



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

**PUBLIC NOTICE OF BOARD MEETING**

**Friday, October 20 at 9:00am**

**Mojave Mental Health: Reno  
745 W. Moana Lane, Suite 100  
Reno, Nevada 89509**

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

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

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

Public comment is welcomed by the Board and will be heard at the beginning of the Board meeting following the Call to Order and Roll and at the end of the agenda prior to the adjournment of the Board meeting. Public comment will be limited to five 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.*

\* Denotes items on which Board may take possible action. Action by the Board on an item may be to approve, deny, amend, or pull or remove the item.

**AGENDA**

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

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

**CONSENT AGENDA**

The Consent Agenda contains matters of routine acceptance. The Board Members may approve the consent agenda items as written or, at their discretion, may address individual items for discussion or change.

3. \*Review, Discussion and for Possible Action, Approval of Consent Agenda
  - A. Licensure/Internship Applications
    1. \*Ratification of Approved License Applications (Attachment 1).
    2. \*Ratification of Denied License Applications (Attachment 1).
    3. \*Ratification of Approved Internship Applications (Attachment 1).
    4. \*Ratification of Denied Internship Applications (Attachment 1).
  - B. Continuing Education
    1. \*Ratification of Approved Continuing Education Programs.
    2. \*Ratification of Denied Continuing Education Programs.

### **REGULAR AGENDA**

4. Disciplinary Matters
  - A. \* *(For Possible Action)* Review, Discussion and for Possible Action, Recommendation to Dismiss Disciplinary Case Numbers: G10-44, G10-45, G11-04, G12-24, G12-25, G12-35, G13-16, G14-03, G15-02, G15-05, G15-10, G15-11, G16-03, G17-09, G17-11, G17-15, G17-18, and G17-19.
  - B. Review and Discussion, Redacted Disciplinary Report.
  - C. \* *(For Possible Action)* Review, Discussion and for Possible Action Modification of Board Approved Consent Decree on Karen Lindsay, LCSW (G09-43).
5. Licensure, Intern and Application Issues
  - A. \* *(For Possible Action)* Review, Discussion and for Possible Action, Review of license application submitted by Robert Peoples pursuant to NRS 641B.260 and NAC 641B.090.
6. Deputy Attorney General Report
  - A. Review and Discussion, Senior Deputy Attorney General Report.
7. Legislative and Regulatory Issues
  - A. *(For Possible Action)* Review, Discussion and for Possible Action, Review of changes made to NACs based on July 28, 2017 Board Retreat which have been submitted to LCB.
  - B. \* *(For Possible Action)* Review, discussion and for Possible Action, Update on next step(s) taken and to be taken in the regulation change process.
    - i. Public Workshop, November 3, 2017
    - ii. Small Business Impact Survey (Survey Monkey)
  - C. Review and Discussion, Update on Behavioral Commission meeting on September 15, 2017, and Interim Legislative Session.
  - D. \* *(For Possible Action)* Review, discussion and for Possible Action, Notification by the Governor's Finance Office of fiscal audit covering FY2014 through FY2017.
8. Board Operations
  - A. Review, Discussion and for Possible Action, **Meeting Minutes**
    - i. \* *(For Possible Action)* Review, Discussion and for Possible Action, Approval of the July 27, 2017, Board Meeting Minutes;
    - ii. \* *(For Possible Action)* Review, Discussion and for Possible Action, Approval of the July 28, 2017, Board Retreat Minutes;

- B. \* *(For Possible Action)* Review, Discussion and for Possible Action, **Fiscal Reporting** and budget figures for 1<sup>st</sup> quarter FY2017/2018;
  - C. \* *(For Possible Action)* Review, Discussion and for Possible Action, Changes in individuals authorized to sign on the Board fiscal accounts.
  - D. \* *(For Possible Action)* Review, Discussion and for Possible Action, **Data Reporting Activities**
    - i. July 1, 2017 through September 30, 2017 Board Licensure Statistics.
    - ii. 2017YTD Board Licensure Statistics
    - iii. Report submitted to LCB related to SB 69 Quarterly Reporting Requirement
    - iv. Third quarter Occupational Board Reporting
  - E. \* *(For Possible Action)* Review, Discussion and for Possible Action, Review of previous board decision regarding screening questions on initial license applications.
  - F. \* *(For Possible Action)* Review, Discussion and for Possible Action, Review of current screening questions on license renewals for LSW and LCSW/LISW regarding fitness for licensure;
  - G. Review, Discussion and for Possible Action, **Policy Development**
    - i. \* *(For Possible Action)* Review, Discussion and for Possible Action, Policy O-002, Management of Media Requests.
    - ii. \* *(For Possible Action)* Review, Discussion and for Possible Action, **Policies on Licensing** – L-001, Initial Licensing by Examination; L-002, Initial Licensing by Endorsement; L-003A, Initial Licensing by Provisional "A"; L-003B, Initial Licensing by Provisional "B"; L-004, Renewal – General; L-005, Renewal – Provisional "B"; L-006, Restoration of a License;
    - iii. \* *(For Possible Action)* Review, Discussion and for Possible Action, **Personnel Policies and Procedures** - Manual
  - H. Review, Discussion and for Possible Action, Board Member Orientation Process. Presentation from Michael Coulson, CPA regarding AB457 requirement for orientation "concerning managing the finances of the Board."
  - I. \* *(For Possible Action)* Review, Discussion and for Possible Action, **Contract** for annual audits of finances of Board.
  - J. \* *(For Possible Action)* Review, Discussion and for Possible Action, Distribution of Mailing Lists to individuals requesting copies.
  - K. \* *(For Possible Action)* Review, Discussion and for Possible Action, Board members supervising clinical interns.
  - L. \* *(For Possible Action)* Review, Discussion and for Possible Action, Job Description for Executive Director.
  - M. \* *(For Possible Action)* Review, Discussion and for Possible Action, Development of Sub-Committees involving licensees, Board Members and Office Staff.
  - N. Review and Discussion, Training for Boards and Commission Members done by the Attorney General's office.
  - O. Interim Executive Director's Report.
9. Presiding Officer's Comments
- a. Presiding Officer's Comments

10. 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)*

11. \*Adjournment (for possible action).

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

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

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

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

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

**LICENSE APPLICATIONS**

**July, August and September 2017**

**NEW LICENSES**

**Total Number of New Licenses Issued:**

July -- 39 (includes 7 Endorsed licenses - 6 LCSW / 1 LSW)

August -- 46 (includes 7 Endorsed licenses - 4 LCSW / 3 LSW)

September -- 32 (includes 13 Endorsed licenses -- 10 LCSW / 3 LSW)

LICENSE #	TYPE	LAST	FIRST	ISSUED
7560	C	HURD	GWEN	07/03/17
7561	S	CARTWRIGHT	JACQUELINE	07/05/17
7562	S	KNIGHT	LAUREN	07/05/17
7563	C	VITMAN	JULIA	07/05/17
7564	S	BURDEN	EMILY	07/10/17
7565	S	COSTIGAN	SARAH	07/10/17
7566	S	LOVASS-NAGY	NICOLE	07/10/17
7567	S	NORMAN	SUMMER	07/10/17
7568	S	SANSHUCK	RYAN	07/10/17
7569	S	BECKER	KAITLIND	07/11/17
7570	S	GUTIERREZ	ASHLEY	07/11/17
7571	S	HERAS FELIX	BRANDO	07/13/17
7572	S	HOLDER	JENNIFER	07/13/17
7573	S	LEE	MARY	07/13/17
7574	S	WRIGHT	MORGAN	07/13/17
7575	C	CRANE	JESSICA	07/14/17
7576	C	FREEMAN	NICHOLAS	07/14/17
7577	S	HEMMERT	ANTHONY	07/14/17
7578	C	ATKINSON	TIARRA	07/18/17
7579	C	GREENE	KAREN TORRY	07/18/17
7580	S	KING	NATALIE	07/18/17
7581	C	BANKS	CLINT	07/20/17
7582	C	BOYKIN	MARIAH	07/20/17
7583	C	CRAWFORD	ADAM	07/20/17
7584	C	YOUNG	MARIA	07/20/17
7585	S	BOMMARITO	MATTHEW	07/21/17
7586	S	FISHER	JOHRIE	07/21/17
7587	S	LINDEMANN	AMANDA	07/21/17
7588	S	NEUMAN	KAYLA	07/21/17
7589	S	TOVES	MARGIE	07/21/17
7590	S	CULLINCINI-NIKOLOV	KORTNEY	07/24/17
7591	S	NAGATA	MARYSSA	07/24/17
7592	S	QUINTERO-OROZCO	NANCY	07/24/17
7593	C	ALMEN	RUTH	07/26/17
7594	C	YANDELL	ULLA	07/26/17
7595	S	CHEN	JIE	07/27/17
7596	S	DAVIS	TY-RENAI	07/27/17
7597	S	DRAKE	ALLIE	07/27/17
7598	S	PAYAMO	FELIPE	07/27/17
7599	S	CARTER	MATTHEW	08/01/17
7600	S	GRANA	SHELBY	08/01/17
7601	C	OTAME	MARIA	08/01/17
7602	S	ROBERTS	EMILY	08/01/17
7603	S	ROBINSON	ROBERT	08/01/17
7604	S	TROTTER	TYLER	08/01/17
7605	C	FOISTER	GREER	08/02/17

LICENSE #	TYPE	LAST	FIRST	ISSUED
7606	S	ARNETT	MELISSA	08/04/17
7607	S	BARNWELL	ALYCIA	08/04/17
7608	S	BAUMANN	BRITTNEY	08/04/17
7609	S	DOUMERGUE	HIEDI	08/04/17
7610	C	GRASTON	TIFFANY	08/09/17
7611	C	MARCHON	SARA	08/09/17
7612	S	BRISENO	JAMIE	08/11/17
7613	S	COURTNEY	HALEY	08/11/17
7614	S	PORTER	MICKAYLA	08/14/17
7615	S	WELLMAN	VICTORIA	08/14/17
7616	S	BALLESTEROS	LORALEE	08/16/17
7617	C	GRATA	JUSTIN	08/17/17
7618	S	JONES	JOHNONA	08/17/17
7619	C	PAYNE	JESSICA	08/17/17
7620	S	SLOVERNICK	JENNIFER	08/17/17
7621	S	FUIMAONO	DEJA RACHELLE	08/22/17
7622	S	BURFORD	STEPHANIE	08/23/17
7623	S	DUPONT	DEBORAH	08/23/17
7624	S	HOLLER	REBECCA	08/23/17
7625	S	CALDWELL	CHERISE	08/24/17
7626	S	EVAN	ALEXIA	08/24/17
7627	S	LARA LOPEZ	MARICRUZ	08/24/17
7628	S	LESKO	JORDAN	08/24/17
7629	S	PALCHIKOFF	KIM	08/24/17
7630	S	PISCIOTTI	SHAWNA	08/24/17
7631	S	POLLEY	MATTHEW	08/24/17
7632	S	SCHNURSTEIN	MICAH	08/24/17
7633	S	YOUNG	FRANCES	08/24/17
7634	S	BALL	LAUREN	08/25/17
7635	S	DeWEESE	DAXEA	08/25/17
7636	S	LOPEZ	FREDDIE	08/25/17
7637	S	MINTZMYER	CHRISTINA	08/25/17
7638	C	CARRILLO	YESENIA	08/28/17
7639	C	KARPP	MEGAN	08/28/17
7640	C	SANTIAGO	CRYSTAL	08/28/17
7641	C	ONLEY	STEPHEN	08/30/17
7642	C	BOUPHA	ALEXANDER	08/31/17
7643	S	JOHNSON	LEA	08/31/17
7644	S	VAN METER	ASHLEY	08/31/17
7645	S	MACCLARY	RYAN	09/05/17
7646	C	EARLY	JACQUELINE	09/06/17
7647	C	JOHNSON	LISA	09/06/17
7648	S	MORINO	ERIKA	09/07/17
7649	S	DALLOCCIO	MICHELLE	09/08/17
7650	C	GILBERT	MARY	09/08/17
7651	S	ALVAREZ	VICTORIA	09/13/17
7652	S	DICKENSON	CORTNEY	09/13/17
7653	C	GARY	DENETRA	09/13/17
7654	S	HERNANDEZ	ANA	09/13/17
7655	C	PAVINI	JANA	09/13/17
7656	S	SERAFIN-WALCHER	BRENDA	09/13/17
7657	S	GUECO	MARIEL	09/15/17
7658	C	PINKARD	CHERONDA	09/15/17
7659	C	RETTKE	KATHERINE	09/15/17
7660	S	SALAZAR	SANDRA	09/15/17
7661	S	MERRILL	KASIA	09/19/17

LICENSE #	TYPE	LAST	FIRST	ISSUED
7662	S	SCHNELLER	JENNIFER	09/19/17
7663	C	SCHRUNK	TRACY	09/19/17
7664	C	MONTEZ	ROSA	09/20/17
7665	S	BELL	CHRISTOPHER	09/21/17
7666	S	COLOSIMO-BLAIR	VIVIANA	09/21/17
7667	S	HANSEN	HEIDI	09/21/17
7668	S	LITTLETON	M'RYAH	09/21/17
7669	C	KINSEY	SARAH	09/22/17
7670	S	LACROSS	KAHRA	09/22/17
7671	C	MEYER	ALYSSA	09/22/17
7672	S	ROOD	CHRISTY	09/22/17

**Denied Licenses:** None

**Provisional Approvals:**  
 Provisional "A": July – 4  
                           August – 6  
                           September - 1  
 Provisional "B": July – 0  
                           August – 1  
                           September - 0  
 Provisional "C": July – 4  
                           August – 5  
                           September - 0

**Provisional License Denials this Period:** None

**RENEWALS**

**Renewals:** July – 201  
                   August – 200  
                   September - 230

**Denied Renewals for Quarter:** July – 0  
   August – 2 (failed to complete required CEUs)  
   September - 0

**Total Number of Delinquent Renewals:** (licensees have sixty days before their license is considered expired)  
   July – 20  
   August – 20  
   September - 0

**License Restorations:** July – 0  
                                   August – 0  
                                   September - 0

**INTERNSHIP APPLICATIONS**

**Approvals**

LAST NAME	FIRST NAME	SITE	SUPERVISOR
ARCHIBOLD-BUGETT	ADINA	MONTEVISTA HOSPITAL	BRUCE MUFSON
ALSHAIKH	SARAH	RED ROCK PSYCHOLOGICAL HEALTH	LAURIE LYTEL
BRENNAN	MICHAEL	SAFY OF NEVADA	MELINDA RHOADES
FRANCIS	MARIE	TRAILWAYS MENTAL HEALTH	CHARLES ELLIS
KAZMAR	NICOLE	NNAMHS	ANA HUNTSBERGER
DOWNING	KRISTA	DESERT PARKWAY BH HOSPITAL	JEANNIE GAYE

LAST NAME	FIRST NAME	SITE	SUPERVISOR
EDWARDS	ANDRIA	TRUE NORTH TREATMENT CTR	DAVID BRIGGS
PARTIN	AMANDA	ALL ABOUT YOU COUNSELING & SS	SCOTT SCHAPIRO

**Total Approved Internships for the Month of July 2017: 8**

LAST NAME	FIRST NAME	SITE	SUPERVISOR
JENKINS	ALISA	HEADS UP GUIDANCE AND WELLNESS	BRENDEEN SPENCER
BERKSHIRE	RYAN	NEVER GIVE UP WELLNESS CENTER	GARNETTE McCracken
JENNETTE	CHASE	BOUDER CITY HOSPITAL - PHP	LAURA LYNCH
ADAMS	CHRISTOPHER	OASIS COUNSELING LLC	JEAN LERNER
JONES	TA KARRA	BEACON POINTE NV, LLC	CHRIS BATEMAN
MEINTS	MAYA	VA PSYCHO REHAB AND RECOVERY CTR	WADE MAGGERT
KIM	JOSELYN	BILINGUAL CENTER BEHAVIORAL HEALTH	NORMA PLATT
RUDOLF ANDRE	SILKE	SUNRISE BEHAVIORAL CLINIC	ERMAN PIASTA
OETTINGER	SARAH	DESERT PSYCHOLOGICAL	KATHLEEN BERGQUIST
BURG	JOEL	ALTA VISTA MENTAL HEALTH	ADRIANNE CORONELLA
DAVIS	SARAH	SNAMHS	ALISA CARAKER
SUNDLAND	KYLE	WEST CARE	MASHAL MALIK
TEISSEDRE	MARCUS	WEST HILLS HOSPITAL	SHANNON LIBLER
WILHELM-NOBLE	EMMA	WEST HILLS HOSPITAL	ADRIANNE CORONELLA
CONNOLLY	JAMIE	KIDS FIRST FAMILY SERVICES	RENEE REVELES
BECKER	KAITLIND	VA SIERRA NV HEALTH CARE SYSTEM	MARLYN SCHOLL
BURDEN	EMILY	DESERT PSYCHOLOGICAL	KATHLEEN BERGQUIST
COLLINS	DEMETRIA	HARMONY HEALTHCARE	SYLVIA NASEATH
SIMPSON	SHELBY	HARMONY HEALTHCARE	SYLVIA NASEATH

**Total Approved Internships for the Month of August 2017: 19**

LAST NAME	FIRST NAME	SITE	SUPERVISOR
NJOROGE	DOREEN	ASPIRE MENTAL HEALTH LLC	BRUCE MUFSON
GRANT	JENNA	NV DCFS CHILDREN'S CLINICAL SERVICES	LISA KURTZBERG
ELLIS	EMILY	HUMAN BEHAVIOR INSTITUTE	CAROL MANTEI
HEMMERT	ANTHONY	LIFE QUEST BEHAVIORAL HEALTH	JANELL ANDERSON
TOLEDO	TASHANNE	DCFS SUMMIT VIEW YOUTH CORRECTIONAL	ANN POLAKOWSKI
BOMMARITO	MATTHEW	NV DCFS CRISIS RESPONSE TEAM	JOSEF YORK
SHELLEY	EDWARD	SERENITY MENTAL HEALTH	SHANNON LIBLER
GORDON	AMANDA	VA SIERRA NV HEALTH CARE SYSTEM	MONIQUE FOREMAN
FUIMAONO	DEJA RACHELLE	BEACON POINTE NV, LLC	CHRIS BATEMAN

**Total Approved Internships for the Month of September 2017: 9**

**Total Approved Internship Currently Open as of September 30, 2017: 207**

**Internship Applications Denied This Period: None**





# CEU Report

# JULY 2017

<i>Number</i>	<i>Locatio</i>	<i>Hours</i>	<i>Title</i>	<i>Agency</i>	
<i>AV</i>	<i>Date</i>			<i>Contact</i>	
				<i>Phone</i>	
A	7 17-01R SP	LV 08/17/17	up to 12.0	Center for Brain Health-Interdisciplinary Clinical	Cleveland Clinic Lou LeeAnn Mandarin 702-483-6024
A	7 17-02 ALL	Various Various	1.0	Medicaid Essentials	Boyer Law Group Heather Cruz 702-255-2000
A	7 17-03 ALL	Various Various	1.0	Ethics for Informed Consent	Boyer Law Group Heather Cruz 702-255-2000
A	7 17-04 ALL	Various Various	1.0	Advance Directives	Boyer Law Group Heather Cruz 702-255-2000
A	7 17-05 ALL	Various Various	1.0	Elder Law Essentials	Boyer Law Group Heather Cruz 702-255-2000
A	7 17-06 ALL	LV 06/29/17	2.0	Ethics in Healthcare	Montevista Hospital Roxanne Lee 702-290-9415
A	7 17-07 ALL	Sparks 05/12/17	6.5	NAMI Nevada 2017 State Conference-Building Communi	NAMI of NV Sandy Stamates 775-470-5600
A	7 17-09 ALL	LV 07/19/17	4.0	Bravo Zulu: Achieving Excellence in Relationship-C	Perry Foundation Robert Kidd 702-550-4666
A	7 17-11 ALL	On-line 08/28/17	1.5	The Foundation of Feelings: The Real Science and E	CE You, LLC Jeffrey Davidson 443-278-3907
A	7 17-12 ALL	LV 11/6-7/17	15.75	The Effects of Trauma, Domestic Violence and Subst	LV Municipal Court Beverly Golston 702-229-4792

<i>Number</i>	<i>Locatio</i>	<i>Hours</i>	<i>Title</i>	<i>Agency</i>
<i>AV</i>	<i>Date</i>			<i>Contact</i>
				<i>Phone</i>
A	7 17-13 SP	LV 10/23/17; Var	25.25  Critical Incident Stress Management: Individual an	Clark County DFS Christie Cole 702-455-1932
A	7 17-15 SP	LV 08/11/17	6.0  UNLV School of SW-Field Instructor and Liaison Ori	UNLV School of Soci Marde Closson 702-895-5848
A	7 17-16 ALL	Lake Tahoe 08/14-15/17	10.75  2017 Elder Care and Support Summit: Expanding Poss	Perry Foundation Robert Kidd 702-550-4666

**STATE OF NEVADA BOARD OF EXAMINERS FOR SOCIAL WORKERS  
JULY 2017-INDIVIDUAL REQUEST FOR APPROVAL OF CONTINUING EDUCATION HOURS**

#	Hours	Title	Social Worker	CEs Due
A I-717-01	12.0	VA Voices	Marlyn Scholl, LCSW	08/31/17
A I-717-02	1.0	Medication and Diagnosis Training	Tanya Pellant, LSW	12/31/18
A I-717-03	12.5	20 <sup>TH</sup> Annual School Social Work Conference	Dave Caloiaro, LISW	12/31/17
I-717-04		OPEN		
A I-717-05	11.0	Introduction to Emotion Focused Therapy for Couples	Deborah Bechtel, LCSW	07/31/18

# CEU Report

# AUGUST 2017

<i>Number</i>	<i>Locatio</i>	<i>Hours</i>	<i>Title</i>	<i>Agency</i>	
<i>AV</i>	<i>Date</i>			<i>Contact</i>	
				<i>Phone</i>	
A	8 17-01 ALL	RN 09/28/17	11.25	2017 Nevada Public Health Association Annual Confe	UNR School of Medi Melissa O'Brien 775-784-1983
A	8 17-02 SP	LV 04/21/17; Var	1.5	Understanding Trauma in the Field	Healthy Minds Jennifer Malnar 702-359-9410
A	8 17-03 SP	LV 05/26/17; Var	1.5	Understanding ACES When Working with Trauma in the	Healthy Minds Jennifer Malnar 702-359-9410
A	8 17-04 SP	LV 06/27/17; Var	1.5	PTSD & Trauma	Healthy Minds Jennifer Malnar 702-359-9410
A	8 17-05 SP	LV 07/25/17; Var	1.5	Trauma Screening	Healthy Minds Jennifer Malnar 702-359-9410
A	8 17-06R ALL	LV Various	1.0	Enough Abuse: Child Sexual Abuse Prevention	Prevent Child Abuse Valeria Gurr 702-895-5053
A	8 17-07R ALL	LV Various	1.0	Recognizing and Reporting Child Mistreatment	Prevent Child Abuse Valeria Gurr 702-895-5053
A	8 17-08R ALL	LV Various	1.0	Advocating for Children and Families	Prevent Child Abuse Valeria Gurr 702-895-5053
A	8 17-09R ALL	LV Various	1.0	Choose Your Partner and Caregivers Carefully	Prevent Child Abuse Valeria Gurr 702-895-5053
A	8 17-10R ALL	LV Various	1.0	Healthy Families Healthy Communities	Prevent Child Abuse Valeria Gurr 702-895-5053

<i>Number</i>	<i>Locatio</i>	<i>Hours</i>	<i>Title</i>	<i>Agency</i>	
<i>AV</i>	<i>Date</i>			<i>Contact</i>	
				<i>Phone</i>	
A	8 17-11R ALL	Various Various	1.0	Guardianship in Nevada	Michaelson & Associ Tina Bettsteller 702-731-2333
A	8 17-12R ALL	Various Various	1.0	Purposes and Powers of Advance Directives-For Heal	Michaelson & Associ Tina Bettsteller 702-731-2333
A	8 17-13R ALL	Various Various	1.0	Veterans Benefits for the Healthcare Professional	Michaelson & Associ Tina Bettsteller 702-731-2333
A	8 17-14R ALL	Various Various	1.0	Elder Abuse and Exploitation-Recognizing, Reportin	Michaelson & Associ Tina Bettsteller 702-731-2333
A	8 17-18 ALL	LV 08/25/17	1.0	Compassion Fatigue	Montevista Hospital Roxanne Lee 702-290-9415
A	8 17-19 ALL	LV 12/09/17	6.5	Advancing Therapeutics for Multiple Sclerosis	Cleveland Clinic Lou LeeAnn Mandarino 702-483-6024
A	8 17-21 SP	LV Various	up to 5.0	Connected Child	Healthy Minds Jennifer Malnar 702-359-9410
A	8 17-23 SP	RN Various	20.0	Mindfulness Based Stress Reduction LCSW's and CSW Interns only	Equilibrium-mbsr Colleen Camenisch 775-544-1344
A	8 17-24 ALL	Online Various	2.75	Brain, Behaviors and Regulation	The Adoption Excha Jessica Roe 702-436-6335
A	8 17-25 ALL	LV 09/24/17; Var	1.0	Legal Protection for Medical Professional	Senior Residential C Beatrice Shimada 702-325-5355
A	8 17-26 ALL	LV 09/25/17; Var	1.0	Medical Directives: The real life implications of	Senior Residential C Beatrice Shimada 702-325-5355

<i>Number</i>	<i>Locatio</i>	<i>Hours</i>	<i>Title</i>	<i>Agency</i>
<i>AV</i>	<i>Date</i>			<i>Contact</i>
				<i>Phone</i>
A	8 17-27 ALL	LV 09/27/17; Var	1.0 Wills and Trusts 101	Senior Residential C Beatrice Shimada 702-325-5355
A	8 17-28 All	LV 10/12/17	2.0 Mindfulness in the Treatment of Mental Health & Ad	Point of Juncture wel Gemma Andaya 702-666-3883
A	8 17-29 All	RN 11/17/17	6.0 Understanding and Coping with Pain	NV Psychological As Wendi O'Connor 888-654-0050
A	8 17-30 All	LV 10/12/17	3.0 Suicide Among Adolescents and Adults Suicide Approved	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-31 All	LV 10/13/17	3.0 Child Trauma	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-32 All	LV 10/13/17	3.0 Integrated Behavioral Health	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-33 All	LV 10/13/17	2.75 The Shaping of a Woman's Voice	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-34 All	LV 10/13/17	3.0 Violence Risk and Threat Assessment	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-35 All	LV 10/14/17	3.0 Borderline Personality Disorder	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-36 All	LV 10/14/17	6.0 Developing Cultural Competency in Working with LGB	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-37 All	LV 10/14/17	3.0 Dialectical Behavioral Therapy	UNLV Continuing Ed Jodi Gilliland 702-895-5441

<i>Number</i>	<i>Locatio</i>	<i>Hours</i>	<i>Title</i>	<i>Agency</i>	
<i>AV</i>	<i>Date</i>			<i>Contact</i>	
				<i>Phone</i>	
A	8 17-38 All	LV 10/15/17	3.0	Ethics Issues in Working with High Conflict Family	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-39 All	LV 10/15/17	3.0	Treating Substance Dependence	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-40 All	LV 10/15/17	3.0	Compassion Fatigue and Burnout	UNLV Continuing Ed Jodi Gilliland 702-895-5441
A	8 17-42 ALL	RN 09/15/17	3.25	Food is Medicine: Addressing the Social Determinan	Renown Regional M Valerie Luevano 775-982-5572
A	8 17-43 SP	LV 11/14/17; var	2.0	Brown Bag Training	Div Of Health Care F Maki Muroi 702-668-4213
A	8 17-44 SP	LV 08/17/17	1.0	Div of Welfare and Supportive Services: Medicaid T	Clark County School Claudia Rockmaker 702-799-0672
A	8 17-45 ALL	RN 10/11/17	3.0	Diabetes in the Older Adult: Looking Beyond the Nu	NV Geriatric Educati Natalie Mazzullo 702-671-2831
A	8 17-46 SP	Henderson 08/16/17,Var	1.5	LGBTQ+ Cultural Competency/Working Effectively wit	Healthy Minds Jennifer Malnar 702-359-9410
A	8 17-47 ALL	Various 10/2017; var	2.5	Topic #1: Dementia Symptoms that may be Reversible	NV Geriatric Educati Dolores Ward Cox 775-682-8470
A	8 17-48 ALL	online Various	2.0	Suicide Assessment: Current Intervention Technique Suicide Approved	CE You, LLC Jeffrey Davidson 443-278-3907



**STATE OF NEVADA BOARD OF EXAMINERS FOR SOCIAL WORKERS  
AUGUST 2017-INDIVIDUAL REQUEST FOR APPROVAL OF CONTINUING EDUCATION HOURS**

#	Hours	Title	Social Worker	CEs Due
A I-817-01	13.0	ACT III: Mastering Act	Jodi Jones, LCSW	06/30/18
A I-817-02	12.5	AMCAP Convention 2017	Russell Talbot, LCSW	08/31/18
A I-817-03	16.0	NADD 32 <sup>nd</sup> Annual Conference and Exhibit Show	Cara Paoli, LCSW	09/30/17
P I-817-04		Baby & Me Tobacco Free Training	Rachel Handy, LSW Maria Laroya, LSW	09/30/17 10/31/18



## ITEM 4 DISCIPLINARY MATTERS

**Item 4A Action Item:** *\*(For Possible Action)* Review, Discussion and for Possible Action, Recommendation to Dismiss Disciplinary Case Number(s): **G10-44, G10-45, G11-04, G12-24, G12-25, G12-35, G13-16, G14-03, G15-02, G15-05, G15-10, G15-11, G16-03, G17-09, G17-11, G17-15, G17-18, and G17-19.**

**Background Information:** Kim Frakes will provide redacted background information pertaining to **cases listed above** along with her recommendation to dismiss these case. These cases were reviewed with Henna Rasul, Sr. Deputy Attorney General, prior to placing this matter onto the Board meeting agenda.

**Documents Included:**

- Case presentation table.
- 

**Item 4B Non-Action Item:** Review and Discussion, Redacted Disciplinary Report and Update Pertaining to Ongoing Efforts to Address Disciplinary Cases.

**Background Information:** Review the Redacted Disciplinary Report with the Board. This will offer the Board an opportunity to inquire about the status of certain cases as well as offer comments or input regarding the overall direction of the disciplinary cases under review by the Executive Director.

**Documents Included:**

- Redacted Disciplinary Report, current as of October 16, 2017.
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**Item 4C Action Item:** *\*(For Possible Action)* Review, Discussion and for Possible Action, Modification of Board Approved Consent Decree on Karen Lindsay, LCSW, (G09-43)..

**Background Information:** On November 19, 2010, the Board approved the Consent Decree pertaining to Karen Lindsay, LCSW, in the matter of Disciplinary Case G09-43.

- (i) Page 6, Item 4-d, required Ms. Lindsay to take, "...a six (6) hour BOARD approved continuing education course..." which pertained to, "...professional boundaries, dual relationships and power differential in therapeutic relationships.";
- (ii) The Board required Ms. Lindsay to complete a psychological evaluation and for her to, "...follow all recommendations of the psychological evaluation..." This was approved with the understanding that Ms. Lindsay would complete the evaluation following her reapplication for license after three (3) years;
- (iii) On or around July 2, 2014, Ms. Lindsay completed her evaluation with a Board approved psychologist. The psychologist recommended Lindsay complete two (2) additional items (see page 10 of the evaluation):
  - (a) She attend a graduate level course pertaining to professional ethics and pass with a "B" grade or better; and

- (b) She complete a scholarly paper, of no less than twenty (20) pages of content, pertaining to, "sexual relationships with clients and former clients..." with this paper being reviewed by a social work professor..."

Ms. Lindsay completed a six (6.0) hour continuing education course on, "*Exploring Ethical Challenges in the Therapeutic Relationship...*" and submitted an impact report, she has not been able to find a social work graduate program that will accommodate her attendance as noted in the evaluation. Ms. Lindsay is currently working on her scholarly paper. ***Following review and discussion, a recommended action would be for the Board to task the Board President, Board Executive Director, and any other Board member(s) or staff to review the scholarly paper and determine whether Ms. Lindsay would be required to complete any additional Board approved continuing education courses to fulfill her consent decree requirements.***

**Documents Included:**

- Copy of the Consent Decree pertaining to Case No. G09-43, with noted items highlighted;
- Copy of page 10, July , 2014 Psychological Evaluation, with noted items highlighted;
- Copy of Ms. Lindsay's Impact Report, pertaining to her attendance of, "*Exploring Ethical Challenges on the Therapeutic Environment...*"; and
- "Exploring Ethical Challenges..." program overview.



**Disciplinary Dismissal Table  
10.20.17 Board Meeting**

<b>ITEM #</b>	<b>Case Number</b>	<b>Date Received</b>	<b>Level of Licensure</b>	<b>Region of State</b>	<b>Complainant</b>	<b>Alleged Violation</b>	<b>Findings</b>
1.	G10-44	12/08/10	LCSW— Expired	Southern	Social Work Board	LCSW reported “supervising” G10.45 as an intern. G10.45 was not a Board approved intern.	LCSW clarified she was meeting with G10.45 in anticipation of Board’s approval of his internship. Contacted State Medicaid—no known violations for inappropriate billing.
2.	G10-45	12/08/12	LSW-- Expired	Rural	Social Work Board	G10-45 was receiving clinical supervision by G10-44 in a non-Board approved program—see item #1 above	LSW indicated that he and G10.44 met to discuss internship, in anticipation of Board approval—see item #1 above.
3.	G11-04	02/07/2011	LSW, CSW Intern	Southern	Director of Clinical Services	Improper notification of terminating from position	Appears to be an employment matter. Investigative timeline supports ample notification of termination.
4.	G12-24	08/24/12	LASW	Southern	State Facility Surveyor	Facility was allowing a non-licensed employee to complete social services’ resident assessment, with G12-24 inputting info in MDS	G12-24 was assured by facility administration that this practice was fine. Following survey, only licensed SW’S conducted the assessments and inputted the information into MDS.
5.	G12-25	08/24/12	LSW	Southern	State Facility Surveyor	Facility was allowing a non-licensed employee to complete social services’ resident assessment, with G12-25 inputting info in MDS	G12.25 was assured by facility administration that this practice was fine. Following survey, only licensed SW’S conducted the assessments and inputted the

**Disciplinary Dismissal Table  
10.20.17 Board Meeting**

ITEM #	Case Number	Date Received	Level of Licensure	Region of State	Complainant	Alleged Violation	Findings
							information into MDS.
6.	G12-35	12/06/12	LCSW	Rural	Mother of minor child being seen by G12.35	Provided false CPS report pertaining the Complainant (Mother)	Investigation supports a custody dispute, with discrepancies in Complainant's provided to the Board.
7.	G13-16	08/26/13	LCSW	Southern	Patient of G13-16	Inappropriately placed Complainant on a Legal 2000	Complainant had a history of SI, and expressed SI during the period of the Legal 2000.
8.	G14-03	04/03/14	LSW, Expired	Southern	Former agency client	G14-03 provided inaccurate information to a collateral agency resulting in Complainant being denied transportation	G14.03 states client was actually terminated from agency following threats to staff. Discrepancies noted between time of violations alleged by Complainant and when G14-03 was employed with agency.
9.	G15-02	02/17/15	LSW	Southern	Agency client	G15-02 was distributing "sex" video about client and discussing this with agency staff;G15-02 breached Complainant's confidentiality	Client's long history of delusional-based allegations against agency staff was well-documented and supported per agency director and subpoenaed files.
10.	G15-05	02/24/15	LCSW	Northern	Facility surveyor	G15.05 threw water on a patient	Review of documents does not appear to support allegations.
11.	G15-10	06/15/17	LCSW	Southern	Agency director	Complainant states that G1-.10 neglected his contracted duties resulting in agency closure	Complainant was convicted of NV Medicaid fraud, with G15-10 as a potential witness against Complainant.

**Disciplinary Dismissal Table  
10.20.17 Board Meeting**

ITEM #	Case Number	Date Received	Level of Licensure	Region of State	Complainant	Alleged Violation	Findings
12.	G15-11	06/15/15	LSW	Southern	Agency co-worker	G15-11 failed to fulfill her duties with the LADC board	During the period of allegation, G15-11 was not licensed by the Board. Appears to be a matter for Complainant to take up with BEDAG.
13.	G16-03	03/09/16	LSW	Southern	Maternal grandmother of children placed into CPS	G16-03 made inaccurate statements about her daughter (mother of children), resulting in children being placed with biological father	Review of response and documents do not support allegations.
14.	G17-09	06/09/17	LSW, CSW Intern	Southern	Former agency co-worker	G17-09 was providing clinical social work intern services in a non-Board approved agency	Review of response and documents obtained via subpoena and online do not appear to support the allegation
15.	G17-11	06/29/17	LSW	Northern	Agency client	G17-11 was responsible for the client's removal from the agency following client's escalation	Review of response and police records indicate that G17-11 was not involved with the incident
16.	G17-15	08/21/17	LCSW	Southern	Former agency social work practicum student	G17-15 became physically aggressive with student and humiliated her	Response and follow up with an agency administrator, who was named as a reliable witness for both parties disputes the allegation.
17.	G17-18	09/05/17	LCSW	Southern	Agency administrator	G17-18 failed to provide certain services required by NV Medicaid and then billed agency for these services	Response and follow up supports agency did not file proper documents with NV Medicaid but did not inform Respondent, who in turn provided and billed for services—



**Disciplinary Dismissal Table  
10.20.17 Board Meeting**

<b>ITEM #</b>	<b>Case Number</b>	<b>Date Received</b>	<b>Level of Licensure</b>	<b>Region of State</b>	<b>Complainant</b>	<b>Alleged Violation</b>	<b>Findings</b>
							internal labor dispute.
18.	G17-19	09/08/17	LSW	Southern	Complainant's involvement with Respondent not clear	Vague and rambling allegations— Nothing to suggest a violation of NRS or NAC 641B	Pursuant to NAC 641B.305, allegations do contain "sufficient facts" to proceed with the accusation process.

**TOTAL CASES RECOMMENDED FOR DISMISSAL = 18**



Case	Accusation Rating	Title	Received Complaint	Acknow. Letter	Letter to SW	Received Response from SW	Case Compiled for Review	Note
G09-15	2	LSW	05/29/09	06/04/09	10/08/09	07/08/10		
G09-33	3	LSW	10/06/09	10/15/09	11/25/09	12/18/09		Legal Representation
G09-35	3	LCSW	10/13/09	10/15/09	02/08/10	02/19/10		
G09-38	3	LCSW	11/02/09	11/06/09	12/03/09	12/22/09		
G09-40	3	LCSW	11/23/09	12/07/09	03/22/10	04/26/10		
G10-05	3	LCSW	02/03/10	01/06/10	02/08/10	03/18/10		
G10-09	3	LSW	02/22/10	02/22/10	10/06/10	10/21/10		
G10-13	3	LSW	03/10/10	04/05/10	10/06/10	10/21/10		
G10-17	3	LCSW	04/02/10	04/09/10	10/12/10	05/31/11		
G10-31	3	LCSW	08/27/10	09/14/10	02/01/11	03/18/11		
G10-44	2	LCSW	12/08/10	12/08/10	04/29/11	05/10/11	09/14/17	Recommend dismissal 10.20.17 Board meeting
G10-45	2	LSW	12/08/10	12/08/10	12/29/10	01/24/11	09/14/17	Recommend dismissal 10.20.17 Board meeting
G11-04	2	LSW	02/07/11	02/08/11	02/07/11	02/08/11	03/07/17	Recommend dismissal 10.20.17 Board meeting
G11-05	2	LCSW	02/28/11	03/08/11	10/19/11	11/10/11		
G11-06	2	LCSW	03/01/11	03/08/11	10/19/11	11/10/11		
G11-07	3	LSW,LAS W	03/02/11	03/08/11	05/03/11	05/06/11		
G11-08	3	LCSW	03/09/11	03/14/11	05/11/11	05/31/11		
G11-11	3	LCSW	03/25/11	03/29/11	04/19/11	06/20/11		
G11-12	3	LSW	04/07/11	04/07/11	04/07/11	06/10/11		
G11-17	2	LSW	05/26/11	06/13/11	02/16/11	03/07/12		emailed response rec'd from Respondent 6/10/11; did not respond via letter to accusation.
G11-19	3	LCSW	06/02/11	06/13/11	10/19/11	11/10/11		
G11-22	1	LCSW	06/15/11	07/29/11	02/29/12	03/15/12		
G11-29	1	LCSW	08/15/11	09/26/11	03/05/13	03/21/13		
G11-33	3	LSW	09/26/11	10/24/11	09/27/11	10/16/12		
G11-34	3	LCSW	10/20/11	10/24/11	08/10/12	08/28/12		Appeal to State Supreme Court; Case held in abeyance
G12-04	2	LCSW	04/20/12	05/30/12	07/19/13	08/09/13		
G12-06	2	LCSW	04/23/12	05/30/12	07/19/13	08/09/13		
G12-07	2	LSW	05/04/12	06/04/12	06/05/12	08/05/12		
G12-08	2	LSW	05/04/12	06/04/12	06/05/12	08/05/12		Response sent via email; no hard copy received
G12-13	2	LCSW	05/21/12	08/27/13	07/19/13	08/09/13		Response sent via email; no hard copy received
G12-14	2	LCSW	06/01/12	09/05/12	06/12/14	07/17/14		
G12-19	1	LCSW	07/23/12	12/14/12	09/14/15	10/14/15		
G12-21	3	LCSW	07/25/12	07/26/12	07/31/12	07/02/12		
G12-22	1	LCSW	08/09/12	12/14/12	12/18/13			
G12-24	2	LASW	08/24/12	01/09/13	03/20/17	04/07/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G12-25	2	LSW	08/24/12	01/09/13	03/20/17	04/06/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G12-28	2	LCSW	10/08/12	04/17/13	06/12/14	07/17/14		
G12-30	2	LCSW	10/22/12	04/17/13	06/12/14	07/17/14		
G12-33	3	LSW	11/26/12	04/25/13	07/18/13	08/05/13		
G12-35	1	LCSW	12/06/12	04/26/13	05/17/17	06/02/17	07/13/17	Recommend dismissal 10.20.17 Board meeting
G12-36	1	LSW	12/28/12	10/22/13	04/03/17			
G13-01	1	LCSW	01/14/13	03/25/13	05/18/17			
G13-04	1	LCSW	02/26/13	03/25/13	04/06/17	04/24/17		
G13-07	3	LCSW	03/15/13	03/25/13	03/26/13	04/18/13		
G13-08	2	LCSW	03/15/13	03/25/13	03/22/17			
G13-10	2	LCSW	04/15/13	02/03/14	04/06/17	09/12/17		
G13-13	2	LCSW	05/06/13	05/06/13	07/18/13	08/06/13		
G13-14	2	LCSW	05/15/13	03/25/14	03/23/17			
G13-16	2	LCSW	08/26/13	03/25/14	03/22/17	04/10/17	08/18/17	Recommend dismissal 10.20.17 Board meeting
G13-20	1	LSW	10/03/13	12/17/14	03/22/17	04/10/17		
G13-21	1	LCSW	10/17/13	12/18/14	03/22/17	04/07/17		
G13-24	2	LSW	11/26/13	11/26/13	05/22/17	06/08/17		Initiated by BESW
G13-25	2	LCSW	11/18/13	04/15/14	05/18/17			Initiated by BESW per Medicaid inquiry
G14-01	2	LSW	01/13/14	04/07/14	03/20/17	04/06/17		
G14-03	1	LSW	04/03/14	04/17/14	05/22/17	06/05/17	07/27/17	Recommend dismissal 10.20.17 Board meeting
G14-04	2	LSW	04/07/14	04/07/14	05/30/17			Initiated by receipt of report from Elko Police
G14-05	1	LCSW	04/16/14	04/21/14	01/06/17	02/06/17	06/15/17	
G14-11	1	LSW	07/25/14	08/06/14	05/30/17			
G14-20	1	LSW	12/23/14	12/26/14	03/30/17	04/14/17		
G14-21	2	LCSW	12/29/14	12/29/14	03/31/17			
G15-01	2	LSW	02/06/15	02/06/15	03/31/17			Initiated by BESW
G15-02	1	LSW	02/17/15	02/24/15	05/30/17	08/10/17	10/02/17	Recommend dismissal 10.20.17 Board meeting
G15-05	2	LCSW	02/24/15	03/18/15	03/30/17	05/24/17	10/10/17	Recommend dismissal 10.20.17 Board meeting
G15-07	2	LCSW	04/17/15	05/07/15	04/10/17			



