; and
 - (2) Approval of a new internship agreement and plan of supervision.

13. As used in this section, "process recording" means a written record of an interaction with a client.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89; 5-15-92; 10-25-93; 4-27-94; R113-98, 1-13-99; R112-00, 1-17-2001; R122-06, 7-14-2006; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.165 Supervisors of interns: Requirements for provision or continuation of supervision. (NRS 641B.160) A supervisor of an intern may agree to provide or continue the supervision of an intern only if he or she believes that the intern:

1. Will qualify for licensure pursuant to [chapter 641B](#) of NRS;
2. Is achieving the competence necessary to practice in social work or clinical social work; and
3. Will uphold the professional and ethical standards of the practice of social work.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R142-08, 2-11-2009; R055-19, 12-30-2019)

NAC 641B.170 Supervisors of interns: Agreement for fee. (NRS 641B.160) A supervisor of an intern and his or her intern may, by agreement, establish a fee, if any, to be paid by the intern to the supervisor for supervising the intern's practice.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

CONTINUING EDUCATION

NAC 641B.186 Interpretation of "reporting period" as used in [NAC 641B.187](#) and [641B.188](#). For the purposes of [NAC 641B.187](#) and [641B.188](#), a licensee's reporting period is:

1. For the licensee's first reporting period, the period that begins on the date when the licensee obtains his or her initial license and ends on the date that is the deadline for the licensee to renew his or her license for the second time.

2. For any subsequent reporting period, every 2 years thereafter.

(Added to NAC by Bd. of Exam'rs for Social Workers by R110-17, eff. 2-27-2018)

NAC 641B.187 Continuing education requirements for reporting period; waivers; grounds for disciplinary action. (NRS 641B.160, 641B.280)

1. Except as otherwise provided in subsection 3, during each reporting period:

(a) A licensee who is a licensed associate in social work or a licensed social worker must complete at least 30 continuing education hours, of which:

(1) Four hours must relate to ethics in the practice of social work, including, without limitation, issues addressing professional boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing job stress, social work laws and regulations, cultural competency and racial biases, risk management, mandated reporting, certifications for an emergency admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#), scope of practice, professional conduct, standards of care or impaired professionals, or any combination thereof;

(2) Two hours must relate to evidence-based suicide prevention and awareness or another course of instruction on suicide prevention and awareness that has been approved by the Board, and must be completed every 2 years as required pursuant to [NRS 641B.280](#); and

(3) Unless otherwise approved by the Board, 10 hours must be in the field of practice of the licensee; and

(b) A licensee who is a licensed clinical social worker or licensed independent social worker must complete at least 36 hours of continuing education, of which:

(1) Four hours must relate to ethics in the practice of social work, including, without limitation, issues addressing professional boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing job stress, social work laws and regulations, cultural competency and racial biases, risk management, mandated reporting, certifications for an emergency

admission, release from an emergency admission or involuntary court-ordered admission described in [NRS 433A.170](#), [433A.195](#) and [433A.200](#), scope of practice, professional conduct, standards of care or impaired professionals, or any combination thereof;

(2) Two hours must relate to evidence-based suicide prevention and awareness or another course of instruction on suicide prevention and awareness that has been approved by the Board, and must be completed every 2 years as required pursuant to [NRS 641B.280](#); and

(3) Unless otherwise approved by the Board, 12 hours must be in the field of practice of the licensee.

2. To fulfill the continuing education requirements of this section, the continuing education hours for all classes of licensure must be completed in programs of continuing education approved by the Board that maintain, improve or enhance the knowledge and competency of a licensee in the practice of social work.

3. Except as otherwise provided in subsection 6:

(a) Upon the request of the licensee, the Board may waive the continuing education requirements of this section for a licensee who is at least 65 years of age and is retired from the practice of social work.

(b) The Board may waive the continuing education hours required pursuant to subsection 1 for a reporting period if it finds good cause to do so.

(c) The Board may waive the continuing education hours required pursuant to subsection 1 for a reporting period during which a licensee is enrolled in a program leading to:

(1) A baccalaureate or master's degree in social work from a college or university that is accredited by or is a candidate for accreditation by the Council on Social Work Education; or

(2) A doctoral degree in social work.

If the Board waives the continuing education requirements for a reporting period pursuant to this paragraph, the licensee must submit to the Board proof of such enrollment during the reporting period for which the continuing education requirements are waived.

4. A licensee may not take a program of continuing education which presents the same material he or she took during the immediately preceding reporting period.

5. A licensee is subject to disciplinary action if he or she:

(a) Within 30 days after receiving a request from the Board, fails to provide to the Board information of his or her participation in a program of continuing education; or

(b) Submits to the Board false or inaccurate information regarding his or her participation in a program of continuing education.

6. The Board will not:

(a) Waive the continuing education concerning suicide prevention and awareness which is required pursuant to subparagraph (2) of paragraph (a) or subparagraph (2) of paragraph (b) of subsection 1, as applicable; or

(b) Renew the license of a licensee who has not completed such continuing education.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 10-25-93; 11-8-95; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R018-16, 6-28-2016, eff. 7-1-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.188 Affidavit of completion: Submission; certificate of completion required; verification of authenticity. ([NRS 641B.160](#), [641B.280](#))

1. Except as otherwise provided in subsection 3 of [NAC 641B.187](#), beginning with a licensee's second application for renewal of his or her license, and every 2 years thereafter, the licensee's application for renewal must be accompanied by:

(a) An affidavit evidencing the completion of the continuing education hours required pursuant to [NAC 641B.187](#) during the reporting period immediately preceding the date of the application; and

(b) The certificate provided to the licensee pursuant to [NAC 641B.194](#) evidencing the completion of the continuing education hours required pursuant to subparagraph (2) of paragraph (a) or subparagraph (2) of paragraph (b) of subsection 1, as applicable, of [NAC 641B.187](#) during the 2 years immediately preceding the date by which the license is required to be renewed and an affidavit evidencing the completion of such continuing education.

