



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #O-264, Reno, NV 89502

(775) 688-2555

PUBLIC NOTICE OF BOARD MEETING and NAC CHANGE HEARING

9:00 AM on Wednesday, November 20, 2024

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

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

Topic: BESW November 2024 Board Meeting

Time: Nov 20, 2024 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92024751336?pwd=kwHsPddxsTjqyNxBl6aYo7yb9uEc1y.1>

Meeting ID: 920 2475 1336

Passcode: 552303

One tap mobile

+12532050468,,92024751336#,,,,*552303# US

+12532158782,,92024751336#,,,,*552303# US (Tacoma)

Dial by your location

• +1 253 205 0468 US

• +1 301 715 8592 US (Washington DC)

Find your local number: <https://zoom.us/u/adlBmx7xV4>

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

Public comment is welcome 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 agenda prior to the adjournment of the Board meeting. Public comment may be limited to three (3) minutes per person. The Board meeting Chair may allow additional time to be given a speaker as time allows and at his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B126.

AGENDA

Items may be taken out of order; Items may be combined for consideration by the public body; Items may be pulled or removed from the agenda at any time; the public body may place reasonable restrictions on the time, place, and manner of public comments, but may not restrict comments based upon viewpoint.

- **NOTE: Per Open Meeting Law, before speaking please state your full name for the record.**

1. Call to Order, Roll Call.

2. Public Comment.

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

3. Board Operations:

A. Review and Discuss October 16, 2024 Meeting and Hearing Minutes (For Possible Action).

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

C. BESW 2024 Audit Report, Suzanne Olsen, Casey Neilon (For Possible Action).

D. Executive Director Meeting with Director Sanchez and Deputy Director Hagg, Deputy Director of Business and Industry (For Discussion).

E. Legislative Update – Nick Vanderpoel (For Discussion)

- a. Proposals Relating to Health Care Workforce and Licensing.**
 - i. BDR 54-403 – “Revises provisions relating to Behavioral Health” From the Rural Regional Behavioral Health Policy Board (Social Work Interstate Compact)**
 - ii. BDR 40-353 – “Makes revisions relating to health professions” – From the Joint Interim Standing Committee on Health and Human Services. Proposal for Health Care Workforce. Proposing combining the Behavioral Health Board under DPBH.**
 - iii. BDR 352 -“Revises provisions relating to social work” From the Joint Interim Standing Committee on Health and Human Services: Proposing Social Work Apprenticeship Program.**
 - iv. BDR 54-301 “Revises provisions relating to boards and commissions From Department of Business and Industry”. Proposing consolidating most Nevada Boards.**

F. Accounting Policy – Sandy Lowery (For Possible Action).

G. Language Access Plan – Sandy Lowery (For Possible Action).

H. ASWB Delegate Assembly Update. November 7-9, 2024. (For Discussion).

I. Executive Director’s Report (Informational).

- i. Inquiry about future agenda items.**

4. Public Comment.

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

5. Adjournment.

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

This notice has been posted at the Office of the Board of Examiners for Social Workers; the Board’s Web Site www.socwork.nv.gov and the State of Nevada’s Public Notice Website <http://notice.nv.gov>

3A

Meeting Minutes – October 16, 2024



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #O-264, Reno, NV 89502

(775) 688-2555

On October 16, 2024, the board meeting for the State of Nevada Board of Social Work Examiners was called to order by Dr. Esther **Langston** at 1:00 p.m. A roll call was taken. Board members in attendance: Esther **Langston**, Michelle **Rubinstein Meadows**, Linda **Holland Browne** and Abby **Klimas**. Jamie **Vaughn** was not in attendance at this board meeting. Board staff in attendance were Vikki **Erickson** and Sandy **Lowery**. Harry **Ward** was present as the Deputy Attorney General. Guests in attendance were Nick **Vander Poel** from Flynn Guidici Government Affairs, LLC, Elyse Monrow from Belz and Case Government Affairs, Spencer Gabe and Joseph Fillippi.