Case	Accusation Rating	Title	Lic #	Received Complaint	Acknow. Letter	Letter to SW	Received Response from SW	Case Completed for Review	Note
G11-22	1	LCSW	5134-C	06/15/11	07/29/11	02/29/12	03/15/12		
G11-29	1	LCSW	4894-C	08/15/11	09/26/11	03/05/13	03/21/13		
G12-19	1	LCSW	2868-C	07/23/12	12/14/12	09/14/15	10/14/15		
G12-22	1	LCSW	01187-C	08/09/12	12/14/12	12/18/13			
G12-35	1	LCSW	4817-C	12/06/12	04/26/13	05/17/17	06/02/17	07/13/17	Recommend dismissal 10.20.17 Board meeting
G12-36	1	LSW	2620-S	12/28/12	10/22/13	04/03/17			
G13-01	1	LCSW	01258-C	01/14/13	03/25/13	05/18/17			
G13-04	1	LCSW	5778-C	02/26/13	03/25/13	04/06/17	04/24/17		
G13-20	1	LSW	5179-S	10/03/13	12/17/14	03/22/17	04/10/17		
G13-21	1	LCSW	5530-C	10/17/13	12/18/14	03/22/17	04/07/17		
G14-03	1	LSW	2434-S	04/03/14	04/17/14	05/22/17	06/05/17	07/27/17	Recommend dismissal 10.20.17 Board meeting
G14-05	1	LCSW	4835-C	04/16/14	04/21/14	01/06/17	02/06/17	06/15/17	
G14-11	1	LSW	3011-S	07/25/14	08/06/14	05/30/17			
G14-20	1	LSW	00617-S	12/23/14	12/26/14	03/30/17	04/14/17		
G15-02	1	LSW	5242-S	02/17/15	02/24/15	05/30/17	08/10/17	10/02/17	Recommend dismissal 10.20.17 Board meeting
G15-10	1	LCSW	4896-C	06/15/15	07/31/15	03/22/17	10/09/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G15-13	1	LCSW	4452-C	06/17/15	07/31/15	04/03/17			BESW initiated
G15-22	1	LSW	4506-S	11/24/15	11/25/15	04/05/17			Self reported a DUI Late
G16-03	1	LSW	6003-S	03/09/16	03/23/16	05/31/17	06/28/17	08/28/17	Recommend dismissal 10.20.17 Board meeting
G16-05	1	LCSW	2983-C	03/22/16	04/18/16	05/31/17	09/05/17		
G16-06	1	LCSW	6250-C	03/30/16	04/18/16	05/31/17			
G16-07	1	LCSW	6662-C	05/06/16	06/06/16	04/10/17			
G16-09	1	LSW	6980-S	06/09/16	06/22/16	04/10/17			
G16-13	1	LSW	6455-S	08/04/16	09/30/16	04/10/17			Anonymous call to BESW; Xtn granted thru 03.31.17 to Respondent
G16-17	1	LSW	5924-S	09/07/16	10/26/16	05/31/17			Ack letter returned "not at this address"
G16-21	1	LSW	5796-S	11/10/16	01/18/17	05/31/17			
G17-10	1	LCSW	6615-C	06/27/17	07/06/17	07/19/17			
G17-11	1	LSW	2485-S	06/29/17	07/17/17	07/20/17	08/02/17	08/03/17	Recommend dismissal 10.20.17 Board meeting
G17-12	1	LCSW	2983-C	07/20/17	07/21/17	08/11/17			
G17-13	1	LSW	5634-S	07/31/17	08/01/17	08/10/17			
G17-14	1	LCSW	4082-C	08/07/17	08/10/17	08/14/17	09/02/17		
G17-18	1	LCSW	7087-C	09/05/17	09/07/17	09/13/17	09/13/17	09/13/17	Recommend dismissal 10.20.17 Board meeting
G17-19	1	LSW	6830-S	09/08/17	09/08/17	09/13/17	09/13/17	09/13/17	Recommend dismissal 10.20.17 Board meeting
G17-20	1	LCSW	7400-C	10/05/17	10/06/17	10/09/17			
G17-21	1	LCSW	3027-C	10/02/17	10/09/17	10/13/17			
G17-22	1	LCSW	6215-C	10/10/17	10/10/17	10/13/17			
G09-15	2	LSW	3076-S	05/29/09	06/04/09	10/08/09	07/08/10		
G10-44	2	LCSW	2573-C	12/08/10	12/08/10	04/29/11	05/10/11	09/14/17	Recommend dismissal 10.20.17 Board meeting
G10-45	2	LSW	5783-S	12/08/10	12/08/10	12/29/10	01/24/11	09/14/17	Recommend dismissal 10.20.17 Board meeting
G11-04	2	LSW	4661-S	02/07/11	02/08/11	02/07/11	02/08/11	03/07/17	Recommend dismissal 10.20.17 Board meeting
G11-05	2	LCSW	5298-C	02/28/11	03/08/11	10/19/11	11/10/11		
G11-06	2	LCSW	5298-C	03/01/11	03/08/11	10/19/11	11/10/11		
G11-17	2	LSW	5947-S	05/26/11	06/13/11	02/16/11	03/07/12		emailed response rec'd from Respondent 6/10/11; did not respond via letter to accusation.
G12-04	2	LCSW	6082-C	04/20/12	05/30/12	07/19/13	08/09/13		
G12-06	2	LCSW	6082-C	04/23/12	05/30/12	07/19/13	08/09/13		
G12-07	2	LSW	5872-S	05/04/12	06/04/12	06/05/12	08/05/12		
G12-08	2	LSW	5872-S	05/04/12	06/04/12	06/05/12	08/05/12		Response sent via email; no hard copy received
G12-13	2	LCSW	6082-C	05/21/12	08/27/13	07/19/13	08/09/13		Response sent via email; no hard copy received
G12-14	2	LCSW	5298-C	06/01/12	09/05/12	06/12/14	07/17/14		
G12-24	2	LCSW	00956-A	08/24/12	01/09/13	03/20/17	04/07/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G12-25	2	LSW	4551-S	08/24/12	01/09/13	03/20/17	04/06/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G12-28	2	LCSW	5298-C	10/08/12	04/17/13	06/12/14	07/17/14		
G12-30	2	LCSW	5298-C	10/22/12	04/17/13	06/12/14	07/17/14		
G13-08	2	LCSW	4896-C	03/15/13	03/25/13	03/22/17			
G13-10	2	LCSW	4062-C	04/15/13	02/03/14	04/06/17	09/12/17		
G13-13	2	LCSW	4591-C	05/06/13	05/06/13	07/18/13	08/06/13		
G13-14	2	LCSW	6146-C	05/15/13	03/25/14	03/23/17			
G13-16	2	LCSW	2814-C	08/26/13	03/25/14	03/22/17	04/10/17	08/18/17	Recommend d'smissal 10.20.17 Board meeting
G13-24	2	LSW	4696-S	11/26/13	11/26/13	05/22/17	06/08/17		Initiated by BESW
G13-25	2	LCSW	01258-C	11/18/13	04/15/14	05/18/17			Initiated by BESW per Medical Inquiry
G14-01	2	LSW	4551-S	01/13/14	04/07/14	03/20/17	04/06/17		
G14-04	2	LSW	5118-S	04/07/14	04/07/14	05/30/17			Initiated by receipt of report from Elko Police
G14-21	2	LCSW	01665-C	12/29/14	12/29/14	03/31/17			
G15-01	2	LSW	6319-S	02/06/15	02/06/15	03/31/17			Initiated by BESW
G15-05	2	LCSW	2428-C	02/24/15	03/18/15	03/30/17	05/24/17	10/10/17	Recommend dismissal 10.20.17 Board meeting
G15-07	2	LCSW	5726-C	04/17/15	05/07/15	04/10/17			
G15-11	2	LSW	6751-S	06/15/15	07/31/15	03/29/17	09/29/17	10/10/17	Recommend dismissal 10.20.17 Board meeting
G15-12	2	LSW	5114-S	06/22/15	06/22/15	03/29/17			
G15-17	2	LCSW	5298-C	08/28/15	08/28/15	04/04/17			
G15-19	2	EXP	01847-C	08/01/64	09/14/15	04/04/17			Initiated by BESW due to self-report
G15-21	2	LCSW	5341-C	11/10/15	11/10/15	04/05/17			



Case	Accusation Rating	Title	Received Complaint	Acknow. Letter	Letter to SW	Received Response from SW	Case Compiled for Review	Note
G17-10	1	LCSW	06/27/17	07/06/17	07/19/17			
G13-04	1	LCSW	02/26/13	03/25/13	04/06/17	04/24/17		
G12-35	1	LCSW	12/06/12	04/26/13	05/17/17	06/02/17	07/13/17	Recommend dismissal 10.20.17 Board meeting
G12-33	3	LSW	11/26/12	04/25/13	07/18/13	08/05/13		
G15-02	1	LSW	02/17/15	02/24/15	05/30/17	08/10/17	10/02/17	Recommend dismissal 10.20.17 Board meeting
G17-08	3	LSW	06/05/17	06/05/17	06/07/17	06/22/17		
G13-07	3	LCSW	03/15/13	03/25/13	03/26/13	04/18/13		
G16-07	1	LCSW	05/06/16	06/06/16	04/10/17			
G16-11	2	LSW	07/05/16	07/05/16	04/10/17			
G11-22	1	LCSW	06/15/11	07/29/11	02/29/12	03/15/12		
G10-17	3	LCSW	04/02/10	04/09/10	10/12/10	05/31/11		
G11-08	3	LCSW	03/09/11	03/14/11	05/11/11	05/31/11		
G14-05	1	LCSW	04/16/14	04/21/14	01/06/17	02/06/17	06/15/17	
G16-03	1	LSW	03/09/16	03/23/16	05/31/17	06/28/17	08/28/17	Recommend dismissal 10.20.17 Board meeting
G17-15	2	LCSW	08/21/17	08/22/17	08/22/17	09/19/17	10/13/17	Recommend dismissal 10.20.17 Board meeting
G16-02	3	LCSW	03/03/16	03/23/16	05/30/17			
G15-09	3	LCSW	06/10/15	06/10/15	08/28/15	09/08/15		
G11-05	2	LCSW	02/28/11	03/08/11	10/19/11	11/10/11		
G11-06	2	LCSW	03/01/11	03/08/11	10/19/11	11/10/11		
G11-19	3	LCSW	06/02/11	06/13/11	10/19/11	11/10/11		
G12-14	2	LCSW	06/01/12	09/05/12	06/12/14	07/17/14		
G12-28	2	LCSW	10/08/12	04/17/13	06/12/14	07/17/14		
G12-30	2	LCSW	10/22/12	04/17/13	06/12/14	07/17/14		
G15-17	2	LCSW	08/28/15	08/28/15	04/04/17			
G11-17	2	LSW	05/26/11	06/13/11	02/16/11	03/07/12		emailed response rec'd from Respondent 6/10/11; did not respond via letter to accusation.
G15-05	2	LCSW	02/24/15	03/18/15	03/30/17	05/24/17	10/10/17	Recommend dismissal 10.20.17 Board meeting
G16-06	1	LCSW	03/30/16	04/18/16	05/31/17			
G12-25	2	LSW	08/24/12	01/09/13	03/20/17	04/06/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G14-01	2	LSW	01/13/14	04/07/14	03/20/17	04/06/17		
G11-12	3	LSW	04/07/11	04/07/11	04/07/11	06/10/11		
G15-23	2	LCSW	12/21/15	12/29/15	04/06/17	05/19/17		
G13-14	2	LCSW	05/15/13	03/25/14	03/23/17			
G12-36	1	LSW	12/28/12	10/22/13	04/03/17			
G15-21	2	LCSW	11/10/15	11/10/15	04/05/17			
G13-24	2	LSW	11/26/13	11/26/13	05/22/17	06/08/17		Initiated by BESW
G11-04	2	LSW	02/07/11	02/08/11	02/07/11	02/08/11	03/07/17	Recommend dismissal 10.20.17 Board meeting
G15-22	1	LSW	11/24/15	11/25/15	04/05/17			Self reported a DUI Late
G10-09	3	LSW	02/22/10	02/22/10	10/06/10	10/21/10		
G10-13	3	LSW	03/10/10	04/05/10	10/06/10	10/21/10		
G16-13	1	LSW	08/04/16	09/30/16	04/10/17			Anonymous call to BESW; Xtn granted thru 03.31.17 to Respondent
G10-44	2	LCSW	12/08/10	12/08/10	04/29/11	05/10/11	09/14/17	Recommend dismissal 10.20.17 Board meeting
G12-21	3	LCSW	07/25/12	07/26/12	07/31/12	07/02/12		
G17-04	3	LSW	04/05/17	04/12/17	05/11/17	08/02/17		
G16-12	2	LCSW	08/04/16	08/04/16	02/21/17			Initiated by BESW
G13-21	1	LCSW	10/17/13	12/18/14	03/22/17	04/07/17		
G10-45	2	LSW	12/08/10	12/08/10	12/29/10	01/24/11	09/14/17	Recommend dismissal 10.20.17 Board meeting
G12-19	1	LCSW	07/23/12	12/14/12	09/14/15	10/14/15		
G14-04	2	LSW	04/07/14	04/07/14	05/30/17			Initiated by receipt of report from Elko Police
G13-13	2	LCSW	05/06/13	05/06/13	07/18/13	08/06/13		
G15-19	2	EXP	08/01/64	09/14/15	04/04/17			Initiated by BESW due to self-report
G13-08	2	LCSW	03/15/13	03/25/13	03/22/17			
G15-10	1	LCSW	06/15/15	07/31/15	03/22/17	10/09/17	10/12/17	Recommend dismissal 10.20.17 Board meeting
G09-15	2	LSW	05/29/09	06/04/09	10/08/09	07/08/10		
G11-33	3	LSW	09/26/11	10/24/11	09/27/11	10/16/12		
G09-38	3	LCSW	11/02/09	11/06/09	12/03/09	12/22/09		
G11-11	3	LCSW	03/25/11	03/29/11	04/19/11	06/20/11		
G14-03	1	LSW	04/03/14	04/17/14	05/22/17	06/05/17	07/27/17	Recommend dismissal 10.20.17 Board meeting
G12-07	2	LSW	05/04/12	06/04/12	06/05/12	08/05/12		
G12-08	2	LSW	05/04/12	06/04/12	06/05/12	08/05/12		Response sent via email; no hard copy received
G16-17	1	LSW	09/07/16	10/26/16	05/31/17			Ack letter returned "not at this address"
G17-09	2	LSW	06/09/17	06/12/17	06/13/17	07/17/17	10/13/17	Recommend dismissal 10.20.17 Board meeting
G15-01	2	LSW	02/06/15	02/06/15	03/31/17			Initiated by BESW
G11-34	3	LCSW	10/20/11	10/24/11	08/10/12	08/28/12		Appeal to State Supreme Court; Case held in abeyance
G16-08	3	LCSW	06/02/16	06/06/16	06/02/17			







Office of the Attorney General  
5420 Kieitzke Lane, Suite 202  
Reno, NV 89511

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**BEFORE THE NEVADA STATE BOARD OF**  
**EXAMINERS FOR SOCIAL WORKERS**

IN THE MATTER OF )  
 )  
KAREN LINDSAY )  
License No. 5267-C, )  
 )  
Respondent. )

CASE NO. G09-43

COPY

**CONSENT DECREE**

The State of Nevada Board of Examiners for Social Workers ("BOARD") having jurisdiction over licensee KAREN LINDSAY ("LINDSAY"), pursuant to NRS 641B.020; having received accusations against said licensee alleging violations of the Nevada statutes and regulations controlling the practice of social work; and the parties being mutually desirous of settling the controversy between them relative to the pending allegations;

IT IS HEREBY STIPULATED AND AGREED between the undersigned parties that this matter shall be settled and resolved upon the following terms:

**VOLUNTARY WAIVER OF RIGHTS**

LINDSAY is aware of, understands, and has been advised of the effect of this Consent Decree, which she has carefully read and fully acknowledges. LINDSAY has had the opportunity to consult with competent counsel of her choice.

LINDSAY has freely and voluntarily entered into this Consent Decree, and she is aware of her rights to contest the charges pending against her. These rights include representation by an attorney at her own expense, the right to file an answer in response to a formal complaint, the right to a public hearing on any charges or allegations formally filed, the right to confront and cross-examine witnesses called to testify against her, the right to present evidence on her own behalf, the right to testify on her own behalf, the right to receive written findings of fact and conclusions of law supporting the decision on the merits of the complaint, and the right to obtain judicial

1 review of the decision. All of these rights are being voluntarily waived by LINDSAY in  
2 exchange for the BOARD'S acceptance of this Consent Decree.

3 If the Consent Decree is not accepted by the BOARD, no member of the  
4 BOARD will be disqualified from further hearing of this matter, by reason of his or her  
5 consideration of the Consent Decree and LINDSAY hereby waives any claim of bias or  
6 prejudice based upon said consideration by any member of the BOARD in any  
7 subsequent disciplinary hearing conducted by the BOARD.

### 8 JURISDICTION

9 LINDSAY acknowledges that the BOARD has jurisdiction over her and the  
10 conduct that has precipitated this Consent Decree. LINDSAY acknowledges that the  
11 BOARD has the legal power and authority to take disciplinary action, including, but not  
12 limited to, the revocation of her license to practice social work in Nevada.

13 LINDSAY acknowledges that the BOARD will retain jurisdiction over this matter  
14 until all terms and conditions set forth in this Consent Decree have been met to the  
15 satisfaction of the BOARD.

### 16 PUBLICATION OF CONSENT DECREE

17 LINDSAY acknowledges that at the time this Consent Decree becomes  
18 effective, it also becomes a public document and will be reported to the Disciplinary  
19 Action Reporting System (DARS) of the Association of Social Work Boards (ASWB) or  
20 such other national databases as required by law. It is also understood that the meeting  
21 in which the BOARD considers and accepts or rejects this Consent Decree is open to  
22 the public and that the minutes of the BOARD meeting are a public document, available  
23 for inspection by any person so requesting.

### 24 STIPULATED FACTS AND CONCLUSIONS OF LAW

25 LINDSAY understands the nature of the allegations under consideration by the  
26 BOARD. She acknowledges that the conduct described below constitutes violations of  
27 the Nevada Social Work Practice Act (NRS and NAC 641B). She acknowledges that if  
28 this matter were to be taken to a disciplinary hearing before the BOARD, the following

1 allegations could be proven by substantial evidence and that by acknowledging the  
2 same, she is subject to disciplinary action by the BOARD:

3 1. KAREN LINDSAY was licensed as a licensed clinical social worker in  
4 Nevada on or about August 24, 2007, through present day.

5 2. On or about December 21, 2009, the BOARD received an accusation  
6 regarding LINDSAY's personal relationship with her client, J.G.

7 3. LINDSAY commenced her personal relationship with J.G. after the  
8 professional relationship was terminated on or about October 27, 2009.

9 4. During the period indicated in the accusation LINDSAY engaged in the  
10 practice of social work in her private practice.

11 5. This conduct violated NRS 641B.400(1) and NAC 641B.220(1), which  
12 provides that a licensee who violates any provisions of NAC 641B.200 to 641B.215,  
13 inclusive, or commits any act that constitutes a basis for refusal by the BOARD to issue  
14 a license pursuant to subsection 2 of NRS 641B.260 is guilty of unprofessional conduct.

15 6. This conduct also violated NAC 641B.200(5) which states that a licensee  
16 shall not use relationship with a client . . . to further his own personal, religious, political  
17 or business interests.

18 7. This conduct violates NAC 641B.200(6) which states that a licensee is  
19 responsible for setting and maintaining professional boundaries with (a) each client;  
20 person with significant personal ties to client, whether or not related by blood; legal  
21 representative of the client . . .

22 8. This conduct also violated NAC 641B.205(11)(a) which states that except  
23 as otherwise provided in subsection 12, a licensee shall not influence or attempt to  
24 influence a client . . . in any manner which could reasonably be anticipated to result in  
25 the licensee deriving benefits of an unprofessional nature during the time that the client  
26 is receiving professional services and for 2 years after termination of the services.

27 9. This conduct also violated NAC 641B.205(12) which states that a licensee  
28 shall not engage in sexual activity with a client during the time that the client is receiving

1 professional services and for 3 years after the termination of the professional  
2 relationship.

3 10. This conduct also violated NAC 641B.205(13) which states that a licensee  
4 shall not solicit or enter into a dual relationship with a client, intern or person who is  
5 supervised by the licensee during the time that the client is receiving professional  
6 services from, or the intern or person is being supervised by, the licensee; and for at  
7 least 2 years after the termination of the professional relationship, internship, or period  
8 of supervision.

9 11. That the foregoing facts constitute grounds for initiating disciplinary action  
10 pursuant to NRS 641B.400.

11 12. That pursuant to Nevada Revised Statute 641B.430(3):

12 If the Board finds the person guilty as charged in the  
13 complaint it may by order:

- 14 a) Place the person on probation for a specified period or  
15 until further order of the board.
- 16 b) Administer to the person a public reprimand.
- 17 c) Limit the practice of the person to, or by exclusion of, one  
18 or more specified branches of social work.
- 19 d) Suspend the license of the person to practice social work  
20 for a specified period or until further order of the board.
- 21 e) Revoke the license of the person to practice social work.
- 22 f) Impose a fine of not more than \$5000, which must be  
23 deposited with the state treasurer for credit to the state  
24 general fund.
- 25 g) Require the person to pay all costs incurred by the board  
26 relating to the discipline of the person.

27 The order of the board may contain other terms, provisions  
28 or conditions, as the board deems proper and which are not  
inconsistent with law.

#### STIPULATED ADJUDICATION

LINDSAY stipulates that pursuant to the authority of NRS 641B.430(3), the  
BOARD will impose a revocation of her license number 5267-C by the voluntary

1 surrender by LINDSAY of her license to the BOARD. Specifically, LINDSAY agrees to  
2 comply with the following conditions:

3 1. Within forty-five (45) days of the approval and execution of this Consent  
4 Decree, LINDSAY shall pay one thousand dollars (\$1,000.00) in legal and investigative  
5 fees. LINDSAY may pay the above-stated fees by way of a payment plan prepared by  
6 the BOARD, on the condition that the payment plan is set up with the BOARD within  
7 forty-five (45) days from the date of the approval and execution of this Consent Decree.

8 2. The revocation will become effective two (2) weeks from the date of the  
9 fully executed BOARD approved consent decree to allow LINDSAY to terminate or  
10 transfer any and all existing clients. During the period of transfer, LINDSAY will not  
11 accept any new clients.

12 3. After the revocation has been in effect for a minimum of three (3) years,  
13 LINDSAY may apply for re-instatement to the BOARD. If LINDSAY re-applies for  
14 licensure, she agrees to the following:

15 a. Submit a new license application and meet all licensing requirements in  
16 effect at the time she applies to re-instate or restore, including but not limited to,  
17 successfully passing any test or tests that are required of all applicants.

18 b. Prior to approval of her application, LINDSAY shall complete a  
19 psychological evaluation by a Board approved licensed psychologist. This evaluation  
20 shall furnish a written report to the Board or its designee regarding LINDSAY's  
21 judgment, fitness to practice social work and such other information that the Board may  
22 require. LINDSAY agrees to follow all recommendations of the psychological  
23 evaluation. LINDSAY will be responsible for all costs associated with this evaluation  
24 and compliance with the psychologist's recommendations.

25 c. Prior to approval of her application, LINDSAY agrees to meet with  
26 the President of the BOARD or his/her designee, the Executive Director and BOARD  
27 counsel. She will furnish a copy of the psychological evaluation and prove compliance  
28 with the Consent Decree and fitness for licensure.

1           4.     After the revocation has been terminated and her license restored,  
2 LINDSAY stipulates that pursuant to the authority of NRS 641B.430(1)(a), the BOARD  
3 may impose a minimum two (2) year period of probation upon her license to practice  
4 social work in the State of Nevada subject to the following terms and conditions:

5           a.     LINDSAY shall obey all federal, state and local laws, insurance company  
6 policies or contracts and order of the BOARD, which are not inconsistent with this  
7 Consent Decree, pertaining to the practice of social work in this State. Any and all  
8 violations shall be reported by LINDSAY to the BOARD in writing within seventy-two  
9 (72) hours.

10          b.     LINDSAY is required to notify the BOARD in writing within seventy-two  
11 (72) hours after any changes in social work employment, including self-employment,  
12 consulting or volunteering. Any notification of termination shall contain a full explanation  
13 of the circumstances surrounding it.

14          c.     LINDSAY meets monthly with a BOARD approved licensed clinical social  
15 worker who will consult with LINDSAY and monitor her practice. LINDSAY will submit  
16 to the BOARD reports on a quarterly basis which she will write and her Board approved  
17 supervisor will sign. These reports will included, but are not limited to, ethical social  
18 work practice, State laws and regulations pertaining to social work practice in Nevada,  
19 professional boundaries and dual relationships.

20          d.     LINDSAY will take a six (6) hour BOARD approved continuing education  
21 course that includes: professional boundaries, dual relationships and power differential  
22 in therapeutic relationships. At the conclusion of this course, LINDSAY will submit a  
23 report on how this course impacted her. This continuing education course may not be  
24 applied towards the continuing education requirements for the maintenance of  
25 LINDSAY's license.

26          e.     LINDSAY will be responsible for all costs associated with this consent  
27 decree including, but not limited to, the BOARD approved licensed clinical social worker  
28 consultant and the continuing education course.





1 If the Consent Decree is not accepted by the BOARD, it shall be regarded as  
2 null and void, and no member of the BOARD will be disqualified from further hearing  
3 this matter by reason of his or her consideration of the Consent Decree.

4 Admissions by LINDSAY in the Consent Decree will not be regarded as  
5 evidence against her at a subsequent disciplinary hearing. LINDSAY will be free to  
6 defend herself and no inferences against LINDSAY will be drawn from her willingness to  
7 enter into this Consent Decree.

8 This Consent Decree will not be submitted for BOARD consideration until after it  
9 has been agreed to and executed by LINDSAY. The Consent Decree shall not become  
10 effective until it has been approved by a majority of the BOARD and executed by a  
11 representative member of the BOARD.

12 **COMPLETE CONSENT DECREE**

13 This Consent Decree embodies the entire agreement between the BOARD and  
14 LINDSAY. It may not be altered, amended, or modified without the express written  
15 consent of the parties.

16 DATED this 29<sup>th</sup> day of October, 2010.

17  
18 By:

Karen Lindsay, LCSW  
KAREN LINDSAY, LCSW

19  
20 DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

21  
22 STATE OF NEVADA BOARD OF  
EXAMINERS FOR SOCIAL WORKERS

23  
24 By:

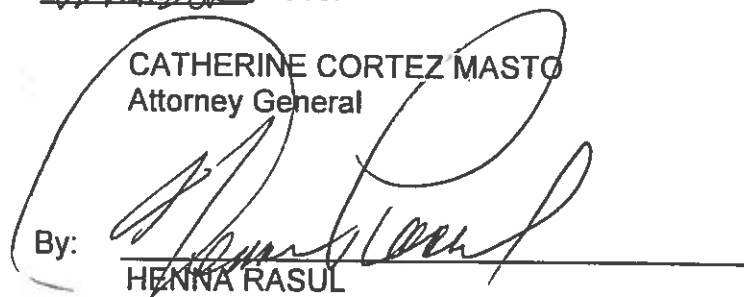
Randy Reinoso  
RANDY REINOSO, Presiding Officer FOR  
RANDY REINOSO

25  
26 The foregoing Consent Decree between KAREN LINDSAY and the STATE OF  
27 NEVADA BOARD OF EXAMINERS FOR SOCIAL WORKERS in Case No. G09-43 is  
28 approved as to form and content.

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DATED this 4 day of November, 2010.

CATHERINE CORTEZ MASTO  
Attorney General

By: 

HENNA RASUL  
Deputy Attorney General  
5420 Kietzke Lane, Suite 202  
Reno, Nevada 89511  
(775) 688-1818  
*Counsel to the State of Nevada Board  
of Examiners for Social Workers*

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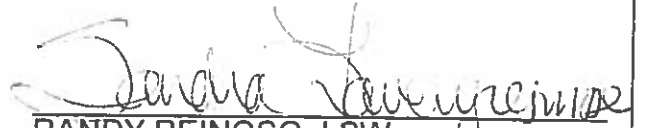
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ORDER

By a majority vote on the 19<sup>th</sup> day of November, 2010, the State of Nevada Board of Examiners for Social Workers approved and adopted the terms and conditions set forth in the attached Consent Decree with KAREN LINDSAY, LCSW

**IT IS HEREBY ORDERED AND MADE EFFECTIVE.**

DATED this 19<sup>th</sup> day of November, 2010.

  
RANDY REINOSO, LSW  
Presiding Officer FOR  
RANDY REINOSO

RE: LINDSAY, KAREN MSW

JULY 2, 2014

PAGE 10

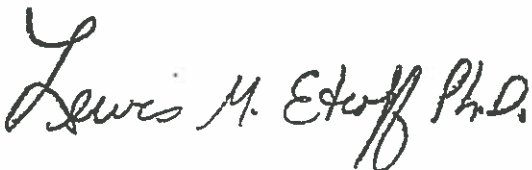
Lindsay was unaware of this statute or the general ethical principles in the field of mental health upon which the statute is based. Rather, she as much stated that she fell in love with JG, learned two months following termination that her feelings were reciprocated, and then decided to begin a serious committed relationship. I believe that she placed her own personal needs above her professional responsibilities, and she essentially stated that if JG had come along today rather than several years ago, she would make a similar decision. She did not say, however, that if JG came along today she would obey the law and not initiate a romantic relationship until the state statute allowed this to take place.

I do not believe that Ms. Lindsay intended to exploit the differential power in her role as JG's former therapist. However, if the Board wishes to determine whether exploitation of JG occurred, it may wish to ask to interview JG if this is appropriate given the rules governing the Board of Examiners of Social Work.

Should the Board of Examiners of Social Work decide that Ms. Lindsay should be allowed to reapply for licensure (and I am certainly not stating that there is evidence in this psychological examination that should preclude her from reapplying for licensure), then I would support each of the requirements cited by the Board in the Consent Decree. However, I do not believe that a six-hour continuing education course in ethics is nearly adequate enough to provide Ms. Lindsay the necessary training in social work ethics and professional values. Given the seriousness of the breach in ethics, which resulted in her loss of licensure, I would recommend that the Board order her to attend and pass with a B or better average a graduate-level course in professional ethics given by an accredited school of social work.

I would also have the Board consider ordering Ms. Lindsay to perform a scholarly written literature review of the ethics regarding sexual relationships with clients and former clients as well as producing a paper of no less than 20 pages plus references. This paper should be reviewed for the Board by a social work professor who does not have a professional relationship with Ms. Lindsay and who can determine whether she adequately reviewed this very important literature.

With these assurances, I would support Ms. Lindsay having the opportunity to regain licensure in the field of social work.



Lewis M. Etkoff, Ph.D., ABN  
Diplomate, American Board of Professional Neuropsychology  
Fellow, National Academy of Neuropsychology  
Adjunct Assistant Professor, Department of Psychology,  
University of Nevada, Las Vegas  
Adjunct Professor Psychology,  
Touro University of Nevada College of Osteopathic Medicine

LME/jhs  
T: 07/02/14

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JUN 2 2017

NV BOARD OF EXAMINERS  
FOR SOCIAL WORKERS

Karen Lindsay, LCSW

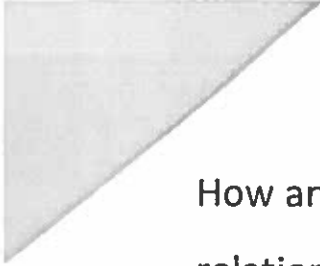
Report Regarding Attendance at Ethics CEU Seminar

On May 23<sup>rd</sup>, 2017, I attended a daylong seminar (8 a.m. – 3:30 p.m.)

Which was entitled “Exploring Ethical Challenges in the Therapeutic Relationship and Counseling Environment”. Kim Frakes confirmed that my attendance at this seminar would fulfill my Consent Decree requirement stipulation d. This report is my account of how the seminar impacted me.

The speaker gave information on a broad range of topics within the area of ethical challenges in the therapeutic relationship. Special attention was given to the ethical decisions regarding dual relationships, professional boundaries, the ever present power differential in the therapeutic relationship, transference/counter transference issues, and how the therapist needs to be highly aware of their own personal value system.

This seminar impacted me greatly. As I review the information and the notes I took, I am faced with a predominant question:



How and why did I let my professional-self cross therapeutic relationship boundaries and then cascade into violating core social work values and ethics?


The HOW and the WHY are clear to me now, and the fact that I have made many advances in my ability to problem solve ethical dilemmas, and be aware of ethical land mines is also clear to me.

HOW and WHY

As the speaker touched on the topics of dual relationships, transference, training in supervision on these topics and awareness of personal values and their effect on the therapeutic relationship, I realized that I was never given as thorough a lesson on these topics as I should have received. For the past two years, I have been working on these issues with my supervisor, and their emphasis in the seminar seemed obvious. I believe during the time of my boundary violation, I did not take personal responsibility for continuing my own education in the area of Ethics and was sorely lacking in knowledge. I was not respectful enough of the power differential in therapy between the client and the therapist. I crossed boundaries due to poor self-care during a trying period in my life, meaning I did not balance my work and personal life enough. I did not seek enough consultation when I was faced with the idea of crossing boundaries and violating ethics. I was

afraid to look as if I was not competent. This seminar has reinforced the idea that it is the fully competent clinician who seeks consultation. It is the clinician who is aware of the power they hold in the therapy setting and who is aware of how their personal values and needs can derail the clinical process if the clinician is not very careful. I am now aware and am the clinician who seeks objective consultation without hesitation. I am proud of this change and of the professional knowledge I have gained. This seminar added to my continuing development as a social work value based clinician who is faced with ethical challenges every day.

As I compare myself to the person and professional I was who allowed herself to put her own needs before her client's, and was unaware of the exact laws and ethical duties I was responsible for as a clinician, I am proud to now be a well informed, solid and balanced clinician who goes into every session aware of the responsibility I have to my clients. This seminar reinforced the primary importance of this mindset.

  
Karen Lindsay, LCSW  
5/30/17

**Course Content**

- **CHEERED IN STONE OR GUIDELINES**
  - Types of ethics
  - Codes of ethics
  - Limits to codes of ethics
- **MAKING ETHICAL DECISIONS**
  - Decision-making models
  - 7-1step model
  - Other models
- **WHAT A WHEN TO REPORT**
  - Steps to address and report ethical violations
  - Reporting obligations
- **PERSONAL BELIEFS & VALUES**
  - Knowing ourselves
  - Challenging topics: values and client care
  - Why are you?
  - Some situations to ponder...where do you stand?
  - Values and behavior
  - Impending vs. resolving
  - Heurality in counseling
  - Values Enhancement Plan
- **PERSONAL VALUES & CULTURE**
  - Cultural humility
  - Cultural communication
  - Counselor matching
  - Addressing tough cultural topics
- **LET'S TALK TECHNOLOGY**
  - Testing and emailing
  - Social networking
- **BOUNDARY CROSSING VS. JOURNALARY VIOLATION**
  - Stepping stone
  - Modeling boundary settings
- **THE POWER STATION**
  - Clients and power
  - Therapeutic use of power
- **TOUCH IN THERAPY**
  - Establishing boundaries
  - Types of touch
  - Ethical considerations
  - Guidelines for touch
- **TAKING CARE OF ME**
  - Activity - learning as part of self-care
  - Sources of stress
  - Caregiver vs. caregiver
  - Benefits of burnout
  - The need for therapy

**REGISTER NOW** VYNE.COM (USE EXPRESS NUMBER 13395)  
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**Objectives**

- Identify why it is important to report unethical behaviors
- Examine how personal values determine professional conduct
- Identify the importance of cultural competency
- Discuss boundary crossing vs. boundary violations
- Determine how to make ethical decisions in difficult situations
- Describe issues with unresolved countertransference

**Seminar Schedule**

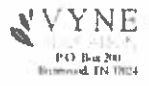
Registration: 7:30 a.m. (office & fee provided)  
 Seminar Begins: 8:00 a.m.  
 Lunch Break: 1 hour (on your own)  
 Seminar Ends: 3:30 pm.  
 Breakfast: 15 minutes (mid-morning & mid-afternoon)

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Salt Lake City, UT May 23 | Las Vegas, NV May 24 | Reno, NV May 25



A-417-02

- ◆ Stimulate your thinking about "gray areas" of ethics
- ◆ Examine your core values
- ◆ Discuss difficult ethical situations
- ◆ Apply practical ethics to everyday practice

**6 HOURS OF ETHICS INCLUDED!**



Salt Lake City, UT May 23  
 Las Vegas, NV May 24  
 Reno, NV May 25

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 Vyne Education is a nonprofit organization owned by: PCSI, Inc., a 501(c)(3) 1839 White Ave. Eau Claire, WI 54601-0542







## **Dates and Locations**

### **SALT LAKE CITY**

**May 23, 2017**

Sheraton City Centre

150 West 500 South

Salt Lake City, UT 84101

801.532.3344

### **LAS VEGAS**

**May 24, 2017**

Embassy Suites Convention Center

3600 Paradise Rd

Las Vegas, NV 89169

702.893.8000

### **RENO**

**May 25, 2017**

Grand Sierra Resort

2500 East Second St

Reno, NV 89595

775.789.2000

OFFERING DOCUMENTATION FORM  
 TITLE OF OFFERING: *Exploring Ethical Challenges in the Therapeutic Relationship and Counseling Environment*

OBJECTIVE	CONTENT	TIME	SPEAKER	METHOD
Identify why it is important to report unethical behaviors	Registration <b>CHISELED IN STONE OR GUIDELINES</b> <ul style="list-style-type: none"> <li>Types of ethics</li> <li>Code as a guide</li> <li>Limits to codes of ethics</li> </ul> <b>MAKING ETHICAL DECISIONS</b> <ul style="list-style-type: none"> <li>Decision-making models</li> <li>7-Step Model</li> <li>Other models</li> </ul> <b>WHAT AND WHEN TO REPORT</b> <ul style="list-style-type: none"> <li>Steps to addressing and reporting ethical violations</li> <li>Reporting obligations</li> </ul>	7:30AM-8:00AM-9:30AM	Frances Patterson, PhD, LADAC, MAC, BCPC, CCJAS, QSAP, QCS	Lecture, A/T, Discussion, Ethics
Examine how personal values determine professional conduct	<b>PERSONAL BELIEFS AND VALUES</b> <ul style="list-style-type: none"> <li>Knowing ourselves</li> <li>Challenging Topics</li> <li>Activity: Challenging Topics, Values &amp; Client Care</li> <li>What's our job?</li> <li>Some situations to ponder... where do you stand?</li> <li>Values and Honesty                             <ul style="list-style-type: none"> <li>Imposing vs. exposing</li> <li>Neutrality in counseling</li> </ul> </li> <li>Values Enhancement Plan</li> </ul>	9:30AM-9:45AM		
Identify the importance of cultural competency	Break <b>PERSONAL VALUES AND CULTURE</b> <ul style="list-style-type: none"> <li>Cultural humility</li> <li>Cultural communication</li> <li>Counselor matching</li> <li>Addressing touch cultural topics</li> </ul>	9:45AM-10:40AM	Frances Patterson, PhD, LADAC, MAC, BCPC, CCJAS, QSAP, QCS	Lecture, A/T, Discussion, Ethics, cultural diversity (.5 hours)
Determine how to make ethical decisions in difficult situations	<b>LET'S TALK TECHNOLOGY</b> <ul style="list-style-type: none"> <li>Texting and emailing</li> <li>Social networking</li> </ul>	10:40AM-11:40AM	Frances Patterson, PhD, LADAC, MAC, BCPC, CCJAS, QSAP, QCS	Lecture, A/T, Discussion, Ethics
Discuss boundary crossing vs. boundary violation	<b>BOUNDARY CROSSING VS. BOUNDARY VIOLATION</b> <ul style="list-style-type: none"> <li>Slippery slope</li> <li>Modeling boundary setting</li> <li>Issues to consider                             <ul style="list-style-type: none"> <li>Meeting outside the office</li> <li>Social contact</li> <li>Financial dealings</li> </ul> </li> </ul>	11:40AM-12:40 PM		
Determine how to make ethical decisions in difficult situations	LUNCH <b>BOUNDARY CROSSING VS. BOUNDARY VIOLATION (CONT'D)</b> <ul style="list-style-type: none"> <li>Dual relationships in small communities</li> <li>Gift giving</li> <li>Safety and Crisis</li> </ul>	12:40PM-1:10PM	Frances Patterson, PhD, LADAC, MAC, BCPC, CCJAS, QSAP, QCS	Lecture, A/T, Discussion, Ethics, cultural diversity (.5 hours)
Identify the importance of cultural competency				

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Describe issues with unresolved countertransference	<p><b>MANAGING TRANSFERENCE AND COUNTERTRANSFERENCE</b></p> <ul style="list-style-type: none"> <li>• Activity – your experience with countertransference</li> <li>• Unaddressed countertransference</li> <li>• Recognizing countertransference</li> <li>• Sexual countertransference</li> </ul>	1:10PM-1:50PM	Frances Patterson, PhD, LADAC, MAC, BCPC, CCIAS, QSAP, QCS	Lecture, A/T, Discussion, Ethics	75
Determine how to make ethical decisions in difficult situations	<p><b>OTHER ETHICAL CHALLENGES</b></p> <ul style="list-style-type: none"> <li>• Conflict of interest</li> <li>• Self-disclosure in therapy</li> <li>• Multiple clients</li> <li>• Dual relationships <ul style="list-style-type: none"> <li>o Examples</li> <li>o Cultural considerations</li> </ul> </li> </ul> <p><b>THE POWER STRUGGLE</b></p> <ul style="list-style-type: none"> <li>• Clients and power</li> <li>• Therapeutic use of power</li> </ul> <p><b>TOUCH IN THERAPY</b></p> <ul style="list-style-type: none"> <li>• Establishing boundaries</li> <li>• Types of touch</li> <li>• Ethical considerations</li> <li>• Guidelines for touch</li> </ul> <p><b>TAKING CARE OF ME</b></p> <ul style="list-style-type: none"> <li>• Activity – learning as part of self-care</li> <li>• Sources of stress</li> <li>• Caretaker vs. caregiver</li> <li>• Results of burnout</li> <li>• The need for therapy</li> </ul>	2:05PM-3:30PM	Frances Patterson, PhD, LADAC, MAC, BCPC, CCIAS, QSAP, QCS	Lecture, A/T, Discussion, Case examples, Ethics, Cultural diversity (.5 hours)	1.25
Identify the importance of cultural competency	<p><b>Break</b></p>	1:50PM-2:05PM			
	Seminar Adjourns	3:30PM			6.0



## **Item 5      Licensure, Intern and Application Issues**

**Item 5A      Action Item:** *\*(For Possible Action)* Review, Discussion and for Possible Action, license application submitted by Robert Peoples, pursuant to NRS 641B.260 and NAC 641B.090.

**Background Information:**      The Board received an application for social work licensure (LSW) from Robert A. Peoples on March 10, 2016. A summary of his application process is as follows:

- Initially, Mr. Peoples marked, "NO", pertaining to prior criminal history and/or convictions. Had he marked, "YES", he would have received notification to accompany his exam approval letter of what would be required to move his application forward;
- On June 30, 2016, the Board received the results of Mr. Peoples' fingerprinting with positive criminal history. A letter informing Mr. Peoples of the positive results as well as what was required was sent to Mr. Peoples on July 14, 2016; and
- On September 8, 2017, Mr. Peoples passed his Masters' Examination. He has also provided all information requested in the Board's June 30, 2016 letter.

Pursuant to NRS 641B.260, NAC 641B.090 and the Board's YES policy, Mr. Peoples is appearing before the Board pertaining to his prior criminal history.

### **Documents / Attachments:**

1. Copy of Mr. Peoples' Application for Social Work License (certain items redacted);
2. Copy of Board's July 14, 2016 letter to Mr. Peoples regarding his positive criminal background history (certain items redacted);
3. Copy of Mr. Peoples' September 10, 2016 response to the Board's July 14, 2016 letter (certain items redacted); and
4. Copy of referenced NRS, NAC and YES Policy copied below.

### **NRS 641B.260    Hearing on application; refusal to issue license.**

1. The Board may hold hearings and conduct investigations into any matter related to an application for licensure. The Board may require the presentation of evidence.
2. The Board may refuse to issue a license to an applicant if the applicant:
  - (a) Is not of good moral character as it relates to the practice of social work;
  - (b) Has submitted any false credential to the Board;
  - (c) Has been disciplined in another state in connection with the practice of social work or has committed any act in another state which is a violation of this chapter; or
  - (d) Fails to comply with any other requirements for licensure.(Added to NRS by 1987, 1119; A 1995, 450)

### **NAC 641B.090    Application for licensure or renewal; conditions for waiver of examination. (NRS 641B.160, 641B.202)**

1. An application for licensure or renewal must be submitted on a form provided 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 will waive the required examination for an applicant if:

(a) The applicant is not eligible for endorsement pursuant to NAC 641B.126;

(b) The applicant has passed an appropriate examination in another state within the 6 months immediately preceding the date on which he or she submits his or her application for licensure with the Board; and

(c) The examination that the applicant passed is equivalent to the examination that the applicant would otherwise be required to take pursuant to NAC 641B.105.

(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)

## **YES ANSWER POLICY**

I. **PURPOSE:** To provide evaluation criteria for processing affirmative answers to screening questions on new and renewal applications for licensure and/or certification.

II. **POLICY STATEMENT:** The mission of the Board of Examiners for Social Workers is to protect the public. Questions are asked of new applicants and renewal applicants in order to evaluate competency, qualifications, and the ability of the applicant to comply with the essential eligibility requirements for the practice of social worker. The information provided by the applicant is then evaluated for approval or denial of licensure/certification based on the legal requirements for full licensure/ certification.

III. **PROCEDURE:** Items numbered 1.-7. correspond with screening questions for licensure applications and renewal applications...

3. Have you ever been convicted or charged with a civil offense or a criminal offense, including a misdemeanor or felony?

A. The board may deny, revoke, or suspend any license or certificate applied for or issued pursuant to NRS CHAPTER 641, or take other disciplinary

action against a licensee or holder of a certificate, upon determining that he is guilty of a felony or any offense involving moral turpitude or related to the qualifications, functions or duties of a licensee or holder of a certificate, in which case the record of conviction is conclusive evidence thereof. The Board will evaluate each applicant for licensure/certification on the basis of evidence of rehabilitation and the potential/actual risk to the public.

B. If one or more of the following convictions are identified, the application must be taken to the Board for disposition.

- a. Murder, voluntary manslaughter or mayhem;
- b. Assault with intent to kill or commit sexual assault or mayhem;
- c. Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or any other sexually related crime;
- d. Abuse or neglect of a child or contributory delinquency;
- e. A violation of federal or state law regulating the possession, distribution or use of any controlled substance or any dangerous drug as defined in chapter 454 of NRS, within the past 7 years.
- f. A violation of any provision of NRS 200.5099 or 200.50955, which outlines abuse, neglect, and exploitation of an older person;
- g. Any offense involving fraud, theft, embezzlement, burglary, robbery, fraudulent conversion or misappropriation of property, within the immediately preceding 7 years; or
- h. Any other felony involving the use of a firearm or other deadly weapon, within the immediately preceding 7 years.

E. Applications of individuals with a documented history of repetitious criminal convictions other than minor traffic violations and minor criminal citations within the previous seven (7) years are to be taken before the Board for disposition.

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3/10/16 LSW App

# State of Nevada Board of Examiners for Social Workers

## License Application for Social Worker (LSW)

Please Type or Print in Blue or Black Ink

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

### General Information

Present Legal Name Peoples Robert Anthony  
Last First Middle

List any other name ever used: \_\_\_\_\_

Mailing Address 7 \_\_\_\_\_ North Las Vegas NV 890  
Street City State Zip

Telephone 702 \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth 10-03

Are you currently or have you ever been licensed, registered, or certified as a social worker in another state?  
Yes \_\_\_\_\_ No X If yes, which state(s)? N/A

Have you taken an ASWB examination? Yes \_\_\_\_\_ No X If yes, Date exam taken N/A  
If Yes, which level? Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Advanced Generalist \_\_\_\_\_ Clinical \_\_\_\_\_

What other professional Nevada state licenses or certifications do you currently hold? QMHA

Are you seeking a provisional license? Yes \_\_\_\_\_ No X  
If yes, to take ASWB exam \_\_\_\_\_ or, to obtain a social work degree \_\_\_\_\_ ?

Citizenship: US Citizen Yes Alien Registration # \_\_\_\_\_ Other \_\_\_\_\_  
SUBMIT COPY OF BIRTH CERTIFICATE, PASSPORT, CERTIFICATE OF NATURALIZATION OR ALIEN REGISTRATION CARD.

### Employment

List a minimum 10 years work history in chronological order beginning with the most recent (explain any gaps).  
Attach additional sheets if necessary.

Man Up Ministries LLC 6704 Yellowhammer Place (702) 807-7183  
Employer Address Telephone  
Owner/Program Director Owner/self employed 10-01-2012 - Current  
Position Supervisor Dates of Employment  
Supervise Staff over see program initiatives  
Duties

Salvation Army 2900 Palomino Lane LV NV (702) 878-8022  
Employer Address Telephone  
Path Case Worker David Normant 1-4-12 to 9-2012  
Position Supervisor Dates of Employment  
Homeless outreach / Case Management for homeless  
Duties

Medco Health Solutions 6225 Annie Oakley Dr LV NV 89120 (702) 436-8300  
Employer Address Telephone  
CSR Ms. ANN 10-3-06 to 1-4-2012  
Position Supervisor Dates of Employment  
Trouble-shoot Rx issues to fix problems with Rx orders  
Duties *no longer in business*

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Board Use Only Date Received MAR 10 2016 Check # 9509511512 Amount 140.00

NV BOARD OF EXAMINERS FOR SOCIAL WORKERS

ca ck

Education:

A COPY OF A CERTIFIED TRANSCRIPT SHOWING THE DEGREE AWARDED MUST BE RECEIVED DIRECTLY FROM THE SCHOOL

Name of School	Location	Major	Date Degree	Awarded
University of Nevada Las Vegas	4505 S. Maryland Pkwy Las Vegas NV 89154	Social Work	12-2015	M.S.W.
University of Phoenix	1625 W. Fountainhead Pkwy Tempe, AZ 85282	Human Services	5-2012	B.S.H.S.

1. Have you ever been convicted of a felony?
2. Have you ever been arrested or convicted of or charged with a criminal or civil offense and/or convicted or charged with possession, distribution or use of a controlled substance or dangerous drug?
3. Have you ever been denied a license or certification or been denied approval to take a licensing examination?
4. Have you ever been the subject of an administrative action or proceeding relating to a professional license or certification?
5. Have you ever surrendered a professional license or certification voluntarily or otherwise?
6. Have you ever been charged with unprofessional conduct or professional incompetence?
7. Do you have a medical condition that in any way impairs or limits your ability to deliver essential social work services?
8. Do you use any chemical substance(s) (including prescriptions) which in any way impairs or limits your ability to deliver essential social work services?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SEP 14 2016

DIVISION OF PROFESSIONAL WORKERS

If the answer to any question 1 through 8 is "Yes", a signed statement of explanation must be attached. Copies of any documents that identify the circumstances or contain an order, agreement or other disposition are required.

9. Child Support Information-Please check appropriate answer-It is mandatory that you answer this question.

- I am not subject to a court order for the support of a child
- I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

I have read all questions, answers and statements and know the contents thereof. I hereby certify under the penalty of perjury that the information furnished on this document is true and correct.

I hereby authorize the Board of Examiners for Social Workers, its agents, servants and employees, to conduct any investigation(s) of my business, professional, social and moral background, qualifications and reputation, as it may deem necessary, proper or desirable. No liability of any sort or kind shall attach itself to the said Board of Examiners for Social Workers, its members, servants or employees or by reason of the use of the authorization.