2. The Board will randomly select affidavits and request proof from the affiant of the authenticity of the information contained therein.

3. Each licensee shall maintain sufficient documentation which verifies the information set forth in the affidavit for at least 3 years. Such documentation may be maintained electronically. The inability to provide evidence supporting the information in the affidavit subjects the licensee to disciplinary action.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 10-25-93; R142-08, 2-11-2009; R018-16, 6-28-2016, eff. 7-1-2016; R110-17, 2-27-2018)

NAC 641B.189 Approval of program by Board; acceptable forms of program; certain courses and programs deemed approved; unacceptable courses and programs. ([NRS 641B.160](#), [641B.280](#))

1. Except as otherwise provided in subsection 3, a program of continuing education that demonstrates the knowledge and competency of a licensee must be approved by the Board. Except as otherwise provided in this subsection, to obtain the approval of the Board, a continuing education program must provide independent verification that the licensee has successfully completed the program. A continuing education program may be in the form of:

(a) Workshops or conferences, including, without limitation, live or recorded presentations delivered using electronic means or telecommunication technologies;

(b) Except as otherwise provided in paragraph (d) of subsection 4, online learning courses;

(c) Publication of an article or paper by the licensee in a professional journal or other publication that is approved by the Board, not to exceed 15 hours;

(d) A one-time presentation, not to exceed 15 hours, of an academic course, in-service training workshop or seminar by the licensee;

(e) Successful completion of an academic course of instruction at a regionally accredited college or university;

(f) Attendance by the licensee at a meeting, workshop or public hearing conducted by the Board, not to exceed 4 hours towards the ethics requirement; or

(g) Any other kind of program or course if the Board has, at the request of the licensee wishing to take the program or course as continuing education, approved the program or course as a program of continuing education.

2. A licensee may complete the required hours of continuing education with any combination of the actions set forth in paragraphs (a) to (g), inclusive, of subsection 1.

3. A course or program that has been approved by the National Association for Social Workers, ~~or the~~ Association of Social Work Boards, *any Nevada behavioral board approved program, any national behavioral health association, or any national behavioral board approved program*, shall be deemed approved by the Board and is not required to be submitted to the Board by the provider or participant for approval pursuant to [NAC 641B.190](#), [641B.191](#) or [641B.192](#).

4. The following courses and programs will be deemed unacceptable as a program of continuing education:

(a) An orientation program for new employees.

(b) An on-the-job training program presented by an agency whose primary purpose is to disseminate information on the policy or procedure of the agency.

(c) A program for self-improvement.

(d) An online learning course which does not require participants to complete an examination after completing the course and for which there is no independent verification of successful completion.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R018-16, 6-28-2016, eff. 1-1-2017; R110-17, 2-27-2018)

NAC 641B.190 Approval: General requirements. ([NRS 641B.160](#), [641B.280](#))

1. Before the Board approves a course or program, the Board must be satisfied that the course or program:

(a) Will be taught by a competent instructor as demonstrated by his or her educational, professional and teaching experience;

(b) Contains current and relevant educational material concerning social work, is applicable to the practice of social work, and will enhance the knowledge and competency of a licensee in the practice of social work;

(c) Is of professional quality;

(d) Is appropriately designed for instructional purposes;

(e) Is supported by evidence that is based on research; and

(f) Includes a written evaluation of the content and presentation of the course or program and its relevance to the practice of social work for each licensee to complete.

2. A course or program presented in the form of lectures, seminars, workshops, academic courses at an institution of higher education, online learning courses through an accredited college or university which do not lead to a degree, and on-the-job training programs offered by an agency shall be deemed "appropriately designed for instructional purposes," as that term is used in subsection 1. The provider is responsible for the format and presentation of the courses or programs and may restrict the format in which the material is presented unless otherwise required by the Board.

3. The subject matter of a course or program which addresses one or more of the following areas:

(a) Theories or concepts of human behavior and the social environment;

(b) Social work methods of intervention and delivery of services;

(c) Social work research, including, without limitation, the evaluation of programs or practices;

(d) Management, administration or social policy;

(e) Social work ethics and professional behavior;

(f) Services that are culturally and linguistically appropriate;

(g) Social work theories or concepts of addictions in the social environment;

(h) Evidence-based suicide prevention and awareness;

(i) Advanced human rights and social, economic and environmental justice; or

(j) Other areas directly related to the field of practice of the licensee,

shall be deemed to reflect "current and relevant educational material concerning social work" and be "applicable to the practice of social work," as those terms are used in subsection 1.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R122-06, 7-14-2006; R142-08, 2-11-2009; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.191 Approval: Application by provider; action by Board; request for reconsideration of denial. ([NRS 641B.160](#), [641B.280](#))

1. Unless a provider has achieved the status as an approved provider of continuing education pursuant to subsection 2, a provider requesting approval of a course or program must, for each course or program, submit to the Board an application containing the information required by the Board. The Board will notify the provider whether the course or program has been approved

or denied within 30 days after receipt of the completed application for approval by the Board. If the Board approves the course or program, the notice of approval will state the number of continuing education hours for which the course or program is approved. Approval of the course or program will:

- (a) Be given for a particular presentation or series of presentations; or
- (b) Expire on a specific date set forth in the notice of approval.

2. A provider may apply to the Board for status as an approved provider of continuing education. Upon receipt of sufficient evidence that the provider possesses the consistent ability to provide professional-quality programs of continuing education and that it employs or consults with a social worker who is licensed in any jurisdiction and has at least 3 years' experience to review each course or program that will be provided by the approved provider for its compliance with [NAC 641B.190](#), the Board will grant status as an approved provider of continuing education. The Board may withdraw the status of a provider as an approved provider of continuing education if the Board determines that the provider no longer possesses the qualifications of this subsection and gives the provider 30 days' notice. A provider may reapply for status as an approved provider of continuing education at any time.