Langston moved to Agenda Item 2. Public Comment. **Erickson** announced that the Zoom Meeting ID is 92290704804 with a passcode of 061296. **Erickson** indicated that there was nobody present in person, no public comment via email, and nobody present via phone. There was no public comment via Zoom.

Langston moved to Agenda Item 3A. Review and Discuss August 21, 2024, Meeting and Hearing Minutes (For Possible Action). **Holland Browne** made a motion to accept the August 21, 2024 Meeting and Hearing Minutes. **Klimas** provided a second to the motion. There was unanimous approval of the August 21, 2024, meeting minutes.

Langston moved to Agenda Item 3B. Board Review of Hearing for Virgilio DeSio, License No. 6200-C (For Possible Action). Deputy Attorney General Harry **Ward** reports that he is in negotiation with Mr. DeSio's attorney on the Consent Decree and requested that this agenda item be re-agendized for the next board meeting. No action taken.

Langston moved to Agenda Item 3C. Board Review of Consent Decree for Robert Chickering, License No. 2502-S (For Possible Action). **Holland Browne** asked for a brief description of the result of the consent decree. **Erickson** and DAG **Ward** provided that information. **Klimas** made a motion to approve the Consent Decree for Robert Chickering, License No. 2052-S. **Holland Browne** proved a second. There was no further discussion. Unanimous approval of the consent decree for Robert Chickering, License No. 2502-S.

Langston moved to Agenda Item D. Legislative Update (For Discussion)

- i. BDR 54-403 – "Revises provisions relating to Behavioral Health" From the Rural Regional Behavioral Health Policy Board (Social Work Interstate Compact). **Vander Poel** states this BDR supports the Social Work Interstate Compact and anticipates the Social Work Interstate Compact may be in other upcoming bills as well.
- ii. BDR 40-353 – "Makes revision relating to health professions" – From the Joint Interim Standing Committee on Health and Human Services. Proposal for Health Care Workforce. Proposing combining the Behavioral Health Boards under DPBH. **Vander Poel** states this bill may still be in process, however there is another bill with the recommendation to combine boards under Business and Industry.

- iii. BDR 352 – “Revises provisions relating to social work” From the Joint Interim Standing Committee on Health and Human Services: Proposing Social Work Apprenticeship Program.
- iv. BDR 54-301 “Revises provisions relating to boards and commissions from Department of Business and Industry”. Proposing consolidating most Nevada Boards. Vanderpoel reports that he will attend a meeting with **Erickson**, Director of Business and Industry and Deputy Director over Boards and Commissions in a couple of weeks.

No action taking on Agenda Item D.

Langston moved to Agenda Item E. Executive Director Meeting with Nikki Hagg, Deputy Director of business and Industry (For Discussion). **Erickson** discussed that she and Nick **Vander Poel** are schedule by Business and Industry to meet with Director Sanchez and Deputy Director Hagg at 10:45am on 10/29/2024 in person in Carson City. No agenda was provided regarding the meeting; however the meeting is scheduled for 45 minutes. The Board Members requested an update following the meeting. No Action was taken on Agenda Item E.

Langston moved to Agenda Item F. Quarter End Finances – Sandy **Lowery** (For Possible Action). **Lowery** provided an update on the Quarter End finances indicating the numbers are within the range predicted. Langton requested a motion to approve the Quarter End Finances. **Holland Browne** made a motion to approve the Quarter End Finances. **Rubinstein Meadows** provided a second motion to approve. No further discussion was offered. Unanimous approval on the Quarter End Finances.

Langston move to Agenda Item G. Audit Update – Sandy **Lowery** (For Possible Action). **Lowery** provided an update indicate that the auditors were in the office 2 weeks ago and conducted a thorough audit. She states that the auditor will provide an update on the audit report for the board meeting in December 2024, but there did not appear to be any significant issues so far in the audit findings. No Action was taken on Agenda Item G. No questions were asked by the Board.