3-8-16  
Dated

*[Signature]*  
Signature of Applicant

Subscribed and sworn to before me on this 8 day of March 2016  
Month/Year

Notary Seal: DEBORAH A. WEYAND  
Notary Public - State of Nevada  
County of Clark  
APPT. NO. 07-5257-1  
My App. Expires Oct. 22, 2019

*[Signature]*  
Signature of Notary

Notary Public for State of NEVADA

My commission expires 10-22-2019



STATE OF NEVADA  
**BOARD OF EXAMINERS FOR SOCIAL WORKERS**  
4600 Kietzke Lane — C - 121  
Reno, Nevada 89502  
(775) 688-2555

COPY

Robert A. Peoples

No. Las Vegas, NV 890

Dear Mr. Peoples,

On March 16, 2016, the State of Nevada Board of Examiners for Social Workers (Board) received your License Application for Social Worker (Application). On page 2 of the Application, screening question number 1 asked, "Have you ever been convicted of a felony?" Screening question number 2 asked, "Have you ever been arrested or convicted of or charged with a criminal or civil offense and/or convicted of charged with possession, distribution or use of a controlled substance or dangerous drug?" (Emphasis added). Your response to both screening questions were, "NO".

On or around June 3, 2016, the Board granted you approval to take the Association of Social Work Board's (ASWB) examination. To date, it appears that you have not taken the examination. Accompanying the examination approval letter was a fingerprint packet and civil waiver, authorizing the Board to submit your completed fingerprint cards to the Nevada Department of Public Safety (NV DPS). Once the completed fingerprint cards are submitted to NV DPS, one fingerprint card is retained by NV DPS for a criminal history and background check within the State of Nevada. The second completed fingerprint card is submitted to the Federal Bureau of Investigation (FBI), for criminal history and background check occurring outside of the State.

On May 31, 2016, the Board received your completed fingerprint cards which were submitted to the NV DPS on June 3, 2016. On or around June 30, 2016, the Board received the results of fingerprinting conducted by the NV DPS and the FBI. The NV DPS was positive for the following criminal history occurring within the State of Nevada:

- **09/20/1997** On or around this date, you were arrested for, "POSSESSION OF DRUG PARAPHERNALIA". This appears to have been a misdemeanor offense. The arresting law enforcement agency was the Las Vegas Metropolitan Police Department. It further appears that on or around January 26, 1998, this offense may have been, "Dismissed";
- **03/06/1998** On or around this date, you were arrested for, "POSSESSION OF DRUG PARAPHERNALIA". This appears to have been a misdemeanor offense. The arresting law enforcement agency was the Las Vegas Metropolitan Police Department. It further appears that on or around March 11, 1998, you plead, "Guilty", to this offense and received a sentence with, "Special Conditions";
- **12/29/1999** On or around this date, you were arrested for, "BATTERY DOMESTIC VIOLENCE NO PRIOR CONVICTIONS". This appears to have been a misdemeanor offense. The arresting law enforcement agency was the Las Vegas Metropolitan Police Department. It further appears that on or around June 1, 2000, this offense may have been, "Dismissed";
- **07/23/2000** On or around this date, you were arrested for, "NON SUFFICIENT FUNDS/CHECKS". This appears to have been a felony offense. The arresting law enforcement agency was the Las Vegas Metropolitan Police Department. It appears that a final disposition pertaining to this matter was not provided on the NV DPS criminal background history report;
- **04/06/2001** On or around this date, you were arrested for, "BATTERY/DOMESTIC VIOLENCE". This appears to have been a misdemeanor offense. The arresting law enforcement agency was the Las Vegas Metropolitan Police Department. It further appears that on or around May 21, 2002, you plead, "Guilty", to this offense and received a sentence with, "Special Conditions";
- **05/14/2008** On or around this date, you were arrested for, "BURGLARY". There appears to have been three (3) charges of burglary, all felony offenses. The arresting law enforcement agency was the Las Vegas Metropolitan Police Department. It further appears that on or around May 30, 2008, some of these offenses may have been, "Dismissed", while you may have been charged with other charges. These charges appears to have been, "FORGERY", "GRAND LARCENY" and "POSSESSION OF STOLEN PROPERTY". All of these appears to have been felony offenses. It further appears that there are not any final dispositions on these additional charges; and
- **05/31/2008** On or around this date, you were arrested for, "FAIL TO OBEY TRAFFIC SIGNALS; BASIC SPEED; LICENSE PLATES IMPROPERLY DISPLAYED; POSSESSION OF DRUG PARAPHERNALIA". These appears to have been misdemeanor offenses. It appears that a final disposition pertaining to these matters were not provided on the NV DPS criminal background history report.

Robert A. Peoples  
July 14, 2016

In addition to the results of the NV DPS report, the FBI criminal history occurring outside of the State was positive for the following criminal history:

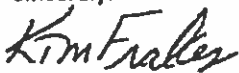
- **11/28/1993** On or around this date, it appears that you were charged with, "TRESSPASSING" and two (2) charges of, "WEAPON OFFENSE DISPLAY KNIFE". It is unknown whether these charges were misdemeanors and/or felonies. The arresting law enforcement agency was the Colorado Springs Police Department. There does not appear to be a final disposition pertaining to these arrests/charges; and
- **04/30/1994** On or around this date, it appears that you were charged with, "FAIL TO APPEAR POSS/DISPLAY WEAPON" and "FAIL TO APPEAR TRESPSS PRIV PROP". It is unknown whether these charges were misdemeanors and/or felonies. The arresting law enforcement agency was the Colorado Springs Police Department. There does not appear to be a final disposition pertaining to these arrests/charges; and
- **06/01/1994** On or around this date, it appears that you were charged with, "FAIL TO APPEAR POSS/DISPLAY WEAPON" and "FAIL TO APPEAR TRESPSSING". It is unknown whether these charges were misdemeanors and/or felonies. The arresting law enforcement agency was the El Paso County Sheriff's Office. There does not appear to be a final disposition pertaining to these arrests/charges.

Since the information contained in the criminal history and background information for both the NV DPS and FBI is brief, at best, the Board is requesting the following information from you:

1. CERTIFIED COURT DOCUMENTS which includes the charging document and a historical summary pertaining to the above referenced arrests (sometimes referred to as a "court case docket"). If any of the above-referenced arrests have been resolved or closed, please provide a certified copy of the court document supporting that the above cases are closed, resolved, dismissed, etc. If this matter is still an active, open court case, include with the court case docket/case historical summary, a certified copy of the previous court hearing and documents showing when the next hearing will occur; and
2. A written and signed explanation regarding why you has marked, "NO", on screening questions 1 and 2, when in fact, it appears that both the NV DPS and FBI criminal history reports do not appear to support your answers on these screening questions. Your written explanation should also include steps you have taken since these incidents in order to assure similar future incidents do not occur.

Pursuant to NRS (Nevada Revised Statute) 641B.260, the Board may refuse licensure to an individual who provides any false credential (including false information) and who fails to comply with any requirement for licensure. In order to bring your Application into compliance, please correct screening questions number 1 and 2, to accurately reflect the above charges. Receipt of your corrected Application, the above requested documentation and successfully taking and passing the licensing examination will be required BEFORE your Application will be considered for licensure. Pursuant to NRS 641B.260, the Board may conduct a hearing into any matter related to an application for licensure. If a hearing on your Application, your presence would be requested for the purpose of clarifying any discrepancies and concerns. Please be advised, your Application will remain open for one (1) year from the date of this letter (i.e. July 14, 2017). If the required items noted above are not received by this deadline, your Application will close without further notification. The referenced Nevada Revised Statutes may be located on our website, [www.socwork.nv.gov](http://www.socwork.nv.gov). Please feel free to call our office at, (775) 688-2555, should you have any questions.

Sincerely:



Kim Frakes  
Executive Director

Enclosures

Cc: Henna Rasul, Senior Deputy Attorney General, Board Counsel

Certified Mail: 7015 1710 0000 8872 5345

Robert A. Peoples

Las Vegas, NV 890

September 10, 2016

Ms. Kim Frakes

Board of Examiners for Social Workers

4600 Kietzke Lane – C – 121

Reno, Nevada 89502

Ms. Frakes,

I am in receipt of a letter from the State of Nevada Board of Examiners for Social Workers in regards to the application and background check received by myself and Nevada Department of Safety (NVDPS). I noticed that there are some discrepancies between what I marked on the application and what is seen on the criminal background check. Please allow me to explain these discrepancies as best as I can.

1. I marked on question #1 (Have you ever been convicted of a felony?) NO because I have been arrested and charged for felonies. Please take notice through the paperwork that I have collected by the perspective agencies that all felony charges were either amended, dismissed, and/or sealed. This will be later explained in detail.
2. I marked on question #2 (Have you ever been arrested or convicted of or charged with a criminal or civil offense and/or convicted or charged with possession, distribution, or use of a controlled substance or dangerous drug?) NO because I misunderstood the question and lumped the two compound questions into one while only focusing on the last part of the question pertaining to the possession, distribution, or use of a controlled substance or dangerous drug. Please accept my change of answer to this question as I have been arrested and/or convicted of or charged with a criminal or civil offense. These will be later explained in this letter.
3. I, Robert Anthony Peoples, will attempt to explain the listed charges and dispositions and what steps I have taken to insure similar incidents do not occur in the future.

I would first like to explain the mindset that led to the majority, if not the entirety, of these arrests, charges, and convictions! I suffered through alcoholism and drug addiction for the duration of 1991 through 2008, at which time I completed a court ordered drug court program. This is where I found my desire and motivation to stay clean and go back to school for human services/social work. I attended the College of Southern Nevada (CSN) and completed a certification in Patient Registration/Admitting. I continued to pursue my education at University of Phoenix (UOPX), where I earned a Bachelor's Degree in Human Services (BSHS). This propelled me to take my education even further, leading me to the University of Nevada, Las Vegas (UNLV) to complete a Master's Degree in Social Work. I do agree that my past is shady at best, but this is the reason why I have such a desire to help others that have been

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STATE BOARD OF EXAMINERS  
FOR SOCIAL WORKERS

displaced or misplaced, such as I have. I want to turn my negatives into positives. I currently attend Narcotics Anonymous on a regular basis, and I am also the Senior Pastor of a church. I am also the Director of a mental health and drug addiction program.

Below is a brief explanation of my criminal history within the state of Nevada.

1. 9/20/1997 & 3/6/1998
  - a. Possession of Drug Paraphernalia
    - i. Plead guilty and received credit for time served; records could not be retrieved (Page 5 of 5)
2. 7/23/2000
  - a. Nonsufficient Funds Checks
    - i. Please see Case Number 00F09829X Justice Court LV Township; restitution paid; dismissed
3. 4/16/2001
  - a. Battery/Domestic Violence
    - i. Charges amended to simple battery; suspended 90-day sentence/ completed impulse control program; charges vacated; sentence complete
4. 5/14/2008
  - a. Burglary
    - i. Please see page 2 of 5 of certified copies; all charges dismissed and ordered sealed by the court; completed court mandated drug court program
5. 5/31/2008
  - a. Failure to Obey Signals/Basic Speed/ License Plates, Improper Displayed/Possession of Drug Paraphernalia
    - i. Could not obtain disposition due to being released from custody with no charges filed

Below is a brief explanation of my criminal history outside of the state of Nevada.

Please be informed that after diligently and repeatedly trying to secure the following records:

1. 11/28/1993-Trespassing/ Two charges of displaying a weapon (knife)
2. 4/30/1994-Failure to appear in above charges
3. 6/01/1994-Failure to appear in above charges

that I was unable to do so because of the length of time and due to not being able to locate records. I was unable to locate the action taken for these charges. These were misdemeanor charges and I did serve jail time for these offenses.

I attest that the preceding and all following statements are honest and truthful to the best of my knowledge and ability. Please accept this as a thorough explanation of my criminal history. If you have any further questions, please feel free to notify me at (702 )772-7161.

Sincerely,

  
Robert A. Peoples, MSW 9/12/16

Enclosures: Copies of background (5 pages); Copy of initial letter sent by Board of Examiners; Revised copy of page 2 of Board of Examiners Social Worker application; all other relevant correspondence able to be retrieved





**ITEM 6 DEPUTY ATTORNEY GENERAL'S REPORT**

**Item 6 A Non Action Item:** Deputy Attorney General Report

**Background Information:** Information only - Typically, the Deputy Attorney General will use this time to bring the Board up-to-date on legal issues of concern to the Board or make recommendations for future agenda items. You may also wish to use this time to ask questions of counsel.



## **Item 7 Legislative and Regulatory Issues**

**Item 7 A Action Item:** Review, Discussion and for Possible Action, Review of changes made to NACs based on July 28, 2017 Board Retreat which have been submitted to LCB.

**Background Information: Lowery** took information from the Board retreat on July 28, 2017 and created a formal document to be sent to LCB for review. This document was submitted on September 27, 2017 and we have been assigned the LCB File Number: R110-17. She has been working with LCB regarding questions and comments about the proposed language.

**Documentation:**

- R110-17 as submitted to LCB.
- 

**Item 7 B Action Item:** Review, discussion and for Possible Action, Update on next step(s) taken and to be taken in the regulation change process.

- i. Public Workshop, November 3, 2017
- ii. Small Business Impact Survey (Survey Monkey)

**Background Information:** Per the Administrative Rulemaking Manual, the Board has a number of steps to take regarding proposed regulation changes. Thus far, the proposed regulations have been submitted. We have scheduled our Public Workshop and are preparing send out the required "small business impact survey."

**Documentation:**

- Notice of Workshop to Solicit Comments on Proposed Regulations
  - Solicitation of Input from Nevada Small Businesses Pertaining to Possible Economic Impact
- 

**Item 7 C Non-Action Item:** Review and Discussion, Update on Behavioral Commission meeting on September 15, 2017, and Interim Legislative Session.

**Background Information: Lowery** attended the Behavioral Commission Meeting on September 15, 2017 to learn about how the Commission will be handling the duties assigned to them via the legislature in AB457. **Lowery** will update the Board members about the information learned. **Lowery** has also been tracking information in the Interim Legislative Session. To date, the Legislative Commission has met and new assignments have been made to a number of legislative committees. Lowery will be monitoring the following groups –

- ❖ Legislative Commission
- ❖ Legislative Commission's Sunset Subcommittee
- ❖ Legislative Committee on Health Care
- ❖ Committee to Consult with the Director (of LCB)

- ❖ Committee to Study the Needs Related to the Behavioral and Cognitive Care of Older Persons
- ❖ Northern Behavioral Health Policy Board
- ❖ Southern Behavioral Health Policy Board
- ❖ Rural Behavioral Health Policy Board
- ❖ Washoe Regional Behavioral Health Policy Board

**Documentation:**

- List of Committee Assignments so far.
- 

**Item 7 D Action Item:** Review, discussion and for Possible Action, Notification by the Governor's Finance Office of fiscal audit covering FY2014 through FY2017.

**Background Information:** Board received written notice of an audit by the Governor's Finance Office on October 10, 2017. Board will have until November 3, 2017 to provide the information requested.

**Documentation:**

- Letter from Governor's Finance Office





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

**Proposed Regulation Change**

**LCB File Number: R110-17**

**Since we do not yet have codification of R018-16, I have combined the existing NAC 641B, the yet to be codified NAC 641B from R018-16, and the temporary regulation T000-16 into one document.**

EXPLANATION – Matter in *italics* is new, matter in brackets and struck through ~~[omitted material]~~ is material to be omitted. All proposed changes are highlighted in yellow.

## GENERAL PROVISIONS

**NAC 641B.026** *“Continuing education collection period” defined. (NRS 641B.160)*

*“Continuing education collection period” means the period from initial licensure through the licensee’s second renewal and then every two years thereafter.*

**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 *under the supervision of an agency.*

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

**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 *independent* 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)

**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 *under the supervision of an agency.*

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

**NAC 641B.067** *“Telehealth” defined. (NRS 641B.160)* *“Telehealth” means use of various technologies to remotely deliver services to clients. It includes the delivery of services from a*

*social worker to a client at a different location using electronic information and telecommunication technologies.*

**NAC 641B.068** Interpretation of term “all costs incurred by the Board relating to the discipline of the person.” ([NRS 641B.160](#), [641B.430](#)) As used in [NRS 641B.430](#), the Board will interpret the term “all costs incurred by the Board relating to the discipline of the person” to include, without limitation:

1. Attorney’s fees;
2. Hearing costs; and
3. Investigative fees and costs.

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



## LICENSING AND SUPERVISION

**NAC 641B.090 Application for licensure or renewal; conditions for waiver of examination.**

**(NRS 641B.160, 641B.202)**

1. An application for licensure or renewal ~~[must be complete prior to being processed which includes];~~ must be complete ~~[prior to being]~~ before it can be processed.

2. A complete application includes the following;

(a) Submission of application ~~[submitted]~~ on a form provided by the Board~~[.];~~

(b) All ~~[items finished as]~~ information is provided as instructed on the Board approved application form;

(c) Receipt of all payments and fees; and

(d) Receipt of all required documents.

~~[2.]~~3. 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.]~~4. 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.]~~5. 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.]~~6. 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.]~~7. If deemed necessary, the Board will require the personal appearance of the applicant.

~~[7.]~~8. 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.

8.9. The Board ~~[will]~~ *may* waive the required examination for an applicant if:

~~[(a) The applicant is not eligible for endorsement pursuant to NAC 641B.126;~~

~~[(b) The applicant has passed an appropriate examination in another state within the 6 months immediately preceding the date on which he or she submits his or her application for licensure with the Board; and]~~

(c) The examination that the applicant passed is *an equivalent or higher level* ~~[to the]~~ examination that the applicant would otherwise be required to take pursuant to NAC 641B.105.

(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)

**NAC 641B.095 Evidence of age, citizenship and entitlement to remain and work in United States. (NRS 641B.160, 641B.200)**

1. Except as otherwise provided in subsection 2, for the purposes of NRS 641B.200, the Board will accept as satisfactory evidence of:

(a) The age of the applicant; a copy of his or her *certified* birth certificate, passport, baptismal certificate, driver's license or such other documentation regarding age satisfactory to the Board. If the evidence 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 be submitted to the Board.

(b) The citizenship of the applicant; a copy of his or her *certified* birth certificate, passport, naturalization papers or such other documentation regarding citizenship satisfactory to the Board.

(c) The lawful entitlement of the applicant to remain and work in the United States, a copy of documentation from the United States Citizenship and Immigration Services of the Department of Homeland Security evidencing the lawful entitlement of the applicant to remain and work in the United States.

~~[2. A birth certificate issued by a hospital is not satisfactory evidence of the age or citizenship of the applicant.]~~

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 11-8-95; R122-06, 7-14-2006)

**NAC 641B.105 Examinations. ([NRS 641B.160](#), [641B.250](#))**

1. An applicant for licensure as a licensed social worker, licensed independent social worker or licensed clinical social worker must pass ~~[a two-part]~~ examination(s) ~~[consisting of]~~ *approved by the Board:*

~~[(a) 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; and~~

~~(b) An examination given by the Board which tests the knowledge of the applicant of the provisions of this chapter and [chapter 641B](#) of NRS and any other provisions of NAC or NRS relevant to the practice of social work.]~~

2. An applicant for licensure as:

(a) A licensed social worker must pass the Bachelors ~~[or Basic]~~ 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 ~~[or Basic]~~ Examination or Masters ~~[or Intermediate]~~ Examination of the Association of Social Work Boards.

(b) A licensed independent social worker must pass the ~~[Advanced Generalist or]~~ Advanced 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, citizenship, 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 (LSW)*, who is required to pass an examination pursuant to this section must do so within ~~[1-year]~~ *six 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 *for initial licensure* may be retaken 90 days after the failed examination. ~~[Thereafter, only one examination may be taken every 6 months.]~~ *A licensee in an independent internship (NAC 641B.140) or clinical internship (NAC641B.150) may retake a failed exam 90 days after the failed exam and thereafter only one examination may be taken every six months.*

(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)

**NAC 641B.111 Restoration of expired license: Required submissions; notification of owed debt; extension for completion 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 3 years 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 [~~within the immediately preceding 15 years;~~] or

(2) 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 examination and]~~ continuing education hours *as described in subsection 7 of NAC641B.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)

**NAC 641B.112 Provisional license: Eligibility; validity; disciplinary action; reinstatement or restoration; supervision of holder. ([NRS 641B.160](#), [641B.275](#))**

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

(a) An applicant must cause the college or university to forward directly to the Board the evidence of enrollment.

(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 ~~[in a timely manner]~~ 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. The Board may issue a one-year provisional license to an applicant seeking endorsement of an equivalent social work license who:~~

~~(a) Completes and submits an application of licensure on a form supplied by the Board and the appropriate fee;~~

~~(b) Agrees to the processing of the form and fingerprints as described in NAC 641B.090, sections 1 through 4; and~~

~~(c) Provides preliminary information which can be verified by the Board of the following:~~

~~(1) The applicant holds a corresponding valid and unrestricted license to engage in social work in the District of Columbia or any state or territory of the United States;~~

~~(2) The applicant provides a clear, photocopy of current and official forms of government identification that includes:~~

~~(i) A photograph of the applicant, verifying the identity of the applicant; and~~

~~(ii) Supporting documentation that the applicant is a citizen of the United States or otherwise has the legal right to remain and work in the United States;~~

~~(d) The applicant shall sign a notarized affidavit accompanying the application stating that:~~

~~(1) The information contained in the application and any accompanying material or documents submitted during the entire application process are true and correct;~~

~~(2) The applicant has not been disciplined, investigated or under investigation by a corresponding regulatory authority in the District of Columbia or any state or territory in which the applicant holds or has held a license to engage in social work; and~~

~~(3) Has not been held civilly or criminally liable for malpractice in the District of Columbia or any state or territory of the United States.~~

~~(e) Unless the Board denies the application for good cause, within forty five days, the Board shall issue a one year provisional license to engage in social work, following receipt of:~~

~~(1) The information required is in subsections (a), (b) and (c); and~~

~~(2) A complete set of fingerprints accompanied by the applicant's written permission authorizing the Board to forward the fingerprints in the manner provided in NRS 641B.202.~~

~~(f) Within this one year period of provisional licensure, the applicant shall, pursuant to NAC 641B.095, NAC 610B.100, and NAC 641B.126 submit the documents and information, in a manner required by the regulations specified in this subsection.~~

~~(g) Within the one year period of provisional licensure, the Board shall, following receipt of all documents and information required in subsection (a) through (d), issue an equivalent, full and unrestricted license.~~

~~(h) The Board shall cause periodic notifications to be sent to those provisionally licensed pursuant to subsection (e), whose application is deemed as incomplete and pending receipt of required information. The Board shall send a final notification no less than 60 days prior to the expiration of the one year provisional licensure which notifies the provisional licensee that:~~

~~(1) The documents and information required for full licensure are still pending by the Board; and~~

~~(2) The provisional licensee must have all active clients and cases successfully terminate or appropriately transferred, if the licensee is unable to provide the information required in subsection (f), by the date the provisional license expires.]~~

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



- (a) The licensee fails the prescribed examination; or
- (b) The provisional licensing period of 9 months expires,

↳whichever occurs first.

5. 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. 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)

**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 ..... \$100
  - (b) Restoration of revoked license ..... 150
  - (c) Restoration of expired license ..... 200
  - (d) Renewal of delinquent license ..... 100
2. Licensed social worker:
  - (a) Initial application ..... \$40
  - (b) Initial issuance of license ..... 100
  - (c) Annual renewal of license ..... 100

(d) Restoration of revoked license . . . . .	150
(e) Restoration of expired license . . . . .	200
(f) Renewal of delinquent license . . . . .	100
(g) Endorsement license without examination . . . . .	100
(h) Initial issuance of provisional license . . . . .	75
(i) Annual renewal of provisional license . . . . .	75
3. Licensed independent social worker and licensed clinical social worker:	
(a) Initial application . . . . .	\$40
(b) Initial issuance of license . . . . .	100
(c) Annual renewal of license . . . . .	150
(d) Restoration of revoked license . . . . .	150
(e) Restoration of expired license . . . . .	200
(f) Renewal of delinquent license . . . . .	100
(g) Endorsement license without examination . . . . .	100
(h) Initial issuance of provisional license . . . . .	75

↳ 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.

*4. If an applicant submits an application for licensure by endorsement pursuant to NRS 641B.271, the Board shall charge and collect ~~[not more than]~~ the fees specified in subsections ~~[1.]~~ 2, or 3, as applicable, for the initial application for and initial issuance of a license.*

*5. If an applicant submits an application for a license by endorsement pursuant to NRS 641B.272, the Board shall collect ~~[not more than]~~ one-half of the fee set forth in subsections ~~[1.]~~ 2, or 3, as applicable, for the initial issuance of a license.*

(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)

**NAC 641B.120 Payment and handling of fees and remittances; lapse of applications. (NRS 641B.160)**

1. Fees and remittances to the Board must be made by a money order, bank draft or check payable to the Board. Remittances in currency or coin are made wholly at the risk of the remitter, and the Board assumes no responsibility for a loss thereof.

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. An application for licensure on which no action has been taken by the applicant for ~~[1 year]~~ *six months* after its receipt by the Board will be considered by the Board to have lapsed. The Board will not refund any fee related to an application which has lapsed.

(Added to NAC by Bd. of Exam'rs for Social Workers, eff. 9-20-88; A 5-15-92; R113-98, 1-13-99)

**NAC 641B.124 Practice ~~[by electronic, telephonic]~~ via telehealth, electronic, or 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 by telephone]~~, and 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)

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

1. An applicant for licensure as a 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, ~~[at least an]~~ *a corresponding, valid, and* equivalent 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, independent social worker or clinical social worker in this State by the Board ~~[without taking the examination prescribed by the Board if the applicant provides the Board]:~~

(a) the information and documents required pursuant to section ~~[45 of Senate Bill No. 68, chapter 497, 3 of Senate Bill No. 69, chapter 722 Statutes of Nevada [2015, at page 3034] 2017, at page xxx;~~ and

(b) Evidence satisfactory to the Board that the applicant ~~[has]~~

- ~~(1) been continuously licensed to engage in the practice of social work as a social worker, independent social worker or clinical social worker, as applicable in the District of Columbia or any state or territory of the United States for at least the 5 years immediately preceding the date on which the applicant submits his or her application to the Board.]~~ *Is a citizen of the United States or otherwise has the legal right to work in the United States;*
- ~~(2) Has not been investigated or disciplined by the corresponding regulatory authority of the District of Columbia or any state or territory in which the applicant currently holds or has held a license to engage in social work;~~
- ~~(3) Has not been held civilly or criminally liable for misconduct or malpractice in the District of Columbia or any state or territory;~~
- ~~(4) Has not had a license to engage in social work suspended or revoked in the District of Columbia or any state or territory;~~
- ~~(5) Has not been refused a license to engage in social work in the District of Columbia or any state or territory;~~
- ~~(6) Does not have pending any disciplinary action concerning his or her license to engage in social work in the District of Columbia or any state or territory;~~

~~— 2. — [The Board will deem an applicant for licensure by endorsement as a clinical social worker or an independent social worker who has been licensed as a clinical social worker or independent social~~

~~worker, applicable, for less than 5 years in the District of Columbia or any state or territory of the United States and satisfies the requirements of NRS 641B.200 and NRS 641B.230 or 641B.240, as applicable, to have fulfilled the requirements for supervised, postgraduate social work that are required for licensure if~~

~~(a) The applicant provides evidence satisfactory to the Board that the applicant completed at least~~

~~(1) If the applicant is applying for licensure by endorsement as a clinical social worker:~~

~~(I) 1,000 hours of supervised, postgraduate clinical social work supervised by a licensed clinical social worker, that has been accepted by the District of Columbia or the state or territory which licensed the applicant as a clinical social worker;~~

~~(II) 1,000 hours of supervised, postgraduate clinical social work supervised by a licensed clinical social worker, licensed clinical psychologist or psychiatrist licensed to practice medicine and certified by the American Board of Psychiatry and Neurology, Inc., that has been accepted by the District of Columbia or the state or territory which licensed the applicant as a clinical social worker; and~~

~~(III) 1,000 hours of supervised, post graduate social work, which can be clinical or nonclinical, supervised by a licensed clinical social worker, licensed clinical psychologist or psychiatrist licensed to practice medicine and certified by the American Board of Psychiatry and Neurology, Inc., that has been accepted by the District of Columbia or the state or territory which licensed the applicant as a clinical social worker; or~~

~~(2) If the applicant is applying for licensure by endorsement as an independent social worker,~~

~~3,000 hours of supervised, postgraduate social work supervised by a licensed clinical social worker or a licensed master's level social worker that has been accepted by the District of Columbia or the state or territory which licensed the applicant as an independent social worker;~~

~~(b) The licensing board that accepted the supervised, postgraduate clinical social work submits verification of the hours of work and that each social worker, psychologist or psychiatrist who~~

~~supervised the supervised, post graduate clinical social work is licensed in and practices in the District of Columbia or the state or territory which licensed the applicant directly to the Board in a manner that is approved by the Board; and~~

~~(c) 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.]~~

~~[3.]~~ (2) An applicant for licensure by endorsement pursuant to this section must submit to the Board:

(a) A written application on a form prescribed by the Board;

(b) The applicable fee;

(c) Except as otherwise provided in subsection 4, proof that the license issued by the District of Columbia or the other state or territory or or any other license or credential issued to the applicant by the District of Columbia or another state:

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

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

*(d) has passed the appropriate examination, given by the Association of Social Work Boards or another testing administrator that has been approved by the Board;*

~~(d)~~ (e) Proof that the applicant is of good moral character as it relates to the practice of social work.

~~4-~~ (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.

(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)

**NAC 641B.150 Licensed clinical social worker: Internship required for licensure; requirement may include additional settings under certain circumstances; approval of**

**postgraduate hours completed in agency; approval of postgraduate hours in different state. ([NRS 641B.160, 641B.240](#))**

1. Except as otherwise provided in subsections 1 and 2 of [NAC 641B.126](#), 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) Except as otherwise provided in subsection 2, 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.

2. The Board may require a program to include additional settings pursuant to subparagraph (2) of paragraph (a) of subsection 1 if the program is unable to sustain, after 2 full, consecutive calendar quarters, the minimum number of hours necessary to complete the program as required by paragraph (b) of subsection 1. 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 ~~25~~ 32 hours per week, not to exceed ~~325~~ 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 may be supervised by a licensed clinical social worker. The remaining hours required in 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 and documentation that his or her supervisor was a 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 and was qualified to supervise in the District of Columbia or the other state or territory. After the applicant has completed not less than 1,000 hours of supervised, postgraduate clinical social work and has passed an examination required, if applicable, pursuant to subparagraph (1) of paragraph (a) of subsection 1 pursuant to a program approved by the Board, the Board will approve that work and accept it towards the hours of supervision that are required for licensure pursuant to subsection 1 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. 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. 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)

**NAC 641B.155 Supervisors of interns: Generally. (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 or have equivalent experience acceptable to 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) If deemed necessary by the Board, successfully complete a written examination.]~~

(f) ~~[(If deemed necessary by the Board,)]~~ Has successfully completed ~~[any]~~ training specified by the Board and renews this training every five years after initial approval as an intern supervisor.

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 three 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 provide, upon request, a copy of the list 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)

**NAC 641B.160 Supervisors of interns: Duties; additional internship hours if required; withdrawal of approval to supervise; disallowance of credit; reapplication for approval. (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) 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;

*(1) The supervisor may use telecommunication technologies for supervision three weeks in the month, the fourth week must be onsite.*

(c) Prepare and submit to the Board quarterly reports 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. Not more than 24 hours of the total supervision of the intern may be in the form of group supervision.

5. 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.

6. The Board may refuse to accept a quarterly 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.

7. If the Board refuses to accept a quarterly or final report pursuant to subsection 6, the Board will disallow credit for all hours of internship as reported on the report.

8. 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.

9. 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.

10. 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.

11. 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 quarterly 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.

12. 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)

## CONTINUING EDUCATION

NAC 641B.187 Prerequisites and requirements for renewal of license; grounds for disciplinary action. ([NRS 641B.160](#), [641B.280](#))

1. Except as otherwise provided in subsections 4 and 5, to renew his or her license:

(a) A licensee who is a licensed associate in social work or a licensed social worker must complete at least 30 continuing education hours every 2 years, of which:

(1) ~~Two~~ four hours must relate to ethics in the practice of social work, including, without limitation, issues addressing ~~professional boundaries, confidentiality or dual relationships within that practice;~~ *boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing burnout, social work law (NRS/NAC), cultural competency and racial biases, risk management, mandated reporting, legal holds, scope of practice, professional conduct, standards of care, impaired professionals, and regulation requirements.*

(2) Four hours must relate to evidence-based suicide prevention and awareness, *or another course of instruction that is approved by the Board, as amended by the section 4 of Assembly Bill No. 105, chapter XXX, Statutes of Nevada 2017, at page XXXX.* 2 hours of which must be completed each year, as required pursuant to NRS 641B.280, as amended by the section 5 of Assembly Bill No. 93, chapter 403, Statutes of Nevada 2015, at page 2288; and

(2) ~~Four~~ *Effective July, 1, 2018, two* hours must relate to evidence-based suicide prevention and awareness, *or another course of instruction that is approved by the Board, as amended by the section 4 of Assembly Bill No. 105, chapter XXX, Statutes of Nevada 2017, at page XXXX.* 2 hours of which must be completed ~~each year~~ *every 2 years*, as required pursuant to NRS 641B.280, as amended by the ~~section 5 of Assembly Bill No. 93, chapter 403, Statutes of Nevada 2015, at page 2288;~~ *section 1 of Assembly Bill No. 387, chapter XXX, Statutes of Nevada 2017, at page XXXX.*

(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 every 2 years, of which:

(1) ~~Three~~ Four hours must relate to ethics in the practice of social work, including, without limitation, issues addressing ~~professional boundaries, confidentiality or dual relationships within that practice;~~ boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, exploitation of clients, managing burnout, social work law (NRS/NAC), cultural competency and racial biases, risk management, mandated reporting, legal holds, scope of practice, professional conduct, standards of care, impaired professionals, and regulation requirements.

and

(2) Four hours must relate to evidence-based suicide prevention and awareness, *or another course of instruction that is approved by the Board, as amended by the section 4 of Assembly Bill No. 105, chapter XXX, Statutes of Nevada 2017, at page XXXX.* 2 hours of which must be completed each year, as required pursuant to NRS 641B.280, as amended by the section 5 of Assembly Bill No. 93, chapter 403, Statutes of Nevada 2015, at page 2288; and

(2) ~~Four~~ Effective July, 1, 2018, two hours must relate to evidence-based suicide prevention and awareness, *or another course of instruction that is approved by the Board, as amended by the section 4 of Assembly Bill No. 105, chapter XXX, Statutes of Nevada 2017, at page XXXX.* 2 hours of which must be completed ~~each year~~ every 2 years, as required pursuant to NRS 641B.280, as amended by the ~~section 5 of Assembly Bill No. 93, chapter 403, Statutes of Nevada 2015, at page 2288;~~ *section 1 of Assembly Bill No. 387, chapter XXX, Statutes of Nevada 2017, at page XXXX.*

(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 7:

(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 renew the license of a licensee who fails to complete 30 continuing education hours during a 2-year period if it finds good cause to do so.

(c) The Board will renew the license of a licensee during the period in which he or she 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,

↳ ~~[and for one renewal period after graduation from the program]~~. Before renewing the license, proof of enrollment or graduation within the past 2 years must be submitted to the Board by the licensee.

4. If the Board renews the license of a licensee pursuant to paragraph (b) of subsection 3, it may require the licensee to complete, during the 2-year period immediately following the renewal of the license, additional continuing education hours not exceeding the number of hours that the licensee would have otherwise been required to complete pursuant to subsection 1 during the period for which continuing education requirements were waived.

5. A licensee may not take a program of continuing education which presents the same material he or she took during the previous 2-year period.

6. 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.

7. The Board will not renew the license of a licensee who has not completed the continuing education required pursuant to subparagraph (2) of paragraph (a) or subparagraph (2) of paragraph (b) of subsection 1, as applicable.

(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)

**NAC 641B.188 Affidavit of completion: Submission; verification of authenticity. ([NRS 641B.160](#), [641B.280](#))**

1. Except as otherwise provided in subsection 2 and in subsection 3 of [NAC 641B.187](#), every other application for renewal of a license must be accompanied by an affidavit evidencing the completion the continuing education hours required pursuant to NAC 641B.187 during the 2 years immediately preceding the date of the application.

2. Every application for renewal of a license must be accompanied by 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 year immediately preceding the date by which the license is required to be renewed and an affidavit evidencing the completion of such continuing education.

3. The Board will randomly select affidavits and request proof from the affiant of the authenticity of the information contained therein.

4. Each licensee shall maintain sufficient documentation which verifies the information set forth in the affidavit for at least 3 years. *This information 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)

**NAC 641B.189 Approval of program by Board; acceptable forms of program; unacceptable courses and programs. ([NRS 641B.160](#), [641B.280](#))**

1. 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 presentations *and presentations delivered using ~~[videoconferencing or the Internet that allows participants to interact with the presenter in real time]~~ electronic or telecommunication technologies;*

(b) Except as otherwise provided in paragraph (d) of subsection 4, ~~[distance]~~ 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 annually would be approved for ethics;* 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 apply, if licensed as a licensed associate in social work or a licensed social worker, for not more than 15 hours of continuing education credit or, if licensed as a licensed independent social worker or a licensed clinical social worker, for not more than 18 hours of continuing education credit for distance learning courses during a 2-year period, except that the Board may approve additional hours of such continuing education if the licensee can demonstrate good cause for the approval of the additional~~

~~hours.] A licensee may complete continuing education units in any combination of ways defined in paragraphs (a) through (g) in subsection 1.~~

~~3. [A licensee may apply, if licensed as a licensed associate in social work or a licensed social worker, for not more than 2 hours of continuing education credit or, if licensed as a licensed independent social worker or a licensed clinical social worker, for not more than 4 hours of continuing education credit relating to ethics for any period in which the licensee serves as a member of a committee or board of review that:~~

~~(a) Considers issues or applies any policy, law or regulation relating to ethics; and~~

~~(b) Is approved by the Board.]~~

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) ~~[A distance] An online~~ learning course which does not require participants to complete an examination ~~[before beginning the course and]~~ 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)

**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, unless the course or program is proposed by a licensee pursuant to subsection 2 of [NAC 641B.192](#) and does not include the use of an instructor;

(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, ~~distance~~ 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;

(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; or

(i) 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)

**NAC 641B.191 Approval: Application by provider; action by Board; provider to submit quarterly reports; 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. ~~[An approved provider of continuing education shall, within 30 days after the end of each calendar quarter, submit to the Board a report that lists the title, summary, dates and number of credits assigned to each course or program it offered in the previous quarter. The Board may investigate the contents of any course or program listed in the quarterly report.]~~

~~[An approved provider of continuing education shall, within 30 days after the end of each calendar quarter, submit to the Board a report that lists the title, summary, dates and number of credits assigned to each course or program it offered in the previous quarter. The Board may investigate the contents of any course or program listed in the quarterly report.]~~

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)

**NAC 641B.192 Approval: Application by licensee; ~~request for approval for credit of program created and directed by licensee.~~ (NRS 641B.160, 641B.280)**

1. A licensee may request the approval of a course or program which has not been submitted for:

(a) Approval by a provider;

(b) ~~[Approval pursuant to subsection 2.]~~ *Approved by the National Association for Social Workers (NASW) the Association of Social Work Boards (ASWB), or*

↳ 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.

~~[2. A licensee may apply for approval for credit of a program of study or activities that is created and directed by the licensee. The application must include information or materials demonstrating that the program will meet the requirements set forth in [NAC 641B.190](#), [the nature of the studies or activities, the degree of interaction with instructors or colleagues that is expected, if any, and the date for completing the program. A licensee may apply for credit pursuant to this subsection for not more than 7.5 hours for a 2-year period, unless the Board finds that the licensee demonstrated, in his or her initial application, that he or she has good cause for the approval of additional hours. The Board will not approve an application that includes studies or activities that are being completed as a part of the primary job duties of the licensee or the requirements for a class in which the licensee is enrolled. To receive credit for completing a program approved pursuant to this subsection, the licensee must, after completion of the program, submit documentation, satisfactory to the Board, that he or she achieved the learning objectives set forth in the application.]~~



(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)

~~[NAC 641B.195 – Providers: Submission of information to Board. (NRS 641B.160, 641B.280)~~

~~Within 30 days after presenting a program of continuing education, the provider shall transmit to the Board:~~

~~1. The title of the program.~~

~~2. The date, time and location of the program.~~

~~3. The names and total number of licensees completing the program.~~

~~4. The number of continuing education hours assigned to the program by the Board.~~

~~5. The approval number assigned to the program by the Board.~~

~~(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)]~~

## 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) A clinical social worker, who is licensed by the Board pursuant to NRS and NAC 641B is eligible to engage in the certification and decertification process of a Legal Hold, as described in NRS 641B.160(2), NRS 433A.170, 433A.195 and 433A.200 if:*

*(1) The clinical social worker has not had any lapse in licensure, or in his or her practice for a minimum of 5 years and is not practicing under any professional license in any state, which is under a disciplinary action, suspension or revocation;*

*(2) The clinical social worker demonstrates, to the Board's satisfaction, a minimum of 3 years, post clinical social work licensure, current direct practice, or current supervision of practice, in a mental health setting;*

*(3) The clinical social worker shall, as a requirement for approval to engage in the certification and decertification process described in section 10(a), complete any training or retraining approved by the Board;*

*(4) Each clinical social worker who is approved by the Board to engage in the certification process described in section 10(a), who is not otherwise covered under a policy of professional liability insurance shall maintain a policy of professional liability insurance.*

*(b) A licensee may assume duties and responsibilities within the practice of social work, not describe in section 10(a), 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 for at least 5 years *for individuals over the age of 23. If the client was treated under the age of 23, the client's records must be maintained until the client is age 28, unless otherwise specifically authorized by law.*

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 ~~[24]~~ 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 ~~[or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance;]~~ *under the influence of a 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;

~~[(f) The licensee has been placed in a diversionary program; or]~~

~~(g) (f) The licensee has entered into [a program for the] treatment of [he abuse of a controlled substance or alcohol or a program for the treatment of any other impairment.]~~ *substance abuse or any other behavior impairment that affects their 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)

#### **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~~ provide services to 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. As used in this section, "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 also includes other professional, social or business relationship with the client, intern or other person.

*16. A social worker in independent practice shall establish and maintain a professional will which will specify a professional executor who will oversee the social worker's client records, billing and financial records, appointment book and client contact information, passwords and access codes, and client notification in the event that the social worker becomes incapacitated and unable to provide social work services or unexpectedly deceased.*

(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)







STATE OF NEVADA  
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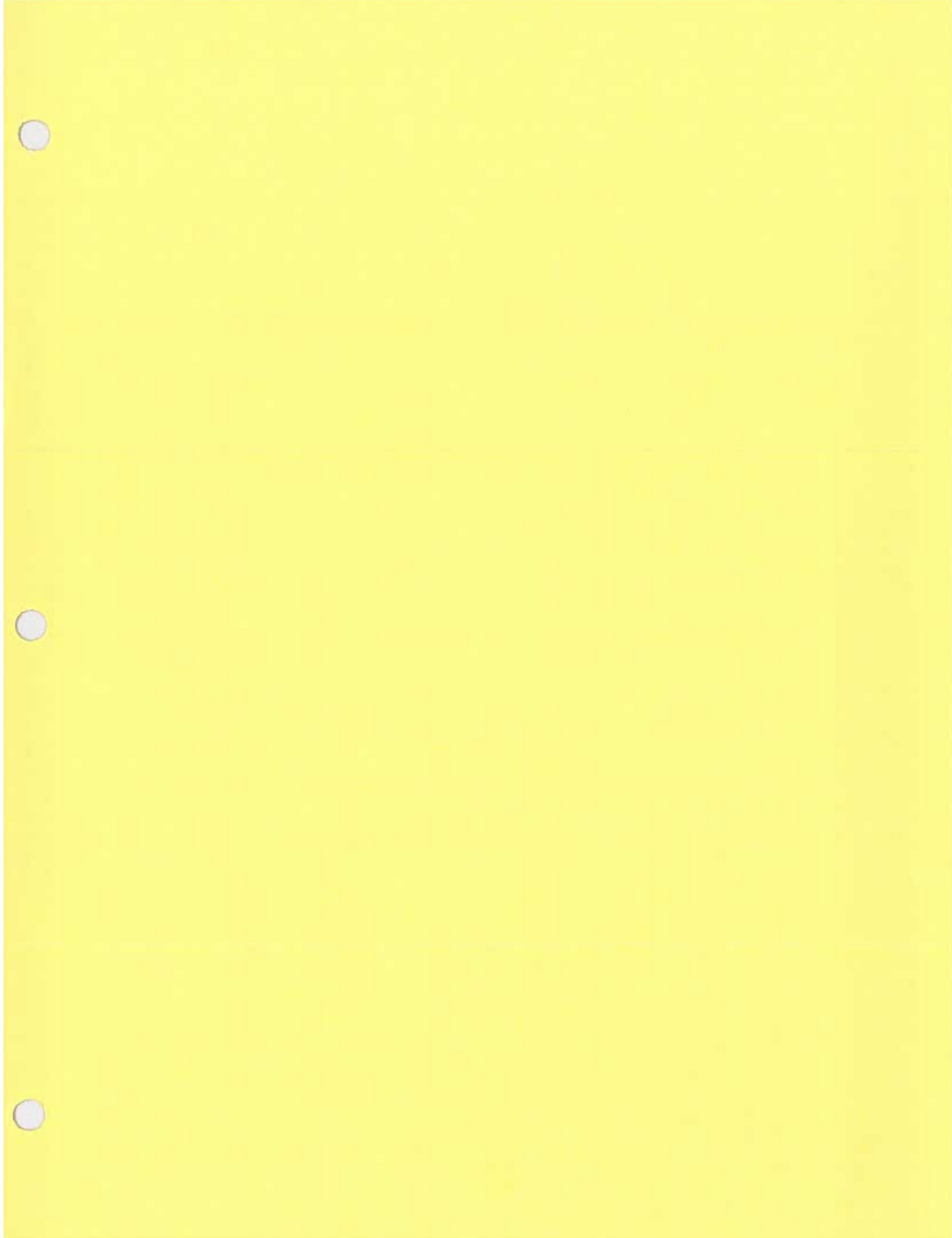
**NOTICE OF WORKSHOP TO SOLICIT COMMENTS ON PROPOSED REGULATIONS**

Pursuant to NRS 233B.061(2), prior to conducting a public hearing, an agency shall conduct at least one workshop to solicit comments from interested persons on one or more general topics to be addressed in the proposed regulations. The Board of Examiners for Social Workers (Board) is proposing the addition, amendment and/or repeal of regulations pertaining to Chapter 641B of the Nevada Administrative Code. A Public Workshop to solicit comments from interested persons has been set as follows: **10:30am to 1:30pm, Friday, November 3, 2017**. The locations for the workshop will be: Mojave Mental Health, 745 West Moana Lane, Suite 100, Reno, Nevada 89509 and Mojave Mental Health, 4000 East Charleston Blvd., Suite B-230, Las Vegas, NV 89104.

The purpose of the workshop is to solicit comments from interested persons on the following general topics that may be addressed in the proposed regulations - LCB File Number: R110-17:

- Reducing the amount of time an application is considered open.
- Removal of "Provisional C" licensure based on legislative changes in endorsement.
- Expanding clinical hours allowed per quarter for clinical internships.
- Telecommunication options for supervision of clinical / independent internships.
- Expanding content areas for ethics CEUs and increasing ethics CEUs to 4 per renewal period for all licensees.
- Removal of the 1-year grace period for CEUs post-graduation.
- Removal of limitation of the number of CEUs that can be earned online.
- Changes for Board approved CEU vendors.
- Development of a professional will for social workers in independent practice.