3. If the Board denies approval of a course or program or denies or withdraws status as an approved provider of continuing education, the applicant may, within 30 days after receiving notice of the denial or withdrawal, request in writing that the Board reconsider its decision.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R110-17, 2-27-2018)

NAC 641B.192 Approval: Application by licensee. ([NRS 641B.160](#), [641B.280](#)) A licensee may request the approval of a course or program which has not been:

1. Submitted for approval by a provider; or
2. Approved by the National Association for Social Workers or the Association of Social Work Boards,

by submitting to the Board an application containing the information required by the Board for its review pursuant to [NAC 641B.190](#). The course or program is subject to the same criteria used to evaluate the course or program submitted by a provider seeking approval.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 11-9-92; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R110-17, 2-27-2018)

NAC 641B.193 Complaint regarding program of continuing education or provider: Investigation by Board; denial or withdrawal of approval. ([NRS 641B.160](#), [641B.280](#))

1. If the Board receives a complaint regarding a course or program of continuing education or a provider, the Board will investigate the complaint. The investigation may include, without limitation:

- (a) Requesting a written response from the provider; and
- (b) Reviewing all relevant documents.

2. If a provider does not submit a response to a request made pursuant to paragraph (a) of subsection 1, the Board may deny approval of any future programs submitted by the provider.

3. As a result of a complaint regarding a program of continuing education or a provider or on its own motion, the Board will deny or withdraw approval of the course or program if it finds that:

- (a) The course or program of continuing education is not in the best interest of the licensee;
- or

- (b) The provider of the course or program:
 - (1) Fails to furnish any material as advertised;
 - (2) Engages in any misleading, deceptive or unethical business or professional practice;
 - (3) Fails to furnish any material required by law; or

(4) Fails to comply with any provision of [chapter 641B](#) of NRS or any regulation adopted pursuant to that chapter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R142-08, 2-11-2009)

NAC 641B.194 Providers: Maintenance of records; issuance of certificates of completion. ([NRS 641B.160](#), [641B.280](#)) Each provider shall:

1. Keep records of:
 - (a) Each licensee who participates in the program;
 - (b) The program attended by each licensee; and
 - (c) The number of continuing education hours completed by each licensee.
2. Maintain the records for 3 years after completion of the program.
3. Furnish each licensee who completes a program of continuing education with a certificate that sets forth:
 - (a) The name of the licensee;
 - (b) The name of the provider of the program;
 - (c) The title of the program;
 - (d) The number of continuing education hours assigned to the program by the Board;
 - (e) The date and location of the program; and
 - (f) The original signature of the provider.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 11-28-89; A by R113-98, 1-13-99; R112-00, 1-17-2001)

STANDARDS OF PRACTICE

NAC 641B.200 Professional responsibility. ([NRS 641B.160](#))

1. The status of a licensee must not be used to support any claim, promise or guarantee of successful service, nor may the license be used to imply that the licensee has competence in another profession.

2. A licensee shall not misrepresent, directly or by implication, his or her own professional qualifications, competency, affiliations and licenses, or those of the institutions and organizations with which he or she is associated. A licensee shall provide accurate information concerning his or her credentials, education, training and experience upon request from a client or potential client.

3. If a licensee holds more than one occupational license, he or she shall disclose to his or her client orally and in writing the type of practice of social work in which the licensee is engaged and which of the licenses apply to the practice of social work the licensee is providing to that client. If a licensee is engaged in a practice that is not the practice of social work, the licensee shall disclose to the client orally and in writing the type of practice in which the licensee is engaged and that the practice is not within the scope of the practice of social work. If the licensee fails to disclose to the client that the practice in which the licensee is engaged is a practice other than the practice of social work, the Board, in evaluating whether the licensee is in compliance with the standards of professional responsibility, will presume that the practice in which the licensee was engaged was intended to be the practice of social work.

4. A licensee shall not engage in the practice of social work while:

- (a) The licensee is impaired by alcohol, drugs or any other chemical; or
- (b) The licensee is impaired by a mental or physical condition that prevents him or her from practicing safely.

5. A licensee shall not use his or her relationship with a:

- (a) Client;
- (b) Person with significant personal ties to a client, whether or not related by blood; or

(c) Legal representative of the client,
to further his or her own personal, religious, political or business interests.

6. A licensee is responsible for setting and maintaining professional boundaries with:

- (a) Each client;
- (b) Each person with significant personal ties to a client, whether or not related by blood;
- (c) The legal representative of the client;
- (d) Each intern; and
- (e) Persons who are supervised by the licensee.

7. Except as otherwise provided by law, a licensee shall not give or receive, directly or indirectly, a fee, commission, rebate or other compensation for professional services that the licensee has not actually and personally rendered. If a licensee is supervising the work of an intern or employee, any billing or documentation of the work must clearly show that the licensee supervised the work and did not personally render services.

8. A licensee shall not knowingly offer service to a client who is receiving treatment from another licensee without prior consultation between the client and the other licensee.

9. Except as otherwise provided in subsection 13, a licensee shall not disparage the qualifications of any colleague.

10. A licensee shall not attempt to diagnose, prescribe for, treat or advise on any problem outside his or her field of competence. Except as otherwise provided in this subsection, a licensee shall not assume duties and responsibilities within the practice of social work if he or she cannot perform the services competently. A licensee may assume duties and responsibilities within the practice of social work, except for the duties and responsibilities described in [NAC 641B.093](#), for which he or she cannot currently perform the services competently if he or she prepares a reasonable written plan demonstrating the manner in which he or she will acquire the competence necessary to perform the services competently. Such a plan must be completed under the supervision of or with the consultation of a professionally qualified person who can demonstrate competency in the area of study. A copy of a plan prepared pursuant to this subsection must be provided to the Board upon request by the Board.