Langston moved to Agenda Item H. Occupational Board Quarterly Report (For Possible Action). **Lowery** states that she completes the Occupational Board Quarterly Report and submits the report. She indicated that this quarter, a couple of new license categories were added to include “inactive” licenses and internship certifications. This will reflect some of the categories the board staff are working with, specifically because there are over 500 internship certifications currently, and “inactive” is a new category with the approved Nevada Administrative Code allowing licensees to remain “inactive” for 5 years. No questions were asked by the Board. No action was taken on Agenda Item H.

Langston moved to Agenda Item I. ASWB Delegate Assembly, November 7-9, 2024. (For Possible Action). **Erickson** discussed that she will be attending the Delegate Assembly as the Board Administrator and is slated for Board of Directors, Administrator. **Erickson** discussed that President **Langston** will be attending as the Delegate for the State of Nevada and Ms. **Rubinstein Meadows** will attend as the Alternate Delegate funded by the Board. No further questions or discussions from the board, as this was decided on in a previous board meeting

and registration was just completed for the Delegate Assembly. No action was taken on Agenda Item I.

Langston moved to Agenda Item J. Executive Director's Report (Informational). **Erickson** invited the Board to provide any future agenda items they would like to see on the agenda to her. **Erickson** stated that the next meeting would be scheduled for Wednesday November 20, 2024, at 9 a.m. **Erickson** thanked the Board Members from Las Vegas for coming to Reno for an in-person board meeting and thanked the Board Members for attending the morning informational discussion with the Association of Social Work Boards and the Commission on State Governments.

Langston moved to Agenda Item 4. Public Comment. **Erickson** stated that the public can join the Zoom meeting with the ID 92290704804 with the passcode 061296. There was no public comment verbalized on the Zoom call, nobody on the telephone, no public comment in person, and no email with comment.

Langston moved to Agenda Item 5. Adjournment.

Meeting Adjourned at 1:34 p.m.

3F

Proposed Accounting Policy



**State of Nevada
Board of Examiners for Social Workers**

**FINANCIAL / ACCOUNTING
POLICIES AND PROCEDURES**

Policy Number: F-001	Title: Financial and Accounting Policies	Date Approved by Board:
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SECTION 1.00: FINANCIAL MANAGEMENT SYSTEMS

1:01 SCOPE

The purpose of this section is to provide general information and procedures for the financial management system of the State of Nevada, Board of Examiners for Social Workers. It identifies the Board's authority over the financial processes and procedures, financial reports and maintenance of budgetary compliance.

1:02 ACCOUNTING SYSTEM

The Board contracts with a **Bookkeeper** who records the Board's financial transactions in compliance with Generally Accepted Accounting Principles and provides records which accurately reflect financial activities, revenue and expense classifications, and meets reporting requirements in compliance with State law, regulations and policies. Copies of all bank statements, banking activity, deposits, and bills with supporting documentation are provided to the bookkeeper a minimum of once a month. The bookkeeper will write any checks necessary to pay bills. Additional internal worksheets are maintained in the Board office and are utilized for contract tracking, inventory control and budgetary analysis.

The Board contracts with a **Certified Public Accountant (CPA)** who reviews all fiscal information on a quarterly basis and makes any adjustments necessary in conformance with Generally Accepted Accounting Principles.

The Board contracts with a **Certified Public Accounting Firm (CPA Firm)** to perform annual fiscal audits as specified in NRS 218G.400. The contracted CPA acts as a liaison with the auditing firm. The completed audit report is presented to the Board for approval at a public board meeting prior to December 1st following the audit period. All audit reports are submitted to the Legislative Auditor for the State of Nevada, Legislative Counsel Bureau.