A copy of the proposed regulations may be obtained at the workshop or by contacting the Social Workers, 4600 Kietzke Lane, Suite C-121, Reno, NV 89502. A copy of the proposed regulations are also available for viewing and printing from the Board's website, [www.socwork.nv.gov](http://www.socwork.nv.gov). Email comments will be accepted prior to the workshop date. Pursuant to NRS 233B.061(2), this Notice of Workshop to Solicit Comments on Proposed Regulations (Notice) will be sent out electronically to all individuals licensed by this Board currently on the Board's listserv. Written notification will be sent to all licensees not on the listserv. Notice of this workshop will be posted at the Board of Examiners for Social Workers office, the Board's website, [www.socwork.nv.gov](http://www.socwork.nv.gov), and the following locations: Washoe Co. Dept. of Social Services, 350 S. Center St., Reno; Clark Co. Social Services, 1600 Pinto Ln., Las Vegas; UNR School of Social Work, Ansari Business Bldg., Rm. 523, 900 N. Virginia St., Reno; UNLV School of Social Work, Central Desert Complex 10, 4505 Maryland Pkwy., Las Vegas. This Notice has also been posted at various libraries throughout Nevada. A list of libraries posting this Notice may be found on the Board's website, [www.socwork.nv.gov](http://www.socwork.nv.gov).





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

**SOLICITATION OF INPUT FROM NEVADA SMALL BUSINESSES  
PERTAINING TO POSSIBLE ECONOMIC IMPACT**

The State of Nevada Board of Examiners for Social Workers (Board) is proposing a regulation change in the form of permanent regulations contained in Nevada Administrative Code (NAC), Chapter 641B. These changes are reflected in LCB (Legislative Counsel Bureau) File Number: **R110-17**. Although the Board is not proposing any increases to, or the addition of, fees for services routinely charged by the Board, the Board is required, pursuant to NRS (Nevada Revised Statute) 233B.0608, to solicit input from Nevada small businesses pertaining to possible economic impact on any proposed regulation changes.

Pursuant to NRS 233B.0382, a small business is defined as, "...a business conducted for profit which employs fewer than 150 full-time or part-time employees." **If you are an owner of a for profit small business, as described in NRS 233B.0382, the Board is requesting you to review the proposed regulation changes in LCB File Number: R110-17.** Please use the following link to access this LCB document – <http://socwork.nv.gov/uploadedFiles/socworknvgov/content/about/R110-17.pdf>. You can also find a document that provides a narrative explanation of the proposed changes at - <http://socwork.nv.gov/uploadedFiles/socworknvgov/content/about/NarrativeExplanationforProposedChangessto641BNACs.pdf>

After reviewing the proposed regulation changes, if you believe that the proposed changes will impose a "direct and significant economic burden" upon your small business or directly restrict, "...the formation, operation or expansion..." of your small business, please use the following link to complete our survey online - <https://www.surveymonkey.com/r/QSDTXDF>. The survey has seven short questions and will take less than five minutes to complete.

**Please complete the survey no later than November 30, 2017.**

We appreciate your willingness to participate in this part of the legislative process.

Thank you,

Sandy Lowery, LCSW, LADC  
Interim Executive Director  
BOE for Social Workers

## Questions

Name of your small business:

Person submitting survey.

Position and title of individual completing survey

Is your business a "for profit" agency?      Yes / No

Number of employees employed by the small business: \_\_\_\_\_

Number of social workers licensed in Nevada at the following levels of licensure:

(a) LASW: \_\_\_\_\_

(b) LSW: \_\_\_\_\_

(c) LCSW: \_\_\_\_\_

(d) LISW: \_\_\_\_\_

5. If the proposed regulation changes contained in LCB File Number: **R110-17** will pose a direct and significant economic burden upon your business or directly restrict the formation, operation or expansion of the business, please describe how:

---

---



Legislative Commission

Frierson  
Benitez-Thompson  
Atkinson  
Denis  
Farley  
Ford  
Hammond  
Kieckhefer  
Carlton  
Oscarson  
Pickard  
Wheeler

Legislative Commission - Sunset Subcommittee

Denis  
Settelmeyer  
Bilbray-Axelrod  
Bustamante Adams  
Pickard

Legislative Committee on Health Care

Sprinkle  
Spearman  
Ratti  
Oscarson  
Speigle

Committee to Consult with the Director (LCB)

Frierson  
Parks  
Spearman  
Benetez-Thompson  
Kieckhefer  
Settelmeyer  
Oscarson  
Monroe-Moreno

## New committees

Northern Behavioral Health Policy Board

Titus . . . others will be assigned

Southern Behavioral Health Policy Board

Yeager . . . others will be assigned

Rural Behavioral Health Policy Board

Goicoechea . . . others will be assigned

Washoe Regional Behavioral Health Policy Board

Ratti . . . . others will be assigned

Committee to Study the Needs Related to Behavioral Health

Woodhouse

Benitez-Thompson

Ratti

Daly

Wheeler

Goicoechea





**Item 6 Legislative and Regulatory Issues**

**Item 6 D Action Item:** Review, discussion and for Possible Action, Notification by the Governor's Finance Office of fiscal audit covering FY2014 through FY2017.

**Background Information:** Board received written notice of an audit by the Governor's Finance Office on October 10, 2017. Board will have until November 3, 2017 to provide the information requested.

**Documentation:**

- Letter from Governor's Finance Office



Brian Sandoval  
Governor



James R. Wells, CPA  
Director

Steve Weinberger, CPA  
Administrator

**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE**

**Division of Internal Audits**

209 E. Musser Street, Suite 302 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | <http://iaudits.nv.gov> | Fax: (775) 687-0145

October 10, 2017

Sandy Lowery, Executive Director  
Nevada State Board of Examiners for Social Workers  
4600 Keitzke Lane, Suite C121  
Reno, NV 89502

Dear Ms. Lowery:

At the direction of the Executive Branch Audit Committee, we are conducting an audit of Nevada's Boards and Commissions that have the authority to regulate an occupation or profession. The Nevada State Board of Examiners for Social Workers (the Board) falls within the scope of our audit. In order to assist us with our audit, please provide the following items; softcopy, electronic files are preferred:

**Financial:**

1. A copy of the audited financial statements, if applicable, required to be submitted under NRS 218G.400 for the past four fiscal years (2014 - 2017). Note: An internal draft of the financial statements is acceptable for fiscal 2017 if not already submitted.
2. A copy of the balance sheets, if applicable, required to be submitted under NRS 218G.400 for the past four fiscal years (2014 - 2017). In addition, a copy of the internal Statement of Revenues and Expenses in support of the balance sheet for the same fiscal years.
3. A copy of the Board's budgets, including any narrative or supplementary information, for the past four fiscal years (2014 - 2017).
4. A list of any internal or external reports produced by the Board and utilized by the members or management to administer the Board. Please provide an example of each report and the frequency of its issuance.
5. A copy of the Board's licensing fee structure in effect for the past four fiscal years (2014 - 2017).

**Personnel:**

6. An organizational chart(s) or listing showing the authorized positions (full or part-time) for the Board for the past four fiscal years (2014 - 2017).
7. A copy of the job description for each authorized position.

8. A schedule showing the current rate of pay for each authorized position.
9. A schedule showing the salary history of the executive director (or other title as applicable) for the past four fiscal years (2014 - 2017).
10. A copy of the Board's compensation and performance review policies and procedures in effect for the past four fiscal years (2014 - 2017).
11. A copy of any compensation studies conducted by or on behalf of the Board for the past four fiscal years (2014 - 2017).
12. A description of the Board's employee benefits, by category, in effect for the past four fiscal years (2014 - 2017). The categories should include: holiday, vacation and sick leave; group insurance; worker's compensation; retirement plans and; incentive/bonus programs.

Professional Fees/Services:

13. A copy of any contract in effect for the past four fiscal years (2014 - 2017) for professional services, including but not limited to: legal, accounting/audit, investigators, lobbyists or other outside consultants.
14. A schedule(s) of legal costs for the past four fiscal years (2014 - 2017) for:
  - a. In-house Counsel – Total hours worked and salary/wages paid.
  - b. Attorney General's Office – Total hours and dollars billed for staff and total other legal costs billed.
  - c. Outside Counsel – Total hours and dollars billed for staff and total other legal costs billed.

Administrative:

15. A list of Nevada Revised Statutes, Nevada Administrative Code and State Administrative Manual sections applicable to the Board.
16. A list of the legislation that passed during the 2017 session that impacted the Board.

We would appreciate receiving the above information by **November 3, 2017**.

If you have any questions please contact Executive Branch Auditor Mark Richards at 687-0147 or Executive Branch Audit Manager Warren Lowman at 687-0125.

Sincerely,



Steve Weinberger  
Administrator

cc: Mike Willden, Governor's Chief of Staff  
James R. Wells, CPA, Director, Governor's Finance Office  
Ketan Bhirud, General Counsel, Attorney General's Office



## **ITEM 8 BOARD OPERATIONS**

**Item 8 A Action Item:** Review, Discussion and for Possible Action, approval of minutes for the **July 27, 2017** Board Meeting and **July 28, 2017** Board Retreat;

**Background Information:** Following review and discussion of the July 27, 2017 Board Meeting minutes and July 28, 2017 Board Retreat minutes, the Board should take action to approve these minutes. The approved minutes will be posted on the Board's website.

**Documents / Attachments:**

- July 27<sup>th</sup> Meeting Minutes
  - July 28<sup>th</sup> Retreat Minutes
- 

**Item 8 B Action Item:** Review, Discussion and for Possible Action, fiscal report and budget figures for 1<sup>st</sup> quarter FY2017/2018.

**Background Information:** Presentation of fiscal report for the first quarter FY 2017/2018 and budget comparison for FY 2017/2018.

**Documents / Attachments Included:**

- Budget FY2017/2018
  - First quarter financial report for FY2017/2018.
- 

**Item 8 C Action Item:** Review, Discussion and for Possible Action, Changes in individuals authorized to sign on the Board fiscal accounts.

**Background Information:** The Board maintains two members who are authorized to be signers on checking. Currently, Vikki Erickson is the only Board member authorized to sign check since Rod Smith is no longer on the Board. Need to select a second Board member who can sign checks. Additionally, recommending that Kim Frakes, Director of Social Work Practice, come off as the office staff authorized to sign check and Sandy Lowery, Interim Executive Director, be put on the accounts moving forward.

**Documents / Attachments:**

- None
- 

**Item 8 D Action Item:** Review, Discussion and for Possible Action, **Data Reporting Activities**

- July 1, 2017 through September 30, 2017 Board Licensure Statistics
- Report submitted to LCB related to SB 69 Quarterly Reporting Requirement
- Review and discussion of 3<sup>rd</sup> quarter Occupational Board Reporting
- YTD for Board Licensure Statistics

**Background Information:** Presentation of information the Board is currently tracking regarding new licenses, endorsement of licenses, renewals and open applications. This also includes reporting that is now submitted to the LCB per SB 69 and reporting to the Occupational Board.

**Documents / Attachments Included:**

- 3<sup>rd</sup> Quarter Reporting of Licensing Statistics

- YTD Reporting of Licensing Statistics
  - Report submitted to LCB regarding SB69 Reporting
  - Reporting submitted to state website for Occupational Boards
- 

**Item 8 E Action Item:** Review, Discussion and for Possible Action, review of previous board decision regarding screening questions on **initial license applications** based on information presented at ASWB training

**Background Information:** At the 05/19/2017 Board meeting, a Board reviewed the content of the "screening questions" currently on the initial applications for licensees. The Board voted to change a number of these questions. At the ASWB New Board Member Training, Jodi Ussher discussed our screening questions with ASWB Attorney, Dale Atkinson. This conversation left Jodi Ussher with some concerns about the changes that were voted on in the May Board meeting. This issue is being revisited based on the information received at the New Board Member Training. This was also discussed and tabled at the July 27, 2017 meeting. Question before us is whether we wish to change and / or delete any of the screening questions voted upon in May.

**Documents / Attachments Included:**

- Previous "screening questions" used by Social Work Board (prior to May 2017 meeting)
  - "Screening questions" voted upon in May 2017 meeting.
  - Examples of redacted background check reports
- 

**Item 8 F Action Item:** Review, Discussion and for Possible Action, Review of current screening questions on license renewals for LSW and LCSW/LISW regarding fitness for licensure.

**Background Information:** Questions have arisen about the current "screening questions" that the Board currently uses in applications for licensure. The questions used in the renewal forms stem from NAC641B.200.21a through NAC641B.200.21g. To change the content of these questions, the Board will have to change the language of NAC 641B.200. This was discussed at the Board Retreat on 07/28/2017 and proposed language changes have been sent to LCB for approval.

**Documents / Attachments Included:**

- Old questions on renewal forms
  - Proposed changes to screening questions
- 

**Item 8 G Action Item:** Review, Discussion and for Possible Action, **Policy Development**

- \* *(For Possible Action)* Review, Discussion and for Possible Action, Policy O-002, Management of Media Requests.
- \* *(For Possible Action)* Review, Discussion and for Possible Action, **Policies on Licensing** – L-001, Initial Licensing by Examination; L-002, Initial Licensing by Endorsement; L-003A, Initial Licensing by Provisional "A"; L-003B, Initial Licensing by Provisional "B"; L-004, Renewal – General; L-005, Renewal – Provisional "B"; L-006, Restoration of a License;



- iii. \* *(For Possible Action)* Review, Discussion and for Possible Action, **Personnel Policies and Procedures – Manual**

**Background Information:** The Board is working of moving from “processes” to formalized policies with the goal being to have a complete policy manual completed as soon as possible. Presentations today address (a) previously presented media policy, seeking final approval; (b) first of series of policies addressing licensing; and (c) personnel policy manual

**Documents / Attachments Included:**

- O-002: Media Policy
  - L-001: Initial licensing by examination
  - L-002: Initial licensing by endorsement
  - L-003A: Initial licensing by provisional “A”
  - L-003B: Initial licensing by provisional “B”
  - L-004: Renewal - general
  - L-005: Renewal – provisional “B”
  - L-006: Restoration
  - Personnel Policy Manual
- 

**Item 8 H Non-Action Item:** Review, Discussion and for Possible Action, Board Member Orientation Process. Presentation from Michael Coulson, CPA regarding AB457 requirement for orientation “concerning managing the finances of the Board.”

**Background Information:** AB457 requires that all Board members receive formal orientation to their role as a Board Member. We have asked our CPA, Michael Coulson, to present information and answer questions “concerning managing the finances of the Board.”

**Documents / Attachments Included:**

- Budget FY2017/2018
  - First quarter financial report for FY2017/2018.
- 

**Item 8 I Action Item:** Review, Discussion and for Possible Action, **Contract** for annual audits of finances of Board.

**Background Information:** Per the State Administrative Manual, the Board will complete an independent fiscal audit annually. The attached contract will cover the audit to be done for 2017 and 2018. **Lowery** is seeking ratification of a Two (2) Year Contract for Board Audit Services with Coulson and Associates, Ltd.

**Documents / Attachments Included:**

- Contract
-

**Item 8 J Action Item:** Review, Discussion and for Possible Action, Distribution of Mailing Lists to individuals requesting copies.

**Background Information:** A concern has been voiced about selling licensee mailing lists. The question has arisen about whether this is allowed under statute. NAC 641B.085(1) states that "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." The Board routinely requests copies of our mailing list. Interested parties complete the attached form and receive either mailing labels or a printed list of mailing addresses. This printed list can be sent via email. Email addresses are not released. With the development of the listserv, **Lowery** has been contacted regarding using the Board listserv to distribute information for other entities and she has declined. The listserv is only for use by the Board. **Lowery** checked with six other health care Boards to see if the practice of the Social Work Board was consistent, and it is. This is considered "public information."

**Documents / Attachments Included:**

- Mailing List Form
- 

**Item 8 K Action Item:** Review, Discussion and for Possible Action, Board members supervising clinical interns.

**Background Information:** It has been the practice of the Board that Board members not engage in the supervision of clinical / independent interns during their time on the Board. When individuals apply to serve on the Board, the Governor's office does not enquire about whether they are supervisors of clinical interns and this has no bearing on the appointment of an individual to any licensing board. The Board has recently added two new members. At **Maplethorpe's** first board meeting, she notified **Lowery** that she is currently supervising several clinical interns. She indicated that she was not willing to remove herself from these duties and asked if it would prevent her from being on the Board. **Lowery** consulted with **Rasul** (Board's DAG) regarding whether this was an issue since it is not addressed in statute and there is not policy to allow / prohibit this. **Rasul** indicated there was nothing prohibiting this and **Lowery** made the decision to make an exception to the practice to date. This decision has created concern from other Board Members. In anticipation of this discussion, **Lowery** sent a query to the ASWB administrators listserv, asking other states whether they allow their Board Members to engage in the supervision of interns while a Board Member. Seventeen states responded and each one of them said that they did indeed allow Board Members to supervise interns. If an issue came before the Board regarding an intern that they were supervising, the Board Member was required to recuse themselves. In addition, **Lowery** checked with several other Boards within the state to see how they handled this, each of those Boards allow Board Members to supervise interns with the same expectation of recusal should an issue arise with an intern. The Board is now faced with deciding what policy they would like to have regarding the supervision of clinical / independent interns by Board Members.

**Documents / Attachments Included:**

- None
- 

**Item 8 L Action Item:** Review, Discussion and for Possible Action, Job Description for Executive Director.

**Background Information:** At the July 28, 2017 Board Retreat, members reviewed the essential job duties of the Executive Director. Recommendations for change were made and Lowery was asked to review the job descriptions of other Boards. **Erickson** and **Ussher** volunteered to obtain copies of job descriptions for Executive Directors from other states. **Lowery** was to put together a compilation of this information into an updated job description. Once approved, this job description will serve as the basis for the job announcement that will go out regarding the open Executive Director's position.

**Documents / Attachments Included:**

- New job description for Executive Director
  - Recruitment Announcement
- 

**Item 8 M Action Item:** Review, Discussion and for Possible Action, Development of Sub-Committees involving licensees, Board Members and Office Staff.

**Background Information:** At the July 28, 2017 Board Retreat, a suggestion was made to develop several subcommittees that could work behind the scenes to address some of the projects facing the Board. These subcommittees would include interested stakeholders in the community as well as one or two Board members and office staff. The Board is tasked with identifying the sub-committees they would like developed, Board members to lead the committees and scopes of focus.

**Documentation Included:**

- None
- 

**Item 8 N Non-Action Item:** Review and Discussion, Training for Boards and Commission Members done by the Attorney General's office.

**Background Information:** As a part of the orientation process for Boards and Commissions, the Office of the Attorney General offers several training that are pertinent to the running of Boards. The Social Work Board has encouraged Board members to attend this training but have not considered it a mandatory activity for members. In light of AB457, focus on ensuring proper orientation for Board members, each of the current Board members will be asked to attend this training at their earliest convenience.

**Documentation Included:**

- Training Notice
- 

**Item 8 O Non-Action Item:** Interim Executive Director's Report

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

**Documentation Included:**

- None
-





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

MINUTES OF BOARD MEETING  
July 27, 2017

The meeting of the Board of Examiners for Social Workers was called to order by Rod Smith, Board President, at 5:38pm. The meeting was held at Kietzke Plaza, 4600 Kietzke Lane, Building I, Suite 204, in Reno, Nevada, 89502. This meeting was not videoconferenced to Las Vegas. President Smith noted that the meeting had been properly posted and that the Board members present constituted a quorum. Roll call was initiated by President Smith, with the following individuals present:

Members Present:

Rod Smith, Board President (**Smith**)  
Vikki Erickson, LCSW, Secretary/Treasurer (**Erickson**)  
Jodi Ussher, LCSW, Board Member (**Ussher**)  
Colleen York, LSW, Board Member (**York**)  
Stefaine Maplethorpe, LCSW, Board Member (**Maplethorpe**)

Staff Present

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

Public Attendees

Annie Wilson, LSW, former Board member  
Susan Nielsen  
Moinette LaBrie

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

**PUBLIC COMMENT**

No public comment was offered at this time.

**CONSENT AGENDA**

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

A motion was made to approve the Consent Agenda as submitted by **Erickson**, seconded by **York**. This motion was carried without objection.

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

**New Licenses Issued:** May - 24 (includes 4 Endorsed licenses - 3 LCSWs / 1 LSW)  
June - 60 (includes 11 Endorsed licenses - 10 LCSWs / 1 LSW)

**Denied License Applications:** None

**Provisional Approvals:** Provisional "A": May - 2 / June - 1  
Provisional "B": May - 1 / June - 0

Provisional "C": May - 2 / June - 4

**Renewals:** May - 215 / June - 219  
**Delinquent Renewals:** May - 21 / June - 18

**Restored Licenses:** May - 0 / June - 1

**Internship Applications:** May - 5 / June - 6  
**Total Number of Open Internships:** 188

**Smith** asked if there was any information about why individuals did not renew their licenses. **Lowery** notified the Board that licensees are not required to identify why they have not renewed their licenses. Common reasons include retirement and moving out of state.

### **REGULAR AGENDA**

**Lowery** requested to change the order of the meeting to address several items in agenda item 7. **Smith** agreed and agenda moved to items below.

### **BOARD OPERATIONS**

**Review, Discussion and for Possible Action, Introduction of new Board Member, Stefanie Maplethorpe, LCSW – appointed 07-10-2017; and upcoming new Board Member, Susan Nielsen – appointment 09-01-2017 as public member. (Agenda Item 7A)**

**Lowery** introduced Stefaine Maplethorpe, LCSW as the newest member of the Board. She replaces Annie Wilson, LSW as one of the two members from Southern Nevada. Stefaine has been actively involved in Board activities in Las Vegas. **Lowery** also introduced our future new Public Member, Susan Nielsen. **Smith** will be resigning from the Board effective July 31, 2017 and Ms. Nielsen will step into the Public Member role as of 09/01/2017. **Lowery** gave a brief summary of Ms. Nielsen's resume, which includes her being a senior contract negotiator for the military in Europe, as well as a successful business owner. Ms. Nielsen was most recently an active citizen lobbyist at the 2017 Nevada Legislative Session. Ms. Nielsen agreed to participate in this meeting prior to her formal appointment as a member of the public.

**Frakes** presented Annie Wilson with a plaque noting appreciation for her service with the Board. She served on the Board from 05/02/2013 to 06/30/2017. Since there will not be a meeting in August, **Frakes** also presented **Smith** with a plaque noting appreciation for his service with the Board. **Smith** started his service with the Board in 12/05/11 and will finish on 08/31/2017.

### **DISCIPLINARY MATTERS**

**Review, Discussion and for Possible Action, Recommendation to Dismiss Disciplinary Case Numbers: G12-29, G12-34, G13-06, G13-11, G13-12, G13-17, G13-18, G13-19, G13-22, G14-07, G14-08, G14-10, G14-13, G14-14, G14-16, G14-17, G14-18, G14-19, G15-03, G15-06, G15-08, G15-15, G15-16, G15-18, G15-20, G16-14, G16-15, G16-16, G16-19, G16-20, G17-02, G17-03, G17-05, G17-06, and G17-07. (Agenda Item 4A)**

Several Board members identified that there were cases that they needed to recuse themselves from. **Ussher** recused from case G15-18 and **Erickson** recused herself from cases G16-14, G16-15 and G15-16. **Rasul** made a suggestion that a motion be made regarding the remaining 31 cases.

**Lowery** suggested that Board members review the Disciplinary Dismissal Table that provided information regarding the cases that **Frakes** is recommending dismissal.

**York** asked if there was any trending done regarding the types of things that are filed as complaints. **Lowery** noted that trending is done on the items that move forward to settlement or hearing but not on complaint topics in general.

Motion to dismiss cases G12-29, G12-34, G13-06, G13-11, G13-12, G13-17, G13-18, G13-19, G13-22, G14-07, G14-08, G14-10, G14-13, G14-14, G14-16, G14-17, G14-18, G14-19, G15-03, G15-06, G15-08, G15-15, G15-16, G15-20, G16-19, G16-20, G17-02, G17-03, G17-05, G17-06, and G17-07, excluding cases G15-18, G16-14, G16-15 and G16-16 made by **Ussher**, second by **York**. Motion carried without objection.

Motion to dismiss cases G16-14, G16-15 and G16-16 made by **Ussher**, seconded by **York**. **Erickson** recused herself from voting on this motion because she has personal knowledge of the cases. Motion was carried without objection.

Motion to dismiss case G15-18 was made by **Erickson**, seconded by **York**. **Ussher** recused herself from voting on this motion because she has personal knowledge of the case. Motion carried without objection.

#### **Review and Discussion, Redacted Disciplinary Report.** *(Agenda Item 4B)*

**Frakes** noted the cases dismissed were highlighted in yellow on the redacted disciplinary report. **Frakes** noted that there were 123 open cases from the last report, that four new cases had been added and that with the dismissal of the 35 cases today, the new total of open disciplinary cases is 92. She noted that the new cases has all been noticed of the complaints. **Lowery** explained that the redacted table was printed early in the week for the meeting and therefore did not reflect the fact that letters had already been sent to the last two social workers on the list.

**Frakes** discussed several large cases that are being moved forward for **Rasul** for final review and notification for settlement or hearing. She noted that a settlement will be offered to the licensees. She also noted the possibility of using a hearing officer, which would allow Board members to review the final recommendations of the hearing officer but not have to be tied up in what could be several days of hearings. This would represent a cost savings to the Board since there would not be the cost of flights, accommodations or food. **Rasul** notified the Board that the Attorney General's office has instituted a policy that if a hearing is in Las Vegas for a Board whose attorney is in the north, the AG's office will appoint an attorney to deal with the case from Las Vegas (and visa versa), thereby decreasing costs for their office as well.

**Ussher** noted that we now have letters sent out to all social workers with open disciplinary cases. **Lowery** noted that there is 100% compliance on any cases that have come in for 2017. **Smith** noted that with the changes in the Board office there has been a great improvement in managing the disciplinary cases. **Ussher** noted that for 2017 we have only had ten complaints filed. **Rasul** noted that there was a period in time in the past, where there was a huge influx of complaints filed, **Frakes** noted that starting in 2010 there was a national trend of increasing complaints with all licensing Boards. She also noted that with the downturn in the economy beginning in 2008, caseloads for social workers went up significantly when agencies did not hire new positions and this may have led to the increase in complaints.

**Berkley** noted that the layout of the report should be changed since there are currently columns that have no information in them. This lack of information could be interpreted by legislators as suggestive that the Board is hiding something. She also suggested that reports be run based on topic – all the cases dismissed, all the cases open, etc. She also made suggestions that the case column headers be more detailed and useful. She reiterated that presentation is important. **Lowery** discussed changing the layout of this report to reflect these suggestions at the next meeting. **York** acknowledged the changes and improvements in moving disciplinary cases through but was concerned about still seeing open cases going back to 2009. She believes that this undermines the progress made. **Ussher** requested a review of the “accusation ratings” used to triage the cases. **Frakes** noted that a “1” is considered the mildest and “3” is the most severe. This used to be noted on the redacted disciplinary report and **Lowery** indicated it will be on future reports. **Lowery** noted that cases that are shaded green on the report indicate multiple cases for a single licensee. She reminded members that at the last meeting there was a discussion of the number of licensees that had multiple cases against them. **York** suggested that in addition to the current layout (by date) that one by licensee which would highlight licensees with multiple cases would be a helpful way to see the data. **Lowery** noted that the plan presented in the next agenda item would show cases in which a licensee has multiple complaints against them. **Lowery** noted that all suggestions about the layout of this report will be implemented for the next meeting.

**Review, Discussion and for Possible Action, Plan to Address Remaining Open Disciplinary Cases.**  
*(Agenda Item 4C)*

**Lowery** discussed the plan proposed by **Frakes** to address the remaining backlog of cases. She noted that **Frakes** plans to address a minimum of 45 cases between now and the end of the year, with a special focus on the oldest cases. From January 1<sup>st</sup> through June 30<sup>th</sup> of 2018, **Frakes** will clear all the remaining open cases through 2016. In addition, she will be moving the 2017 cases along as well. **Ussher** asked for clarification on why it would take so long to clear cases that are triaged as level “1”. **Lowery** clarified that the plan did not include the triage ratings of each case. **Erickson** noted a typo on the plan which will be corrected. **Lowery** reviewed that the Board had asked that a specific plan be presented to the Board to clear the backlog of disciplinary cases so that at her planned retirement in June 2018, there were no longer any outstanding old cases. **Ussher** inquired why cases that were triaged as a “1” could not be cleared by the end of the year. **Lowery** indicated that this may well happen and **Ussher** noted that any cases that are level “1” should be cleared by the end of the year. **Ussher** reiterated that as the plan is being examined, the level “1” cases should be addressed by the end of the year. **Berkley** suggested that if a plan is created and then we do better than our plan, the Board looks better. We have a plan because we knew we had to start somewhere because we were in bad shape. This is our plan and this is how we “beat it.” Being able to demonstrate progress will help to overcome the fact that the Board had gotten so backlogged. Being proud of our accomplishments. **York** confirmed that our goal is to do better than this plan, to clear all the level “1” cases. **Lowery** reviewed that some of the cases in the first group include several licensees that present with very complicated and challenging cases. In putting them in the first group, the goal is to get them off the table first. **Ussher** noted that one of the cases on the list has been dismissed as of today.

Smith requested a motion to accept the plan as submitted. Motion made by **Erickson**, seconded by **York**. Votes in favor – 4; votes against – 1. Motion carried.

*Kim Frakes left the meeting after the disciplinary was concluded.*

**LEGISLATIVE AND REGULATOR ISSUES**

**Review and Discussion, Summary of the 79<sup>th</sup>/2017 State Legislative Session, as Provided by the Board’s Lobbyist.** *(Agenda Item 5A)*



**Berkley** reviewed the final report she submitted to the Board regarding the 79<sup>th</sup> / 2017 State Legislative Session. The bill summary shows the bills that she tracked through the legislative session and discusses the changes that will be required based on the various bills. It will be the Executive Director's job to make sure the details of the various bills are implemented. She notified that Board that they will be blamed if the Executive Director does not take care of everything. The summary serves as a reference point for Board Members as we move forward. She educated the Board that everything associated with a bill is available through the legislative website and that it takes several weeks after the session for all the final information to be available.

- **AB 19** - Revises reporting requirements for certain information relating to Veterans. Two changes of note – frequency of reporting has changed to every other year; second change involves tracking not only how many licensees are veterans, but also how many veterans applied, how many were issued a license and how many renewed their license. This information goes to the Veteran's Council. **Berkley** suggested contacting the Veteran's Council and asking for guidance about how they would like this information reported and to request notification when this is determined. Effective 07/01/17. **Lowery** commented that there is no interest in tracking the family members of veterans and noted that the office is already gathering this information.
- **AB 105** – Was a continuation of the bill introduced by T. Benitez-Thompson last session about suicide prevention. **Berkley** requested that he remove social work from this bill as another bill addressing suicide prevention was already introduced. These efforts were unsuccessful. Bill language did expand the topic to "evidenced based suicide prevention and awareness or another course of instruction on suicide prevention and awareness that is approved by the board and which the Board has determined to be effective and appropriate." There was conflicting language between the two bills so **Berkley** did request an AG opinion on this bill and the second bill related to suicide prevention in terms of which would be the final for the Board to operate from. Our DAG was not available at the time and it was referred to Bret Kent (AGs office). His response "that the bill with the latest effective date ruled" did not answer the question posed. She approached another attorney familiar with Boards and Commissions and asked for feedback. **Berkley** recommended that during the legislative session that we consider contracting with an attorney since the DAGs have many responsibilities and are not always able to respond within 24 hours. **Maplethorpe** queried whether the Legislative Counsel Bureau (LCB) could have been a resource. **Berkley** clarified that this is not the role of the LCB.
- **AB127** – Addressed emergencies in schools. Focus on this bill was related to the sponsor T. Benitez-Thompson's hope to secure additional money for social workers and mental health professionals in the schools. The bill did not get any additional funds. The Department of Education is hoping to qualify some social workers to provide services that could be funded by Medicaid which might generate some additional funds. **Lowery** updated the Board about renewed efforts to develop a clinical internship program through the schools. Efforts previously failed when the school districts shifted their drive to getting social workers hired into open positions and the focus on internships was lost. Ms. Wilson noted that in southern Nevada the schools are losing a lot of social workers due to poor pay (180-day contract) and a lack of benefits. **Lowery** noted a recent issue with an individual that was offered a job in the Clark County School District and was given less than 35 days to secure her license. Getting the reports back on finger prints alone is typically a three-week process itself. Efforts to collaborate with the Department of Education to address reasonable timelines and options to verify that an application was in process, etc. were unable to impact the expectations of Clark County and they withdrew the job offer. **Smith** noted that there continue to be difficulties in integrating social workers into the schools and his belief that the districts are still unsure about what a social worker can and should be doing. **Berkley** noted that the positions are being opened up to other professionals as well. **Maplethorpe** noted the challenges inherent in not hiring mental health professionals and therefore don't have to have a background in mental health. She noted that concerns that these individuals may not have the skill sets that are necessary to provide the services that the districts are hoping can be done.

- **AB179** – Reported that the Massage Therapy has expanded its scope of practice to include reflexology and structural integration. **Berkley** followed this bill because of the inherent risks in expanding one's scope of practice but noted that law enforcement endorsement allowed this bill to pass easily.
- **AB328** – This bill took a number of turns before the final version. It was partly focused on fiscal auditing of Boards and they raised the revenue limits for the purpose of determining whether a balance sheet or audit was required. **Lowery** noted that our board does a full financial audit each year and noted that the auditors have never had concerns about how money at the Board is handled. This audit provides transparency about how monies are spent. **Berkley** noted that the bill also noted that an attorney is prohibited from being employed by more than one Board. The key term is "employed" as attorneys can be "contracted" for services. It stipulates that Board Executive Directors must be residents of Nevada. The bill also requires that the "Department of Administration adopt regulations that establish standards for the financial operation and administration of regulatory bodies." **Berkley** suggested that we contact the Department of Administration, noting that they are going to be tasked with developing fiscal regulations and requesting to be notified when they are being developed so that the Board could attend, etc. She noted that the Department of Administration has no working knowledge of Boards and Commissions and will be at risk for developing unrealistic regulations. She noted the language prohibiting an attorney who is employed by the Board to also prosecute a case before the Board. It also prohibits an attorney who is employed or retained by the Board to prosecute a contested case. **Rasul** noted that her understanding that this is typically how most Board's function and it was her understanding that this has been addressed. She will follow up with this. This bill will likely go into effect in October 2017
- **AB387** – is the bill sponsored by T. Benitez-Thompson that will amend 641B to allow social workers to report their CEUs for suicide prevention and awareness every two years, matching our CEU collection period instead of annually with license renewal. It goes into effect July 1, 2018. **Lowery** pointed out that it will take some time to sort out exactly how this will play out for licensees since many people are either on odd year or even year collection cycles. She also noted that this change will only be in effect from 2018 until 2026 when it will go back to annual reporting. The bill did not have a sunset clause. She noted that this is not an immediate focus since it does not go into effect until next year. She will be drafting documentation to be sent out on the listserv and posted on the website when the details are ironed out. **Ussher** requested that information be put up on the website notifying licensees that changes in the suicide prevention requirements will be changing.
- **AB403** – Deals with separation of powers. Contextually, this empowers the legislative bodies to suspend or nullify regulations adopted by executive agencies on the basis that the regulations exceed the statutory authority of the agencies and/or are inconsistent with legislative intent. This bill allows expands the authority of the Legislative Commission to include regulations that are no longer being administered or interpreted in a manner that is consistent with the agency's stated intention during the review and approval of the regulation by the Legislative Commission. In summary, the LCB has the power to nullify regulations without any previous notification or input by the effected agencies. The bill requires the Legislative Commission provide at least 30 days' notice before the meeting regarding the effected agency. It will allow the agency time to prepare a response to the intended action of the Legislative Commission. **Lowery** reported that the Board will be engaging with this group as we begin the process of changing our regulations. She is establishing a relationship with several people in the agency.
- **AB413** – Although not addressing anything specifically related to social work. This bill was focusing on electronic signatures which will likely be something the Board will have to address in the future. Unfortunately, the way in which the bill progress did not provide any useful suggestions / ideas for our Board. **Maplethorpe** noted that she had to do an electronic signature for documents that were submitted to the Governor's office.
- **AB425** – This bill talks about inactive licenses. They have started the ability to initiate citations. It is for black and white issues that do not warrant a disciplinary process. **Berkley** suggests we consider

this when we look at changes in our statutes in 2019. **Lowery** explained that the Board does not have a list of sanctionable items, e.g. not displaying one's license, and accompanying fees that would be changed. It will be something to consider for the future.

- **AB429** – Psychology has been able to pass an interstate compact. Berkley discussed that it is a very complicated process. She explained that each state involved in a compact has to come to the table and agree on exactly what the qualifications for each level of licensing will be. Breaches then go before a Commission and the individual state gives up a lot of authority. It is very complicated and expensive process. **Ussher** noted that in gaining authority to do so, the Psychology Board would likely look less appealing in an effort to consolidate the behavioral boards in the future. Berkley noted that the Nursing Board also attempted to get this type of legislation through and failed. **Maplethorpe** suggested that this might be related to telehealth practices and a discussion ensued about whether Nevada licensees can provide services via telehealth across state lines. **Berkley** thought that existing laws allow this and **Lowery** noted that to date the Board has not interpreted it that way. She will check on this and report back to the Board.
- **AB457** – This is the bill that started out as an effort to eliminate the four behavioral Boards and consolidate under the Board of Health. Our Lobbyist was instrumental in developing the final outcome. After many iterations, the final result was that the four behavioral Boards remain intact. New reporting requirements have been developed. On February 1<sup>st</sup>, each Board will report the number of complaints received, completed, and settled. The number of applications for licensure and renewal, the number of applications which the Board conducted additional review. **Berkley** suggested contacting the Chair of the Interim Health Committee to review the format for reports to be submitted so that the manner in which the Board submits information is already approved before the first formal report. This committee will move from the Assembly to the Senate for the interim session and Berkley believes that the chair may be Senator Spearman. The Board will also have to ensure that each new Board member receive a formalized orientation within 60 days of appointment. The remaining Board members will have received orientation by March 2018. **Ussher** brought up the Boards and Commissions Training offered by the Attorney General's Office that is only available once year. Berkley suggested making this mandatory for Board members. **Rasul** indicated that the only training required by the AGs office is related to contracts. **Lowery** reported that contracts training was not required for Board members, rather it is something that the Executive Director is required to attend. **Rasul** indicated that the AGs office is in a phase of great change and training availability is unclear. She noted that the AGs office has a Boards and Commission Manual that is available to Board members. **Lowery** noted that each of the Board members has now been issued a resource manual that has information that will be a part of the orientation process. Discussed how to get as much covered as possible through the assistance of state agencies / entities responsible for areas. **Ussher** noted the lack of training that has historically been given to Board members, other than the national ASWB training. **Berkley** noted that the bill specifies that a Board may enter into an agreement for assistance in processing applications / renewals, or for technical assistance. **Lowery** noted that the original bill stipulated that Boards "shall" enter into these agreements with the Department of Health and Human Services (DHHS). There was great concern about making information about our licensees open to DHHS as it meant that the Board no longer controlled the information and that DHHS could "data mine" for anything they wanted, while under the guise of assisting the Boards. **Berkley** remarked that the language in the bill allowed for opportunities to collaborate with DHHS and that the Board should find ways to do so effectively. Also noted that DHHS could potentially charge for services that they provide. Discussed involving them in the RFP process that will be starting as the Board looks for vendors for the online licensing process. **Lowery** noted that there has been a leadership change at DHHS, that Cody Phinney has left this agency and is now at Nevada Medicaid. Cody Phinney has been replaced with Amy Rouke, a former colleague of Lowery's. She will be reaching out to Ms. Rouke in the future. **Maplethorpe** described this as being able to consider DHHS as a natural resource. **Berkley** noted that when the bill was introduced, DHHS represented that none of the behavioral Boards asked for help and therefore that

was why the Boards were doing things so poorly. The final stipulation of this bill is that the Board's shall prescribe forms for applying for the issuance / renewal of a license. These forms must be available to be completed on the internet website maintained by the Board. The licensee must receive immediate, automatic feedback to the application regarding submission of all necessary documents and the website automatically stores the data submitted by the applicant upon completion of the application. Berkley noted that we need to have a plan that is reviewed with the Legislative Commission. The Board is to establish policies concerning compensation and reviewing the performance of the staff. Berkley noted that the Legislature believed that the Executive Director was not being paid appropriately and there was no way to understand how compensation was being managed. The bill was the ability of an applicant or licensee to appeal a decision made by the Board. The Commission on Behavioral Health (made up of ten individual) will step into the position of a district court judge and will evaluate whether the Board made a correct decision. **Ussher** request information on the makeup of the Commission and was referred to the website. The bill did upgrade the level of licensure from a LSW to a LCSW. The Commission can render a decision on appeal only if the action of the Board violates constitutional or statutory provisions, exceeds the statutory authority of the agency, was made upon unlawful procedure, is affected by other error of law, is clearly erroneous in view of the reliable, probative and substantial evidence on the whole record, or is arbitrary or capricious or characterized by abuse of discretion. **Berkley** reported that her only success was to create a sunset clause of 12/31/19 on this part of the bill. She noted that the Commission is not trained to do this and does not have attorneys that can adequately address this. She believes that if they begin to address disciplinary cases, they will be outside of their scope of experience and expertise. She anticipates that it will take the Commission some time to even be able to step up and address these new duties. **Lowery** discussed the fact that when the Board takes a case to a settlement or hearing, **Frakes** has done an extensive investigation and **Rasul** feels very confident in the evidence presented. **Lowery** stated that she does not believe that any case that moves into a settlement or hearing would be open to action based on the items listed in the bill. **Lowery** also noted that the Board does not typically deny applications and in the rare instance when it does, it is because the individual does not have a degree in social work. She noted that if an applicant has a legal history it would result in a secondary review and approval by the Board President. On a few occasions, an applicant has been asked to come before the Board to address an extensive legal history, but in her nine years as a Board member and subsequent employment with the Board, no applicant has been denied for their legal history. **Berkley** noted that the individuals pushing this part of the bill were describing the board as mean, unfair, arbitrary, inconsistent, etc. She indicated that these individuals will be lining up to present information to the Commission. She noted that the Board has enemies in the community. **Ussher** noted that the Board is attempting to be approachable and accessible. **Berkley** noted that individuals are afraid to come to the Board and that rather than coming to the Board, they will likely go to the commission. Ms. Neilsen noted that with the two year sunset clause, the Legislature will be looking to see if anything surfaces. The bill also requires that when the Board is making changes to their administrative code that these changes be forwarded on to the Commission so that they can provide suggestions. We will notify the Commission when we are having our public hearings, etc. There are no time requirements. So long as the Board submits this to the Commission in a timely way, we will have met the requirements of the bill. Clarified that the Commission has been in place for a long time. **Ussher** queried who the social worker was on this Commission. Berkley continued to review the stipulations of this bill, including the fact that by January 1, 2018 the Board has to complete an analysis of the costs of the Board and whether the fees charged by the Board are necessary and sufficient to pay those costs. **Lowery** indicated that this will provide a mechanism to justify increasing the ceilings allowed for fees per licensure category. **Smith** noted that this will be an important focus for the Board. **Berkley** noted that the Board has not increased it ceilings since 1986. **Lowery** explained that this related to the failed attempt to increase fee ceilings in the 2015 legislative session. She noted that the Board bore significant responsibility in not notifying licensees of the intent to increase the ceilings before the bill

was introduced. This coupled with lobbying efforts conducted by a state employee who sent out incomplete and inaccurate information to a large listserv of licensees in the state resulted in the language in the bill being removed.

- **SB27** – Changed the definition of mental illness. Discussed whether this might be worth putting up on the website.
- **SB50** – Provided for advanced directives governing the provision of psychiatric care and provides specific language to accomplish this.
- **SB69** – Deals with endorsement and was the compilation of several other bills. It gives the power to issue a license by endorsement to any person who holds a corresponding valid and unrestricted license in another state, possesses qualifications that are substantially similar to our qualifications and who satisfies other standard licensure requirement. **Lowery** noted that the only substantive changes were the lifting of the five year mark for expedited endorsement versus having to prove substantially equivalent documentation. The remainder of the information about this bill would be discussed in the Board Retreat on 07/28/2017.
- **SB137** – Clarified language regarding veterans that is to be placed in regulatory Board application language.
- **SB160** – Addresses notifications related to temporary or permanent regulations. So in addition to the existing notification requirements, 3 days prior to a public workshop, the exact language of the proposed changes in the regulations must be posted on the website.
- **SB256** – Addresses changes in the Dental Board that Berkley anticipates may be directed to the Social Work Board at the next legislative session. It relates to fiscal management of expenses related to investigations, site visits, etc.
- **SB286** – Creates a Board of Applied Behavioral Analysis. These individuals have been removed from the Psychology Board. This Board will be under Aging and Disabilities under the jurisdiction of Eddie Ableser. These individuals typically deal with autistic clients.
- **SB437** – Addresses changes related to Physical Therapy. **Berkley** referenced this because it provided clarification of supervision to include immediate supervision, direct supervision and indirect supervision. She thought that this might be useful for us to consider as we talk about internship on the 28<sup>th</sup>. She discussed issues that arose in the legislature this year with several competing bills that were also dealing with scope of practice. The bill generated a lot of emotion and resulted in the legislators being flooded with emails from the opposing sides. Berkley cautioned the Board about opening discussion around scope of practice because of the inherent vulnerability of that action. Things that come out at a national level do not often translate effectively to statute. Regulation becomes the arena to address these topics.
- **SB466** – Addressed the Oriental Medicine bill and addressed term limits and bias issues that appeared to be related to ethnicity. Several Board members were dismissed and this bill allowed the Governor to do this and to expand the Board. Many Boards do not have statutes written that allow the Governor to remove members.
- **Berkley** addressed several bills that died in committee. **AB194** was providing certification for behavioral healthcare peer recovery support specialists. The original bill stipulated that these individuals could be supervised by social workers and Berkley was able to get that language removed. The bill was opposed in the senate because it was perceived that it would negatively affect volunteers in this field and the bill died. **SB55** addressed the ability for licenses to be pulled immediately if they were issued in error. There was not much support for this and it died. Finally, **SB186** address regulatory bodies to create online resources for immigrants that provided information on how to obtain a license to practice in each occupation / profession regulated. It also died.

**Berkley** provided a number of recommendations to the Board based on her experiences in this legislative session. She noted that if the Board had not taken the following actions throughout the session, she believes the Board would have been eliminate. She listed that fact that the Board voted to secure a vendor for the

online licensing process, reorganized the staff roles, did temporary regulations that expedited licensure, got internship sites up on the webpage, updated the webpage, and revised licensing application forms, hired a lobbyist, and provided data on key areas of concern to the lobbyist, added staff, and attended a lot of meetings with the four behavioral boards and DHHS, streamlined the CEU approval process, presented alternatives regarding AB457 and took a very active stance with the legislature.

She suggests the following – (1) to maintain a list of the things that the Board is accomplishing. Being able to show progress is critical. We will forget what we have done unless we document it and include the dates we cannot provide it to legislators. She suggests putting into the Board packet at each meeting. Showing effort and consistent progress is critical. She suggested sending this information to the Health Interim Committee, the Behavioral Health Commission and the Behavioral Health Agencies. She has recommended that every interaction with the Department of Education be documented, including the topics, dates agreed upon, etc., since this group testified repeatedly against the Board. She suggested that this also include UNR. (2) Hiring a new Executive Director is important and the Board should anticipate having to offer a higher salary. She suggested that this be a business position and that hiring a social worker should not be the first priority. Should be looking for someone that has experience in fiscal management, policy development, contracts, etc. She recommends a national search. She recommends that this person be hired within the next 6 months. (3) Discussed the need to follow through on securing the vendor that will do the online licensing. **Lowery** indicated that several of the Boards have moved to a new vendor. Usher reports that she knows a LCSW in the community that will be willing to help with the process of choosing a vendor and contracting. **Berkley** discussed having the resources to move this forward quickly. **Lowery** noted the plan to involve individuals in the community in the RFP process. She has already anticipated asking for assistance from DHHS. (4) **Berkley** continued with a discussion of the TV coverage on the old disciplinary case. She provided information to T. Benitez-Thompson so that we were ahead of the story. She also suggested that we keep licensees informed of changes that are being proposed. (5) When the Behavioral Health Commission starts hearing the appeals, she suggests that our attorney attend any meetings since the Commission attorney will not necessarily be skilled in the laws / regulations associated with boards. (6) The Sunset Committee may become involved with the Board. Senator Bustamante-Adams announced that she was going to send a letter to the Sunset Committee asking them to review the four behavioral boards. **Berkley** fought hard against this as it appeared to be more than was reasonable given the content of AB457. She was unsuccessful. She recommends paying attention to the first meetings the Committee holds to determine if the Boards will be reviewed. She briefly explained the role of the Sunset Committee and the things that we might reasonably be asked to produce.