11. A licensee shall base his or her practice upon recognized knowledge relevant to social work.

12. A licensee shall critically examine and keep current with emerging knowledge relevant to social work.

13. A licensee shall report to the Board any unlicensed, unauthorized, unqualified or unethical practice of social work.

14. Based upon recognized knowledge and standards of practice for social work, a licensee shall prepare and maintain in a timely manner a record regarding each of his or her clients which:

(a) Sets forth his or her assessment of the problems, issues or concerns of the client, the course of treatment or plan of care for the client and the scope of the licensee's services to that client, including, without limitation, any interventions, consultations or mandated reporting; and

(b) Includes, without limitation, copies of:

- (1) All documents relating to the informed consent of the client;
- (2) All documents relating to the release of information regarding the client;
- (3) A record of each contact with the client which includes the date and time of the contact;

and

(4) All other documents required by law or legal documents regarding the client.

15. A licensee shall not:

(a) Inaccurately record, falsify or otherwise alter or destroy any client's records unless specifically authorized by law.

(b) Falsify billing records.

(c) Bill for services not rendered or supported by documentation.

(d) Refuse to release a client's records upon request by the client unless otherwise specifically authorized by law.

16. A licensee shall maintain each client's records in accordance with [NRS 629.051](#).

17. A licensee shall adequately complete and submit to the Board any reports required pursuant to [chapter 641B](#) of NRS, any regulations adopted pursuant to that chapter and any order, rule or instruction of a court of competent jurisdiction in a timely manner.

18. A licensee shall comply with all the provisions of the statutes and regulations governing the practice of social work that are set forth in this chapter and [chapter 641B](#) of NRS. A licensee shall comply with any state or federal law or regulation that is relevant to the practice of social work.

19. A licensee shall not authorize a person under the supervision of the licensee to perform services outside of the level of licensure, training or experience of the person who is supervised or allow that person to hold himself or herself out as having expertise in a field in which he or she is not qualified.

20. A licensee shall not order or knowingly allow a person under the supervision of the licensee to engage in any illegal or unethical act related to social work.

21. A licensee shall notify the Board in writing within 30 days after:

(a) An action is taken against a professional license, certification, registration or credential of the licensee issued by any state or territory of the United States;

(b) A criminal charge is filed against the licensee;

(c) The licensee is charged with or convicted of a criminal offense other than a misdemeanor traffic offense, including, without limitation, driving under the influence of alcohol or a controlled substance;

(d) A civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of social work;

(e) A settlement or judgment in a civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of social work; or

(f) The licensee has entered into a program for the treatment of a substance use disorder or any other behavioral disorder that affects his or her ability to deliver essential social work services.

22. A licensee shall not supervise any person who engages in the practice of social work if that person has not satisfied the appropriate requirements for licensure pursuant to this chapter and [chapter 641B](#) of NRS.

23. A licensee shall not provide any services, including, without limitation, any diagnosis, therapeutic counseling, therapy or other clinical services, to an intern or other person over whom the licensee has administrative, educational or supervisory authority.

24. A licensee shall not knowingly obstruct an investigation conducted by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 11-9-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R048-04, 5-25-2004; R122-06, 7-14-2006; R142-08, 2-11-2009; R025-14, 10-24-2014, eff. 1-1-2015; R110-17, 2-27-2018)

NAC 641B.205 Responsibility to client. ([NRS 641B.160](#))

1. A licensee shall practice social work with professional skill and competence.

2. If a licensee must act on behalf of a client who has been declared incompetent or otherwise found by the Board to be incapable of acting in his or her own best interest, the licensee shall safeguard the interests and rights of that client.

3. If another person has been legally authorized to act on behalf of an incompetent client, a licensee shall deal with that person in accordance with the best interests of the client.

4. A licensee shall not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, social, economic, health or marital status, political belief, diagnosis, mental or physical disability, or any preference or personal characteristic, condition or status.

5. A licensee shall not misrepresent to a client the efficacy of his or her service or the results to be achieved.

6. A licensee shall apprise his or her clients of the risks, rights, opportunities and obligations, financial or otherwise, associated with the provision of social work services to them.

7. A licensee shall seek advice and counsel of colleagues and supervisors whenever it is in the best interest of the client. A licensee shall collaborate with other colleagues as necessary to meet the needs or interests of the client.

8. A licensee shall terminate service to a client and a professional relationship with a client when the service and relationship are no longer required or no longer serve the needs or interests of the client.

9. A licensee shall not withdraw his or her social work services precipitously, except under unusual circumstances and after giving careful consideration to all factors in the situation and taking care to minimize possible adverse effects to the client.

10. A licensee who anticipates the termination or interruption of service to a client shall notify the client promptly and seek the transfer, referral or continuation of service in relation to the needs and preferences of the client.

11. Except as otherwise provided in subsection 12, a licensee shall not influence or attempt to influence a:

(a) Client;

(b) Person with significant personal ties to a client, whether or not related by blood; or

(c) Legal representative of the client,

in any manner which could reasonably be anticipated to result in the licensee deriving benefits of an unprofessional nature during the time that the client is receiving professional services and for 2 years after the termination of the services.

12. A licensee shall not engage in sexual activity with a client during the time that the client is receiving professional services and for 3 years after the termination of the professional relationship.

13. A licensee shall not solicit or enter into a dual relationship with a client, intern or person who is supervised by the licensee:

(a) During the time that the client is receiving professional services from, or the intern or person is being supervised by, the licensee; and

(b) For at least 2 years after the termination of the professional relationship, internship or period of supervision.

