



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

MINUTES OF BOARD MEETING
March 9, 2018

The meeting of the Board of Examiners for Social Workers was called to order by Vikki Erickson, Board President, at 9:11am. The meeting was held at the University of Nevada, Reno (UNR) System Computing Services Building, Room 47, in Reno, Nevada, 89557. There was a simultaneous videoconference conducted at Mojave Adult Clinic, 4000 E. Charleston Blvd., Suite B-230, Las Vegas, Nevada. President Ericksen noted that the meeting had been properly posted and that the Board members present constituted a quorum. Roll call was initiated by President Erickson, with the following individuals present:

Members Present:

Vikki Erickson, LCSW, President (**Erickson**)
Jodi Ussher, LCSW, Vice President (**Ussher**)
Stefaine Maplethorpe, LCSW, Board Member (**Maplethorpe**)
Monique Harris, LCSW, Board Member (**Harris**)
Susan Nielsen, Secretary/Treasurer (**Nielsen**)

Staff Present

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

Public Attendees

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

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

PUBLIC COMMENT

No public comment was offered at this time.

CONSENT AGENDA

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

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

Lowery drew Board members attention to licensing numbers presented.

New Licenses Issued: December - 35 (includes 11 Endorsed licenses - 7 LCSW / 4 LSW)
January - 28 (includes 7 Endorsed licenses - 6 LCSW / 1 LSW)
February – 19 (includes 10 Endorsed licenses - 7 LCSW / 3 LSW)

Denied License Applications: None

Provisional Approvals: Provisional "A": 11 - December - 1 / January - 4 / February - 1
Provisional "B": 1 - December - 1 / January - 0 / February - 0
Provisional "C": 1 - December - 1 / January - 1 / February - 1

Renewals: December - 200 / January - 184 / February - 168

Denied Renewals: None

Delinquent Renewals: December - 4 / January – 16 / February – No numbers yet

Restored Licenses: December - 1 / January - 2 / February - 1

Internship Applications: December - 3 / January - 18 / February - 7

REGULAR AGENDA

Review, Discussion and for Possible Action, Review of pool of applications submitted for the Executive Director position to determine who the Board would like to bring forward for an interview. Received OML waivers for each individual. (*Agenda Item 4A*)

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

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

Each applicant was asked the following questions –

Legislative

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

OML

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

Disciplinary

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

Office Management

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

Personal Management

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

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

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

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

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

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

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

A second round of voting was commenced.

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

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

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

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

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

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

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

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

DISCIPLINARY MATTERS

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

Erickson asked for a motion to dismiss the disciplinary cases as listed on the agenda Item 5A. **Ussher** made a motion, **Nielsen** seconded. The motion passed unanimously.

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

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

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

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

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

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

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

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

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

LEGISLATIVE AND REGULATORY ISSUES

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

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

BOARD OPERATIONS

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

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

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

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

Lowery reviewed the balance sheet base on eight months (instead of quarterly) because of the need to have current information as relates to FTEs at the Board for the remainder of this fiscal year and projection for the next fiscal year. Income to date is slightly over the projections. Expenses for salaries are below the budgeted amounts because we anticipated hiring a new executive director starting in at the beginning of the 3rd quarter and have not yet finalized this. Expenses are coming in below the budgeted figures. **Lowery** believes that the salary expenses will come in very close to the target amounts. The other item discussed was the Board's plan for **Lowery** in the future. Lowery presented a projected budget for the next fiscal year that included salaries for the Executive Director and two office staff as full time positions and herself as a halftime staff. There is also money set aside for the continued use of an investigator. Even though our reserves have been seriously depleted with the FTEs and retirement buyouts, Lowery anticipates our expenses will be under the budgeted amount. Depending on the salary negotiations with Ms. Barsell, **Lowery** will adjust her salary down to ensure that she is making less than the new Executive Director. There is budgetary leeway to keep Lowery on as a half time employee with medical benefits for the next fiscal year. **Lowery** discussed some initial suggestions regarding division of labor between herself and the ED. **Lowery** cannot be involved in managing the disciplinary cases since she is an active licensee with a practice outside of the Board and Ms. Barsell, does not have the licensure requirement for overseeing the internship program, a duty that **Lowery** has had for many years.

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

- i. Report submitted to the Legislative Committee on Healthcare per AB457 due by 01/01/2018.
- ii. Final licensing numbers for 2017.

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

- iii. Conference call with Albertson Consulting regarding software for online licensing.
- iv. Gearing up for license season.
- v. Commission on Behavioral Health – Children's System of Care Behavioral Health Subcommittee on Workforce Development Workgroup.

PUBLIC COMMENT *(Agenda Item 5)*

No public comment was offered at this time.

ADJOURNMENT

President Erickson adjourned the Board meeting at 1:30 pm.

Board of Examiners for Social Workers

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