#### **DEPUTY ATTORNEY GENERAL REPORT** *(Agenda Item 6)*

**Rasul** indicated that she did not have anything to add to this Board meeting. **Berkley** suggested that at each meeting the Board ask for recommendations / feedback regarding the disciplinary process. **Rasul** reported that DAGs have been told that they are to give legal advice only and should not participate in Board functions. **Berkley** indicated that perhaps **Rasul** could advise how legally, the Board could do their disciplinary process more effectively. **Rasul** responded that this was not really about legal issues, rather was about the process of managing disciplinary cases. **Berkley** suggested that the stance the DAGs office is taking be put in writing because the Legislature believes that DAGs are much more involved in Board functions. **Lowery** reported that she has been talking with the Executive Directors and is considering attending other Board meeting so see what can be learned from them.

*Board took a break at 8:06pm  
Board called back to order at 8:20pm*

## **BOARD OPERATIONS**

### **Review, Discussion and for Possible , Election of New Board Positions Effective 07/28/2017. (Agenda Item 7B)**

With **Smith's** resignation at the end of July and Annie Wilson being replaced on the Board, **Lowery** requested that the Board nominate and elect new officers. **Lowery** explained the role of the President and Vice President. She explained that the President runs meetings and is also the contact person for the office when a decision needs to be made around a variety of issues. The Vice President steps in when the President is not available. **Ussher** nominated **Erickson** as Board President as she is the senior Board member. Secretary / Treasurer is the third layer of leadership should it be needed. In general, the Secretary/Treasurer does not play an active role in the day to day operations of the Board. **Smith** noted that the Board President does not need to be in the North. **Ussher** made a motion to elect **Erickson** as Board President, second made by **Maplethorpe**. **Erickson** recused herself from this vote. Motion carried. **Erickson** made a motion to elect **Ussher** as Vice President, second made by **York**. **Ussher** recused herself from this vote. Motion carried. **Erickson** nominated **York** as Secretary/Treasurer, second by **Ussher**, **York** recused herself from this vote. Motion carried. New Board officers have been elected and will take effect on Friday, July 28, 2017.

### **Review, Discussion and for Possible Action, Approval of the May 19, 2017 Meeting Minutes. (Agenda Item 7C)**

Board members reviewed the minutes from previous meeting. Corrections were made to the minutes. **Erickson** made a motion to approve May 19, 2017 meeting minutes as amended, **Ussher** seconded. **Maplethorpe** recused herself from the vote as she was not a member at the time of the meeting. Motion carried.

### **Review, Discussion and for Possible Action, Fiscal Report and Budget Figures for 4<sup>th</sup> Quarter. (Agenda Item 7D)**

Reviewed report including figures that were 100% or more as on target with the budget. Income in general was 101% of budget. Reviewed salaries, which came in at 85%. Instate travel was higher because **Lowery** was down in Las Vegas several times doing trainings. Liability insurance was over budget because the cost of the policy increased. Printing and copying was also above budget. **Lowery** reported that with the listserv we will see a decrease in postage and copying as the listserv will become the primary mechanism for communication with licensees. In addition, the Board conducted more Board meetings because of the legislative session, which increased copying charges. We did not spend the money set aside for computer software and support so our expenses in total came in at 78%. End of year banking balances is \$194,827.000. Motion to accept 4<sup>th</sup> quarter budget made by **Ussher**, second by **Erickson**, motion carried.

### **Review, Discussion and for Possible Action, Fiscal Budget for FY2017/2018. (Agenda Item 7E) and Review, Discussion and for Possible Action, Hiring Caroline Rhuys into a full-time position as a Legal Secretary I, effective August 1, 2017. (Agenda Item 7F)**

Started discussion with review of salaries. Both Moinette LaBrie and Kim Frakes will be retiring 06/30/2018. This will result in payouts of vacation and sick time. These amounts must be included in the salary budget. Office salaries are divided into first six months and second six months because of the retirements. Additionally, the State of Nevada approved a 2.00% cost of living adjustment (COLA) and a 1.00% optional addition raise for FY2017/2018 and an additional 2.00% cost of living raise and a 1.00% optional addition raise for FY2018/2019. The Board does not receive funds from the state (general funds) and are therefore exempt from having to implement these raises. **Lowery** discussed the fact that the Board cannot afford these raises. **Ussher** clarified that our employees are not technically state employees. **Lowery** indicated that the Board falls under the PERS system for retirement and benefits but not salaries. **Ussher** asked whether Board employees have receive prior COLA raises. **Lowery** reported that they have never received COLA raises. In addition, the Board employees were not given merit raises during the years in which state employees were

also not given merit raises. 2015 was the first time that Board employees were given merit raises since 2009. **Lowery** noted that the Board cannot afford 6% raises and suggested that they be given a 2.00% COLR raise and will then be followed with earned merit raises. York asked why a proposed COLA was being considered. **Lowery** reported that for the most part the Board employees are underpaid and that this was one of the things that came out in the legislative session. The Board uses the steps/grades system of the state.

In the FY2017/2018 budget, the Board will be facing paying out sick / vacation time for the staff that will be retiring. **Lowery** discussed the fact that the Board does not, technically, have to pay out sick and vacation time in the same manner that the State of Nevada does. She noted that there is no Board policy regarding paying out hours at end of employment. What is present is a precedence that the last two full time employees of the Board were paid out their vacation and sick time per the State formula. **Lowery** recommends that the Board write a policy regarding its stance on paying out earned time for future employees. She recommended that the two employees that will be retiring be paid out in the same manner as the former employees. Discussed the cost to the Board for these two payouts of approximately \$32,500.00 and will not be a factor until the second half of the fiscal budget. **York** queried if this stance is typical of Boards and **Berkley** noted that most Board typically don't pay out the sick time. **Lowery** noted that since the lack of policies for the Board is one of the major deficiencies she will be addressing in the future. **York** discussed this as a substantial amount of money noted that it was concerning that the Board kept doing things related to this without any policy. **Lowery** agreed and indicated that these are projections of the maximum amount likely to be paid. In addition, Loni Weaver was also hired with the information that she would also be paid out of vacation and sick time per the State formula. Any hires from this point forward will not be handled this way. The COLR will be given to Moinette LaBrie, Kim Frakes, and Loni Weaver. Sandy Lowery, Wayne Springmeyer, CJ Yao, Judy Knox and the future Executive Director will not be eligible for the COLA. With Loni Weaver, the recommendation was for the 2.00% COLR and an additional raise to bring her salary up to an appropriate level. The salary figures have been divided into the first two quarters and the second two quarter. There is no salary costs associated with the new Executive Director until the third quarter and there is a reduction and perhaps removal of hours for Sandy Lowery in the second half of the fiscal year. **Ussher** queried whether Lowery will be orienting the new Executive Director. **Lowery** reported that she will but her hours may be reduced and therefore she will no longer be eligible for PERS and medical benefits. This will be a budgetary savings for the Board. **Lowery** discussed the proposed salary and benefit package for the new Executive Director. Combined salary and benefit would be \$94,197.00 per year. **Berkley** suggested calling and asking the Executive Directors of comparably sized Boards to see if the salary and benefit package is in line. Some discussion that we may have to pay more in salary costs. **Lowery** discussed the fact that the former director of the Nursing Board was paid well over \$120,000.00 in salary plus benefits but had a pool of licenses over 35,000 while the Social Work Board oversees approximately 2500 licenses. **Ussher** noted that the budget reflects payment of two director level salaries. **Lowery** clarified that the first half of the year will include 1.50 FTE of director level salaries and 2.50 FTE for the second half of the year. After July 1, 2018 this will drop to 1.00 FTE for the Executive Director and how every many hours the Board wishes to keep Lowery working. She further discussed that this fiscal year will be very cost intensive in salaries. Moinette LaBrie will also be retiring and the plan is to replace her with an employee that will make significantly less money. These changes will be reflected in the FY2018/2019 budget. **Ussher** suggests that the starting salary for the position be \$80,000.00 plus the benefit package.

Referring back to the actual budget proposal, **Lowery** noted that the income budget has been increase by 5% and that this number is derived from monitoring previous years of growth. Salary figures are as previously discussed. Expenses will decrease in several areas. Use of the listserv to communicate with licensees should allow us to reduce our postage expenses by at least 40%. Our budget for legal representation has been increased in anticipation of several very difficult disciplinary cases that may go to hearing. The budget continues to allow for \$75,000.00 for software/hardware to go into online licensing. This will take the reserves the Board has maintained down to just under \$10,000.00. Lowery noted that there will be a one year hit in



salaries and that with the retirement of two employees the FTE will drop from approximately 4.70 FTEs to between 3.50 and 3.75 FTEs. The coming FY is the only year to have such a high FTEs. **Ussher** asked if there was a need to tap into the reserves as they are projected, would monies be available to move from the computer budget. **Lowery** confirmed that. One of the other Boards who has just left their existing online vendor and is essentially starting from scratch has been able to get the first part of their build done for significantly less than our Board anticipated with GL Suites. It is very possible that we will not need to use the full \$75,000.00 set aside. **Ussher** suggested rearranging some of the budget numbers to allow for more legal costs. **Rasul** noted that approximately 90% of disciplinary cases are managed through a consent decree and noted that very few go to hearing. **Smith** noted that there has been one case in the seven years he has been on the Board. **Rasul** further noted that if the cases are proven, that the Board can recover the costs of legal fees from the complainant. **Lowery** noted that in 2016/2017 budget, the Board recovered \$4400.00 in disciplinary cost recovery. **Lowery** commented that the Board has a lot of latitude in what is spent in the coming fiscal year related to the online licensing project. Susan Nielsen queried how the cash flow works for the Board. **Lowery** reported that renewals are done monthly and that generates a stable income. The Board typically processes between 200 and 250 renewals per month. Additionally, there are significant increases in new license applications in the months of March through July which is what the office describes as "licensing season" with the graduation of students at UNR and UNLV in May. In addition, with the final changes in the statutes regarding endorsement, **Lowery** is hopeful that more of the social workers in the VAMC system will opt for Nevada licensure. These individuals are required to be licensed in a state, not necessarily the state that they work in. **Berkley** indicated that the reserve amounts for this budget may be alarming to the legislature. They are requiring the Board to do all these things without providing any funding. Annie Wilson noted that perhaps the Board could reallocate money from the computer line item to the reserve. **Lowery** commented that if the Board did nothing with the computer project in the coming FY, the Board would have \$85,000.00 in reserve. The amount that is actually spent on the online project is the variable. Susan Nielsen asked if there was an option to move the whole project to the next FY budget. **Lowery** clarified that the Board is under direction from both this session and the previous session to develop online licensure processes and further delays will not be accepted. **Lowery** further noted that none of the Boards are doing online applications for initial licensure. They are, at best, doing online renewals. Our Board is starting with building the database, renewals, real time licensure verifications and she believes that there will be money left over. The second phase of the project is initial applications. She noted that if all the other Boards were already doing initial applications online, then the pressure to comply with this would be much greater. So breaking it into the two phases is reasonable. **Ussher** suggested moving some additional money into the legal costs item, increasing it to \$40,000.00 and reducing the computer budget to \$70,000.00. An additional \$1,000.00 would be put in the reserves. She identified this as a perception issue. **Berkley** noted that these are onetime fees to develop the online system that will not continue as such a cost. Susan Nielsen asked if once the Board have moved to online license processing whether the number of Board staff can be adjusted. **Lowery** confirmed that this will definitely be the case.

Motion to approve the budget as amended was made by **Ussher**, second **Maplethorpe**, motion carried.  
Motion to approve 2.00 % COLA for LaBrie, Frakes, and Weaver, consistent with what the State has legislated, as a part of the FY2017/2018 budget made by **Erickson**, second **Ussher**. Motion carried.

Final discussion on hiring Caroline Rhuys as a FT employee. **Lowery** noted that she has worked for the Board in a temporary position since February 2017. She has worked with Frakes on disciplinary cases and has a background working in a legal office. She brings a lot of office management skills and experience. **Lowery** requested that she be brought on as a Legal Secretary I at \$17.30/hr. starting August 1, 2018. She will go from being employed through a temporary agency to being a fulltime employee of the Board. **Lowery** then addressed the transition plan for Moinette LaBrie's position since she will be retiring. Discussed some of the job duties being moved to Loni, part to Caroline and part to the new Executive Director. The next six months will be used to transition Moinette's duties completely and the final six months will involve Moinette writing the

office policy manual and working with the software vendor on the build of the new online system. Reviewed Moinette's current duties and those currently managed by Caroline and Loni. The office manages an average of 40 calls per day with increased numbers on Mondays and Fridays. During "licensing season" the call volume increases dramatically. The office staff has already started to shift duties. Discussed possibly having the new Executive Director taking over the fiscal duties. The financial duties will be the last thing to shift over.

Motion to hire Caroline Rhuys in to a FT position as a Legal Secretary I at \$17.30/hr. effective August 1, 2017 made by **Ussher**, seconded by **Maplethorpe**. Motion carried.

**Review and Discussion and for Possible Action, April 1, 2017 through June 30, 2017 Board Licensure Statistics. (Agenda Item, 7G)**

**Lowery** presented the licensure statistics for the second quarter as provided in the Board Packet. **Lowery** provided some background information for new Board members. The Board had no data collection prior to 2016. Starting mid-2016, at the request of the Health Interim Committee, our licensure data was reviewed and statistics generated. We have continued to gather information and it will be a part of our reporting for AB457. Summarizing the information on the table. **Initial Licenses** - in the 2<sup>nd</sup> quarter we issued 94 initial licenses and 24 licenses by endorsement. Discussed the amount of time initial applicants have to take their exam (one year) and the amount of time applications are open by the board (one year). This will be topic item tomorrow in the Board Retreat. The Board loses control of the licensing process once the applicant is given their exam approval packet. The average amount of time it took for licensing in April was 119 days. The Board only took 2 days once we received the exam scores. It was 103 days in May and 88 days in June. The legislature does not understand this delay. **Endorsed Licenses** - in the 2<sup>nd</sup> quarter the Board licensed 6 LSWs and 18 LCSWs. The remaining information on the table will change as the legislature has changed how endorsements are to be handled. Of the 24 licensed, 8 met criteria for expedited endorsement and 16 had to provide substantially equivalent information. The Board has been given specific timeframes in which endorsements should be processed. Three fell out of the timeframes and the delays were licensee driven, not Board driven. The Board has deal with the issues that led to Board delinquencies and new processes are in place to ensure that we are not delinquent. **Berkley** recommended having a year's worth of data. **Lowery** clarified that she has that information but that reporting to the legislature will be quarterly. **Open Applications** - There are applications that remain open from 2016 so that there are currently 215 open applications. The fact that we keep applications open for so long leaves us with so many open files. 13 applicants have taken and failed the exam and 84 have not taken the exam at all. Clarified that these are initial applications, not those individuals in a post-graduate clinical internship. 118 applicants still had document missing in their application. **Renewals** - We granted 591 renewals in the 2<sup>nd</sup> quarter. Licenses are delinquent for 60 days and then their license expires. In that 60 day window they can restore their licenses. Motion to accept licensure statistics for the 2<sup>nd</sup> quarter for initial licenses, endorsements, renewals and open applications made by **Ussher**, second by **Maplethorpe**. Motion carried.

York asked if the Board know why people don't renew their licenses. Lowery reported that when someone dies, the Board office is often contacted. Otherwise, we don't typically know why someone does not renew.

**Review, Discussion and for Possible Action, Review of previous board decision regarding screening questions on initial license applications based on information presented at ASWB training. (Agenda Item 7H)**

After attending the ASWB New Board Member Training, Ussher reported a conversation with Dale Atkinson, the ASWB Counsel, where she asked about the screening questions we ask. Lowery reviewed the original questions asked and the amended questions that the Board approved at a previous meeting. Lowery noted that we previously asked about "arrests and convictions related to criminal or civil offenses." Changing the language to remove the word "arrests" is complicating the application review process. Information from DPS and the FBI will show arrests. Sometimes the documentation does not show if the charges were dropped or

some other outcome other than conviction. We are now trying to sort out what it means when the background check doesn't match because it shows an arrest that was not reported on the application but may or may not have led to a conviction. **Rasul** noted that the only thing the Board is interested in is the convictions and that arrests don't necessarily lead to an actionable issue. **Lowery** clarified that a number of other Boards also ask for "arrests" information. She reminded members that the first thing the office is looking for is that the information provided by the applicant match the information on the background report. The next step is a review of the explanation provided by the licensee. This has now become a much more difficult process and is slowing down the licensure process. **Erickson** discussed how information from an arrest alone might impact the processing of a license and **Rasul** responded that the only thing that the Board can consider is convictions. **Lowery** discussed having to determine whether an applicant falsified an application if they do not report an incident that showed up on an background check as an arrest. Sometimes the information given by DPS and the FBI is not complete. **Lowery** reported that a discrepancy between the application and the report does not mean that a applicant is not ultimately licensed, it just slows the process down because now the staff have to request information about the fact that there is a discrepancy between the report and the application. **York** queried whether there had ever been an issue before we changed these questions. **Ussher** reminded members that this all came about because of a complaint regarding question seven. She requested that we bring some examples of background check reports to the next meeting to review. She further requested that the item be tabled until the next meeting where more information can be presented. **Ussher** made a motion to table this item until the next meeting. **Maplethorpe** seconded, motion carried.

**Review, Discussion and for Possible Action, Review of current screening questions on license renewals for LSW and LCSW/LISW regarding fitness for licensure. (Agenda Item 7I)**

**Lowery** has also been reviewing the screening questions on the renewal applications. Given the concern about the screening question on the initial application, the questions on the renewal might be considered even more intrusive. The difference with the renewal questions is that these are directly tied to our NACs. **Lowery** suggested that this item be tabled and returned to the next meeting based on what is discussed with our NACs in the retreat on July 28, 2017. **Ussher** made a motion to table this item to the next meeting, **Maplethorpe** seconded, motion carried.

**Review, Discussion and for Possible Action, Attendance at the ASWB Delegate Assembly meeting on November 16-18, 2017, in Atlanta, Georgia. ASWB fully funds the attendance of one delegate from each member jurisdiction. (Agenda Item 7J)**

Discussed attendance by a Board member or Board staff to the fall ASWB Delegate Assembly. **Lowery** reminded members that ASWB puts on two meetings a year, one an educational forum and the second a business meeting. ASWB pays for one individual to attend this meeting. Looking to identify an individual who would be interested in attending this meeting. **Ussher** thought this might be a good opportunity to send out feelers for a new executive director. **Lowery** reported that once the job description is revised and finalized, that she will post the position on the ASWB Listserv. **Erickson** has identified an interest in attending and all other members agreed with this. Not motion required for this item.

**Review, Discussion and for Possible Action, Policy O-002, Management of Media Requests. (Agenda Item 7K)**

**Lowery** introduced the events that prompted a need to develop a clear management of media requests policy. Board was contacted by Joe Hart from Channel 4 TV. He had been sought out by a complainant regarding a disciplinary case. This individual has also contacted previous Board members, in the past, directly regarding his complaint. The President, at that time, received the letter and once she opened it and determined the nature of the communication, she returned the letter to the envelope and contacted **Frakes**, the Executive Director, at the time. **Frakes** contacted the four remaining Board members and notified them about the communication and told them not to open the letter. She then communicated to the complainant about the inappropriateness of communicating with Board members directly. **Ussher** reported that the issue, as

addressed to Joe Hart, was that this disciplinary case had been open six years and was still not handled. She validated the nature of the complainant's concerns and agreed that that time lapse is inappropriate. **Lowery** was out of the country when this happened so her level of involvement was very minimal and **Smith** noted that he was on vacation during part of this. **Frakes** collaborated with **Smith** and **Rasul** regarding how and what we could share. **Frakes** drafted a letter that was approved by **Smith** and **Rasul** and sent to Mr. Hart. Mr. Hart came to the Board office and interviewed **Frakes** on camera. The problem lay in the fact that once this happened, **Frakes** did not take any other action. Although **Lowery** was notified, no other steps were taken to notify the Board members. One Board member was approached by coworkers at her job asking about the report and she didn't know what the coworker was talking about. The Board member felt unprepared. Upon her return, **Lowery** spoke to **Frakes**, **Smith** and **Rasul** to discuss why contact was not made to the Board members individually. None of the individuals had even considered the need to notify the Board members. The breakdown in communication was the responsibility of the three individuals directly involved and the IED. **Rasul** disagreed, noting that the DAG had no responsibility in media notification, specifying that the DAG only serves to provide counsel as to the steps the Board should take. She further noted appearing in the news is not unusual for Boards and stated that in her experience, no Board members got upset because their Board was in the news. **Ussher** clarified the concern as being about failure to keep the Board members notified so that they could respond appropriately if approached in public. She also indicated that the interview itself gave the impression that there were huge number of complaints against social workers. The "spin" was very negative. **York** agreed with how negatively the media piece cast the Board. **Lowery** validated that the concerns about how this information was presented in the media. The Board member who had been approached by a coworker then notified the other Board members about the TV segment. **Lowery** determined the need to establish a policy to address this so that it does not happen again in the future. She presented the draft policy language for consideration and clarified that the Board frequently receives requests for information covered in the Freedom of Information Act (FOIA). These requests are not passed on to Board members as they are routine. Discussion of the language of the policy. **Ussher** expressed interest in working on the wording of the policy and it will be brought back to the next meeting for final review. **Ussher** made a motion to table this item until the next meeting, **Maplethorpe** seconded, motion carried.

**Review, Discussion and for Possible Action, New Board Member Orientation Process.** (*Agenda Item 7L*)

**Lowery** presented this item. The Board has not had a formal orientation process and since it is now a stipulation of AB457, **Lowery** has developed a proposed checklist of orientation areas. She reviewed these items with **Ussher**, the last new member. She also presented each Board member with a binder that has most relevant NRS / NAC statutes. This binder includes NRS 241 - public meeting law, NRS / NAC 281 – ethics in government; the Legislative Counsel Bureau administrative rulemaking guide, and NRS / NAC 641B – social work statutes. Board member added some items to the list of areas to review and a motion to approve the orientation form as amended was made by **Ussher**, **Maplethorpe** made a second, motion carried.

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

**Lowery** reviewed the time of the Retreat and notified members that bagels and coffee would be available and that lunch would be catered.

**PRESIDING OFFICER'S COMMENTS** (*Agenda Item 8*)

**Smith** acknowledged his experience as a Board member, noting that he valued the opportunity to work with people dedicated to the field of social work.

**PUBLIC COMMENT** (*Agenda Item 9*)

No public comment was offered at this time.

**ADJOURNMENT**

President Smith adjourned the Board meeting at 10:16 pm

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





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

MINUTES OF BOARD RETREAT  
July 28, 2017

The meeting of the Board of Examiners for Social Workers was called to order by Rod Smith, Board President, at 8:17am. The meeting was held at Kietzke Plaza, 4600 Kietzke Lane, Building I, Suite 204, in Reno, Nevada, 89502. This meeting was not videoconferenced to Las Vegas. President Smith noted that the meeting had been properly posted and that the Board members present constituted a quorum. Roll call was initiated by President Erickson, with the following individuals present:

Members Present:

Vikki Erickson, LCSW, Board President (**Erickson**)  
Jodi Ussher, LCSW, Board Vice President (**Ussher**)  
Colleen York, LSW, Board Secretary / Treasurer (**York**)  
Rod Smith, Member (**Smith**)  
Stefaine Maplethorpe, LCSW, Board Member (**Maplethorpe**)

Staff Present

Sandy Lowery, LCSW, LADC, Interim Executive Director (**Lowery**)  
Henna Rasul, Senior Deputy Attorney General (**Rasul**)  
Paula Berkley, Lobbyist (**Berkley**)  
Caroline Rhuys, Legal Secretary I (**Rhuys**)

Public Attendees

Annie Wilson, LSW, former Board member  
Susan Nielsen, Public Member to be appointed 09/01/2017 (**Nielsen**)  
Carlton Craig, Director, UNLV School of Social Work  
Denise Montcalm, Interim Director, UNR School of Social Work (arrived at 12:00n and left at 3:00pm)

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

**PUBLIC COMMENT** (*Agenda Item 2*)

No public comment was offered at this time.

**REGULAR AGENDA**

**Review, Discussion and for Possible Action, Review of changes made in Board operations to date for 2017.** (*Agenda Item 3A*)

**Lowery** started the retreat reviewing the change that have taken place to date in the first six months of 2017. She noted that the office has undergone significant changes and that changes continue. She listed the following changes that have been made –

- (1) updating the pictures on the website so that they are more modern;
- (2) updating the website itself, including changing language on the site, reorganizing the information being presented, making the links more effective, etc.

- (3) adding a specific section for clinical internships which includes a list of approved sites for both Southern and Northern Nevada, adding the list of approved supervisors, etc.
- (4) updating the licensure applications so that they are all PDF fillable and including a checklist of items that must be submitted with each application;
- (5) updating the way the verification of licensure table looks. We have shifted it to a PDF format which opens much faster. We cannot do real time verification of licensure because our software does not talk to the state website platform;
- (6) development of the listserv for licenses and have updated our applications and renewals to require an email address. This will be the mechanism for communicating with licensees in the future, this will remove the use of postcards;
- (7) made CEU approval easier for licensees by approving any trainings that have been approved by ASWB or NASW;
- (8) making sure that we provided the lobbyist with the information she needed to address areas that were of concern to the legislature;
- (9) reorganized staff roles and changed the public face of the Board;
- (10) streamlining office processes so that there are no longer delays in processing license applications, renewals, etc.
- (11) processing the Quarterly Progress Reports for the clinical internships within thirty days, which Lowery reported has not happened in at least the last ten years.
- (12) removal of delays in licensure that were office staff related.

**Ussher** queried whether there is any other office staff is cross trained to work on the website. **Lowery** reported not at this time, that she can handle the load but she will eventually cross train someone in the office to do the work. **Ussher** asked whether licensees know that the Board mailing list and email list are made available to the public for purchase. **Lowery** reported that she was not sure about this topic and agreed to research it for the next Board meeting since it was not an agenda item for this meeting. **Rasul** indicated that there is a NRS regarding this, believing that public records are addressed in specific statutes, possible NRS 237C or NRS 237D. She further noted that "unless deemed confidential by statute, everything is public record because the Board is a public agency." **Lowery** reports she will research this and bring it to the Board. **Ussher** brought up concerns about email addresses being released since we are developing the Board listserv. She believes that licensees need to be notified in the spirit of transparency. **Lowery** indicated that licensees are being asked for their email addresses which are entered into the database maintained by the Board. From that list, the email is then entered into the Board's listserv. Information from the listserv is not available to outside entities.

**Review, Discussion and for Possible Action, Identification of goals for next twelve months, associated timelines and role of Board members. (Agenda Item 3B)**

Lowery introduced this topic, requesting that a list of goals be generated and Board members to be involved also be identified. Lowery also requested that these projects also involve individuals from the community. **Rasul** indicated that each subcommittee will need to formally identified and voted upon at the next meeting.

- (1) Online licensing project (Technology) – **Ussher** and Tom Strahler (community)
- (2) Regulations (Social Work Practice) – **Ussher**, **Lowery** and input from Board at this retreat. **Berkley** brought up soliciting suggestions from licensees and **Lowery** noted that there will be opportunities for this with the public workshops that occur as a part of the regulation process. **Lowery** noted that she is hoping to have a finalized first draft of the changes being suggested for the next meeting and at the next meeting, take a whole day, with a business meeting in the morning and a public workshop in the afternoon to discuss the general topics that the Board is proposing to address and invite licensees to attend and open a discussion. **York** suggested that attendance at public workshops is often low and that using the listserv as a vehicle to request ideas about change may be a more viable mechanism.



**Ussher** noted that CEUs could be offered for attendance at the Workshop which might invite greater attendance.

- (3) Policies – **Erickson** and **Moinette LaBrie**
- (4) New Executive Director – **Maplethorpe** and **Nielsen** (09/01/17)
- (5) Disciplinary – resolve all remaining level one complaints by the end of the year. **Lowery**
- (6) Public Relations – improving perception of the Board with licensees and the legislature – **Nielsen** (legislature). **Berkley** noted that a lot of work can be done with the legislators during the interim session period, so that when the next session starts in 2019 the Board and the legislators are already on the same page. Discussed returning to the universities. **Lowery** reported that Natasha Mosby at UNLV is working to identify more effective times to come and present. Looking at using existing class time so that more students are captured. **Lowery** also reported that she has met with the Interim Director at UNR, Denise Montcalm, PhD and we are hoping to resume this activity with UNR. **Berkley** asked whether the Board can be an internship site for social work students. She noted that one of the themes that has come from the Governor's office is workforce development. This will be a continued focus. She noted that at one point in the legislative session, the Board was going to be responsible for economic development in the state for social workers. Anything that the Board can do to support students becoming licensed in Nevada and staying in Nevada will be looked at favorably. **Ussher** noted that the Board could be a wonderful macro level placement. **Lowery** notified the group that because of both open and closed disciplinary files the Board has not considered being an internship site. She indicated that if all of these files could be secured, it might be a possibility for the future. **York** suggested that we do more "meet and greet" opportunities will be a very positive way to engage social workers. **Ussher** suggested that within the next six months, the Board have a public workshop and offer a free 2.00 CEU training on suicide prevention. She suggested we consider partnering with UNR/UNLV schools of social work. **Maplethorpe** suggested some other collaborative options in Southern Nevada. Discussed the HRSA grant that UNR and UNLV currently receive and Carlton Craig provided an update about how UNLV is working with the grant. It is in its last year and UNLV will be looking at ways to sustain it as well as applying for additional grant money in the future. **Maplethorpe** will help with public relations options in Southern Nevada.

**Review, Discussion and for Possible Action, Job duties for new Executive Director position in anticipation of recruitment efforts. (Agenda Item 3C)**

**Lowery** presented the current job elements. She noted that the position has a lot of responsibility and is concerned that there may be more to do than is realistic for 1.00FTE. **Ussher** noted that items #1 and #9 could be combined into one item. **Smith** queried whether the Board was going to continue to use a lobbyist in the future. **Lowery** indicated that if the budget allows for a lobbyist, she hopes the Board will continue to use one in the legislative sessions. She also noted that item #8 is not broad enough, because it is not just the legislature, rather it involves all of our community stakeholders. **Ussher** suggested describing effectively liaisons with all of the outside entities and listing them. Perhaps combining #8 and #4. **Berkley** noted that there is nothing about contracting responsibilities. **Lowery** discussed the difference between those things that the Executive Director oversees and those things that this individual will have a direct hand in managing. **Berkley** noted that once the online licensure system is developed some of the duties will become much simpler. **Lowery** noted that prior to the changes made in March, she was being paid 48 hours per month to manage the internship program itself. These duties had been removed from the Executive Director. **York** noted that there is nothing about policies and noted that policies will drive much of what the new Executive Director will be doing. **Lowery** noted that there are existing processes, but they are not written down into a policy format. **York** noted that this could be done very easily and could be accomplished in as little as three weeks. She noted that writing policies is a simple process, writing out the process and putting a title to the procedure. This needs to be a high priority item. Discussed having **Moinette LaBrie** step out of her current job duties and begin the process of writing our policies. **Ussher** discussed setting up a timeframe for policy

completion and the members agreed the basic policies to be written by the end of October. Identified the top three areas of policies as being licensure, renewals and disciplinary. **York** has indicated that she would be willing to help convert existing processes into policies. **Erickson** discussed the difference between a policy manual and a desk manual. **Ussher** and **Erickson** both indicated that they can reach out to contacts at several other Boards to get their job descriptions. **Erickson** requested a motion to accept the changes in the job duties as discussed in anticipation of recruitment efforts for the position. **Maplethorpe** made the motion, **York** seconded, motion carried.

**Review, Discussion and for Possible Action, Summary of reporting requirements based on 79<sup>th</sup>/2017 State Legislative Session. (Agenda Item 3D)**

**Lowery** reviewed a list that mirrors what **Berkley** presented at the 07/27/2017 meeting. She reviewed the reporting requirements based on SB69, AB 457, and AB19. She noted that the Board is already gathering much of this information and will be working with the Legislative Counsel Bureau and the Legislative Committee on Healthcare regarding format for reports. She noted the information that is currently reported quarterly to the Occupational Licensing Boards site within the legislature. **Berkley** noted that the information provided includes some licensure categories that the Board does not use any longer and should probably be updated. **Smith** queried how much additional work will be generated in gathering this information. **Lowery** noted that prior to 2016, there had been no formalized data gathering and evaluation. The majority of the information being requested is already being gathered. **Berkley** noted that some of the stuff requested includes information going back three years. These items will be very time intensive since it will be a full paper copy review. When we move to an online system, this data gathering will be much easier.

**Review, Discussion and for Possible Action, Review of the process for changing NACs through the Legislative Counsel Bureau (LCB). (Agenda Item 3E)**

**Lowery** presented a flow chart and LCB Rulemaking Checklist that summarized the steps for us to make changes in our NACs. Discussed the fact that the Board is currently in the first box of the flow chart. She indicated that once our language is finalized, it will go down to LCB for their review. She hopes to meet with the legislative reviewer and walk through the review process together. She noted that LCB can change language, delete language, etc. **Berkley** suggested allowing LCB to do the first review alone and then seek to meet with them. She discussed the fact that they are overburdened and may struggle to meet deadlines. **Lowery** noted that the changes that were approved by LCB in August 2016 are still not codified. The process for regulation changes is a long and laborious. Discussed the changes in AB457 and ensuring that the Commission on Behavioral Health is properly noticed on the proposed changes, etc. Clarified that they can make recommendations and that their approval is not required. **Berkley** suggested sending them the draft language even before LCB. To keep them in the loop throughout. She reminded the Board that they are required to review the NACs completely every ten years. **Lowery** noted that the Board typically does it every two to four years and always after a legislative session. Discussed the fact that there are a number of NRS statutes that will also need to be changed, but that those require the legislature to agree to. The changing of NACs can be done by the Board.

**Review, Discussion and for Possible Action, Proposed regulation changes to Chapter 641B of the Nevada Administrative Code (NAC) identified by Board members and Board staff in the following topical areas – (1) general provisions; (2) licensing and supervision; (3) continuing education; (4) standards of practice; and (5) practice before the B.O.E. for Social Workers.** In each area, the following possible actions occur related to each proposed regulation change:

- i. Accepting the proposed regulation changes as submitted;
- ii. Accepting a proposed regulation change not listed, resulting from Board discussion;
- iii. Accepting the proposed regulation changes with recommended changes in language and/or location of the recommended changes under a different Nevada Administrative Code, resulting from Board discussion;

- iv. Rejecting the proposed regulation change; or
- v. Tabling the proposed regulation change.
- vi. Proposed regulation changes approved by the Board or approved by the Board with recommended changes will be submitted to the Board at a subsequent Board meeting for final approval prior to submission to the Legislative Counsel Bureau in accordance to applicable NRS and NAC, including, NRS 439B.225 and NRS 233B.

*(Agenda Item 3F)*

***Board took a break beginning at 9:30am. The meeting resumed at 9:45am***

Lowery described the process of reviewing our current administrative code. She explained that approximately a year ago, the Executive Director and the Internship Program Coordinator began to develop a list of things that needed to be changed in the NACs. In preparation for this meeting, Lowery explained that she combined the existing NACs, the yet to be codified changes approved in 2016 and the temporary regulations that were approved earlier this year, into one document. She also noted that the Department of Health and Human Services (DHHS) went through the NACs for social work and provided suggestions about possible changes. She noted that some of the reviewers were not licensed social workers. Lowery was told by DHHS that they were doing the same type of review for the other behavioral boards, but Lowery does not believe any other Board has received suggestions. These suggestions were included in the packet and can be addressed.

**General Provisions Section**

**Lowery** asked for members to identify any changes to the definitions that are currently in place.

- 641B.010 – DHHS suggested adding the term “endorsement,” **Lowery** noted that an applicant is applying for a license, endorsement is just one means to get this license. She suggested no change be made to this definition.
- 641B.012 – DHHS suggested adding language that made an approved provider one whose name is posted on the Board’s website. Discussion noted that this was unnecessary and added a restriction that served no purpose. **Lowery** suggested no change be made to this definition.
- 641B.017 – DHHS suggested that the term “consumer” was interchangeable with “client.” **Ussher** explained that we do not use the term “consumer” when describing our practice. She did not believe that the term “consumer” fit into social work practice. **Lowery** suggested no change be made to this definition.
- 641B.027 – DHHS suggested amending the language to include “that has been approved by the Board.” **Ussher** noted that this is unnecessary language and recommended that no changes be made to this definition.
- 641B.028 – DHHS suggested that the language be amended in several ways. Lowery noted that this definition is related to an old level of licensure that is not longer. When the Board was created, the LASW category allowed individuals who had been practicing in social work positions without the education could be grandfathered in to licensure as a LASW. Once the grandfathering in process expired, this language was included so that individuals who were in a program of study for a social work degree could get a license pending their degree award. This is directly related to the “Provisional B” license we currently offer. Since 1986, there have only been 113 licenses in this category issued. This can’t be deleted without also removing it from the NRS. This will be an agenda item at the next legislature. **Lowery** suggested no change be made to this definition.
- **Lowery** discussed the background on the changes she is recommending to 641B.041, 641B.042, 641B.043 and 641B.044. It came to the attention of the Board in 2016, that in the rural areas, the State was not hiring clinical interns as employees, rather they were being “contracted” to work for the state. The State then required that each contractor have a state business license before they would be employed in the contract position. Since the inception of the Board, there has always been a distinction between licenses that were considered “independent practice” licenses and those that were

not. Unfortunately, our NACs did not effectively delineate this. **Lowery** recommended that be cleaned up in the four licensure categories. 641B.041 and 641B.044 would be amended to add "under the supervision of an agency" in their definitions and 641B.042 and 641B.043 would be amended to read "engage in the 'independent' practice of social work." With regards to these changes, **Berkley** brought up a bill submitted by the psychologists that allowed for them to go into business with doctors and be a part of the practice and to refer to each other. This allowed for referrals within the same business without it being a conflict of interest. She theorized that should something be put forth for social workers they could have a business of their own. **Lowery** and **Maplethorpe** clarified that clinical social workers are allowed to own businesses at this time. **Ussher** theorized that perhaps the distinction was the difference between having multiple independent therapists who may share space and refer to each other versus a business in which each member is a shareholder. **Berkley** will clarify the content of the bill she is referring to.

- 641B.057 – DHHS made suggestions regarding changes to the language of this definition. These changes included that psychotherapeutic methods included assisting clients with improved outlook, coping and functioning. Members discussed these changes as not being appropriate for the definition, that the terms were more descriptive of what a LSW could do. **Ussher** described the DHHS amended language as downgrading the scope for LCSWs. **Lowery** provided the historical context to this definition and the breadth of practice this allows LCSWs. **Lowery** suggested no change be made to this definition.
- 641B.062 – DHHS made suggestions about changes in the language for this definition. Ours is very broad. **Lowery** did not see a benefit from the language proposed by DHHS and it narrowed the focus. **York** asked if our language is compliant with ADA requirements. **Lowery** noted that LCB has reviewed this definition in the past and would ensure that the Board was ADA compliant. **Erickson** suggested no change be made to this definition.
- **Lowery** presented two new definitions. The numbers for these will be assigned by LCB. The first definition is at the request of DHHS, to provide a definition of "telehealth." **Lowery** presented a proposed definition that comes from a review of the State of Nevada's Telehealth Fact Sheet, the Health Resources and Services Administration (HRSA) definition and 2015 legislative language. It will read as follows -
  - *"Telehealth" means use of various technologies to remotely deliver services to clients. It includes the delivery of services from a social worker to a client at a different location using electronic information and telecommunication technologies."*

The second definition is defining a "continuing education collection period." **Lowery** discussed helping licensees understand what a CEU collection period is. She noted that licensees typically do not know when their collection period starts / ends. The Board has put this information on the licensure verification PDF file to help address the number of calls received about this. The language would read –

- *"Continuing education collection period" means the period from initial licensure through the licensees second renewal and then every two years thereafter."*

Members felt comfortable with both definitions presented.

- **Erickson** requested a motion to accept the changes as discussed in the General Provisions section, 641B.005 through 641B.070. **Ussher** made the motion, **Maplethorpe** seconded. Motion carried.

### Licensing and Supervision Section

- 641B.082 – DHHS suggested that online verification of a license and the wallet card would be sufficient, that posting a license was unnecessary. **Ussher** disagreeing with the DHHS suggestion, noting all professional disciplines are required to post licenses in view of clients. **Ussher** suggested no change be made to this definition.
- 641B.090.1 – **Lowery** noted that the Board submitted temporary regulations in February, T001-16. Members discussed language changes and settled on language that differentiated the application being

complete and then what constitutes a complete application. Extensive discussion of the need to organize this section of the NACs into a way that makes sense to licensees. The confusion of the information makes it difficult to understand the process. She noted a discussion with Carlton Craig, PhD from UNLV that the universities do a good job of infusing the NASW Code of Ethics, but the NRS and NAC that apply to social workers in Nevada is often neglected. Members suggested sections on initial licensure, licensure by endorsement, provisional licensure, renewals, delinquent licenses and restoration of a license. **Lowery** discussed the scope of this suggestion and requested the opportunity to reorganize the information in this section and present it back to the Board. **Berkley** brought up the possibility of doing a juris prudence exam so that licensees are forced to get into their regulations.

- 641B.090.8 – **Lowery** presented suggested language changes including removal of two portions and amending other language. The changes resulted in the following regulation.
  - *"The Board may waive the required examination of an applicant if: The examination that the applicant has passed is an equivalent or higher level examination that the applicant would otherwise be required to take . . ."*
- 641B.095.1c – DHHS suggested that "it is common to require an employer commitment prior to authorizing immigrants to stay in the US." **Lowery** reported that the Board has no role with employers and guarantees of employment before licensing. She recommended that no changes be made to this section.
- 641B.095.2 – **Berkley** address the need for this section. Members reviewed the difference between certified and non-certified birth certificates and suggested that the word "certified" be added into the language and remove this regulation.
- 641B.105.1 – **Lowery** noted that this section allows the Board to do a two part examination process, the national exam and a state based juris prudence exam. Discussed whether the Board wants to continue with this language since it says an applicant "must pass a two part examination" and the Board is not currently offering a juris prudence exam. Discussed the potential that a juris prudence exam may delay the licensure process. She noted that a recent question has been circulated on the ASWB Executive Directors listserv about the use of juris prudence exams and noted that only a small percentage of states do this level of exam. Discussed needing to clean up the language for this regulation. **Berkley** brought up a number of risk management issues that could then be covered in a juris prudence exam. **Lowery** indicated that while possible, it would require that the test be written, that a mechanism for giving the test be develop, a mechanism for scoring the exam be developed, whether the exam would be administered at a site or online, frequency the exam would be available, etc. ASWB allows applicants to test at any time, and doing a juris prudence exam would need to be similarly available. This would require a third-party vendor to administer. From a fiscal perspective, this would be a costly venture at this time and could potentially slow down the application process. Discussed whether the licensee would be licensed if they failed the exam. Would have to determine how quickly the exam could be retaken, etc. **Berkley** suggested that this was not a top priority issue but something to consider for the future(s). Members decided on final language changes.
  - *"An applicant for licensure . . . must pass examination(s) approved by the Board."*
  - Removal of 641B.105.1a and 641B.105.1b.
- 641B.105.4 – **Lowery** presented information on time lines for initial licensure. Discussed the fact that ASWB allows applicants one year from approval to take their exam. Currently the Board keeps an application open for one year. Reviewed the average number of days that initial licensees took to take their exam – 2016, average number of days was 115, shortest was 42 and longest was 269. 2017 data through June shows average number of days as 145, shortest as 55 and longest as 321. When an applicant takes his/her exam is out of the control of the Board but makes it appear that it takes the Board a very long time for an individual to get licensed. No matter how this information is presented to the legislature all they see is the total number of days from application submission to license. **Lowery** suggested reducing the amount of time an application remains open to six months. It will allow an applicant to take the exam, possibly fail it and then take it again before the six months expired.

**Berkley** presented an alternative of granting each applicant a provisional license for a period of time until they get their exam passed. This would apply to LSWs only. **Lowery** referenced the current Provisional "A" license that is available to licensees. It allows for a temporary license for up to 90 days pending passage of the exam within 60 days. If the exam is failed, the provisional license immediately closes. Applicants can choose this option. While that option has existed for many years, **Berkley** is suggesting that 100% of applicants applying for their initial license be put through that process. That the path to licensure requires them to start with a provisional license. **Lowery** discussed the risks and benefits of this including the fact that all initial applicants would be able to work before passing the exam. The exam is a measure of basic competence to practice social work. The possible benefit would be that would now be licensed and under disciplinary law. One of the questions is whether agencies would hire someone with a temporary license. The Nursing Board gives applicants the option of choosing a GN license, which is good for 60 days and expires immediately if the applicant fails their exam. **Lowery** further noted that applicants taking the LSW exam are passing the exam, but not robustly. **Ussher** addressed concerns about the vulnerable populations that are served by social workers who may not have demonstrated basic competence. **Annie Wilson** noted that these individuals may simply seek a job that does not require licensure. **York** asked about the workload implications of routing everyone through the provisional process and the financial implications of such. **Lowery** discussed the fact that the provisional license would be an additional \$75.00 on the application fee. **York** expressed concerns about having to explain to licensees that they had to go the route to licensure. **Lowery** discussed allowing individuals who are interested in the fast track to licensure via the Provisional "A" to continue this route and reducing the length of time that an application remains open. Members agree to these changes. **Berkley** suggested changing the name from a "Provisional A" license to an "Expedited Temporary License" to more accurately reflect the purpose of this licensure category.

- 641B.111.2e1 – **Lowery** suggested that this regulation be amended to remove the fifteen-year stipulation for having passed the appropriate exam. Restoration requires a number of other things and having to retake an exam seems excessive. If approved, then 641B.111.4b would be amended by removing the language around an examination.
- 641B.112.2b – housekeeping change of language.
- 641B.112.3 – this is the language for the Provisional "C" that was approved as Temporary Regulation T0016. With the changes in SB69 regarding endorsement the language in this section is not necessary and can be completely deleted.
- 641B.115.4 and 641B.115.5 – LCB has already made changes to this language via T0016. Housekeeping language changes. Member engaged in a general discussion of fees. There is only one final licensure fee bump available to the Board before hitting 100% of all of the ceilings established in 1986. The final bump would be raising the LSW licenses by \$25.00. The LSW were the last licensure group to receive an increase and the **Lowery** is reluctant to do another increase to this group. Any further increases will have to be approved in the legislature in 2019. **Ussher** discussed the amount that is recommended for a Board to have in reserves. **Rasul** indicated that Board's typically want to have a robust amount available in case the Board itself got sued. This would be handled in district court and would be very costly. She noted that all Board members are covered for liability through the State's Tort Claim Fund, which is paid annually. Liability coverage is the Board as a whole, and not individual members.
- 641B.120 – housekeeping change based on the changes approved for length of time an application will remain open.
- 641B.124 – Revising this regulation to include telehealth language.
- **Erickson** requested a motion to accept the changes as discussed in the Licensing and Supervision section, 641B.075 through 641B.124. **Ussher** made the motion, **Smith** seconded. Motion carried.

### **Licensure by Endorsement**

- 641B.126 – **Lowery** discussed the fact that much of this section will be changed based on AB69. She reviewed the changes in legislation, removing the five-year “substantially equivalent” stipulations and allowing the Board to choose to require an examination as part of the endorsement process. **Lowery** discussed individuals who have grandfathered into a LCSW license in other states without taking an exam. She recommends that our NACs reflect the requirement that they have passed an appropriate exam. Reviewed language that will be removed and language to be inserted based on AB69. She speculated that some of the revised language will be pulled out of our NAC by LCB because it will be in our NRS. She noted that this legislation went into effect on June 9, 2017 and that the office has already shifted to the new stipulations regarding “substantial equivalence” on applications that were in process or have been submitted since that date.
- **Erickson** requested a motion to accept the changes in this section as proposed; **Smith** made the motion, **York** seconded, motion carried. **Berkley** suggested that the information about the changes in endorsement legislation be posted on the website.