14. A licensee shall not cause a client physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.

15. A licensed independent social worker or licensed clinical social worker who is in the independent practice of social work shall establish and maintain a professional will which must specify the person who will serve as a professional executor for the licensed independent social worker or licensed clinical social worker. The executor must oversee the client records, billing and financial records, appointment book and client contact information, passwords and access codes and notify the clients of the licensed independent social worker or licensed clinical social worker in the event that he or she becomes incapacitated or unable to provide social work services, or upon his or her unexpected death.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; 10-25-93; R113-98, 1-13-99; R112-00, 1-17-2001; R079-02, 1-9-2003; R018-16, 6-28-2016; R110-17, 2-27-2018; R055-19, 12-30-2019)

NAC 641B.210 Confidentiality of records. (NRS 641B.160)

1. Records showing a client's problems and the scope of the licensee's services and information obtained from or about a client, including the licensee's personal knowledge of the client, must be maintained in a manner that ensures security and confidentiality. No confidential

records or information contained therein or information obtained from or about a client, including the licensee's personal knowledge of the client, may be released except:

- (a) By written consent of the client;
- (b) In accordance with a subpoena issued by the Board;
- (c) Pursuant to an investigation by the Board; or
- (d) As otherwise provided by law.

2. A licensee is responsible for informing his or her client of the confidentiality policies of the licensee, applicable confidentiality and privacy laws and the limits of confidentiality.

3. Except as otherwise provided by law, information deemed to be confidential pursuant to subsection 1 must not be communicated to others without the client's consent unless there is clear and immediate danger to some person or to society, and then only to the appropriate family members, professional workers, public authorities or, if there is a clear and immediate danger to a specific person or persons, to that person or persons.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R112-00, 1-17-2001; R142-08, 2-11-2009)

NAC 641B.215 Research: Consent and protection of participants; credit for work. ([NRS 641B.160](#))

1. Before engaging in research, a licensee shall obtain the voluntary and informed consent of participants in the research without any implied deprivation or penalty for refusal to participate.

2. A licensee engaging in research shall protect participants in the research from unwarranted physical or mental discomfort, distress, harm, danger or deprivation.

3. A licensee shall treat information obtained from or about participants through research as confidential.

4. A licensee shall only take credit for work actually done in connection with his or her research and shall give credit for contributions made by others.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.220 Unprofessional conduct. ([NRS 641B.160](#), [641B.400](#))

1. A licensee who violates any of the provisions of [NAC 641B.200](#) to [641B.215](#), inclusive, or commits any act that constitutes a basis for refusal by the Board to issue a license pursuant to subsection 2 of [NRS 641B.260](#) is guilty of unprofessional conduct.

2. If the Board determines during an investigation of a violation of this chapter or [chapter 641B](#) of NRS that a licensee has violated the laws of Nevada or the United States, except minor traffic violations, the violation of the laws of Nevada or the United States may be grounds for disciplinary action against the licensee by the Board for unprofessional conduct. The Board may impose discipline upon the licensee whether or not the licensee has been convicted of, or entered a plea of guilty, guilty but mentally ill or nolo contendere to, such a violation.

3. If a violation or other unprofessional conduct occurs:

(a) While the license of a licensee is in effect; or

(b) Between the time when the license of a licensee expires and the time when the license has been restored pursuant to [NAC 641B.111](#), the Board will take disciplinary action, as appropriate, against the licensee even if the license thereafter has expired or been suspended.

4. The revocation, suspension or other disciplinary action taken by any state on a professional license or certificate or registration that was issued by that state is grounds for disciplinary action against the licensee by the Board for unprofessional conduct.

5. The failure of a licensee to comply with a stipulation, agreement, advisory opinion or order issued by the Board constitutes unprofessional conduct.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99; R112-00, 1-17-2001; R025-14, 10-24-2014; R055-19, 12-30-2019)

NAC 641B.225 “Professional incompetence” interpreted. (NRS 641B.160, 641B.400)

1. “Professional incompetence” as that term is used in [NRS 641B.400](#) will be interpreted by the Board to mean a lack of knowledge, skill or ability in discharging a professional obligation and includes malpractice and gross negligence.

2. For the purposes of this section, “malpractice” in the practice of social work means conduct which falls below the standard of care required of a licensee under the circumstances and which proximately causes damage to a client.

3. For the purposes of this section, “gross negligence” in the practice of social work means conduct which represents an extreme departure from the standard of care required of a licensee under the circumstances and which proximately causes damage to a client.

4. *Has previously practiced social work while, with or without good cause, the person’s physical, mental or emotional condition has impaired his or her ability to act in a manner consistent with the established or customary standards of social work.*

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A by R079-02, 1-9-2003)

NAC 641B.240 Use of title. (NRS 641B.160)

1. Each licensee shall use his or her title designated in this chapter in all communications with the Board.

2. An applicant for licensure as a licensed independent social worker or as a licensed clinical social worker who is in a program to complete the required hours of supervised, postgraduate training shall, during the course of the program of internship, use the title “intern” in all communications made within the scope of his or her practice, including, without limitation, all communications with the Board and with his or her respective clients.

(Added to NAC by Bd. of Exam’rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99; R079-02, 1-9-2003)

NAC 641B.245 Appointment of hearing officer. (NRS 641B.150, 641B.160)

1. The Board may appoint an attorney who is licensed to practice law in this State or a licensee to serve as a hearing officer in a contested case. The hearing officer may, upon the request of the Board:

(a) Conduct hearings;

(b) Question witnesses;

(c) Make rulings on motions and objections;

(d) Submit suggested findings of fact or conclusions of law to the Board at the conclusion of the case; and

(e) Take the actions assigned to the “presiding officer” or the “presiding member of the Board” pursuant to the provisions of this chapter.

In the contested case in which a hearing officer is designated pursuant to the provisions of this section, the Board will make the final determination of all findings of fact and conclusions of law in the case.

2. If the Board does not appoint a hearing officer pursuant to subsection 1, the Board will designate the Executive Director, a presiding officer or any other member of the Board to serve as the hearing officer.

(Added to NAC by Bd. of Exam’rs for Social Workers by R112-00, 1-17-2001; A by R079-02, 1-9-2003)

PRACTICE BEFORE THE BOARD OF EXAMINERS FOR SOCIAL WORKERS

Parties and Representatives

NAC 641B.250 Classification of parties. (NRS 641B.160) Parties to proceedings before the Board must be styled "applicant," "complainant," "intervener," "petitioner," "protestant" or "respondent," according to the nature of the proceedings and the relationship of the parties thereto. In any proceeding which the Board initiates, the Board will be styled the "complainant."
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.255 Appearance by Board's staff. (NRS 641B.160) Members of the Board's staff may appear at any proceeding and participate as a party.
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.260 Entry of appearance. (NRS 641B.160) A party shall enter his or her appearance at the beginning of a hearing or at any time designated by the presiding officer, by giving his or her name and address and stating his or her position or interest to the presiding officer. The information must be entered in the record of the hearing.
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.265 Representation of parties. (NRS 641B.160)

1. A party may appear in person or be represented by an attorney.
2. An attorney appearing as counsel in any proceeding must be an attorney at law, admitted to practice and in good standing before the highest court of any state. If the attorney is not admitted and entitled to practice before the Supreme Court of Nevada, he or she must be associated with an attorney so admitted and entitled to practice.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.270 Service upon attorney. (NRS 641B.160) Following the entry of an appearance by an attorney for a party, all notices, pleadings and orders to be served thereafter upon the party must be served upon his or her attorney, and such service is, for all purposes, valid service upon the party represented.
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.275 Withdrawal of attorney. (NRS 641B.160) Any attorney of record wishing to withdraw from a proceeding before the Board must, in writing, immediately notify the Board or its presiding officer, the party whom he or she represented and any other parties to the proceeding.
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

Pleadings, Motions and Discovery

NAC 641B.280 Captions. (NRS 641B.160) Pleadings before the Board must be styled "applications," "petitions," "complaints" and "answers."
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.285 Execution. (NRS 641B.160) Every pleading, except a petition, must be signed by the person who submits it.
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

NAC 641B.290 Construction. (NRS 641B.160) The Board will construe all pleadings so as to administer justice between the parties, and the Board will, or its presiding officer will, at every stage of any proceedings, disregard errors or defects in the pleadings or proceedings which do not affect the substantial rights of the parties.
(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.295 Applications. (NRS 641B.160) A pleading requesting a privilege, license or authority from the Board must be styled as an "application." It must set forth the full name and address of the applicant, and must contain such facts or exhibits as may be required by statute or these regulations.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.300 Petitions. (NRS 641B.160)

1. Each pleading in which a party prays for affirmative relief, excluding an application, complaint or answer but including a request for a declaratory order or an advisory opinion or for the adoption, amendment or repeal of any regulation, must be styled a "petition."

2. A petition must contain the petitioner's full name and mailing address and be signed by him or her.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.305 Procedure upon receipt of accusation. (NRS 641B.160)

1. The Board will initially consider any written accusation regarding a licensee as an informal complaint. Upon receipt of an informal complaint, the Board's staff shall examine the complaint to determine whether it:

- (a) Has been properly verified; and
- (b) Alleges sufficient facts to warrant further proceedings.

2. If the Board's staff determines that the informal complaint is properly verified and does allege sufficient facts, the Board will notify the respondent by certified mail of the allegations and potential violations of a provision of this chapter or [chapter 641B](#) of NRS arising in the informal complaint and request a response for the Board's review before a hearing is set. This notice shall be deemed a notice of intended action pursuant to subsection 3 of [NRS 233B.127](#).

3. The respondent may respond in writing to the office of the Board within 14 days after receiving notice from the Board pursuant to subsection 2. The written response must:

- (a) Contain responses to all the allegations contained in the notice; and
- (b) Be accompanied by all documentation that will be helpful to the Board's staff in reviewing the allegations.

4. The Board's staff and the legal counsel to the Board shall review the informal complaint and any response it receives from the respondent pursuant to subsection 3. The Board's staff and the legal counsel to the Board may:

- (a) Investigate the allegations and may employ such persons or appoint such members of the Board as they deem necessary to further the investigation;
- (b) Consult with experts in the appropriate field and may employ the experts for purposes of investigation or hearing;
- (c) Investigate new leads or allegations that may come to their attention in the course of investigating the informal complaint; and
- (d) Take any other reasonable action necessary to further the investigation.

5. When the investigation is completed, the Board's staff, legal counsel to the Board and persons employed by the Board, including any Board members appointed to assist in the investigation, shall determine whether substantial evidence exists to sustain the alleged violation of a provision of this chapter or [chapter 641B](#) of NRS. If it is determined that no violation of a statute or regulation can be sustained, the Board's staff shall notify the complainant and the respondent of this determination in writing. If new evidence is discovered, the matter may at any time be reopened and investigated by the Board, if circumstances warrant.

6. If it is determined that a violation of a statute or regulation can be sustained, the legal counsel to the Board shall prepare a notice of hearing and a formal complaint.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R112-00, 1-17-2001; R079-02, 1-9-2003)

NAC 641B.310 Formal complaints: Preparation and filing. (NRS 641B.160)

1. A formal complaint must contain a statement of facts showing that a provision of [chapter 641B](#) of NRS or of this chapter has been violated. The formal complaint must be sufficiently detailed to enable the respondent to prepare a defense. All applicable statutes, regulations and orders of the Board must be cited in the formal complaint, together with the date on which the act or omission is alleged to have occurred.

2. If more than one cause of action is alleged in a formal complaint, each cause of action must be stated and numbered separately. Two or more complainants may be joined in one formal complaint if their respective causes of action are against the same person and deal substantially with the same violation of law, or of a regulation or order of the Board.