### **Internships**

- 641B.150.3 – **Lowery** introduced suggested changes in this statute. At this time, interns are allowed to claim 25 hours per week for clinical hours, giving them a quarterly total of 325 hours. This number was based on what was considered full time practice in the past. She noted that current practice has changed and that full time practice has increased to at least 30 direct practice hours per week. **Ussher** noted that some agencies are requiring 32 hours. Members discussed this issue and **Lowery** noted that this doesn’t change the 2-year minimum / 3-year maximum requirements, nor does it change the capacity to claim more than 40 hours / week. The total for a quarter will remain at 520 hours. Members also noted that once the intern has completed their clinical hours excess hours can be moved into the non-clinical category. Discussed this as a policy not a statute.
- 641B.155 – **Lowery** suggested removing the language about having an examination and adding in the language about renewing the supervisors training every 5 years.
- 641B.160.3b - **Ussher** brought up the use of telecommunication technologies in supervision. New technologies can give more flexibility for supervision. Members discussed whether changes need to be made for on-site supervision versus off-site supervision. Initially discussed telecommunication technologies as relevant for off-site supervision and **Lowery** recommended allowing offsite supervisors to use telecommunication technologies 3 weeks out of the month and requiring onsite, face-to-face meeting on the 4<sup>th</sup> week.
- **Erickson** requested a motion to approved changes made in this section as discussed. **Ussher** made this motion, **Maplethorpe** seconded, motion carried.

***Board took a lunch break at 12:30pm and resumed at 1:30pm.***

### **Continuing Education**

- 641B.187 – **Lowery** noted the differences in ethics requirements for CEUs based on levels of licensure. LSW / LASW have to do 2 CEUs every renewal period and LCSW / LISW have to do 3 CEUs every renewal period. She recommends that this be standardized for all licensees and that the number be increased to 4 every CEU renewal period. She believes this will make it easier for providers to manage. She also discussed the narrowness of the current definitions of approved topics. Members brainstormed an updated list of topics that would be considered approved for ethics. With the breadth of this list, the members agreed with increase to 4 CEUs for all licensure categories.
  - Boundaries, confidentiality, dual relationships, documentation, billing, fraud, telehealth, supervision, social media, sexual harassment, managing burnout, social work law (NRS/NAC), cultural competency, racial bias, risk management, mandated reporting, legal holds, scope of practice, professional conduct, standards of care, and regulation requirements.

- 641B.187.3c2 - **Lowery** brought up the current statute that gives new graduates one year before they have to start collecting CEUs for licensure. She recommends removing this for several reasons, (1) it is very confusing to licensees and the Board is inundated with phone calls about when licensees need to start counting CEUs; (2) second it confuses the identification of a CEU collection period; (3) she discussed the fact that the mandated Suicide Prevention CEUs are not exempt during this year which creates even more confusion, and (4) the test scores on the ASWB exams are not stellar. Many licensees are barely passing the exam. **Ussher** clarified that this means that instead of the newly graduated social worker having 3 years to accumulate their required CEUs, it will now be 2 years. **Lowery** expressed concern that a licensee can go up to 3 years without any further education in the field. Denise Montcalm address the fact that Nevada graduates pass the exam at rates above the national average and that the fourth concern did not feel legitimate. **Ussher** discussed not feeling as though there is necessarily a correlation between exam pass scores and competency. Rather, she discussed the idea that a one-year gap between graduation and starting the process of ongoing competencies as not make sense. **York** expressed concern about this, noting that the one year grace period was a perk of working hard in one's education. She saw it as a positive piece of public relations for the Board. Denise Montcalm updated the Board about changes in the Council on Social Work Education (CSWE) that move to an even greater degree of competency-based standards. She noted that the exam is not necessarily an effective measure of competency. **Lowery** reviewed that new licensees would have three years to demonstrate continued competency. Denise Montcalm queried how many licensees actually wait until the latter part of their three year period to do their CEUs and **Lowery** noted that a large percentage of licensees wait until the last minute for CEUs. She believe that this is in part because they don't start out needing to collect CEUs and then forget to do so until their third year renewal form arrives. Renewal forms are sent out 45 days before expiration of a license. Additionally, the licensee cannot count any of the CEUs earned in the first year post graduation (except suicide prevention) since they are not officially in the two year collection period for CEUs. Denise Montcalm suggested that the Board consider requiring CEUs more frequently than every two years. **Ussher** discussed this as being an additional job for staff. This does not change the fact that if a licensee is in school, they are exempt from having to do CEUs. She discussed this as a way to streamline the CEU renewal process and to decrease confusion for licensees.
- 641B.188 – **Lowery** suggested that this be amended to allow for electronic maintenance of CEUs. Instead of keeping hard copies this would allow for licensee to scan and store their certificates electronically. Also suggested increasing the amount of time that a licensee keeps their certificates to 5 years. Discussed leaving it at 3 years so that it matches later statutes.
- 641B.189.1a – **Lowery** suggested amending the language to reflect that CEUs could be earned for live presentations and presentations delivered using electronic or telecommunication technologies. This simplifies the language.
- 641B.189.1f – **Lowery** suggests expanding the CEUs available for licensees associated with attending a meeting, workshop or public hearing of the Board.
- 641B.189B.2 – **Lowery** presented changes to this statute that would allow a licensee to complete continuing education units in any combination of ways defined in this statute. This would allow the maximum flexibility of earning CEUs. She reminded members that the Board has already approved CEUs automatically if they are approved by NASW and / or ASWB.
- 641B.191 – **Lowery** discussed suggested changes in this statute to simplify the documentation requirements for entities that are approved providers designated by the Board. Suggested that the report requirements be removed. Reviewed the fact that the vendor has to maintain reports for 3 years and that the Board does not need this information. The Board is not required to maintain lists of who attended any given workshop, this is the responsibility of the licensee. If a licensee loses a copy of their CEU, they need to back to the vendor who did the training, not to the Board.
- 641B.192 - **Lowery** suggested removing redundant language and simplifying the ways that CEUs can be approved. Vendor approved courses, NASW / ASWB approved courses and individual requests for



approval. Denise Montcalm brought up the current status of the Nevada NASW chapter. **Lowery** reported that the Nevada NASW chapter essentially closed up operations some time ago. They are not approving any CEUs at this point. They are planning to reapply as a CEU provider in the future.

- 641B.195 – **Lowery** recommends removal of this section in entirety.
- **Erickson** requested a motion to approve changes as discussed on 641.187 – addition of topics for ethics CEUs, increase of ethics CEUs to 4 for all licensees, removal of one year grace period. **Ussher** summarized that with the changes in the ways in which CEUs can be earned, the increased options for ethics content and her belief is that giving up the one-year grace period is reasonable. **York** discussed changes in perceptions of the Board with the removal of the one-year grace period. Denise Montcalm discussed the rationale for why these changes are being made. Mapplethorpe discussed the importance of professional accountability. **York** indicated that how this information is presented will be key in helping licensees understand the how and why of it. **Erickson** asked the Directors of the Schools of Social Work if they could agree with these changes. Both felt more comfortable with it in terms of starting their professional learning. **Lowery** reported that her perspective tends to be problem driven and not opportunity driven. **Ussher** made a motion to approve the changes to 641B.187 as discussed. **Smith** seconded. Motion carried.
- **Erickson** requested a motion to accept changes to 641B.188 as discussed; **Ussher** made the motion, **Smith** seconded. Motion carried.
- **Erickson** requested a motion to accept changes to 641B.189 through 641B.195 as discussed. **Smith** made motion, **Ussher** seconded, motion carried.

### Standards of Practice

- **Lowery** started the discussion by notifying the members that she has formally asked UNR and UNLV to incorporate, at a minimum, the NACs related to Standards of Practice into their curriculum because it is the Board's linkage to the NASW Code of Ethics and it is the area most referenced in disciplinary actions.
- **Lowery** also noted that language in this section is directly related to the language in the screening questions on license renewals. She referenced the agenda item from the 07/27/2017 that was tabled based on discussion today.
- 641B.200.10 – **Lowery** reviewed the changes in law that allow LCSW's to certify / decertify the need for an emergency psychiatric admission. The language in the statute is that which was approved in the T-0016 temporary regulation. She recommended that this language be made permanent language. Some discussion of identifying in a narrative manner what this is referencing versus just by statute. **York** clarified that this is as an option for LCSW and not required, she fears that employers may require their LCSWs to hold this certification. **Ussher** indicated that it was up the LCSW to choose if they want to have this certification. **Lowery** reiterated that this is strictly voluntary and that the Board has no role in employment requirements. She noted that to date that there are 6 LCSWs in this state that have sought this certification.
- 641B.200.16 – **Lowery** will amend the language to reflect the specific age related statutes in NRS629.051.
- 641B.200.21 – **Lowery** introduced this statute as the one that connects specifically to the screening licensure renewal forms. She reviewed the specific language on several of the questions in relation to discussion already had about initial license screening questions.
  - Discussed the connection between questions on the license renewal application and sections 200.21b, 200.21c and 200.21d. Renewal screening question 2 address legal issues.
  - Renewal screening items 3, 4, and 5 connect with items 200.21d and 200.21e.
  - Renewal screening items 1 and 7 connect with items 200.21f, and 200.g.**Rasul** indicated that just because something in is our regulations does not need to be addressed in the applications.

- o Robust discussion of 200.21f and 200.21g by members. Suggested that 200.21f be removed and amended the language for 200.21g. Members were unable to agree on language. Reviewed NASW Code of Ethics and the ASWB Model Practice Act language regarding impairment. Members requested that **Lowery** come back to the next meeting with suggested language for both the statute and the renewal questions.

***Board took a break beginning at 2:45pm. The meeting resumed at 3:00pm***

- 641B.205 – **Lowery** introduced a new statute dealing with the need for independent practitioners to maintain a professional will, including a professional executor who will oversee the social worker’s client records, billing and financial records, etc. in the event that the social worker becomes incapacitated, unable to practice, or deceased.
- **Erickson** requested a motion to approve the changes as discussed in the Standards of Practice section. **Ussher** made the motion. **Smith** seconded. Motion carried.

**Hearings**

- **Lowery** indicated that it is doubtful that there will be changes in this section as it is directly connected to NRS 622 and NRS 239. She indicated that she will do a review of this section and will bring any suggestions of changes to the next meeting.

**Interim Executive Director’s Report. (Agenda Item 3G)**

**Lowery** acknowledged the Board members willingness to do two meeting in two days. She acknowledged the support she has received since stepping into the Interim Executive Director’s role.

**PRESIDING OFFICER’S COMMENTS (Agenda Item 4A)**

**Erickson** acknowledged the confidence the Board has in her as the new president.

**PUBLIC COMMENT (Agenda Item 5)**

No public comment was offered at this time.

**ADJOURNMENT**

President Erickson adjourned the Board meeting at 3:29 pm

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



# State of Nevada Board of Examiners for Social Workers

Revised Budget 2017/18

Fund Balance	\$	<u>194,976.00</u>
Licenses and Fees (Renewal)	\$	288,430.00
Application fees		19,820.00
Initial License Fees		48,250.00
Provisional Licenses		3,390.00
Endorsement (Transfer) Fees		8,300.00
Miscellaneous Revenue –Other		8,010.00
Disciplinary Costs Reimbursed		4,600.00
Renewal Penalties		7,040.00
Interest Income		<u>10.00</u>
Total Income	\$	<u>387,850.00</u>
Sub-Account Total	\$	<u>582,826.00</u>
Salaries	\$	312,822.00
Employers Insurance(EICN)		3,972.00
Employees Retirement(PERS)		35,444.00
Employees Health Ins(PEBP)		44,580.00
Unemployment Tax(NUC)		1,836.00
Employer Paid Medicare		4,063.00
Sub Account Total	\$	<u>402,717.00</u>
Regis Insurance	\$	2,762.00
In State Travel		4,423.00
Operating Supplies		4,606.00
Printing and Copying		4,228.00
Liability Insurance		1,152.00
Contractual Services Lobbyist		2,500.00
Contractual Services – Audit		4,500.00
Contractual Services – Legal		40,000.00
Legal-Disciplinary (Court Reporters)		730.00
B & G Assessments		650.00
Nonstate Building (Rent)		19,913.00
Host Fund		800.00
Postage		7,649.00
Telephone		1,437.00
Dues (ASWB)		1,000.00
Computer Hardware & Support		70,000.00
Computer Internet		2,708.00
Sub Account Total	\$	<u>169,058.00</u>
Total Expenses	\$	<u>571,775.00</u>
Reserves	\$	<u>11,051.00</u>
Fund Balances:		
Checking Accounts	\$	11,051.00
Savings Accounts	\$	-

# State of Nevada Board of Examiners for Social Workers

	Budget 2017/18	Year to Date 7/1/17-9/30/17	Percentage
Fund Balance	\$ 194,976.00	\$ 194,976.00	
Licenses and Fees (Renewal)	\$ 288,430.00	\$ 71,865.00	25%
Application fees	19,820.00	5,660.00	29%
Initial License Fees	48,250.00	12,800.00	27%
Provisional Licenses	3,390.00	975.00	29%
Endorsement (Transfer) Fees	8,300.00	3,900.00	47%
Miscellaneous Revenue –Other	8,010.00	2,445.00	31%
Disciplinary Costs Reimbursed	4,600.00	450.00	10%
Renewal Penalties	7,040.00	1,900.00	27%
Interest Income	10.00	3.00	30%
Total Income	\$ 387,850.00	\$ 99,998.00	26%
Sub-Account Total	\$ 582,826.00	\$ 294,974.00	
Salaries	\$ 312,822.00	62,330.00	20%
Employers Insurance(EICN)	3,972.00	1,310.00	33%
Employees Retirement(PERS)	35,444.00	7,767.00	22%
Employees Health Ins(PEBP)	44,580.00	10,402.00	24%
Unemployment Tax(NUC)	1,836.00	-	
Employer Paid Medicare	4,063.00	845.00	21%
Sub Account Total	\$ 402,717.00	\$ 82,654.00	21%
Regis Insurance	\$ 2,762.00	-	0%
In State Travel	4,423.00	\$ 957.00	22%
Operating Supplies	4,606.00	1,457.00	32%
Printing and Copying	4,228.00	605.00	15%
Liability Insurance	1,152.00	-	0%
Contractual Services (Lobbyist)	2,500.00	-	0%
Contractual Services – Audit	4,500.00	-	0%
Contractual Services – Legal	40,000.00	5,813.00	15%
Legal-Disciplinary (Court Reporters)	730.00	-	0%
Legal-Other (LCB-Regs)	-	-	0%
Bldg & Grounds Assessments	650.00	-	0%
Nonstate Building (Rent)	19,913.00	4,950.00	25%
Host Fund	800.00	513.00	65%
Postage	7,649.00	2,249.00	30%
Telephone	1,437.00	636.00	45%
Dues (ASWB)	1,000.00	-	0%
Computer Hardware & Support	70,000.00	-	0%
Computer Internet	2,708.00	158.00	6%
Sub Account Total	\$ 169,058.00	\$ 17,338.00	11%
Total Expenses	\$ 571,775.00	\$ 99,992.00	18%
Computer Hardware	-	\$ -	
Office Equipment	\$ -	-	
AP 6/30/17 paid	-	8,890.00	
Reserve	\$ 11,051.00	\$ 186,092.00	
Fund Balances:			
Checking Accounts		\$ 160,678.00	
Savings Account		\$ 25,414.00	
Fund Balances Totals		\$ 186,092.00	

PERCENTAGES AT 25.0% ARE ON TARGET FOR 3 MONTHS

Prepared by Sandra Lowery, Interim Executive Director



## Social Work - New Licenses

Month 2017	New Licenses			Other		Licensee Controlled			Board
	Granted	Endorsed	Provisional	Restored	Denied	AVERAGE Calendar Days Between Exam Approval and License Issuance	SHORTEST Calendar Days Between Exam Approval and License Issuance	LONGEST Calendar Days Between Exam Approval and License Issuance	Average # Days **
July	32	7	8	0	0	112	20	370	2
August	39	7	11	0	0	116	25	361	2
September	19	13	1	0	0	116	20	244	3
<b>TOTALS</b>	<b>90</b>	<b>27</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>115</b>	<b>22</b>	<b>325</b>	<b>2.5</b>

**\*\* The average number of days from the last item required to license and the license issue date**

### Social Work Licensure – Endorsements ONLY

Month 2017	Total	License Type		Parameters	Origin of Delay	
	Endorsed Licenses	Licensed Social Worker (LSW)	Licensed Clinical Social Worker (LCSW)	Applications Outside Legislative Parameter *	Licensee **	Board **
July	7	6	1	0	0	0
August	7	4	3	1	1	0
September	13	3	10	1	1	0
<i>Subtotal</i>	<b>27</b>	<b>13</b>	<b>14</b>	<b>2</b>	<b>2</b>	<b>0</b>
<i>Total</i>	<b>27</b>					

\*\* Two (2) fell outside of legislative parameters because of licensee.

\*Legislative parameters (SB69) specifies license to be issued within 60 days after received or 15 days after receipt of the background check report.



## Social Work - Open Applications

Month	Licensure Type		TOTAL	EXAM		Incomplete Application (documents missing)	Background Check Discrepancy
	Initial	Endorsement		Failed	Not Taken		
<b>2016</b>							
September	9	1	<b>10</b>	2	5	3	
October	2	0	<b>2</b>	0	2	0	
November	7	1	<b>8</b>	1	4	3	
December	3	1	<b>4</b>	0	3	1	
<b>2017</b>							
January	5	0	<b>5</b>	2	3	0	
February	3	1	<b>4</b>	1	2	1	
March	14	0	<b>14</b>	2	10	2	
April	19	0	<b>19</b>	1	12	6	
May	24	1	<b>25</b>	3	15	7	
June	23	0	<b>23</b>	1	19	3	
July	20	4	<b>24</b>	0	12	12	
August	21	8	<b>29</b>	0	14	15	
September	19	10	<b>29</b>	0	4	25	
	<b>169</b>	<b>27</b>	<b>196</b>	<b>13</b>	<b>105</b>	<b>78</b>	<b>0</b>

**169 Open applications as of 09/30/2017**

**Applicants have one year from exam approval date to take their exam.**

Vendor gives applicants one year from exam approval date to take their exam, which is reflected in these totals.

## Social Work License Renewals

<b>Month 2017</b>	<b>Eligible</b>	<b>Not Submitted</b>	<b>Denials *</b>	<b>Granted</b>	<b>Average Calendar Days to Process</b>
July	221	-20	0	201	5
August	222	-20	2	200	6
September	262	-32	0	230	6

\* Denied renewals – August - two (both failed to complete required CEUs)

\*\* Renewal delinquent for sixty (60) days or less are charged a late fee. After the sixty (60) days, they are considered expired and must go through the license restoration process.

## Social Work - New Licenses

Month 2017	New Licenses			Other		Licensee Controlled			Board
	Granted	Endorsed	Provisional	Restored	Denied	AVERAGE Calendar Days Between Exam Approval and License Issuance	SHORTEST Calendar Days Between Exam Approval and License Issuance	LONGEST Calendar Days Between Exam Approval and License Issuance	Average # Days **
January	8	1	1	0	0	255	147	362	1
February	7	6	4	0	0	200	60	329	5
March	18	6	2	0	2	110	34	266	2
April	13	7	4	4	0	119	43	308	2
May	17	7	5	0	0	103	20	297	2
June	52	8	5	1	0	88	28	369	4
July	32	7	8	0	0	112	20	370	2
August	39	7	11	0	0	116	25	361	2
September	19	13	1	0	0	116	20	244	3
October									
November									
December									
<b>TOTALS</b>	<b>205</b>	<b>62</b>	<b>41</b>	<b>5</b>	<b>2</b>	<b>135</b>	<b>44</b>	<b>323</b>	<b>2.5</b>

**\*\* The average number of days from the last item required to license and the license issue date**

## Social Work Licensure – Endorsements ONLY

Month 2017	Total	License Type		Parameters	Origin of Delay	
	Endorsed Licenses	Licensed Social Worker (LSW)	Licensed Clinical Social Worker (LCSW)	Applications Outside Legislative Parameter *	Licensee **	Board **
January	1	0	1	0	0	0
February	6	0	6	6	5	1
March	6	1	5	6	4	2
April	7	1	6	3	3	0
May	7	2	5	0	0	0
June	8	1	7	0	0	0
July	7	6	1	0	0	0
August	7	4	3	1	1	0
September	13	3	10	1	1	0
<i>Subtotal</i>	<b>62</b>	<b>18</b>	<b>44</b>	<b>17</b>	<b>14</b>	<b>3</b>
<i>Total</i>	<b>62</b>					

\*Legislative parameters (SB69) specifies license to be issued within 60 days after received or 15 days after receipt of the background check report.

## Social Work License Renewals

Month 2017	Eligible	Not Submitted	Denials *	Granted	Average Calendar Days to Process
January	233	-19	0	214	8
February	225	-17	0	208	8
March	225	-30	0	195	6
April	194	-18	0	176	7
May	215	-21	0	194	9
June	219	-18	0	201	9
July	221	-20	0	201	5
August	222	-20	2	200	6
September	262	-32	0	230	6
October					
November					
December					

**\* Denied renewals –**

August - two (both failed to complete required CEUs)

\*\* Renewal delinquent for sixty (60) days or less are charged a late fee. After the sixty (60) days, they are considered expired and must go through the license restoration process.



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

To: Director  
 Legislative Counsel Bureau

From: Sandy Lowery, LCSW, LADC  
 Interim Executive Director

Date: October 9, 2017

Re: Reporting Requirements from SB69 – Social Work Board - **REVISED**

Please see attached quarterly reporting, per Section 7 of Senate Bill No. 69, chapter 622, Statutes of Nevada 2017.

	Jul-17	Aug-17	Sep-17
<b><i># of Licenses Issued *</i></b>	48	58	33
<b><i># of Applications Submitted</i></b>	52	50	34
<b><i># of Applications Rejected as Incomplete **</i></b>	N / A	N / A	N / A
<b><i># of days Between Rejection and Resubmission ***</i></b>	N / A	N / A	N / A
<b><i># of Denials of Licensure</i></b>	0	0	0
<b><i>Reasons for Denials</i></b>	See below	See below	See below
<b><i># of Applicants that are Reviewed on an Individual Basis</i></b>	0	0	3

\* This includes both regular and "provisional" or temporary licenses.

\*\* Applications are not "rejected," rather they are "pending" until all documents are received. All applications for initial licensure are incomplete at submission for a number of reasons, (1) the Board requires that educational transcripts are submitted directly from the educational institution to the Board; (2) the Board requires testing results be submitted directly from the testing vendor; and (3) a license cannot be issued without the background check reports based on fingerprint submission.

\*\*\* Since applications are not "rejected," resubmission does not occur.

**Reasons for Denials:**

No applications for licensure were denied in the third quarter.

**Summary of Disciplinary Action Taken:**

No disciplinary action was taken against licensees in the third quarter.

**LICENSURE STATISTICS**  
**3rd Quarter 2017**

	<b>July New / Restored</b>	<b>July Expired / Denied / Deceased</b>	<b>Total</b>
LCSW	12	[8]	937
LCSW Provisional	2	[1]	7
LISW	0		19
LSW	27	[17]	1776
LSW Provisional	6	[2]	8
LASW	N / A		85
<b>TOTAL</b>	<b>47</b>	<b>[28]</b>	<b>2832</b>

	<b>August New / Restored</b>	<b>August Expired / Denied / Deceased</b>	<b>Total</b>
LCSW	11	[4]	944
LCSW Provisional	3		10
LISW	0		19
LSW	35	[19]	1792
LSW Provisional	8	[6]	11
LASW	N / A	[2]	83
<b>TOTAL</b>	<b>57</b>	<b>[31]</b>	<b>2859</b>

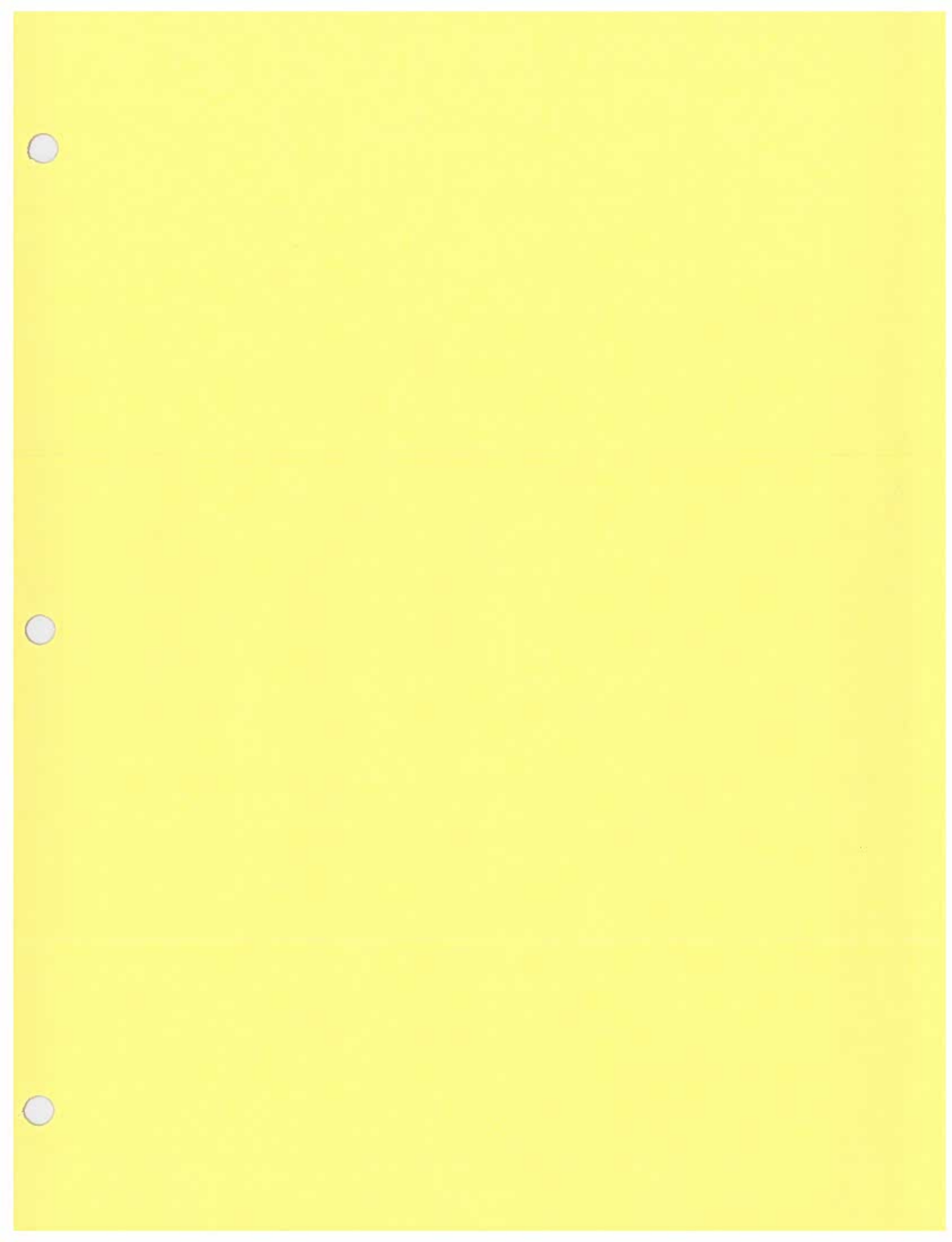
	<b>September New / Restored</b>	<b>September Expired / Denied / Deceased</b>	<b>Total</b>
LCSW	13	[3]	954
LCSW Provisional	0	[3]	7
LISW	0	[1]	18
LSW	19	[15]	1796
LSW Provisional	1	[2]	10
LASW	N / A		83
<b>TOTAL</b>	<b>33</b>	<b>[24]</b>	<b>2868</b>

<b>QUARTER SUMMARY</b>	<b>New / Restored</b>	<b>Expired / Denied / Deceased</b>	<b>Total</b>
LCSW	36	[15]	954
LCSW Provisional	5	[4]	7
LISW	0	[1]	18
LSW	82	[51]	1796
LSW Provisional	16	[10]	10
LASW	N / A	[2]	83
<b>TOTAL</b>	<b>137</b>	<b>[83]</b>	<b>2868</b>

**Number of Licenses Issued this Quarter via Endorsement:**

LSW – 7      LCSW – 20

**Number of Disciplinary Action this Quarter: None**





	Yes	No
1. Have you ever been convicted of a felony?		
2. Have you ever been arrested or convicted of, or charged with a criminal or civil offense and/or convicted of, or charged with possession, distribution or use of a controlled substance or dangerous drug?		
3. Have you ever been denied a license or certification or been denied approval to take a licensing examination?		
4. Have you ever been the subject of an administrative action or proceeding relating to a professional license or certification?		
5. Have you ever surrendered a professional license or certification voluntarily or otherwise?		
6. Have you ever been charged with unprofessional conduct or professional incompetence?		
7. Do you have a medical condition that in any way impairs or limits your ability to deliver essential social work services?		
8. Do you use any chemical substance(s) (including prescriptions) which in any way impairs or limits your ability to deliver essential social work services?		
<b>If the answer to any of the above questions is "yes," a signed statement of explanation must be attached. Copies of any documents that identify the circumstances or contain an order, or agreement, or other disposition are required.</b>		

OLD QUESTIONS

	Yes	No
1. Have you ever been convicted of a felony?		
2. Have you ever been convicted of a criminal or civil offense and / or convicted of possession, distribution or use of a controlled substance or dangerous drug?		
3. Have you ever been denied a license or certification or been denied approval to take a licensing examination?		
4. Have you ever been the subject of an administrative action / proceeding relating to a professional license or certification?		
5. Have you ever been disciplined for unprofessional conduct or professional incompetence?		
6. Do you currently have any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, mental and / or medical condition) which currently affects your ability to deliver essential social work services?		
<b>If the answer to any of the above questions is "yes," a signed statement of explanation must be attached. Copies of any documents that identify the circumstances or contain an order, or agreement, or other disposition are required.</b>		

NEW QUESTIONS

FBI  
COPY

\*\*\*\*\* CRIMINAL HISTORY \*\*\*\*\*

==== Cycle 001 =====

Earliest Event Date 2001-01-31

Arrest Date 2001-01-31

Arrest Case Number 4826

Arresting Agency PA0391300 S WHITEHALL TWP PD ALLENTOWN

Charge 1

Charge Literal DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONT

SUBSTANCE VC 3731 A1,A4

Severity Unknown

Court Disposition (Cycle 001)

Court Case Number

Court Agency PAPSP0000 STATE POLICE HARRISBURG

Charge 1

Charge Literal VC3731A1 DUI OF ALCOHOL OR CONTRL SU M2

Disposition ( NON-CONVICTION/ACCELERATED REHAB

DISPO/MAX-SENTENCE 12 MOS /)

Charge 2

Charge Literal CC6308A PUR,CONS,POSS,TRANS INTOX B S

Disposition ( NON-CONVICTION/OTHER DISMISSAL/)

Charge 3

Charge Literal VC3731A4 DUI OF ALCOHOL OR CONTRL SU M2

Disposition ( NON-CONVICTION/ACCELERATED REHAB

DISPO/MAX-SENTENCE 12 MOS /)

\*\*\*\*\* INDEX OF AGENCIES \*\*\*\*\*

Agency S WHITEHALL TWP PD; PA0391300;

Agency Email Address

OK  
2

7

DPS

CHARGE 2: POSSESSION OF STOLEN VEHICLE  
NEVADA STATUTE NRS 205.273  
NO DISPOSITION RECORD ON FILE

FELONY

COPY

ARRESTED: WASHOE COUNTY SHERIFFS OFFICE ORI: NV0160000  
LOCAL NUMBER: 100007092  
PHOTOGRAPH AVAILABLE

RECORD CREATED: 10/05/2010 12:01:54 LAST UPDATED: 10/07/2010 05:56:50  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

CRIMINAL HISTORY RECORD PCN/SPPD0020962C  
FINGERPRINT BASED RECORD

ARREST DATE: 08/31/2010 AGENCY: WASHOE COUNTY SHERIFFS OFFICE

CHARGE 1: BURGLARY  
NEVADA STATUTE NRS 205.060

FELONY

DISPOSITION DATE: 01/06/2011  
CHARGE: BURGLARY, (1ST)  
NEVADA STATUTE NRS 205.060.2

DISPOSITION: DISMISSED

FELONY  
OFFENSE CODE: 50424  
CASE #: SJC10-2 098

CHARGE 2: GRAND LARCENY AUTO  
NEVADA STATUTE NRS 205.220

FELONY

DISPOSITION DATE: 01/06/2011  
CHARGE: GRAND LARCENY, LT \$2500  
NEVADA STATUTE NRS 205.222.2

DISPOSITION: DISMISSED

FELONY  
OFFENSE CODE: 50519  
CASE #: SJC10-2098

CHARGE 3: POSSESSION OF STOLEN VEHICLE  
NEVADA STATUTE NRS 205.273  
NO DISPOSITION RECORD ON FILE

FELONY

CHARGE 4: GRAND LARCENY AUTO (CONSPIRACY)  
NEVADA STATUTE NRS 205.220  
NO DISPOSITION RECORD ON FILE

GROSS MISD

ARRESTED: WASHOE COUNTY SHERIFFS OFFICE ORI: NV0160000  
LOCAL NUMBER: 100007092  
PHOTOGRAPH AVAILABLE

RECORD CREATED: 10/05/2010 11:58:36 LAST UPDATED: 10/07/2010 05:56:30  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

WHEN AN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE  
DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE NEVADA CRIMINAL  
HISTORY RECORDS REPOSITORY.

IF FINGERPRINTS DID NOT ACCOMPANY THIS INQUIRY, THE NEVADA CRIMINAL HISTORY  
RECORDS REPOSITORY IS UNABLE TO GUARANTEE THAT THIS MATERIAL CONCERNS THE  
INDIVIDUAL IN WHOM YOU ARE INTERESTED.

IN REGARDS TO THE ABOVE NAMES SUBJECT, THIS DOES NOT PRECLUDE THE POSSIBLE  
EXISTENCE OF ADDITIONAL MATCHED RECORDS IN LOCAL OR FBI IDENTIFICATION  
DIVISION FILES WHICH ARE NOT INDEXED BY THE NEVADA STATE CRIMINAL HISTORY  
RECORDS REPOSITORY. THE USE OF THIS INFORMATION IS REGULATED BY LAW. IT  
IS PROVIDED FOR OFFICIAL USE AND MAY ONLY BE USED FOR THE PURPOSE REQUESTED.  
NEVADA AGENCIES - REFER TO NRS CHAPTER 179A.

\*  
no disposition

DPS

COPY

CRIMINAL HISTORY RECORD PCN/HP5028695C  
FINGERPRINT BASED RECORD

ARREST DATE: 07/30/2011 AGENCY: HENDERSON POLICE DEPARTMENT  
NAME USED: [REDACTED]

CHARGE 1: DRIVING UNDER THE INFLUENCE MISDEMEANOR  
NEVADA STATUTE NRS 484.379

DISPOSITION DATE: 10/04/2012 DISPOSITION: DISMISSED  
CHARGE: RECKLESS DRIVING DISREGARD PERS/PROP SAFETY, (1ST) MISDEMEANOR  
NEVADA STATUTE NRS 484B.653 OFFENSE CODE: 55040  
CASE #: 11CR009954

NAME USED: PALCHIKOFF, KIM LYNETTE

ARRESTED: HENDERSON POLICE DEPARTMENT ORI: NV0020300  
LOCAL NUMBER: B1001107610

RECORD CREATED: 08/02/2011 15:33:02 LAST UPDATED: 08/03/2011 06:33:41  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

WHEN AN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE  
DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE NEVADA CRIMINAL  
HISTORY RECORDS REPOSITORY.

IF FINGERPRINTS DID NOT ACCOMPANY THIS INQUIRY, THE NEVADA CRIMINAL HISTORY  
RECORDS REPOSITORY IS UNABLE TO GUARANTEE THAT THIS MATERIAL CONCERNS THE  
INDIVIDUAL IN WHOM YOU ARE INTERESTED.

IN REGARDS TO THE ABOVE NAMES SUBJECT, THIS DOES NOT PRECLUDE THE POSSIBLE  
EXISTENCE OF ADDITIONAL MATCHED RECORDS IN LOCAL OR FBI IDENTIFICATION  
DIVISION FILES WHICH ARE NOT INDEXED BY THE NEVADA STATE CRIMINAL HISTORY  
RECORDS REPOSITORY. THE USE OF THIS INFORMATION IS REGULATED BY LAW. IT  
IS PROVIDED FOR OFFICIAL USE AND MAY ONLY BE USED FOR THE PURPOSE REQUESTED.  
NEVADA AGENCIES - REFER TO NRS CHAPTER 179A.

no disposition

DPS

CRIMINAL HISTORY RECORD PCN/RPD1414712C  
FINGERPRINT BASED RECORD

ARREST DATE: 08/10/2014 AGENCY: RENO POLICE DEPARTMENT - RECORDS

NAME: [REDACTED]

CHARGE 1: DUI, (1ST) MISDEMEANOR  
NEVADA STATUTE NRS 484C.110

NO DISPOSITION RECORD ON FILE

ARRESTED: RENO POLICE DEPARTMENT - RECORDS ORI: NV0160100  
LOCAL NUMBER: 1415259

RECORD CREATED: 11/25/2014 12:27:21 LAST UPDATED: 11/25/2014 12:28:43  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

WHEN AN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE  
DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE NEVADA CRIMINAL  
HISTORY RECORDS REPOSITORY.

IF FINGERPRINTS DID NOT ACCOMPANY THIS INQUIRY, THE NEVADA CRIMINAL HISTORY  
RECORDS REPOSITORY IS UNABLE TO GUARANTEE THAT THIS MATERIAL CONCERNS THE  
INDIVIDUAL IN WHOM YOU ARE INTERESTED.

IN REGARDS TO THE ABOVE NAMES SUBJECT, THIS DOES NOT PRECLUDE THE POSSIBLE  
EXISTENCE OF ADDITIONAL MATCHED RECORDS IN LOCAL OR FBI IDENTIFICATION  
DIVISION FILES WHICH ARE NOT INDEXED BY THE NEVADA STATE CRIMINAL HISTORY  
RECORDS REPOSITORY. THE USE OF THIS INFORMATION IS REGULATED BY LAW. IT  
IS PROVIDED FOR OFFICIAL USE AND MAY ONLY BE USED FOR THE PURPOSE REQUESTED.  
NEVADA AGENCIES - REFER TO NRS CHAPTER 179A.

DPS

CRIMINAL HISTORY RECORD PCN/RPD0905215C  
FINGERPRINT BASED RECORD

ARREST DATE: 01/21/2009 AGENCY: RENO POLICE DEPARTMENT - RECORDS  
NAME USED: [REDACTED]

CHARGE 1: POSSESSION OF METHAMPHETAMINE FELONY  
NEVADA STATUTE NRS 453.336  
NO DISPOSITION RECORD ON FILE

CHARGE 2: POSSESSION METHAMPHETAMINE WITH INTENT TO SELL FELONY  
NEVADA STATUTE NRS 453.337  
NO DISPOSITION RECORD ON FILE

CHARGE 3: SALE OF METHAMPHETAMINE FELONY  
NEVADA STATUTE NRS 453.321  
NO DISPOSITION RECORD ON FILE

ARRESTED: RENO POLICE DEPARTMENT - RECORDS ORI: NV0160100  
LOCAL NUMBER: 090002285  
PHOTOGRAPH AVAILABLE  
RECORD CREATED: 01/21/2009 00:41:28 LAST UPDATED: 01/21/2009 00:41:50  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

CRIMINAL HISTORY RECORD PCN/RNMC0602199C  
FINGERPRINT BASED RECORD

ARREST DATE: 12/01/2007 AGENCY: RENO MUNICIPAL COURT  
NAME USED: [REDACTED]

CHARGE 1: POSSESSION DRUG PARAPHERNALIA MISDEMEANOR  
RENO MUNICIPAL 8.17.030  
NO DISPOSITION RECORD ON FILE

ARRESTED: RENO MUNICIPAL COURT ORI: NV016011J  
LOCAL NUMBER: 070022032



BOOKED: WASHOE COUNTY SHERIFFS OFFICE ORI: NV0160000  
PHOTOGRAPH AVAILABLE  
RECORD CREATED: 12/15/2007 23:18:05 LAST UPDATED: 12/15/2007 23:18:29  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

CRIMINAL HISTORY RECORD PCN/RPD0740766C  
FINGERPRINT BASED RECORD

ARREST DATE: 09/26/2007 AGENCY: RENO POLICE DEPARTMENT - RECORDS  
NAME USED: [REDACTED]

CHARGE 1: TRAFFICKING CON SUB SCH 1 4 TO 13 GRAMS FELONY  
NEVADA STATUTE NRS 453.3385

DISPOSITION DATE: 01/23/2008 DISPOSITION: DISMISSED  
CHARGE: TRAFFICKING CON SUB SCH 1 4 TO 13 GRAMS FELONY  
NEVADA STATUTE NRS 453.3385 OFFENSE CODE: 03541  
CASE #: S02-07-2488B

NAME USED: [REDACTED]

CHARGE 2: POSSESSION METHAMPHETAMINE WITH INTENT TO SELL FELONY  
NEVADA STATUTE NRS 453.337  
NO DISPOSITION RECORD ON FILE

CHARGE 3: POSSESSION OF METHAMPHETAMINE FELONY  
NEVADA STATUTE NRS 453.336  
NO DISPOSITION RECORD ON FILE

CHARGE 4: POSSESSION OF DRUG PARAPHERNALIA MISDEMEANOR  
NEVADA STATUTE NRS 453.566  
NO DISPOSITION RECORD ON FILE

ARRESTED: RENO POLICE DEPARTMENT - RECORDS ORI: NV0160100  
LOCAL NUMBER: 070037963  
BOOKED: WASHOE COUNTY SHERIFFS OFFICE ORI: NV0160000  
PHOTOGRAPH AVAILABLE  
RECORD CREATED: 09/27/2007 01:46:43 LAST UPDATED: 09/27/2007 08:35:19  
\*\*\*\*\* END OF CRIMINAL HISTORY RECORD \*\*\*\*\*

WHEN AN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE  
DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE NEVADA CRIMINAL  
HISTORY RECORDS REPOSITORY.

IF FINGERPRINTS DID NOT ACCOMPANY THIS INQUIRY, THE NEVADA CRIMINAL HISTORY  
RECORDS REPOSITORY IS UNABLE TO GUARANTEE THAT THIS MATERIAL CONCERNS THE  
INDIVIDUAL IN WHOM YOU ARE INTERESTED.

IN REGARDS TO THE ABOVE NAMES SUBJECT, THIS DOES NOT PRECLUDE THE POSSIBLE  
EXISTENCE OF ADDITIONAL MATCHED RECORDS IN LOCAL OR FBI IDENTIFICATION  
DIVISION FILES WHICH ARE NOT INDEXED BY THE NEVADA STATE CRIMINAL HISTORY  
RECORDS REPOSITORY. THE USE OF THIS INFORMATION IS REGULATED BY LAW. IT  
IS PROVIDED FOR OFFICIAL USE AND MAY ONLY BE USED FOR THE PURPOSE REQUESTED.  
NEVADA AGENCIES - REFER TO NRS CHAPTER 179A.



Earliest Event Date 2001-11-21  
 -----  
 Arrest Date 2001-11-21  
 Arrest Case Number 7090793  
 Arresting Agency CA0194200 POLICE DEPARTMENT LOS ANGELES  
 Subject's Name [REDACTED]  
 Charge 1  
 Charge Literal 001 COUNTS OF PROB VIOL, REARREST/REVOKE  
 Severity Unknown  
 Charge 2  
 Charge Literal 001 COUNTS OF PROSTITUTION  
 Severity Unknown

FBI

COPY

Court Disposition (Cycle 002)  
 Court Case Number  
 Court Agency CA019053J MUNICIPAL COURT BEVERLY HILLS  
 Charge 1  
 Charge Literal 653 22 A PC-LOITER INTENT PROSTITUTION  
 Disposition (DISMISSED/FURTHERANCE OF JUSTICE)  
 Charge 2  
 Charge Literal 148 9 A PC-FALSE ID TO SPECIFIC PEACE OFFICERS  
 Disposition (DISMISSED/FURTHERANCE OF JUSTICE)  
 Charge 3  
 Charge Literal 647 B PC-DISORDERLY CONDUCT PROSTITUTION  
 Disposition (CONVICTED-PROB/JAIL)

=====  
 Earliest Event Date 2003-06-27  
 =====

Arrest Date 2003-06-27  
 Arrest Case Number 7746435  
 Arresting Agency CA0194200 POLICE DEPARTMENT LOS ANGELES  
 Subject's Name [REDACTED]  
 Charge 1  
 Charge Literal 001 COUNTS OF PROB VIOL, REARREST/REVOKE  
 Severity Unknown  
 Charge 2  
 Charge Literal 001 COUNTS OF PROSTITUTION  
 Severity Unknown

Court Disposition (Cycle 003)  
 Court Case Number  
 Court Agency CA019053J MUNICIPAL COURT BEVERLY HILLS  
 Charge 1  
 Charge Literal 653 22 A PC-LOITER INTENT PROSTITUTION  
 Disposition (DISMISSED/FURTHERANCE OF JUSTICE)  
 Charge 2  
 Charge Literal 647 B PC-DISORDERLY CONDUCT PROSTITUTION  
 Disposition (CONVICTED-PROB/JAIL - IMP  
 SEN SS 24 MO PROB -45 DS JL -\$100  
 RSTN)

=====  
 Earliest Event Date 2003-08-27  
 =====

Arrest Date 2003-08-27  
 Arrest Case Number 2124125  
 Arresting Agency CA0380100 POLICE DEPARTMENT SAN FRANCISCO  
 Subject's Name [REDACTED]  
 Charge 1  
 Charge Literal 001 COUNTS OF PROSTITUTION  
 Severity Unknown  
 Charge 2  
 Charge Literal 001 COUNTS OF LOITER, INT, PROSTITUTION  
 Severity Unknown  
 Charge 3  
 Charge Literal 001 COUNTS OF ASSIST INDECENT EXPOSURE  
 Severity Unknown

\* NO DISPOSITIONS

=====  
Cycle 005  
=====  
Earliest Event Date 2004-02-12  
-----  
Arrest Date 2004-02-12  
Arrest Case Number 8011719  
Arresting Agency CA0194200 POLICE DEPARTMENT LOS ANGELES  
Subject's Name [REDACTED]  
Charge 1  
Charge Literal 001 COUNTS OF PROSTITUTION  
Severity Unknown

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Court Disposition (Cycle 005)  
Court Case Number  
Court Agency CA019053J MUNICIPAL COURT BEVERLY HILLS  
Charge 1  
Charge Literal 647 B PC-DISORDERLY CONDUCT PROSTITUTION  
Disposition (DISMISSED/DUE TO DELAY)  
Charge 2  
Charge Literal 653 22 A PC-LOITER INTENT PROSTITUTION  
Disposition (DISMISSED/DUE TO DELAY)

=====  
Cycle 006  
=====  
Earliest Event Date 2004-02-26  
-----  
Arrest Date 2004-02-26  
Arrest Case Number 8029015  
Arresting Agency CA0194200 POLICE DEPARTMENT LOS ANGELES  
Subject's Name [REDACTED]  
Charge 1  
Charge Literal 001 COUNTS OF PROSTITUTION  
Severity Unknown

=====  
Cycle 007  
=====  
Earliest Event Date 2004-04-15  
-----  
Arrest Date 2004-04-15  
Arrest Case Number 0402628SA  
Arresting Agency CA0301900 POLICE DEPARTMENT SANTA ANA  
Subject's Name [REDACTED]  
Charge 1  
Charge Literal 001 COUNTS OF BOOK / RELEASE,  
LOITER, INT, PROSTITUTION  
Severity Unknown

=====  
Cycle 008  
=====  
Earliest Event Date 2010-08-12  
-----  
Arrest Date 2010-08-12  
Arrest Case Number 2010006441  
Arresting Agency CA0320000 SHERIFF'S OFFICE QUINCY  
Subject's Name [REDACTED]  
Charge 1  
Charge Literal 001 COUNTS OF ACCESSORY  
Severity Unknown

\*\*\*\*\* INDEX OF AGENCIES \*\*\*\*\*

Agency POLICE DEPARTMENT; CA0194200;  
Agency Email Address  
Address 100 W FIRST ST  
LOS ANGELES, CA 90012

-----  
Agency POLICE DEPARTMENT; CA0380100;  
Agency Email Address  
Address RM 455 OPS  
850 BRYANT ST  
SAN FRANCISCO, CA 941034603

*no disposition*

*no disposition*

*no disposition*

*c*



State of Nevada Board of Examiners for Social Workers
4600 Kietzke Lane, C-121 Reno, NV 89502 (775) 688-2555 www.socwork.nv.gov

FEBRUARY 2017 LICENSE RENEWAL APPLICATION

Changes to name\*, home address or tele # \*(legal document required)

Three horizontal lines for entering name, address, or telephone number.