3. A formal complaint must be filed with the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.315 Formal complaints: Service and response. (NRS 641B.160) If the Board determines that a complaint warrants administrative action, a copy of the formal complaint will be served upon each person against whom the formal complaint is made. Such a person may respond to the formal complaint by filing an answer within 20 days after receipt thereof. If he or she fails to answer within the time prescribed, he or she will be deemed to have denied generally the allegations of the formal complaint.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.320 Motions. (NRS 641B.160)

1. A motion must be made in writing, unless otherwise authorized by the Board or hearing officer during a hearing.

2. Each written motion must set forth the nature of the relief sought and the grounds for the motion.

3. A written motion must be served on the opposing party and the Board at least 15 days before the time set for the hearing on the disciplinary action.

4. Except as otherwise provided in this subsection, an opposing party may file a written response to a motion within 10 days after the receipt of the motion by serving the written response on all parties and the Board. The Board will not consider a written response filed less than 3 days before the time set for the hearing on the disciplinary action, unless the party, at the hearing, demonstrates good cause.

5. Except as otherwise provided in this subsection, the party who made the motion may serve and file a written reply to the response within 7 days after the receipt of the response by serving the written reply on all parties and the Board. The Board will not consider a written response less than 3 days before the time set for the hearing on the disciplinary action, unless the party, at the hearing, demonstrates good cause.

6. The presiding officer shall rule on all motions at or before the scheduled hearing. A decision on a motion may be made without oral argument unless oral argument is required. If oral argument is required, the presiding officer will set a date and time for hearing the argument.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R112-00, 1-17-2001)

NAC 641B.325 Filing pleadings and motions. (NRS 641B.160) An original and two legible copies of each pleading, motion or other paper must be filed with the Board. The Board may direct that a copy of each pleading and motion be made available by the party filing it to any other person who the Board determines may be affected by the proceeding and who desires a copy.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.330 Method of service. (NRS 641B.160) Every notice, advisory opinion, declaratory order or other document to be served by the Board will be served by mail or delivered in person. Service thereof by mail will be deemed complete when a true copy of the document is deposited in the United States mail, postage prepaid, and addressed to the last known address provided to the Board by the licensee pursuant to subsection 2 of [NAC 641B.085](#).

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-28-89)

NAC 641B.335 Proof of service. (NRS 641B.160) Each document to be served by the Board or any party to a proceeding before the Board must include an acknowledgment of service or proof of service.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

NAC 641B.340 Discovery of witnesses and evidence. (NRS 641B.160)

1. No less than 10 days before a matter is scheduled for a disciplinary hearing, any party may serve upon any other party a written demand for:

(a) Copies of all documents reasonably available to the other party which are anticipated to be used in support of that party's position.

(b) A written list of persons whom the other party reasonably anticipates will testify at the disciplinary hearing. Each person must be identified by name and location, along with a general description of the subject matter of his or her testimony.

2. The party to whom such a request is made must respond within 5 days of receiving the request.

3. The party to whom such a request is made is under a continuing duty to supplement promptly his or her response to the request.

4. Failure to comply with this section may result in the exclusion of the undisclosed documents or witnesses at the time of hearing.

5. The procedure set forth in this section is the only method of discovery allowed pursuant to this chapter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.342 Continuance. (NRS 641B.160) The Board will grant a continuance upon a joint stipulation of the parties or the existence of emergency conditions or for good cause shown upon a written request filed with the Board and physically served upon the opposing party not later than 10 days before the hearing. The term "good cause shown" will be narrowly construed. Any party requesting a continuance for good cause shown shall appear on the date set for the hearing and be prepared to proceed.

(Added to NAC by Bd. of Exam'rs for Social Workers by R112-00, 1-17-2001)

Hearings

NAC 641B.345 Notice of hearing. (NRS 641B.160)

1. The Board will serve notice of a hearing at least 10 days before the date set for the hearing. A hearing which has been previously continued may be reset on advance notice of at least 3 days.

2. If a notice of hearing and formal complaint are served at the same time, they may be considered together to satisfy the requirements of [chapter 233B](#) of NRS.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

NAC 641B.350 Failure to appear. (NRS 641B.160)

1. If a party fails to appear at a hearing scheduled by the Board and no continuance has been requested or granted, the Board may hear testimony of witnesses who have appeared and proceed to consider the matter and dispose of it on the basis of the evidence before it.

2. Where, because of accident, sickness or other reasonable cause, a person fails to appear for a hearing or request a continuance thereof, he or she may, within a reasonable time but not more than 30 days after the date originally set for the hearing, apply to the Board to reopen the proceedings. Upon finding the cause sufficient and reasonable, the Board will set a new time and place for hearing and give the person notice thereof. Witnesses who have previously testified may not be required to appear at the second hearing unless so directed by the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R142-08, 2-11-2009)

NAC 641B.355 Preliminary procedure. (NRS 641B.160) The presiding member of the Board will call the proceeding to order, proceed to take the appearances and act upon any pending motions or petitions. The parties may then make opening statements.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.360 Conduct. (NRS 641B.160) At a hearing before the Board, all parties and their counsel and the spectators shall conduct themselves in a respectful manner.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.365 Testimony under oath. (NRS 641B.160) All testimony to be considered by the Board in any hearing, except matters noticed officially or entered by stipulation, will be sworn testimony. Before taking the witness stand, each person must swear or affirm that the testimony he or she is about to give in the hearing before the Board will be the truth, the whole truth and nothing but the truth.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.370 Order of presentation. (NRS 641B.160)

1. Each applicant, petitioner or complainant may present his or her evidence, and then such parties as may be opposing the application, petition or complaint may submit their evidence. The presiding member of the Board will determine the order in which any intervener may introduce his or her evidence.

2. Evidence will ordinarily be received from the parties in the following order:

(a) Upon an application or petition:

- (1) Applicant or petitioner.
- (2) Board's staff.
- (3) Protestant.
- (4) Rebuttal by applicant or petitioner.

(b) Upon a complaint:

- (1) Complainant.
- (2) Respondent.
- (3) Rebuttal by complainant.
- (4) Surrebuttal by respondent.

3. The Board or its presiding member may modify the order of presentation and may allow the parties to make closing statements.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.375 Consolidation of proceedings. (NRS 641B.160) The presiding member of the Board may consolidate two or more proceedings for one hearing whenever it appears that the issues are substantially the same and the interests of the parties will not be prejudiced by a consolidation.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.380 Stipulations. (NRS 641B.160) With the approval of the presiding member of the Board, the parties may stipulate as to any fact at issue, either by a written stipulation introduced in evidence as an exhibit or by an oral statement shown upon the record. Any such stipulation is binding upon all parties to the stipulation, and it may be treated as evidence at the hearing. The presiding member may require evidential proof of the facts stipulated to, notwithstanding the stipulation.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.385 Briefs. (NRS 641B.160) The Board may request briefs to be filed within a specified time. Briefs must be accompanied by proof of service.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.390 Official notice. (NRS 641B.160) In addition to the facts mentioned in subsection 5 of NRS 233B.123, the Board may take official notice of regulations, official reports, decisions, orders, standards or records of the Board, of any other regulatory agency of the State of Nevada, or of any court of record.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.395 Informal hearings. (NRS 641B.160) The Board may hold an informal hearing to:

1. Mediate problems;
2. Discuss factual or legal questions relating to the propriety of certain conduct;
3. Discuss certain conduct and warn holders of licenses that engaging in the conduct will be a violation of law or of the Board's regulations; or
4. Determine the appropriateness of holding a formal hearing on any matter.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.400 Submission for decision. (NRS 641B.160) A proceeding stands submitted for decision by the Board after:

1. The taking of evidence;
2. The filing of briefs; or
3. The presentation of such oral arguments as may have been permitted by the Board, whichever occurs last.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.405 Petition for rehearing. (NRS 641B.160)

1. Within 30 days after the Board has made a decision or issued an order, the aggrieved party may apply for a rehearing by filing a written petition setting forth the grounds for the rehearing. The only grounds for rehearing which will be considered by the Board are:

- (a) Material mistake or fraud affecting the decision; or
- (b) The discovery of previously unavailable material evidence.

2. The Board will act upon a petition for rehearing within 30 days after receiving it. If no action is taken by the Board within the 30-day period, the petition is deemed denied.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R142-08, 2-11-2009)

NAC 641B.410 Rehearing on motion of Board. (NRS 641B.160) The Board, on its own motion, may order a rehearing of its decision if mistake, fraud or misconception of facts existed in the forming of its original decision.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.415 Effect of filing petition for rehearing. (NRS 641B.160) The filing of a petition for a rehearing does not excuse compliance with an order or decision of the Board, nor suspend its effectiveness, unless the Board, by order, allows the excuse or declares the suspension.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

Miscellaneous Petitions

NAC 641B.420 Petition for declaratory order or advisory opinion: Scope of consideration. (NRS 641B.160) The Board will consider petitions for declaratory orders or advisory opinions as to the applicability of any statutory provisions or any regulation or decision of the Board.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.425 Petition for declaratory order or advisory opinion: Action by Board. (NRS 641B.160)

1. Upon receiving a petition for a declaratory order or an advisory opinion, the Board will place the matter on the agenda for discussion at its next regularly scheduled meeting. If the petition is received within 10 days before the next regularly scheduled meeting, the petition may be placed on the agenda for discussion at the following meeting.

2. At the appropriate meeting, the Board will consider the matter and grant or deny the petition.

3. If the Board denies the petition, no further action will be taken.

4. If the Board grants the petition, the Board will issue its declaratory order or advisory opinion within 90 days after granting the petition, or within 120 days if good cause exists for an extended period of consideration. The Board may schedule a hearing on the issue raised in the petition before issuing its decision. Such a hearing constitutes sufficient cause to warrant the extension.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

NAC 641B.430 Petition for declaratory order or advisory opinion: Preparation of order or opinion. (NRS 641B.160) After the Board determines that an issue concerning the applicability of a provision of a statute, regulation or decision should be addressed, the president or other presiding officer will assign one member of the Board to write an order or opinion. Within 60 days thereafter, the member so assigned will:

1. Review comments by all members of the Board on the issue;

2. Research the issue and, if necessary, seek the assistance of the Attorney General; and

3. Submit a draft of the order or opinion to the Board for its approval.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

NAC 641B.435 Petition for declaratory order or advisory opinion: Notice of order or opinion. (NRS 641B.160) After the Board renders its declaratory order or advisory opinion, the Executive Director will give notice of it to the petitioner.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99)

NAC 641B.440 Petition for declaratory order or advisory opinion: Violation of order or opinion. (NRS 641B.160) Any violation of a declaratory order or advisory opinion rendered by the Board will be considered unprofessional conduct.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88)

NAC 641B.445 Petition for adoption, amendment or repeal of regulation. ([NRS 641B.160](#))

1. A petition for adoption, amendment or repeal of a regulation must be in writing and be prepared in a form approved by the Board.

2. If the Board receives a petition within 30 days before its next regular meeting, the petition will be placed on the agenda for discussion to determine whether the petition should be denied or procedures for adoption of a regulation should be commenced.

3. If a petition is received by the Board during any period in which a regular meeting is not scheduled within 30 days, the Executive Director will place the petition on the agenda of the next regularly scheduled meeting.

4. The Board may call a special meeting to consider a petition.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A by R113-98, 1-13-99)

NAC 641B.450 Petition to appear before Board. ([NRS 641B.160](#)) Any person may petition the Board to appear and be heard on any matter within the jurisdiction of the Board, as follows:

1. The petition must be in writing and contain a brief summary of the subject matter and the reasons for bringing the matter before the Board.

2. The petition must be received by the Board at least 15 days before the meeting at which the petitioner wishes to be heard, but the Board may waive this requirement.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92)

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Executive Director's Report (Informational).