RENEWAL FEES: \$100.00 FOR SOCIAL WORKER OR ASSOCIATE IN SOCIAL WORK
\$150.00 FOR CLINICAL AND INDEPENDENT

IMPORTANT: NEVADA HAS NO GRACE PERIOD. 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. NAC 641B.110(3)

Please follow instructions carefully. Application will be rejected if all information is not completed. (Items G, H, I, and J are optional).

- 1. Completed renewal application and fees made payable to BOARD OF EXAMINERS FOR SOCIAL WORKERS must be postmarked by February 28, 2017.
2. \*Continuing education (ce) hours (30 or 36) are due for this renewal. Only hours earned between March 1, 2015 and February 28, 2017 may be applied toward this renewal application.
3. To renew a delinquent license submit \$200.00 for Social Worker and Associate or \$250.00 for Clinical and Independent Social Worker prior to April 30, 2017.
4. Nevada has no inactive status. Licenses must be renewed annually.

\*SEE CONTINUING EDUCATION REGULATIONS (NAC 641B.187-189) ON THE BOARD WEBSITE

YES NO

- 1. Have you satisfied the continuing education requirement for renewal?
2. Completed required hours related to ethics in the practice of social work including, without limitation, issues addressing professional boundaries, confidentiality or dual relationships within that practice?
3. Are you exempt from the continuing education requirement? (attach proof for exemption A or B)
If yes: A. Currently earning a degree in social work at (school or university).
B. Graduated from a CSWE social work program within the last renewal period. (date)
C. At least 65 years of age and retired from the practice of social work.

If the answer to any of the questions 4-10 is "yes", attach a signed statement of explanation:

- 4. In the last two years have you had a license, registration, certification, or application denied, revoked, suspended, reprimanded, fined, surrendered, restricted, limited, or placed on probation in any state?
5. In the last two years is or was any action pending against any license, registration, or certification you hold in any state?
6. In the last two years have you been convicted of or charged with a criminal or civil offense?
7. In the last two years have any malpractice claims been filed or settled against you?
8. In the last two years have you had a problem related to the habitual use of alcohol or drugs or been diagnosed and/or treated for addiction?
9. In the last two years have you been diagnosed, treated or hospitalized for a psychiatric or mental health condition that will result in your inability to deliver essential social work services?
10. In the last two years have you been diagnosed as having a physical or medical condition which will result in your inability to deliver essential social work services?

RESPONSES TO THE FOLLOWING QUESTIONS AND REQUIRED DOCUMENTATION ARE MANDATORY

- 11. Have you completed the Suicide Training (AB93) required for renewal? NO YES (attach certificate)
12. I am subject to a court order for the support of one or more children. NO YES (attachment A)
13. Do you have a Business License issued by the NV Secretary of State? NO YES (attachment A)

Failure to ATTACH your SUICIDE TRAINING CERTIFICATE and complete/submit ATTACHMENT A (if required) will delay your license renewal and may result in possible lapse of licensure.

SUGGESTED

<b>Screening Questions - Per NAC 641B.200(21a-21g) a social worker shall self-report</b>	<b>Yes</b>	<b>No</b>
1. In the last year, have you been charged with, and / or convicted of a criminal offense other than a misdemeanor traffic offense, including without limitation, driving under the influence of a substance?		
2. In the last year, have you been charged with, and / or convicted of a civil offense?		
3. In the last year, have you ever been denied a license or certification or been denied approval to take a licensing examination?		
4. In the last year, have you ever been the subject of a disciplinary action / proceeding relating to a professional license or certification?		
5. In the last year, have you ever been disciplined for unprofessional conduct or professional incompetence?		
6. In the past year, have you developed any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, mental and / or medical condition) which currently affects your ability to deliver essential social work services?		
<b><i>If the answer to any of the above questions is "yes," a signed statement of explanation must be attached. Copies of any documents that identify the circumstances or contain an order, or agreement, or other disposition are required.</i></b>		



**State of Nevada, Board of Examiners for Social Workers**  
4600 Kietzke Lane, #C121, Reno, NV 89502  
(775) 688-2555

<b>Policy Number:</b> O-002	<b>Title:</b> Contact with Media	<b>Date Approved by Board:</b> <i>Pending</i>
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**Policy Summary:**

The Board of Examiners for Social Workers (Board) is often approached by members of the media. Typically, they are looking for information available through the Freedom of Information Act (FOIA). In a small number of instances, they are requesting information that is considered confidential per NRS 641B.170. This policy will address the procedures for managing media contact.

**Policy:**

When contact is made by members of the media to either the Office or Board members, these contacts will be referred to the Executive Director.

- The Executive Director will determine the nature of the contact and the information being requested.
  - If the information is routine – related to the Freedom of Information Act (FOIA), then the Executive Director will make this information available to the media.
- If the information requested is related to a specific licensee or an open disciplinary case, the Executive Director will -
  - Notify the media contact of NRS 641B.170.
  - Will contact the Board President regarding the request.
  - Will notify Board members that a request has been made, reminding them they may not comment to the media and to refer inquiries to Executive Director.
  - Will contact the Deputy Attorney General (DAG) assigned to the Board.
  - Will contact the Lobbyist/Public Relations contractor regarding the request.
- After consultation with the Board President, Lobbyist, DAG and possibly Board Members, the Executive Director will respond to the media inquiry within the parameters allowable per NRS 641B and NAC 641B.
  - The Executive Director shall maintain documentation of the nature of the contact, the advice given by the DAG and decisions made with the Board President regarding the media contact.





## State of Nevada, Board of Examiners for Social Workers

4600 Kietzke Lane, Ste. C121, Reno, NV 89502

(775) 688-2555

<b>Policy Number:</b> L-001	<b>Title:</b> LICENSING by EXAMINATION	<b>Date Approved by Board:</b> <i>Pending</i>
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### Policy Summary:

**This policy will address the procedures for managing incoming initial applications by examination.**

### Procedure:

#### Application Forms

Applicants for Initial licensure must complete and submit the applicable license application provided by the Board of Examiners for Social Workers NAC 641B.090(1). All Initial license applications may be downloaded from the Board website at [www.socwork.nv.gov](http://www.socwork.nv.gov) or may be requested from the Board office.

#### Application Processing

- When an application for licensure arrives at the Board, it is stamped as “**received**” upon receipt of the completed, notarized Initial Application, including license fees and required documentation. Staff will determine if the application is for licensure via examination or endorsement. Information from the application will be entered into the Board database.
  - A second staff member reviews the application to verify accuracy and list items deemed as “missing” or “pending.”

*If the application is not complete, the applicant is contacted via email or telephone and the documents are returned to the Applicant, within seven (7) days.*

- Application/License Fee – Application fee (non-refundable) and license fees are required to be paid at the time of submittal of an application for licensure.
- Required documentation proof - Applicant meets Preliminary Qualifications (NRS641.200)
  - **Age:** Birth certificate, USA Passport, Driver license [NAC 641B.095(1a)]
  - **Citizenship:** Birth certificate, USA Passport, USA Naturalization Certificate (1b)
  - **Lawful Entitlement to remain/work in the United States:** Documentation from Homeland Security (1c).

#### Application - First Review:

- Within seven (7) days of receipt of the application, Board staff will set up an application file, review items received and verify information that is still missing.
- Within twenty-one (21) days, staff will notify the applicant via email, phone call and/or mail about any missing items. Copies of the emails sent will be noted in the applicant’s file and documentation will be made of any telephone calls.
  - Board must receive a certified transcript **directly** from the University awarding the degree in social work.
- Approval to take the appropriate exam through ASWB cannot be granted until all missing documentation is received.

### **Submission of Fingerprints** (NRS 641B.202)

All applicants for licensure must submit two complete sets of fingerprints to the Board. A licensee can submit their fingerprint cards, background waiver and appropriate fees at any time in the application process. Background check clearance is required before a license can be issued. See **Policy L-007** for more information.

- If the cards are not received from the applicant at the time of application, the Board will send the fingerprint packet.
  - Applicants will be sent 2 fingerprint cards with their examination approval letter within twenty-one (21) days after receipt of last item to complete their application.
- The fingerprint cards received are submitted to the Nevada Department of Public Safety (NV DPS) bi-weekly for processing. After the reports are received from NV DPS and the FBI, the information is noted in the Applicants file.

### **Application - Final Review:**

After all documents have been received the Board staff will review the completed file for licensure. A completed file includes their **ASWB examination results with a passing score** (see **Policy L-008** for more information) and their **background check clearance** (see **Policy L-007** for more information).

- If the background check is **clear**, Board staff will issue the license number.
- If there is an **arrest reported** and/or a **discrepancy** found within the background check report(s), the application file will be given to the Executive Director or his/her designee for a "YES" policy review (see **Policy L-010** for more information) with a Board Member.
  - If the applicant meets the "YES" policy requirements and the designated Board member approves the license, a license number will be issued.
  - If the applicant does not meet the "YES" policy requirements (see **Policy L-010** for more information) the applicant may be required to come before the full Board for license approval.
- Once a license number has been issued,
  - A License Packet (see **Policy L-011** for more information), including a license **wallet card** will be mailed to licensee. If the applicant resides out of state, Board staff will call and verify the mailing address before sending out the License Packet.
  - The license **wall certificate** will be mailed to the licensee as soon as it is completed and signed by all Board members.

**State of Nevada, Board of Examiners for Social Workers**  
4600 Kietzke Lane, Ste. C121, Reno, NV 89502  
(775) 688-2555

<b>Policy Number:</b> L-002	<b>Title:</b> LICENSING by ENDORSEMENT	<b>Date Approved by Board:</b> <i>Pending</i>
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**Policy Summary:**

**This policy will address the procedures for managing incoming initial applications by endorsement.**

**Procedure:**

**Application Forms**

Applicants for Initial licensure by Endorsement must complete and submit the applicable license application provided by the Board of Examiners for Social Workers NAC 641B.090(1). All Initial license applications may be downloaded from the Board website at [www.socwork.nv.gov](http://www.socwork.nv.gov) or may be requested from the Board office.

**Application Processing**

- When the application for licensure arrives at the Board, it is stamped as **"received"** upon receipt of the completed, notarized Initial Application, including license fees and required documentation. Staff will determine if the application is for licensure via examination or endorsement. Information from the application will be entered into the Board database.
  - A second staff member reviews the application to verify accuracy and list items deemed as "missing" or "pending."

*If the application is not complete, the applicant is contacted via email or telephone and the documents are returned to the Applicant, within seven (7) days.*

- Application/License Fee – Application fee (non-refundable) and license fees are required to be paid at the time of submittal of an application for licensure.
- Required documentation proof - Applicant meets Preliminary Qualifications (NRS641.200)
  - **Age:** Birth certificate, USA Passport, Driver license [NAC 641B.095(1a)]
  - **Citizenship:** Birth certificate, USA Passport, USA Naturalization Certificate (1b)
  - **Lawful Entitlement to remain/work in the United States:** Documentation from Homeland Security (1c).

**Application - First Review:**

- Within seven (7) days of receipt of the application, Board staff will set up an application file and will ensure that all required information has been included.
- Within fourteen (14) days, staff will notify the applicant via email, phone call and/or mail about any missing items. Copies of the emails sent will be noted in the applicant's file and documentation will be made of any telephone calls.
  - Applicant must submit a copy of their current license to practice in another state(s).
  - Board must receive State Endorsement Forms directly from the state(s) in which the applicant is (was) licensed.
  - Board must receive a verification of examination score from ASWB or other approved testing vendor.
  - Board must receive a certified transcript **directly** from the university awarding the degree in social work.

### **Submission of Fingerprints** (NRS 641B.202)

All applicants for licensure must submit two complete sets of fingerprints to the Board. A licensee can submit their fingerprint cards, Background waiver and appropriate fees at any time in the application process. Background check clearance is required before a license can be issued. See **Policy L-007** for more information.

- If the cards are not received directly from the applicant at the time of application, the Board will send the fingerprint packets within fourteen (14) days of receipt of their application.
- The fingerprint cards received are submitted to the Nevada Department of Public Safety (NV DPS) bi-weekly for processing. After the reports are received from NV DPS and the FBI, the information is noted in the Applicants file.

### **Application - Final Review:**

After all documents have been received the Board staff will review the completed file for licensure. A completed file includes their **background check clearance** (see **Policy L-007** for more information).

- If the background check is **clear**, Board staff will issue the license number within fifteen (15) days of receipt of the reports.
- If there is an **arrest reported** and/or a **discrepancy** found within the background check report(s), the application file will be given to the Executive Director or his/her designee for a "YES" policy review (see **Policy L-010** for more information) with a Board Member.
  - If the applicant meets the "YES" policy requirements and the designated Board member approves the license, a license number will be issued.
  - If the applicant does not meet the "YES" policy requirements, the applicant may be required to come before the full Board for license approval.
- Once a license number has been issued,
  - A License Packet, (see **Policy L-011** for more information) including a license **wallet card** will be mailed to licensee. If the applicant is not from Nevada, Board staff will call and verify the mailing address before sending out the License Packet.
  - The license **wall certificate** will be mailed to the licensee as soon as it is completed and signed by all Board members.

## State of Nevada, Board of Examiners for Social Workers

4600 Kietzke Lane, Ste. C121, Reno, NV 89502

(775) 688-2555

<b>Policy Number:</b> L-003A	<b>Title:</b> LICENSING BY PROVISIONAL "A"	<b>Date Approved by Board:</b> <i>Pending</i>
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### Policy Summary:

**This policy will address the procedures for managing incoming initial applications by Provisional "A".**

An applicant can request a Provisional "A" license if they have a bachelor's or master's degree in social work from a CSWE accredited program. This applicant has not yet taken the appropriate exam through ASWB. An applicant can be granted a "provisional license" for a period of ninety (90) days once Board has given exam approval. The exam must be passed within sixty (60) days. This license is valid for one attempt of the exam only and an applicant may be issued only one provisional license.

### Procedure:

#### **Application Forms**

Applicants for Initial and Provisional licenses must complete and submit the applicable license application provided by the Board of Examiners for Social Workers NAC 641B.090 (1). The Initial/Provisional license application may be downloaded from the Board website at [www.socwork.nv.gov](http://www.socwork.nv.gov) or may be requested from the Board office.

#### **Application Processing**

- When an application for licensure arrives at the Board, it is stamped as "**received**" upon receipt of the completed, notarized Initial Application, including license fees and required documentation. Staff will determine if the applicant is requesting a Provisional license and if so, which level of "Provisional" license is requested. Information from the application will be entered into the Board database.
  - A second staff member reviews the application to verify accuracy and list items deemed as "missing".

*If the application is not complete, the applicant is contacted via email or telephone and the documents are returned to the Applicant, within seven (7) days.*

- Application/License Fee – Application fee (non-refundable) and license fees are required to be paid at the time of submittal of an application for licensure.
- Required documentation proof - Applicant meets Preliminary Qualifications (NRS641.200)
  - **Age:** Birth certificate, USA Passport, Driver license [NAC 641B.095(1a)]
  - **Citizenship:** Birth certificate, USA Passport, USA Naturalization Certificate (1b)
  - **Lawful Entitlement to remain/work in the United States:** Documentation from Homeland Security (1c).

#### **Provisional "A" Application - First Review:**

- Within seven (7) days of receipt of the application, Board staff will set up an application file, review items received and verify information that is missing.
- Within twenty-one (21) days, staff will notify the applicant via email, phone call and/or mail about any missing items. Copies of the emails sent will be noted in the applicant's file and

- documentation will be made of any telephone calls.
  - Board must receive a certified transcript **directly** from the University awarding the degree in social work.
- The Provisional "A" license and approval to take the appropriate exam through ASWB cannot be granted until all missing documentation is received. After all documents are received:
  - The Provisional "A" license number will be assigned and ASWB is notified of examination approval the same day.
  - A Provisional "A" wallet card and letter will be sent with the examination approval letter. The Provisional "A" license is valid for ninety (90) days and the examination must be passed within the first sixty (60) days of issuance. If the licensee does not take or pass the exam as required (above) the license becomes invalid.

**Submission of Fingerprints** (NRS 641B.202) See **Policy L-007** for more information.

All applicants for licensure must submit two complete sets of fingerprints to the Board. A licensee can submit their fingerprint cards, background waiver and appropriate fees at any time in the application process. Background check clearance is required before the PERMANENT license can be issued. The results are not required for the Provisional "A" license. If the cards are not received from the applicant at the time of application, the Board will send the fingerprint packet.

- Applicants will be sent two (2) fingerprint cards with their examination approval letter within twenty-one (21) days after receipt of last item to complete their application.
- The fingerprint cards received are submitted to the Nevada Department of Public Safety (NV DPS) Bi-weekly for processing. After the reports are received from NV DPS and the FBI, the information is noted in the Applicants file.

**Application - Final Review for Permanent (Initial) License:**

After all documents have been received the Board staff will review the completed file for the PERMANENT license. A completed file includes their **ASWB examination results with a passing score** (see **Policy L-008** for more information) and their **background check clearance** (see **Policy L-007** for more information).

- If the background check is **clear**, Board staff will issue the PERMANENT license number (the Provisional "A" license will expire the same day).
- If there is an **arrest reported** and/or a **discrepancy** found within the background check report(s), the application file will be given to the Executive Director or his/her designee for a "YES" policy review (see **Policy L-010** for more information) with a Board Member.
  - If the applicant meets the "YES" policy requirements and the designated Board member approves the license, a license number will be issued.
  - If the applicant does not meet the "YES" policy requirements (see **Policy L-010** for more information) the applicant may be required to come before the full Board for the PERMANENT license approval.
- Once a PERMANENT license number has been issued:
  - A License Packet (see **Policy L-011** for more information), including a license **wallet card** will be mailed to licensee. If the applicant resides out of state, Board staff will call and verify the mailing address before sending out the License Packet.
  - The license **wallet certificate** will be mailed to the licensee as soon as it is completed and signed by all Board members.

**State of Nevada, Board of Examiners for Social Workers**  
4600 Kietzke Lane, Ste. C121, Reno, NV 89502  
(775) 688-2555

<b>Policy Number:</b> L-003B	<b>Title:</b> LICENSING BY PROVISIONAL "B"	<b>Date Approved by Board:</b> <i>Pending</i>
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**Policy Summary:**

**This policy will address the procedures for managing incoming initial applications by examination.**

An applicant can request a Provisional "B" license if they have a bachelor's or master's degree in a related field of study (see below) and are currently enrolled in a social work program from a CSWE accredited program. During the period that the applicant is a student they can be licensed through the Provisional "B". This license is valid for one (1) year and may be renewed for up to three (3) years or graduation, whichever occurs first.

**Procedure:**

**Application Forms**

Applicants for Initial and Provisional licenses must complete and submit the applicable license application provided by the Board of Examiners for Social Workers NAC 641B.090 (1). The Initial/Provisional license application may be downloaded from the Board website at [www.socwork.nv.gov](http://www.socwork.nv.gov) or may be requested from the Board office.

**Application Processing**

- When an application for licensure arrives at the Board, it is stamped as "**received**" upon receipt of the completed, notarized Initial Application, including license fees and required documentation. Staff will determine if the applicant is requesting a Provisional license and if so, which "Provisional" license is requested. Information from the application will be entered into the Board database.
  - A second staff member reviews the application to verify accuracy and list items deemed as "missing".

*If the application is not complete, the applicant is contacted via email or telephone and the documents are returned to the Applicant, within seven (7) days.*

- **Application/License Fee** – Application fee (non-refundable) and license fees are required to be paid at the time of submittal of an application for licensure.
- **Required documentation proof** - Applicant meets **Preliminary Qualifications** (NRS641.200)
  - **Age:** Birth certificate, USA Passport, Driver license [NAC 641B.095(1a)]
  - **Citizenship:** Birth certificate, USA Passport, USA Naturalization Certificate (1b)
  - **Lawful Entitlement to remain/work in the United States:** Documentation from Homeland Security (1c).

**Provisional "B" Application - First Review:**

- Within seven (7) days of receipt of the application, Board staff will set up an application file, review items received and verify information that is missing.
- Within twenty-one (21) days, staff will notify the applicant via email, phone call and/or mail about any missing items. Copies of the emails sent will be noted in the applicant's file and documentation will be made of any telephone calls.

- Board must receive a certified transcript **directly** from the University showing the degree ***in a related field of study***.
- Transcript with MSW courses completed.
- Letter from the School of Social Work stating the Applicant is currently enrolled in the MSW program, actively taking classes and the estimated date for graduation.
- Fingerprint cards, background waiver, and NV DPS processing fee.
- The Provisional "B" license cannot be granted until the background check is cleared (SEE BELOW). After all documents are received and the background check cleared:
  - The Provisional "B" license number will be assigned. This license is valid for one (1) year and may be renewed for up to three (3) years **if** a license renewal application, renewal fee **and** a current proof of enrollment is received, timely. *If the renewal is not complete by the expiration date, the license cannot be renewed.*
  - A Provisional "B" wallet card and letter will be sent within seven (7) days.
  - The Provisional "B" licensee is eligible for examination approval in the last semester. A written request for approval is required. An examination must be passed by the time the Provisional "B" licensee graduates in order to continue practicing under the Provisional license.
  - The Provisional license expires when the MSW degree is posted on the transcript and received at the Board office.

**Submission of Fingerprints** (NRS 641B.202) See **Policy L-007** for more information.

All applicants for licensure must submit two complete sets of fingerprints to the Board. A licensee can submit their fingerprint cards, background waiver and appropriate fees at any time in the application process. Background check clearance is required before the PERMANENT license can be issued. **The results are required for the Provisional "B" license**. If the cards are not received from the applicant at the time of application, the Board will send the fingerprint packet.

- Applicants will be sent two (2) fingerprint cards with their examination approval letter within twenty-one (21) days after receipt of last item to complete their application.
- The fingerprint cards received are submitted to the Nevada Department of Public Safety (NV DPS) Bi-weekly for processing. After the reports are received from NV DPS and the FBI, the information is noted in the Applicants file.

**Application - Final Review for Permanent (Initial) License:**

After all documents have been received the Board staff will review the completed file for the PERMANENT license. A completed file includes their **Transcript with the MSW degree posted, ASWB examination results with a passing score** (see **Policy L-008** for more information) and their **background check clearance** (see **Policy L-007** for more information).

- If the background check is **clear**, Board staff will issue the PERMANENT license number (the Provisional-A license will expire the same day).
- If there is an **arrest reported** and/or a **discrepancy** found within the background check report(s), the application file will be given to the Executive Director or his/her designee for a "YES" policy review (see **Policy L-010** for more information) with a Board Member.
  - If the applicant meets the "YES" policy requirements and the designated Board member approves the license, a license number will be issued.
  - If the applicant does not meet the "YES" policy requirements (see **Policy L-010** for more information) the applicant may be required to come before the full Board for the PERMANENT license approval.
- Once a PERMANENT license number has been issued:
  - A License Packet (see **Policy L-011** for more information), including a license **wallet card** will be mailed to licensee. If the applicant resides out of state, Board staff will call



and verify the mailing address before sending out the License Packet.

- The license **wall certificate** will be mailed to the licensee as soon as it is completed and signed by all Board members.

## State of Nevada, Board of Examiners for Social Workers

4600 Kietzke Lane, Ste. C121, Reno, NV 89502

(775) 688-2555

<b>Policy Number:</b> L-004	<b>Title:</b> RENEWAL OF A LICENSE	<b>Date Approved by Board:</b> <i>Pending</i>
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### Policy Summary:

This policy will address the procedures for generating and managing LICENSE RENEWAL applications.

### Procedure:

#### Generating Application Forms

Applicants for renewal of licensure must complete and submit the applicable license renewal application provided by the State of Nevada, Board of Examiners for Social Workers NAC 641B.090(1).

- Prior to generating the renewal applications, Board staff runs a query of the licensure database to determine licenses that will be due for renewal.
- Between 10% and 20% of renewal applications are marked for **Audit**. These individuals must provide copies of their Board approved CEU certificates for their two (2) year CEU collection cycle (see **Policy XXX** for more information).
- All **License Renewal Applications** are mailed to the licensees forty-five (45) days before the last day of the birth month of the licensee.

#### Application Processing – Renewal Requirements

- Applicants renew their licenses annually by the end of their birth month.
- All renewal applications must include a copy of a Board approved Suicide Prevention Training certificate for at least 2.0 hours.
- **Audited** renewals must submit copies of Board approved CEU's completed in the correct collection period.

#### Renewal Application – Documentation Requirements

- Application/License Renewal Fee –
  - Renewal fee (including delinquency fee, if assessed) is required to be paid at the time of submittal of an application for renewal of the license.
- Required documentation proof – NRS 641B.280(1c)
  - **Suicide CEU Training**: Copy of a certificate for at least 2.0 hours from a Board approved Suicide Prevention training - NRS 641B.280 (2).
  - **If requesting the CEU exemption due to graduation**: A copy of an unofficial transcript (certified copy if audited) or copy of social work diploma.
  - **Continuing Education (CEU)**: Audited renewals must submit copies of Board approved CEU certificates completed within the correct collection period- NAC 641B.188(3). All other licensees with CEU due (current collection cycle) are only required to complete the affidavit (re: CEU questions) on the renewal application.

### **Application -- First Review:**

- When the application for renewal arrives at the Board, it is stamped as “**received**” upon receipt of the completed, signed and dated application, including renewal fees and required documentation. Information from the renewal application will then be entered into the License database.
- If the renewal application is complete and approved, it is forwarded for processing the renewal wallet card.
- The renewal wallet card is typed and mailed to the home address within ten (10) days of receipt.

*If the renewal is not complete, the licensee is contacted via email or telephone and within seven (7) days the renewal application will be returned to the licensee with a rejection notice.*

### **Applications -- Pending:**

If the application and documents submitted are incomplete the renewal will be noted as “pending” in the Board Database.

- Applicant will be notified by email, phone call and / or written about missing items.
- Renewal application will be held for seven (7) days to allow applicant to provide missing / incomplete information (copy of Suicide Training certificate is not a **pending** item).
- Within fourteen (14) days a pending letter detailing the missing / incomplete items will be mailed.
  - The missing / incomplete items must be received in the Board office within 21 (twenty-one) days of the pending letter [NAC 641B.110(4)] **or** the renewal application will be considered delinquent and additional fees will be due.

### **Application Final Reviews -- Pending:**

- Documents have been received within twenty-one (21) days.
- Board staff will review the missing information within two (2) days of receipt.
  - Completion of the renewal application will be noted in the Licensing Database.
  - Renewal is considered complete and approved, application is moved on for processing the renewal wallet card the following week.
- Documents **NOT** received within twenty-one (21) days:
  - Licensee will be notified by email or telephone regarding the additional \$100.00 delinquency fee that is now due.
  - If the renewal is not completed, and the delinquency fee is not paid within the sixty (60) days of the end of the licensee’s birth month the license will expire without further notice NRS 641B.290(3).

**State of Nevada, Board of Examiners for Social Workers**

4600 Kietzke Lane, Ste. C121, Reno, NV 89502

(775) 688-2555

<b>Policy Number:</b> L-005	<b>Title:</b> RENEWAL OF PROVISIONAL "B" LICENSE	<b>Date Approved by Board:</b> <i>Pending</i>
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**Policy Summary:**

**This policy will address the procedures for generating and managing PROVISIONAL-B LICENSE RENEWAL applications.**

**Procedure:**

**Generating Application Forms**

Applicants for renewal of the provisional license must complete and submit the applicable license renewal application provided by the State of Nevada, Board of Examiners for Social Workers NAC 641B.090(1).

- The **License Renewal Application** is mailed to the licensee forty-five (45) days before the license expires. The expiration date for this license is the end of the month following twelve (12) months of issue.

**Application Processing – Renewal Requirements**

- Licensee must be currently enrolled in a social work program and actively taking classes.
- Provisional license applicants renew the licenses annually.
- All renewal applications must include a copy of a Board approved Suicide Prevention Training certificate for at least 2.0 hours.

**Renewal Application – Documentation Requirements**

- Application/License Renewal Fee –
  - A Renewal fee is required to be paid at the time of submittal of an application for renewal of the license. A Delinquency fee is not required for this license as renewal of a delinquent license is not available for this temporary license.
- Required documentation proof – NRS 641B.280(1c)
  - **Suicide CEU Training:** Copy of a certificate for at least 2.0 hours from a Board approved Suicide Prevention training - NRS 641B.280 (2).
  - **Letter from School of Social Work:** Verifying current enrollment, actively taking classes and the anticipated date for graduation.

**Application -- First Review:**

- When the application for renewal arrives at the Board, it is stamped as "**received**" upon receipt of the completed, signed and dated application, including renewal fees and required documentation. Information from the renewal application will then be entered into the License database.
- If the renewal application is complete and approved, it is forwarded for processing the renewal wallet card.
- The renewal wallet card is typed and mailed to the home address within ten (10) days of receipt.

*If the renewal is not complete, the licensee is contacted via email or telephone and within seven (7) days the renewal application will be returned to the licensee with a rejection notice.*

**Applications -- Pending:**

If the application and documents submitted are incomplete the renewal will be noted as "pending" in the Board Database.

- Applicant will be notified by email, phone call and / or written about missing items.
- Renewal application will be held for seven (7) days to allow applicant to provide missing / incomplete information (copy of Suicide Training certificate is not a **pending** item).
- Within fourteen (14) days a pending letter detailing the missing / incomplete items will be mailed.
  - The missing / incomplete items must be received in the Board office before the license expires (end of renewal month) **or** the renewal application will be denied **and the license is not be eligible for renewal.**

**Application Final Reviews -- Pending:**

- Documents have been received by the end of the renewal month.
  - Board staff will review the missing information within two (2) days of receipt.
    - Completion of the renewal application will be noted in the Licensing Database.
    - Renewal is considered complete and approved, application is moved on for processing the renewal wallet card the following week.
- Documents **NOT** received by the end of the renewal month:
  - License renewal will become invalid [NAC 641B.112 (2)].
    - Licensee will be notified by mail within 14 days that the license has expired and the refund check for the renewal fee will be enclosed.

**State of Nevada, Board of Examiners for Social Workers**

4600 Kietzke Lane, #C121, Reno, NV 89502

(775) 688-2555

<b>Policy Number:</b> L-006	<b>Title:</b> RESTORATION OF A LICENSE	<b>Date Approved by Board:</b> <i>Pending</i>
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**Policy Summary:**

This policy will address the procedures for managing incoming License Restoration applications.

**Procedure:**

**Application Forms**

For three (3) years after a license expires, applicants must restore their licenses versus applying for a new license (NAC641B.111(1)). Applicants for restoration of an expired license must complete and submit the *Application for Restoration of License* form provided by the Board. This application is not available on the website. Applicant must contact the Board directly.

**Applicant's Requirement:**

Applicant will contact the Board regarding their interest in restoring / reinstating their license.

- Board staff will review the file and determine the number of CEUs required for the applicant to restore / reinstate their license.
  - The applicant must complete the required Continuing Education Units (CEUs) **BEFORE** the Board will send out the Application for Restoration of a License and worksheet.
  - Upon completion of their CEUs, the applicant will send a written request to restore / reinstate their license.
- Upon receipt of written request to restore / reinstate a license, Board staff will send out the Application for Restoration of a License and a worksheet of the fees and other items needed to restore their license.

**Application Processing**

- Upon receipt of the completed, notarized Application for Restoration of a License, including the required documents, the Application is stamped as "**received.**" Information from the applicant will be entered into the Board database.
  - Required documentation includes –
    - **Restoration Application fee** - \$200.00
    - **Renewal fees** for the expired years.
    - **Continuing Education:** Copies of all CEU certificates, as required, from Board approved programs.
    - **Fingerprint Cards:** Two completed fingerprint cards, fingerprint waiver document and certified check / money order for appropriate fee.
    - If the applicant has been licensed in other state(s), **verification of licenses in any States (current or expired).** Verification documentation must be mailed directly from the State Licensing Board of each state.
    - **Current Driver's License** (if exam is required).

*If the application is not complete the applicant is contacted via email or telephone and the documents are returned to the Applicant within seven (7) days.*

### **Application - First Review:**

- Within seven (7) days of receipt of the application, Board staff will ensure that all required information has been included.
- Within twenty-one (21) days, staff will notify the applicant via email, phone call and/or mail a pending letter regarding any missing items. Copies of emails sent will be noted in the applicant's file and documentation will be made of any telephone calls.
- If the examination is required and all documents have been received, ASWB will be notified and an examination approval letter will be sent to the Applicant.

### **Submission of Fingerprints (NRS 641B.202)**

All applicants for licensure must submit two complete sets of fingerprints to the Board. A licensee can submit their fingerprint cards, waiver and appropriate fees at any time in the application process. Background check clearance is required before a license can be issued. See **Policy L-007** for more information.

- If the cards are not received directly from the applicant at the time of application, the Board will send the fingerprint packets.
  - Applicants will be sent fingerprint cards with their examination approval letter within twenty-one (21) days after receipt of last item to complete their application.
- The fingerprint cards received are submitted to the NV Department of Public Safety bi-weekly for processing. After the reports are received, the information is noted in the Applicants file.

### **Application - Final Review:**

After all documents have been received the Board staff will review the completed file for restoration of the license. A completed file includes their **background check clearance** (see **Policy L-007** for more information).

- Board must receive the State Endorsement Forms (if applicable) directly from the state(s) in which the applicant is (was) licensed.
- If the background check is **clear**, Board staff will restore the original license number within fifteen (15) days of receipt of the reports.
- If there is an **arrest reported** and/or a **discrepancy** found within the background check report(s), the application file will be given to the Executive Director or his/her designee for a "YES" policy review (see **Policy L-010** for more information) with a Board Member.
  - If the applicant meets the "YES" policy requirements and the designated Board member approves the restoration of the license, staff will enter the restoration date in the database.
  - If the applicant does not meet the "YES" policy requirements, the applicant may be required to come before the full Board for restoration approval.

### **Once the license has been restored,**

- The license **wallet card** will be mailed to licensee. If the applicant resides out of state, Board staff will call and confirm the mailing address before sending out the license packet including the wallet card.







**State of Nevada**  
**Board of Examiners for Social Workers**

**PERSONNEL POLICIES AND  
PROCEDURES**

Adopted: *Pending*

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## **010      PURPOSE**

The purpose of the Board of Examiners for Social Workers (Board) Personnel Policies and Procedures are:

- A. To provide a standardized system of position classification and corresponding rate of compensation based on the complexity and responsibilities of the principal tasks involved.
- B. To provide the Board with qualified and competent employees through the use of documented and standardized processes.
- C. To increase the efficiency and economy by the improvement of personnel methods.
- D. To provide equal employment opportunities to all applicants and employees, without discrimination because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation or veteran's status, or on the basis of any other classification protected under state or federal law.

Individuals hired by the Board are not employees of the State of Nevada (State) for purposes of personnel administration. The Board pays benefits equal to State Employees with respect to: (1) participation in any group insurance plans available to employees of the State; (2) participation or contributions by either the employee or the State to the Public Employees Retirement System; and (3) any other rights or benefits provided by the State to their employees. If a personnel issue arises that is not addressed in this manual, the Executive Director will refer to the State of Nevada Employee Handbook for guidance.

## **020      GENERAL POLICIES AND PROCEDURES**

These Policies and Procedures are designed to provide an outline of the personnel policies and practices of the Board and shall be uniformly interpreted with the intention of obtaining and retaining the best-qualified personnel.

The language contained herein is not intended to create a covenant between employer and employee, contractual or implied, and may be subject to modification or change upon written notice. Employment and compensation are not guaranteed for a fixed term. If any provision contained herein should become inoperative by law or otherwise by decision of Federal, State, or local government agency, the remainder shall not be invalidated.

Copies of these Policies and Procedures will be issued to each Board employee. Each employee shall be given a copy of subsequent modifications, or augmentation information. The Executive Director will be responsible for their proper maintenance and control and shall ensure they are accessible and available to all employees.

The Board shall approve revisions, corrections, additions, or deletions prior to implementation.

The Executive Director of the Board shall be responsible for the administration and application of these policies and procedures.

Appeal of disputes relating to these policies shall be filed with the Board through the Executive Director pursuant to the procedures set forth herein.

**Operating Provisions:** The Board Office shall be kept open on all normal business days for the transaction of public business from 8:30 a.m. to 4:30 p.m. The normal hours of work for Board employees shall be established by the Executive Director and may include part-time and flexible scheduling.

Employees shall be allowed a rest period of ten (10) minutes during each four (4) consecutive hours of work. A thirty (30) to sixty (60) minute unpaid lunch period shall also be provided.

Employees shall be in attendance during his or her scheduled hours of work. Any absence from work, without

prior authorization, or not provided for in these Policies and Procedures, shall be the basis for disciplinary action.

### **030 DISCRIMINATION AND HARASSMENT PROHIBITED**

The Board shall actively promote equal opportunity in all aspects of employment, including recruitment, hiring, training, compensation, benefits, working condition and all other matters of employment. Equality of opportunity shall be based solely on job related skills, knowledge, and performance.

The Board does not condone and will not tolerate any discriminatory action on the part of any employee and prohibits harassment of any individual because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation or veteran's status, or on the basis of any other classification protected under state or federal law.

Harassment includes, but is not limited to epithets, derogatory comments, slurs, assault, derogatory posters, cartoons, or drawings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, name calling, suggestive comments, or lewd talks or jokes.

If any employee believes that he or she is the victim of harassment, that employee shall immediately report the incident to the Executive Director. If the Executive Director is involved in the reported conduct or, if for some reason the employee feels uncomfortable about making a report to the Executive Director, the report shall be made to the Chair of the Board.

The Board will investigate any such report of harassment and take whatever corrective action is deemed necessary, including disciplining or discharging any individual who has violated this harassment policy

### **040 DEFINITIONS**

The words and phrases as used in the policies and procedures shall have the following meaning respectively ascribed to them:

- **ANNIVERSARY DATE** means one (1) year from the date of hire.
- **APPOINTING AUTHORITY** is the Executive Director. The Board is the appointing authority for the Executive Director who serves solely at the discretion of the Board.
- **CLASSIFICATION PLAN** means all job positions that have been established for the Board.
- **POSITION SPECIFICATION** means a written description of a position consisting of a title, a definition, examples of duties and minimum qualifications required.
- **COMPENSATION PLAN** means the schedule of minimum and maximum rates of pay for each position.
- **DAY** means calendar day unless otherwise specified.
- **EMERGENCY APPOINTMENT** means the immediate appointment by the Board of any person deemed qualified in the case of emergencies involving the necessity to carry on the business of the Board, or to protect the Board's interests.
- **EMPLOYEE** means any person holding a position authorized by the Board.
- **EXEMPT** means a position that is ineligible for overtime and holiday pay at time and one-half compensation. The Executive Director position is an exempt position.
- **FLSA** means Federal Labor Standards Act.
- **GRATUITY** means a gift such as money for a service. A gratuity is anything you cannot eat or drink in one

setting by one employee or several employees. The Board does not allow the acceptance of money for any service by an employee, unless required by the job.

- **HANDICAPPED** means any physical disability, mental or emotional disorder.
- **HIRE DATE** means the date of employment. New hire date would occur if there is a break in service.
- **IMMEDIATE FAMILY** means an employee's parents, spouse, children, brothers, sisters, grandparents, great grandparents, uncles, aunts, employee's parent-in-laws, sons-in-law, daughters-in-law, grandparents-in-law, nieces, nephews and others by third degree of consanguinity, including the in-laws, uncles and aunts-in-law, great-grandchildren-in-law, and step relatives through great-grandchildren.
- **INCUMBENT** means a person currently occupying a specific position.
- **INTRODUCTORY PERIOD** means a minimum of 6 months after an employee's initial hire date during which the appointing authority evaluates his or her suitability for the position.
- **REGULAR EMPLOYEE** means an employee who has satisfactorily completed the introductory period.
- **PART-TIME EMPLOYEE** means an employee who works less than twenty (20) hours a week.
- **SALARY ADVANCEMENT** means a salary increase given to an employee within the limits of a salary range.
- **SALARY RANGE** means a minimum rate and a maximum rate assigned to be the compensation for a position.
- **TEMPORARY EMPLOYEE** means an employee in a position established to accomplish a special purpose, project or objective. No commitment is implied or made as to the continuance of the position.
- **THIRD DEGREE OF CONSANGUINITY** means relationship through and including child, grandparent, brother, sister, grandchild, great grandchild, uncle, aunt, nephew, niece, great grandparent, and step relatives through great grandchildren. (NRS 281.210)
- **TIME-OFF** means authorized absence from work either with or without compensation.
- **UNCLASSIFIED POSITION** means an executive position appointed by the Board which may be filled by independent contract, employment contract or other means. The compensation level and terms of service are established by the Board. The Executive Director position is unclassified.
- **WORK WEEK** means Monday through the following Sunday.

#### **050 RECRUITMENT PROCESS**

The Board will make efforts to reasonably accommodate candidates with disabilities in the employment process.

Board positions shall be filled through open, competitive announcement, whenever possible, with the exception of emergency appointments.

Announcements shall briefly specify the title of a position, the nature of the work to be performed, necessary qualifications, the date, time, place, and manner of submitting resumes and/or applications, and other pertinent information.

#### **060 APPLICATION PROCESS**

Screening of potential applicants may be conducted through solicitation of resumes submitted as a result of an

announcement of a position opening. The resume review may be utilized to measure whether the individuals meet the minimum requirements for the position and are qualified to compete for the position opening.

Qualified applicants may be required to complete an Application for Employment. Applications may be submitted through electronic transmission, FAX or other means.

Resumes and applications may be used to develop a list of qualified candidates and used to refill a position, without additional recruitment, for up to one (1) year after the initial recruitment for the same position.

#### **070 SELECTION PROCESS**

Applicants who pass the initial screening standards regarding experience, education, skills, abilities, and fitness requirements may be included in additional selection procedures. Selection procedures may include more comprehensive application reviews, written tests, oral tests, and individual interviews to assess the degree to which an applicant meets employment standards.

Interviewing of applicants will be carried out in an organized, systematic, and non-discriminatory manner. The same general questions will be asked of all candidates. Questions will be related to the job and not infringe upon personal information. The results of interviews will be documented.

Screening devices may include reference checks and appropriate written or performance tests. An applicant's request not to contact his/her present employer will be honored.

Notification of employment selection will be made in person, in writing, e-mail or by telephone. Once an employment offer has been accepted, unsuccessful applicants will be notified in writing that the position has been filled.

All recruitment responses and documentation will be retained for one (1) year.

#### **080 EMPLOYMENT REQUIREMENTS**

An applicant who accepts employment shall provide documentation of eligibility to work in the United States and a valid Nevada motor vehicle driver's license.

#### **090 INTRODUCTORY PERIOD**

All employees who are initially appointed shall serve an introductory period of at least six (6) months.

Employees may be dismissed during the introductory period for any reason, at any time. The employee shall be advised in writing of the reason(s) for termination.

It shall be the duty of the appointing authority at any time during the introductory period to terminate an employee if his or her conduct or work performance is found to be unsatisfactory.

Upon successful completion of the designated introductory period, the introductory employee will attain the status of a regular employee. An employee will not be eligible for a salary increase until he or she assumes regular status with a satisfactory performance rating.

Service under an introductory period shall be credited for the purposes of personal leave computations.

## **100 PERFORMANCE EVALUATIONS**

All Board staff shall receive performance evaluations for the purpose of determining progress toward better job performance and personal development. The intent of performance evaluations is to enhance the efficiency and quality of Board services.

Employees shall receive a performance evaluation at least once per year during the month prior to an employee's anniversary date.

The performance evaluation shall be provided in written and oral communication format. The intent of the performance evaluation is to further enhance work progress and performance.

Each employee shall be given a copy of his/her written performance evaluation and a copy shall be placed in the employee's personnel file.

An employee may appeal in writing a performance evaluation pursuant to the Appeal procedures contained herein.

## **110 CLASSIFICATION AND COMPENSATION PLAN**

The Board classification and compensation plan shall consist of all positions which have been established to accomplish the business of the Board, the current specifications describing those positions and the schedule of compensation ranges, approved by the Board.

All positions shall be identified in the classification plan. The allocation of positions shall be governed by duties, responsibilities, and job requirements.

In establishing salary ranges the Board shall consider prevailing rates of pay for comparable work in other public and private organizations, changes in costs of living, the Board's financial condition, and such other sources of information that the Board deems necessary.

**Adoption of the Plan:** The Classification and Compensation Plan shall be submitted to the Board for approval. No position shall be assigned a higher pay rate or a lower pay rate than designated by the compensation range assigned in the plan. The Board must approve any exceptions to the authorized salary ranges.

**Revision of the Compensation Plan:** When a position specification no longer adequately describes the job assignments and requirements, the Executive Director will prepare and submit updated information and documents for consideration by the Board. The information will include any recommended changes in salary range commensurate with the classification change. The Classification and Compensation plan will be modified as approved by the Board.

## **120 CLASSIFICATION OF EXISTING AND NEW POSITIONS**

Whenever the Executive Director proposes the establishment of a new position or makes significant changes in the duties and responsibilities of an existing position, the facts shall be reported to the Board in a manner, format, and form adequate to make an appropriate determination of a proposed change or establishment of a new position.

Classification investigations may include any or all of the following factors:

- A. The nature and variety of the assigned duties;
- B. The complexity of the assigned duties;



- C. The variety and degree of knowledge, skills, education and experience required;
- D. The extent of responsibility for actions taken;
- E. Other factors which may be deemed important;

The Executive Director will evaluate the above factors by comparison with positions of similar duties, levels of responsibilities within the Board and agencies with similar levels of service and specifications for the position. The Executive Director will then assign the position an appropriate classification and compensation level.

Establishment of a new position or abolishment of an existing position must be approved by the Board.

### **130 INTERPRETATION OF POSITION SPECIFICATION**

The position specifications are intended to describe the job. The list of duties is not restrictive to the job as there may be others not mentioned which are related to the job. The use of a particular expression or illustration of duties shall not be interpreted to exclude others not mentioned which are similar in kind or quantity.

The position specification shall be considered as a whole, and in relation to others, in the classification plan. Consideration shall be given to the duties, responsibilities, qualifications, knowledge and abilities required in relation to those of other classes.

The statement of qualifications required for a particular position is intended as a standard for the evaluation of applicants.

### **140 GENERAL SALARY ADJUSTMENT**

The Board shall approve any general salary adjustment or change to the Compensation Plan.

### **150 COMPENSATION**

The Executive Director may authorize advancements within an established pay range. Salary advancement may be authorized up to and including the maximum rate. All new hires pay rates are established by the Executive Director and the Board. The Board uses the state pay compensation schedule as a guideline for establishing rates of pay.

Employees are eligible for annual merit salary increases based on their performance rating. Each employee shall receive a performance review in the last quarter of each calendar year. Salary advancements shall not be automatic; it will be based on job performance, increased service value of the employee, and authority as provided in the budget.

The Board is self-funded and therefore exempt from state mandated Cost of Living Adjustments (COLA). The Board can review state authorized COLA stipulations and can determine if any increase will be granted based on budget limitations. The Board is self funded and therefore not subject to state issued furlough policies.

Salaried employees are exempt from accruing overtime pay; all other positions are part-time and overtime does not apply. Salaried employees may accrue "flex" (comp) time for hours worked over forty hours per week.

### **160 REGULAR EMPLOYMENT**

All appointments are for the purpose of providing adequate staff support for the Board to accomplish its mission,

and insure that the duties and responsibilities of the Board are performed. The appointments may be full-time or part-time.

#### **170 TEMPORARY EMPLOYMENT**

Temporary employment is a position established to accomplish a special purpose, project or objective. No commitment is implied or made as to the continuance of the position. Temporary employment positions are in addition to regular employment requirements. Individuals in temporary employment are not eligible for benefits, personal leave or holiday pay.

#### **180 TRAINING**

The appointing authority shall be responsible for the provision of job orientation, induction, on-the-job training and for the continuing development of the employees.

**Training in New Processes:** Whenever the duties of a position are to be materially changed by the introduction of new processing requiring different skills and knowledge, any employee affected by the change shall be given reasonable opportunity, at the expense of the Board, to learn and perform the new duties.

**Specialized Training:** In order to meet the needs for scientific, technical, professional and management skills that cannot be provided through available in-service training, The Board may arrange for the administering of such training through recognized educational or training facilities.

#### **190 NEPOTISM**

It is unlawful for an employing authority of any state or local board, agency or commission, elected or appointed to employ in any capacity any relative of such individual or of any member of such board, agency or commission, within the third degree of consanguinity or affinity.

#### **200 PROHIBITIONS, PENALTIES AND POLITICAL ACTIVITIES**

Employees shall not accept gifts, tips, or other special consideration because of services rendered as a Board employee. Employees shall not use the influence or prestige of his or her positions for private or personal gain.

An employee shall not own or hold a financial interest in or be substantially involved with a business that contracts with the Board to sell products or provide direct services for financial gain. The Board will not enter into a contract with an employee for any purpose other than a normal employer-employee or administrative relationship.

Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with his or her duties as Board employees.

Employees shall have the right to vote as he or she choose and express political opinions on all subjects without retribution. Employees shall not solicit other Board employees for any political purpose.

Employees shall not place or receive excessive or lengthy personal telephone calls. Employees shall not use Board time, facilities, equipment, and supplies for private or personal gain or advantage.

The Board may determine and describe in writing additional specific activities, which will be considered to conflict with an employee's performance of duties.

**210 BENEFITS**

**Deferred Compensation:** The Board offers employees the opportunity to participate in the Nevada Deferred Compensation Program, a qualified 457(b) plan program. Pre-tax contributions may be made through payroll deduction.

**220 HOLIDAYS**

Full-time employees are eligible for paid Holiday leave if the holiday falls upon a regularly scheduled work day. Part-time and temporary employees are not eligible for paid Holiday leave.

The Board currently recognizes the following days as paid holidays:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11th)
- Thanksgiving Day (Fourth Thursday in November)
- Family Day (Friday Following Thanksgiving Day)
- Christmas Day (December 25th)
- Any day specially designated as a public holiday by the President of the United States or the Governor of Nevada.
- Any day, or part of a day, designated by the Board.

If the holiday falls upon a Sunday, the immediately following Monday shall be observed as a legal holiday.

If the holiday falls upon a Saturday, the immediately preceding Friday shall be observed as a legal holiday.

**230 ANNUAL (VACATION) LEAVE**

Full-time employees working (40 hours) or more earn annual leave time while in paid employment status. Temporary employees and part-time employees are not eligible for personal leave. Annual leave may be utilized after 6 months of employment.

Accrual of annual leave is based on continuous full-time employment.

<b>Employment Time</b>	<b>Annual Accrual</b>	<b>Monthly Accrual</b>
One to ten Years	120.00 hours (15 days)	10 hours
At ten years	144.00 hours (18 days)	12 hours
At fifteen years	168.00 hours (21 days)	14 hours

Up to 180 hours of annual leave time may be carried over each calendar year beginning January 1<sup>st</sup>. Unused annual leave in excess of 180 hours will be forfeited. Cash out of unused personal leave is not authorized.

Scheduled annual leave time off must be requested in advance by an employee and approved by the Executive Director. Annual leave for the Executive Director must be requested in advance and approved by the Board President.

If an employee leaves employment and has worked at least six months, they will be paid for any unused annual leave accumulated.

## **240 OTHER LEAVE BENEFITS**

**Sick Leave:** Full-time employees working (32 hours) or more earn sick leave while in paid employment status. Sick time is accrued at a rate of 10 hours per month, or 120 hours per year. Sick leave can be used as soon as it is accrued.

An employee may only use sick leave for authorized reasons. Authorized reasons for using sick leave are: an inability to work because of illness or injury, incapacity due to pregnancy or childbirth, medical and dental appointments, family illness (subject to some limitations), and death in the immediate family (typically up to 5 working days). (NAC 284.554, 284.568)

Exempt employees report sick leave only if absent for a full day unless authorized for Family and Medical Leave Act (FMLA) leave. (NRS 284.355, NAC 284.5235, 284.5415, 284.5895)

If an employee leaves employment, (s)he will not be paid for any unused sick leave accumulated.

**Family Medical Leave:** The Board will grant family medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The Board policy will remain flexible in support of staff needs to meet overall program requirements and the effect of such leave on other staff.

### **Maternity Leave**

Maternity leave is not a special type of leave, but may consist of a combination of sick leave, annual leave, compensatory time, and leave without pay. If you are eligible for the protections under the Family and Medical Leave Act (FMLA), you will be required to use your FMLA entitlement concurrently with applicable leave types, unless you are receiving short term disability benefits.

### **Family Illness**

If there is an illness or a medical, optometric, or dental service or examination in your immediate family requiring your attendance, you may use your accumulated sick leave, not to exceed 120 hours in any one calendar year.

### **Death in the Family**

In the event of death within the immediate family, up to 5 working days of sick leave may be used.

**Jury Duty and Court Witness:** An administrative leave of absence with pay up to five (5) days may be granted to an employee who is called for jury duty or employment related court duty as a witness for the Federal Government, State of Nevada, or a political subdivision thereof. If jury or court duty exceeds five (5) days, additional administrative leave may be granted or annual leave may be used.

**Military Leave:** Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Navy Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the Nevada National Guard shall be relieved from his/her duties to serve under orders on active or training duty without loss of his/her regular compensation for a period not to exceed fifteen (15) days per calendar year. Any such absence shall not be deemed to be the employee's personal leave. If an employee is called to active duty for more than (15) days, compensation shall cease upon the sixteenth(16th) day.

**Administrative Leave:** The Executive Director may authorize Administrative Leave, with or without pay, and

maintain an employee's usual employment status during the stipulated time period of the administrative leave.

## **250 LEAVE RECORD KEEPING**

The Executive Director or his / her designee shall provide for the accurate maintenance of employee leave records.

## **260 ABSENCE AND BOARD SERVICE CREDIT**

The following absences shall be the equivalent of Board service for the purposes of personal leave computation:

- Authorized use of personal leave
- Authorized administrative leave, with pay
- Authorized military leave for training duties, not to exceed 15 working days in any calendar year.

## **270 DISCIPLINARY ACTIONS**

Disciplinary action is corrective action taken by management toward an employee who violates basic employment principles established by the Board. Examples of misconduct warranting disciplinary action include, but are not limited to:

- Deliberate destruction or theft of property;
- Falsification, misrepresentation, or unauthorized release of material information;
- Personal conduct, which violates or interferes with the rights of others;
- Personal conduct, which can be, construed as impairing productivity and the quality of work;
- Less than satisfactory attendance, punctuality, or attentiveness to the job;
- Failure to follow reasonable instructions, insubordination, or general disregard for reasonable authority;
- Violation of common sense, safety, health, or sanitation practices;
- Unlawful discrimination, including harassment, on the basis of race, color, national origin, sex, religion, age, disability, or political affiliation or belief, directed against the public, clients, or other Board employees.

**Disciplinary Action:** If the seriousness of an employee's initial misconduct warrants, a Written Reprimand will be issued to an employee. The Written Reprimand will specifically describe the conduct or deficiency warranting disciplinary action and the action necessary to remedy the deficiency.

**Discharge:** The Executive Director may discharge an employee if the seriousness of a work deficiency or inappropriate conduct raises substantially doubts about the employee's ability to continue his/her employment with the Board.

**Employee Right of Appeal to Disciplinary Action and Discharge:** Upon receipt of proper notice of a disciplinary action or discharge from employment, an employee may refute the charge, or attempt to dissuade the Board from taking action, or both, provided that the employee responds within seven (7) calendar days, in writing, requesting an Appeal.

## **280 SEPARATION FROM EMPLOYMENT**

**Voluntary Separations:** When an employee announces intention to resign, steps will be taken to determine the reason, and when desirable, retain the employee. A letter of resignation will be requested.

**Termination Pay:** Termination pay shall be calculated to include all hours worked. It shall be reduced by any required legal deductions and outstanding travel advances, if any, and shall be issued on the next regularly scheduled payday or 7 days after the resignation. Termination pay will not include unused sick leave.

**Involuntary Separations:** The Board and the Executive Director have the authority to terminate the employment of any employee without cause. The continuance of any position is contingent upon budgetary authority. If an employee is terminated for cause, a termination report shall be prepared documenting the reasons for termination of employment, to include any disciplinary actions taken during the term of employment.

At the time of termination, and before payment is disbursed, all Board property in the possession of an employee must be returned. The wages and compensation unpaid at the time of involuntary separation shall be paid immediately.

### **290 APPEALS, COMPLAINTS AND GRIEVANCES**

It is the policy of the Board to resolve appeals, complaints, and grievances as quickly as possible and seek solutions, which meet the requirements of all concerned parties. Preferably, appeals, complaints, and grievances will be resolved informally. Employees and others will not be discriminated against for exercising his or her rights to Appeal or Grievance procedures.

### **300 EMPLOYEE APPEAL OF PERSONNEL ACTIONS**

Upon receipt of proper notice of a disciplinary action or discharge from employment, an employee may file an Appeal provided that the employee responds within seven (7) calendar days, in writing.

Appeals shall be submitted in writing to the Executive Director and Board President. The written request shall include a history of previous efforts to resolve the issues, a specific description of the issues, and a clear description of the type of relief or solution being sought.

The Board President and Executive Director will review the employee appeal. The Board Chair shall render a final decision on the matter.

### **310 GRIEVANCES/COMPLAINTS BASED ON DISCRIMINATION**

The Board expressly prohibits discrimination on the basis of gender, age, race, color, creed, religion, national origin, disability, sexual orientation, veteran's status, or on the basis of any other classification protected under state or federal law. No person filing a grievance/complaint shall be the victim of harassment, reprisal, coercion, or any form of discrimination. Any grievance/complaint alleging discrimination must be filed within one hundred eighty (180) days of the date of the alleged discrimination. It shall be filed directly with the United States Directorate of Civil Rights (DCR).

### **320 SAFETY**

It is the policy of the Board to promote a safe work environment and safe work practices by Board employees. Commitment to "Safety First" may be a factor in determining work performance.

**Safety and Work Injury Claims:** Board employees must not have knowingly violated sound work safety procedures and practices in order to receive compensation for work related injuries. Any filing for work related injury compensation must include certification that the claimant was following prescribed safety procedures and practices. Work related injuries must be reported to the Board as soon as possible.

### **330 DRUG AND ALCOHOL ABUSE**

The Board has an obligation to its members, employees and the public to take reasonable steps to provide an alcohol and drug free work place and to conduct business in a safe manner. The following acts are strictly prohibited and shall constitute cause for disciplinary action up to and including termination. Discipline may be imposed regardless of whether an employee is charged with and/or convicted of any criminal act relating to any violation of this policy.

- Reporting or working under the influence of alcohol or illegal drugs;
- The use or attempted use, possession, transfer, purchase or sale, of alcohol or drugs in any
- manner during working hours, including rest breaks, or while on Board premises;
- Using Board property or premises to manufacture alcohol or drugs.

**Alcohol:** Any beverage that has an alcoholic content in excess of (0.5%) by volume.

**Illegal Drug:** Any drug which is illegal under Federal, State, or local law to use, sell, transfer, possess, manufacture, or consume.

**Board Premises:** All buildings, parking lots, lunch rooms, break areas, rest rooms, work sites, or any other sites where employees perform services for the Board regardless of ownership or control of the property.

**Prescribed Drug:** Any drug or medication lawfully prescribed for use by an employee by a licensed medical practitioner.

**Under The Influence:** Behavior modified by alcohol or drugs, resulting in substandard or modified job performance; diminished motor reflexes, impairment of coordination, speech, or mental concentration; or other conduct that poses a safety hazard to the employee, co-worker, or others.

**Pre-Employment Tests:** Applicants for employment may be required to take a pre-employment physical examination which may include alcohol and/or drug tests.

**Inspections to Administer and Enforce Policy:** The Board expressly reserves the right to inspect Board owned or controlled desks, vehicles, packages, containers, and other articles within a work area. If the Executive Director has reason to believe that alcohol or drugs are present in a work area in violation of this policy, the appropriate law enforcement agency may be contacted and asked to conduct a search of the work area.

**Reporting Drug and Alcohol Convictions:** Employees as a condition of employment must report any conviction under a criminal drug statute for violations occurring on or off Board premises while working for the Board. A report of conviction must be made within five days after the conviction.

### **340 PAYROLL CYCLE**

Employees' payroll cycle is semi-monthly; payable on the 15<sup>th</sup> and 31<sup>st</sup> (or last day) of the month.

Payroll Periods: 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> to 31<sup>st</sup> (or last day of the month)

If a payroll date falls on a holiday, or weekend, the payroll check will be dated the business day prior to the holiday or weekend. Payroll advances are not authorized.

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I received the *Board of Examiners for Social Workers Personnel Policies and Procedures*. I understand that it is my responsibility to read/review and request clarification if necessary.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_





# State of Nevada Board of Examiners for Social Workers

Revised Budget 2017/18

Fund Balance	\$ 194,976.00
Licenses and Fees (Renewal)	\$ 288,430.00
Application fees	19,820.00
Initial License Fees	48,250.00
Provisional Licenses	3,390.00
Endorsement (Transfer) Fees	8,300.00
Miscellaneous Revenue –Other	8,010.00
Disciplinary Costs Reimbursed	4,600.00
Renewal Penalties	7,040.00
Interest Income	10.00
Total Income	<u>\$ 387,850.00</u>
Sub-Account Total	<u>\$ 582,826.00</u>
Salaries	\$ 312,822.00
Employers Insurance(EICN)	3,972.00
Employees Retirement(PERS)	35,444.00
Employees Health Ins(PEBP)	44,580.00
Unemployment Tax(NUC)	1,836.00
Employer Paid Medicare	4,063.00
Sub Account Total	<u>\$ 402,717.00</u>
Regis Insurance	\$ 2,762.00
In State Travel	4,423.00
Operating Supplies	4,606.00
Printing and Copying	4,228.00
Liability Insurance	1,152.00
Contractual Services Lobbyist	2,500.00
Contractual Services – Audit	4,500.00
Contractual Services – Legal	40,000.00
Legal-Disciplinary (Court Reporters)	730.00
B & G Assessments	650.00
Nonstate Building (Rent)	19,913.00
Host Fund	800.00
Postage	7,649.00
Telephone	1,437.00
Dues (ASWB)	1,000.00
Computer Hardware & Support	70,000.00
Computer Internet	2,708.00
Sub Account Total	<u>\$ 169,058.00</u>
Total Expenses	<u>\$ 571,775.00</u>
Reserves	<u>\$ 11,051.00</u>
Fund Balances:	
Checking Accounts	\$ 11,051.00
Savings Accounts	\$ -

# State of Nevada Board of Examiners for Social Workers

	Budget 2017/18	Year to Date 7/1/17-9/30/17	Percentage
Fund Balance	\$ 194,976.00	\$ 194,976.00	
Licenses and Fees (Renewal)	\$ 288,430.00	\$ 71,865.00	25%
Application fees	19,820.00	5,660.00	29%
Initial License Fees	48,250.00	12,800.00	27%
Provisional Licenses	3,390.00	975.00	29%
Endorsement (Transfer) Fees	8,300.00	3,900.00	47%
Miscellaneous Revenue –Other	8,010.00	2,445.00	31%
Disciplinary Costs Reimbursed	4,600.00	450.00	10%
Renewal Penalties	7,040.00	1,900.00	27%
Interest Income	10.00	3.00	30%
Total Income	\$ 387,850.00	\$ 99,998.00	26%
Sub-Account Total	\$ 582,826.00	\$ 294,974.00	
Salaries	\$ 312,822.00	62,330.00	20%
Employers Insurance(EICN)	3,972.00	1,310.00	33%
Employees Retirement(PERS)	35,444.00	7,767.00	22%
Employees Health Ins(PEBP)	44,580.00	10,402.00	24%
Unemployment Tax(NUC)	1,836.00	-	
Employer Paid Medicare	4,063.00	845.00	21%
Sub Account Total	\$ 402,717.00	\$ 82,654.00	21%
Regis Insurance	\$ 2,762.00	-	0%
In State Travel	4,423.00	\$ 957.00	22%
Operating Supplies	4,606.00	1,457.00	32%
Printing and Copying	4,228.00	605.00	15%
Liability Insurance	1,152.00	-	0%
Contractual Services (Lobbyist)	2,500.00	-	0%
Contractual Services – Audit	4,500.00	-	0%
Contractual Services – Legal	40,000.00	5,813.00	15%
Legal-Disciplinary (Court Reporters)	730.00	-	0%
Legal-Other (LCB-Regs)	-	-	0%
Bldg & Grounds Assessments	650.00	-	0%
Nonstate Building (Rent)	19,913.00	4,950.00	25%
Host Fund	800.00	513.00	65%
Postage	7,649.00	2,249.00	30%
Telephone	1,437.00	636.00	45%
Dues (ASWB)	1,000.00	-	0%
Computer Hardware & Support	70,000.00	-	0%
Computer Internet	2,708.00	158.00	6%
Sub Account Total	\$ 169,058.00	\$ 17,338.00	11%
Total Expenses	\$ 571,775.00	\$ 99,992.00	18%
Computer Hardware	-	\$ -	
Office Equipment	\$ -	-	
AP 6/30/17 paid	-	8,890.00	
Reserve	\$ 11,051.00	\$ 186,092.00	
Fund Balances:			
Checking Accounts		\$ 160,678.00	
Savings Account		\$ 25,414.00	
Fund Balances Totals		\$ 186,092.00	

PERCENTAGES AT 25.0% ARE ON TARGET FOR 3 MONTHS

Prepared by Sandra Lowery, Interim Executive Director



CETS#
RFP#

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR**  
A Contract Between the State of Nevada  
Acting by and Through its

Agency Name:	STATE OF NEVADA BOARD OF EXAMINERS FOR SOCIAL WORKERS
Address:	4600 Kietzke Lane, Suite C-121
City, State, Zip Code:	Reno, NV 89502
Contact:	Kim Frakes
Phone:	(775) 688-2555
Fax:	(775) 688-2557
Email:	kfrakes@besw.nv.gov

Contractor Name:	COULSON AND ASSOCIATES, LTD
Address:	6170 Ridgeview Court, Suite D
City, State, Zip Code:	Reno, NV 89519
Contact:	Michael Coulson, CPA
Phone:	(775) 825-4444
Fax:	(775) 996-4100
Email:	michael@coulsoncpa.com

WHEREAS, NRS 333.700 authorizes officers, departments, institutions, boards, commissions, and other agencies in the Executive Department of the State Government which derive their support from public money in whole or in part to engage, subject to the approval of the Board of Examiners (BOE), services of persons as independent contractors; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Nevada State Board of Examiners.
2. **DEFINITIONS.**
  - A. "State" – means the State of Nevada and any State agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
  - B. "Contracting Agency" – means the State agency identified above.
  - C. "Contractor" – means the person or entity identified above that performs services and/or provides goods for the State under the terms and conditions set forth in this Contract.
  - D. "Fiscal Year" – means the period beginning July 1st and ending June 30th of the following year.
  - E. "Contract" – Unless the context otherwise requires, "Contract" means this document entitled Contract for Services of Independent Contractor and all Attachments or Incorporated Documents.
  - F. "Contract for Independent Contractor" – means this document entitled Contract for Services of Independent Contractor exclusive of any Attachments or Incorporated Documents.

CETS#
RFP#

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 10, Contract Termination*. Contract is subject to Board of Examiners' approval (anticipated to be Date November 1, 2017 ).

Effective from:	November 1, 2017	To:	December 31, 2018
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4. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.
5. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	STATE SOLICITATION OR RFP # and AMENDMENTS #--N/A pursuant to NAC 333.150(2)(b)(5).
ATTACHMENT BB:	INSURANCE SCHEDULE—See attached Certificate of Liability Insurance
ATTACHMENT CC:	CONTRACTOR'S RESPONSE—See attached Letter of Engagement

Any provision, term or condition of an Attachment that contradicts the terms of this Contract for Independent Contractor, or that would change the obligations of the State under this Contract for Independent Contractor, shall be void and unenforceable.

6. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in *Section 5, Incorporated Documents* at a cost as noted below:

\$4,500 (FOUR THOUSAND FIVE HUNDRED DOLLARS)	per	Fiscal year audit ending June 30, 2017 and June 30, 2018
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Total Contract or installments payable at:	COULSON AND ASSOCIATES, LTD.
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Total Contract Not to Exceed:	\$9,000 (NINE THOUSAND DOLLARS)--\$4,500 (FOUR THOUSAND FIVE HUNDRED DOLLARS) for each fiscal year audit.
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The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

7. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.
8. **BILLING SUBMISSION: TIMELINESS.** The parties agree that timeliness of billing is of the essence to the Contract and recognize that the State is on a Fiscal Year. All billings for dates of service prior to July 1 must be submitted to the state no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the state of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to Contractor.

CETS#
RFP#

9. **INSPECTION & AUDIT.**

- A. **Books and Records.** Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.
- B. **Inspection & Audit.** Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the State Auditor, the relevant State agency or its contracted examiners, the department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the state Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this Section.
- C. **Period of Retention.** All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the state, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. **CONTRACT TERMINATION.**

- A. **Termination Without Cause.** Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The State unilaterally may terminate this contract without cause by giving not less than thirty (30) days' notice in the manner specified in *Section 4, Notice*. If this Contract is unilaterally terminated by the State, Contractor shall use its best efforts to minimize cost to the State and Contractor will not be paid for any cost that Contractor could have avoided.
- B. **State Termination for Non-Appropriation.** The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.
- C. **Termination with Cause for Breach.** A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 10D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:
  - 1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
  - 2) If any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
  - 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the Bankruptcy Court; or

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- 4) If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
- 5) If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
- 6) If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.

D. Time to Correct. Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 4, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a notice of breach, the time to correct and the time for termination of the contract upon breach under subsection 10C, above, shall run concurrently, unless the notice expressly states otherwise.

E. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this Section survive termination:

- 1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
- 2) Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Contracting Agency;
- 3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
- 4) Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with *Section 21, State Ownership of Proprietary Information*.

11. **REMEDIES.** Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be one hundred and fifty dollars (\$150.00) per hour. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.

12. **LIMITED LIABILITY.** The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited.

13. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.



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14. **INDEMNIFICATION AND DEFENSE.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract.
15. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the State of Nevada will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the State incurs any employment liability for the work under this Contract; Contractor will reimburse the State for that liability.
16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, Contractor must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in *Attachment BB*, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

Contractor shall not commence work before Contractor has provided the required evidence of insurance to the Contracting Agency. The State's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent to this Contract. Any failure of the State to timely approve shall not constitute a waiver of the condition.

A. **Insurance Coverage.** Contractor shall, at Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in *Attachment BB*, incorporated hereto by attachment. Unless specifically stated herein or otherwise agreed to by the State, the required insurance shall be in effect prior to the commencement of work by Contractor and shall continue in force as appropriate until:

- 1) Final acceptance by the State of the completion of this Contract; or
- 2) Such time as the insurance is no longer required by the State under the terms of this Contract; whichever occurs later.

Any insurance or self-insurance available to the State shall be in excess of and non-contributing with, any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the State, Contractor shall provide the State with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the State and immediately replace such insurance or bond with an insurer meeting the requirements.

B. **General Requirements.**

- 1) **Additional Insured:** By endorsement to the general liability insurance policy, the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.
- 2) **Waiver of Subrogation:** Each insurance policy shall provide for a waiver of subrogation against the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 for losses arising from work/materials/equipment performed or provided by or on behalf of Contractor.
- 3) **Cross Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

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- 4) **Deductibles and Self-Insured Retentions:** Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the State. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed fifty thousand dollars (\$50,000.00) per occurrence, unless otherwise approved by the Risk Management Division.
- 5) **Policy Cancellation:** Except for ten (10) days notice for non-payment of premiums, each insurance policy shall be endorsed to state that without thirty (30) days prior written notice to the State of Nevada, c/o Contracting Agency, the policy shall not be canceled, non-renewed or coverage and/or limits reduced or materially altered, and shall provide that notices required by this Section shall be sent by certified mail to the address shown on page one (1) of this contract.
- 6) **Approved Insurer:** Each insurance policy shall be:
  - a) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made; and
  - b) Currently rated by A.M. Best as "A-VII" or better.

C. **Evidence of Insurance.**

Prior to the start of any work, Contractor must provide the following documents to the contracting State agency:

- 1) **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the State to evidence the insurance policies and coverages required of Contractor. The certificate must name the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The State project/Contract number; description and Contract effective dates shall be noted on the certificate, and upon renewal of the policies listed, Contractor shall furnish the State with replacement certificates as described within *Section 16A, Insurance Coverage*.

**Mail all required insurance documents to the State Contracting Agency identified on Page one of the Contract.**

- 2) **Additional Insured Endorsement:** An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85), signed by an authorized insurance company representative, must be submitted to the State to evidence the endorsement of the State as an additional insured per *Section 16B, General Requirements*.
- 3) **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.
- 4) **Review and Approval:** Documents specified above must be submitted for review and approval by the State prior to the commencement of work by Contractor. Neither approval by the State nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its subcontractors, employees or agents to the State or others, and shall be in addition to and not in lieu of any other remedy available to the State under this Contract or otherwise. The State reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

17. **COMPLIANCE WITH LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor shall provide proof of its compliance upon request of the Contracting Agency. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal

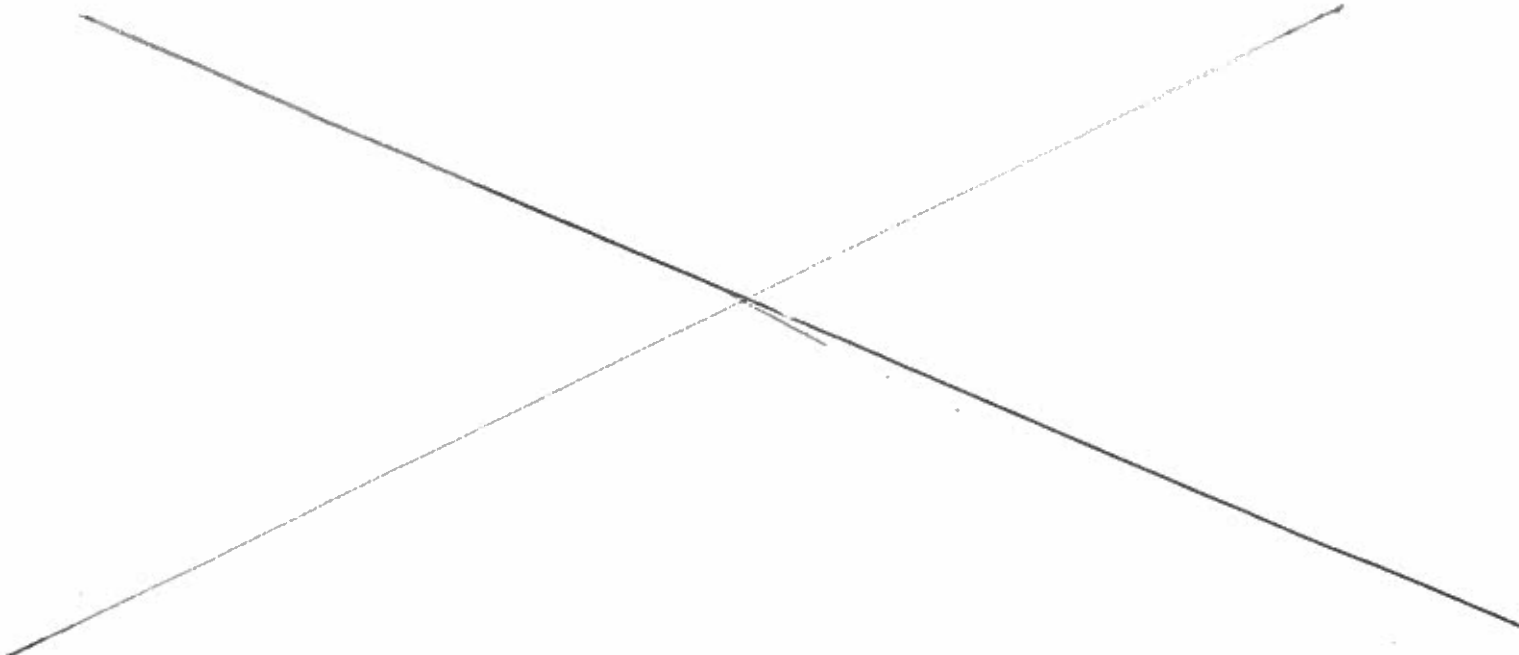
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property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.

18. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
19. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
20. **ASSIGNMENT/DELEGATION.** To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by State, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the State.
21. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any data or information provided by the State to Contractor and any documents or materials provided by the State to Contractor in the course of this Contract ("State Materials") shall be and remain the exclusive property of the State and all such State Materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract.
22. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any release of the records.
23. **CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.
24. **FEDERAL FUNDING.** In the event federal funds are used for payment of all or part of this Contract, Contractor agrees to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
  - A. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
  - B. Contractor and its subcontracts shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
  - C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
25. **LOBBYING.** The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

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- A. Any federal, state, county or local agency, legislature, commission, council or board;
  - B. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
  - C. Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.
26. **GENERAL WARRANTY.** Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Examiners and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.
28. **DISCLOSURES REGARDING CURRENT OR FORMER STATE EMPLOYEES.** For the purpose of State compliance with NRS 333.705, Contractor represents and warrants that if Contractor, or any employee of Contractor who will be performing services under this Contract, is a current employee of the State or was employed by the State within the preceding 24 months, Contractor has disclosed the identity of such persons, and the services that each such person will perform, to the Contracting Agency.
29. **ASSIGNMENT OF ANTITRUST CLAIMS.** Contractor irrevocably assigns to the State any claim for relief or cause of action which Contractor now has or which may accrue to Contractor in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided under this Contract.
30. **GOVERNING LAW: JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out of this Contract.



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31. **ENTIRE CONTRACT AND MODIFICATION.** This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General and the State Board of Examiners. This Contract, and any amendments, may be executed in counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

_____	_____	_____
Independent Contractor's Signature	Date	Independent Contractor's Title

_____	_____	_____
State of Nevada Authorized Signature	Date	Title

_____	_____	_____
State of Nevada Authorized Signature	Date	Title

_____	_____	_____
State of Nevada Authorized Signature	Date	Title

APPROVED BY BOARD OF EXAMINERS

\_\_\_\_\_  
Signature – Board of Examiners

On: \_\_\_\_\_  
Date

Approved as to form by:

On: \_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Attorney General for Attorney General

**ATTACHMENT BB**  
**Standard Professional Service Contracts**

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**INSURANCE SCHEDULE**

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**INSURANCE REQUIREMENTS:**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

**1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- |   |             |
|---|-------------|
| • General Aggregate                         | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury           | \$1,000,000 |
| • Each Occurrence                           | \$1,000,000 |

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

**2. Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., AND when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

**2. Professional Liability (Errors and Omissions Liability)**

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be



ATTACHMENT BB—INSURANCE SCHEDULE  
COULSON AND ASSOCIATES

- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Attorney General's Office or the Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

\_\_\_\_\_  
Independent Contractor's Signature      Date

\_\_\_\_\_  
Independent Contractor's Title

\_\_\_\_\_  
Signature—State of Nevada      Date

\_\_\_\_\_  
Title





8-17 -> 8-18

COUL&AS-01

CKRESS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/01/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Alpine Insurance Associates 6160 Plumas St. Suite 100 Reno, NV 89519	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (775) 829-2345	FAX (A/C, No): (775) 827-7090
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A: The Hartford</b>		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

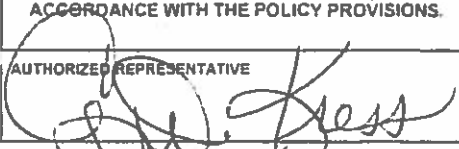
**INSURED**  
 Coulson & Assoc Ltd  
 Mike Coulson  
 6170 Ridgview Ct Ste D  
 Reno, NV 89519

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X	53SBAIT2538	08/08/2016	08/08/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
State of Nevada Board of Examiners for Social Workers, it's officers, employees & immune contractors as defined by NRS 41 are included as Additional Insured and Waiver of Subrogation applies per forms attached.

<b>CERTIFICATE HOLDER</b>  State of Nevada, Board of Examiners for Social Workers 4600 Kietzke Ln Ste C121 Reno, NV 89502	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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POLICY NUMBER: 53 SBA IT2538



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - PERSON-ORGANIZATION

LOCATION 001 BUILDING 001

STATE OF NEVADA BOARD OF  
EXAMINERS FOR SOCIAL WORKERS  
ITS OFFICERS, EMPLOYEES AND IMMUNE CONTRACTORS AS DEFINED BY NRS 41.  
4600 KIETZKE LN STE C-121  
RENO NV 89502

POLICY NUMBER: 53 SBA IT2538



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF SUBROGATION

STATE OF NEVADA BOARD OF  
EXAMINERS FOR SOCIAL WORKERS  
ITS OFFICERS, EMPLOYEES AND IMMUNE CONTRACTORS AS DEFINED BY NRS 41.  
4600 KIETZKE LN STE C-121  
RENO NV 89502

ATTACHMENT CC  
CONTRACTOR'S RESPONSE

(SEE ATTACHED DOCUMENT)

(Letter of Engagement submitted by Michael Coulson, CPA, dated June 20, 2017).

SEE ATTACHED

**COULSON & ASSOCIATES, LTD.**  
**CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**

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June 20, 2017

Board of Examiners for Social Workers  
4600 Kietzke Lane, C-121  
Reno, NV 89502

We are pleased to confirm our understanding of the services we are to provide Board of Examiners for Social Workers for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Board of Examiners for Social Workers as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Board of Examiners for Social Workers' basic financial statements. Such information, 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. As part of our engagement, we will apply certain limited procedures to Board of Examiners for Social Workers' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison
3. Supplementary Pension Information

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures-Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Board of Examiners for Social Workers' compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also prepare the financial statements of Board of Examiners for Social Workers in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting

You agree to assume all management responsibilities for financial statement preparation services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately November 1, 2017 and to issue our reports no later than December 1, 2017. Michael Coulson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$4,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our

ATTACHMENT DD  
NEVADA SECRETARY OF STATE BUSINESS ENTITY INFORMATION

(SEE ATTACHED DOCUMENT)

SEE ATTACHED



# COULSON & ASSOCIATES LTD

Business Entity Information			
Status:	Active	File Date:	12/4/2000
Type:	Domestic Professional Corporation	Entity Number:	C32128-2000
Qualifying State:	NV	List of Officers Due:	12/31/2017
Managed By:		Expiration Date:	
NV Business ID:	NV20001490534	Business License Exp:	12/31/2017

Additional Information	
Central Index Key:	

Registered Agent Information			
Name:	MICHAEL COULSON	Address 1:	6170 RIDGEVIEW CT STE D
Address 2:		City:	RENO
State:	NV	Zip Code:	89519
Phone:		Fax:	
Mailing Address 1:		Mailing Address 2:	
Mailing City:		Mailing State:	NV
Mailing Zip Code:			
Agent Type:	Commercial Registered Agent		
Status:	Active		

Financial Information			
No Par Share Count:	2,500.00	Capital Amount:	\$ 0
<b>No stock records found for this company</b>			

<input checked="" type="checkbox"/> Officers <span style="float: right;"><input type="checkbox"/> Include Inactive Officers</span>			
<b>President - MICHAEL J COULSON</b>			
Address 1:	6170 RIDGEVIEW CT, SUITE D	Address 2:	
City:	RENO	State:	NV
Zip Code:	89519	Country:	USA
Status:	Active	Email:	
<b>Secretary - MICHAEL J COULSON</b>			
Address 1:	6170 RIDGEVIEW CT, SUITE D	Address 2:	
City:	RENO	State:	NV
Zip Code:	89519	Country:	USA
Status:	Active	Email:	
<b>Treasurer - MICHAEL J COULSON</b>			

<b>File Date:</b>	10/31/2006	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20070801173-29	<b># of Pages:</b>	1
<b>File Date:</b>	11/26/2007	<b>Effective Date:</b>	
<b>07-08</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20080668446-04	<b># of Pages:</b>	1
<b>File Date:</b>	10/8/2008	<b>Effective Date:</b>	
<b>08/09</b>			
<b>Action Type:</b>	Correction		
<b>Document Number:</b>	20090281002-64	<b># of Pages:</b>	1
<b>File Date:</b>	3/19/2009	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Miscellaneous		
<b>Document Number:</b>	20090281004-86	<b># of Pages:</b>	1
<b>File Date:</b>	3/19/2009	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Reinstatement		
<b>Document Number:</b>	20110886949-78	<b># of Pages:</b>	1
<b>File Date:</b>	12/15/2011	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Acceptance of Registered Agent		
<b>Document Number:</b>	20110886950-00	<b># of Pages:</b>	1
<b>File Date:</b>	12/15/2011	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20120764616-95	<b># of Pages:</b>	1
<b>File Date:</b>	11/11/2012	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20130750262-48	<b># of Pages:</b>	1
<b>File Date:</b>	11/15/2013	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20140834528-57	<b># of Pages:</b>	1
<b>File Date:</b>	12/31/2014	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20150568420-33	<b># of Pages:</b>	1
<b>File Date:</b>	12/30/2015	<b>Effective Date:</b>	





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

LICENSEE MAILING LIST  
 ORDER FORM

Mailing labels and licensee lists (both hard copy lists & electronic lists) contain the names of the licensees, their level of licensure and their worksite addresses. Pursuant to NRS 641B.170 other information such as home addresses and telephone numbers are deemed to be private and confidential.

NAME OF AGENCY: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 Contact Name & Phone Number: \_\_\_\_\_

Please select the item(s) being ordered. Please note that the above information AND full payment must be received prior to processing this order (Checks or certified checks or money order payable to: BOARD OF EXAMINERS FOR SOCIAL WORKERS).

MAILING LABELS ↕

_____ Self-Adhesive Labels for ALL Social Workers	\$75.00
_____ Partial Labels for Social Workers in SOUTHERN Nevada <u>only</u>	45.00
_____ Partial Labels for Social Workers in NORTHERN Nevada <u>only</u>	45.00
_____ LCSW Labels	50.00
_____ LCSW in SOUTHERN Nevada <u>only</u>	30.00
_____ LCSW in NORTHERN Nevada <u>only</u>	30.00
_____ All clinical and independent interns <u>only</u>	25.00

MAILING LISTS

_____ Printed list for ALL Social Workers	\$45.00
_____ Printed list for Social Workers in SOUTHERN Nevada <u>only</u>	30.00
_____ Printed list for Social Workers in NORTHERN Nevada <u>only</u>	30.00
_____ Printed list for All LCSW	30.00
_____ Printed list for LCSW in SOUTHERN Nevada <u>only</u>	20.00
_____ Printed list for LCSW in NORTHERN Nevada <u>only</u>	20.00
_____ Printed list for clinical and independent interns and <u>all</u> new licensees	20.00

EXCEL SPREAD SHEET SENT VIA EMAIL \* use Label rates

\_\_\_\_\_ Excel spread sheet containing the PHYSICAL MAILING ADDRESSES for ALL Social Workers 75.00  
 sent to requestor via email. Requestor's email address (please print legibly or type): \_\_\_\_\_

PLEASE REVIEW AND SIGN THE TERMS AND CONDITIONS LISTED BELOW. This form must be signed AND payment received in full prior to your order being processed.

*In ordering any of the above items I agree to the following: I will not duplicate or sell any of the above items to another entity. I understand that this list is up to date at the time it is processed. The Board of Examiners for Social Workers will attempt to send any electronic request via email three times. After verification of a failed 3<sup>rd</sup> attempt to email an electronic request, the Board of Examiners for Social Workers will automatically convert the order to mailing labels and mail the request to the requesting entity. I agree to the terms and conditions as indicated above: \_\_\_\_\_ DATE: \_\_\_\_\_*





## State of Nevada Board of Examiners for Social Workers

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### Position Specification

#### EXECUTIVE DIRECTOR

**DESCRIPTION:** The Executive Director is the chief administrative officer for the Board of Examiners for Social Workers. The Executive Director position is unclassified and is appointed by the Board.

**DUTIES AND RESPONSIBILITIES:** The position is responsible for the overall management of the Board's office, activities and functions. Responsibilities include, but are not limited to:

- Manage overall office **operations** and personnel administration, Provide leadership and guidance; hiring and performance appraisals; policy development at the direction of the Board and policy maintenance; assignments and tasks; data collection, analysis and reporting;
- Promoting the Board's functions through **written publications**; maintaining the Board website; coordinating Board sponsored activities; and presenting at meetings, workshops, and other educational settings;
- Facilitate Board **meetings**, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives.
- Preparation and administration of the Board's annual **budget**; agency accounting and reporting.
- Prepare and administer any **contracts** involving the Board.
- Serve as Board **liaison** with individuals and other stakeholders, including, but not limited to, the Governor's office; state legislature and legislative committees; state agencies; universities; professional organizations; applicants; licensees; and the public.
- Oversee all aspects of **licensing**, monitoring and compliance functions, including but not limited to maintenance of the Board electronic licensing and regulatory **data collection** system; final review and approval of applications for licensure; and performance of monitoring of licensee compliance with law and regulations;
- Oversee all aspects of **internship program**, including but not limited to processing of site applications; internship applications; quarterly reporting; internship supervisors; training; and website information regarding internships.

- Manage the Board **complaint and disciplinary action process** to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, initial determine of merit and recommendations for hearing; negotiate consent decrees, facilitate disciplinary hearings and monitor sanctioned licensees.
- Maintain and manage **NRS law and NAC regulation revisions**, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited College or University with a major in public administration, or related field preferred. A minimum of three years executive experience in a closely related field or an appropriate combination of education and experience that would provide the necessary knowledge and expertise necessary to perform the functions of the Executive Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of governmental processes and available technology;
- Ability to read, analyze and interpret governmental regulations and statutes;
- Ability to write reports, business correspondence, and operational procedures and materials;
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities;
- Ability to form and maintain professional and positive working relationships;

**WORK ENVIRONMENT:** Work is performed in a typical office setting. Travel and use of personal vehicle may be required.



**State of Nevada**  
**Board of Examiners for Social Workers**

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**Executive Director Recruitment**

The Board of Examiners for Social Workers is seeking an Executive Director. The mission of the Board is to protect the public health, safety and welfare by ensuring only qualified and competent Social Workers are licensed to practice in this State. The Board, through licensing and regulating the practice of social work, establishes standards for licensure, continuing education, and ethical conduct, for the social work profession in Nevada.

The Executive Director is the Chief Administrative Officer for the Board of Examiners for Social Workers. The Executive Director reports to the Board, and is responsible for the organization's overall achievement of its mission. The position is a salaried position and serves at the pleasure of the Board, the members of which are appointed by the Governor of the State of Nevada. Position benefits include retirement benefits through the Nevada Public Employees Retirement System. The Board receives no assistance from the State General Fund and is self-funded by licensure fees.

In general, the Executive Director will:

- Implement the directives, policies and procedures created and approved by the Board;
- Develop concepts and innovations to be proposed to the Board for its consideration that will improve the Board's effectiveness and efficiency;
- Promote the Board's functions through written communications; maintaining the Board website; coordinating Board activities; and presenting at meetings, workshops, and other settings;
- Facilitate Board meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives;
- Prepare and administer the Board's annual budget; agency accounting, licensee and state required reporting;
- Prepare and administer contracts involving the Board;
- Manage overall office operations and personnel administration, maintaining official records and documents and ensuring compliance with state statutes and regulations.
- Serve as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state legislature and legislative committees; state agencies, universities, professional organizations, applicants, licensees, and the public.
- Oversee all aspects of the licensing, monitoring and compliance functions including but not limited to maintenance of the Board's licensing and regulatory data collection system; review and approval of applications for licensure; and conducting monitoring of licensee compliance with law and regulations;



- Oversee the Internship Program, including but not limited to processing of site applications, internship applications, quarterly reporting, internship supervisors, and training.
- Manage the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, determination and assignment to Board investigative staff; and coordinating with legal counsel, disciplinary hearings and monitoring of probationary licensees.
- Maintain and manage NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board.

## **Qualifications**

The Executive Director will be thoroughly committed to the Board of Examiners for Social Workers mission. All candidates should have proven leadership and management experience. Demonstrated experience and qualifications include:

- At least three years management experience in a state or local governmental agency, preferably involving occupational licensing;
- Bachelor's degree preferred, with a major in public administration, or related field or a five (5) years equivalent combination of education and experience.
- Knowledge of the Nevada Open Meeting Law (NRS Chapter 241)
- Strong written and verbal communication skills;
- Knowledge of QuickBooks or other accounting and budgeting software;
- Knowledge of governmental processes and available technology.

The salary range for the position is \$72,000 to \$80,000. Beginning salary will be commensurate with the knowledge and experience as described herein. The anticipated start date is January 1 – 15, 2018.

Interested applicants must submit a cover letter describing how the applicant meets the qualifications of the position, a resume and three (3) references to the following address. Email submission is preferred.

Board of Examiners for Social Workers  
4600 Kietzke Lane, C121  
Reno, NV 89502  
slowery@besw.nv.gov

The Board of Examiners for Social Workers may select the most qualified applicant based solely upon the information provided, may conduct interviews and/or may request a final interview by the Board at a time to be determined.





State of Nevada  
Office of the Attorney General  
**TRAINING FOR BOARD AND COMMISSION MEMBERS,  
EXECUTIVE DIRECTORS, ADMINISTRATORS, AND STAFF**

*CARSON CITY*  
**OCTOBER 25, 2017**  
Office of the Attorney General  
Mock Courtroom  
100 N. Carson Street  
Carson City, NV 89701

*LAS VEGAS*  
**NOVEMBER 1, 2017**  
Office of the Attorney General  
Grant Sawyer Building  
555 East Washington Avenue, Suite 4500  
Las Vegas, NV 89101

**SCHEDULED TOPICS**

Open Meeting Law (OML)  
Nevada Public Records Act (NPRA)  
Ethics in Government  
Contracting and Audits  
Administrative Rulemaking  
Administrative Hearing Procedures

***Please RSVP to Althea Zayas using the attached form. The RSVP form may be submitted by email to [AZayas@ag.nv.gov](mailto:AZayas@ag.nv.gov) or facsimile to (702) 486-3773 before October 20, 2017.***

***Persons with disabilities who require accommodations or assistance at the training should notify Althea Zayas prior to October 20, 2017 at (702) 486-3224 or by e-mail at [AZayas@ag.nv.gov](mailto:AZayas@ag.nv.gov).***



State of Nevada  
Office of the Attorney General  
**TRAINING FOR BOARD AND COMMISSION MEMBERS,  
EXECUTIVE DIRECTORS, ADMINISTRATORS, AND STAFF**

**REGISTRATION FORM**

**Location:**  
*(Please Check One)*

**Carson City** \_\_\_\_\_  
(October 25, 2017)

**Las Vegas** \_\_\_\_\_  
(November 1, 2017)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Board or Commission: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Office Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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*RSVP form may be submitted by email to [AZayas@ag.nv.gov](mailto:AZayas@ag.nv.gov) or facsimile to  
(702) 486-3773 before October 20, 2017.*



**Items 9 Presiding Officer's Comments**

**Item 9A Non Action Item:** Presiding Officer's Comments

**Background Information:** Information only – President Erickson or presiding officer will use this time to bring the Board up-to-date on items of concern (items of interest that do not require action or do not need a full agenda position) or to make recommendations for future agenda items.

**Documents / Attachments Included:**

- None
- 

**Items 10 Public Comment**

**Item Non Action Item:** Public Comment

**Background Information:** Pursuant to NRS 241B.020(3)(I), the nature of meeting must include: *Periods devoted to comments by the general public, in any, and discussion of those comments. Comments by the general public must be taken at the beginning of the meeting before any items on which action may be taken are heard by the public body and again before the adjournment of the meeting..*

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**Items 11 Adjournment**

**Item 11 Action Item:** \*ADJOURNMENT