1:03 CHART OF ACCOUNTS

The General Ledger **Chart of Accounts** contains individual accounts for revenue, expenditure, and cash accounts. The balance sheet current asset accounts are segregated to account cash checking and savings and accounts receivable; revenue/income accounts are established for varied revenue sources, including but not limited to application fees, processing fees, and interest earned. The Deputy Director has authority over the Chart of Accounts. The Executive Director reviews the current Chart of Accounts randomly to ensure accuracy.

1:04 JOURNAL ENTRIES

Adjustments made to the general ledger that are part of the regular bookkeeping process will be completed by the contracted CPA or bookkeeper because of reclassification of expenditures and/or addition/deletion of expenditure or revenue accounts. Additional adjustments integral to the completion of the annual audit of the Board records may be determined by the outside contract auditor. Documentation of journal entries is to be maintained by the contracted CPA as part of the accounting records.

1:05 BANK ACCOUNTS

The Board maintains financial accounts at Bank of America, an approved and participating banking vendor for the State of Nevada. All funds are classified as public funds. The Executive Director and two (2) Board members are authorized signers on all banking accounts.

Deposits : Funds are received for licensing fees, renewal fees, mailing lists, and other miscellaneous fees. All revenue is deposited to the Board of Examiners for Social Workers bank accounts. Funds are received in three ways – (1) funds for licensing fees or renewals are deposited through online banking linked to Board database; (2) checks or money orders accompanying a “paper” renewal are received through the office; and (3) money for licensing fees, renewals or workshops are submitted through credit card processing in the office.

Checks or money orders received in the Board office are deposited at a branch location no less than monthly. Cash is not accepted.

Merchant Services: The Board has established a merchant services account with Bank of America to accept debit/credit card payments for fees and charges. These payments are made online through the Board website and are deposited and recorded to the Board's primary checking account. A daily settlement report of all transactions processed is received at the Board office. This report is cross referenced with the merchant account to ensure accuracy. The income is divided into budgetary categories and entered by the bookkeeper.

Payment Processing and Approval: The Deputy Director is responsible for ensuring the processing and payment of all Board expenses. Payment of Board expenses may be made by check, debit card or through electronic payment. The Deputy Director reviews all bills before submission to the bookkeeper. Board expenses are paid at a minimum monthly.

Bill and Payment Review: The Deputy Director prepares a Check Log (see sample as Exhibit A) with all checks to be signed. The Executive Director and one Board Member will review each bill to be paid and approve them. The Executive Director and Board member will then sign the outgoing checks. The Executive Director will randomly review the monthly bank statements to ensure accuracy of the accounting process. A quarterly report of income / expenses is provided to the Board for review.

Reconciliation of Bank Accounts: The bookkeeper reconciles all Board accounts monthly and copies of all bank statements and reconciliation reports are provided to the CPA Firm in preparation for the annual fiscal audit.

1:06 BUDGET and REPORTS

The Deputy Director and Executive Director collaborate on preparation of the annual Budget to be presented to and approved by the Board at a public Board meeting prior to June 30th of each year.

The Deputy Director will prepare a budget status report with supporting financial statements each quarter for Board review. Additional status reports may be requested by the Board as deemed necessary or appropriate.

2:01 SCOPE

This section is designed to provide general information and procedures required for the receipt and processing of licensing and other fees and services provided by the Board as authorized in NRS 641B.

2:02 INVOICING

The Deputy Director will process all agency invoicing. Each invoice will identify the vendor, fee assessed and the date the fee is to be received. All payment of fees are to be directed to the Deputy Director, State Board of Examiners for Social Workers.

2:03 RECEIVING PAYMENT

The Deputy Director is responsible for processing all payment receipts.

Check Payments

All check payments / receipts are received by mail or delivery to the Board office. Cash is not accepted. Upon receipt, checks are to be endorsed for deposit only to the Board checking account. Checks in payment of licensing fees are to be recorded on the Application as to date received, check number and amount. This information is then manually entered into the database of licensing records.

Deposit slips are completed not less than monthly and are attached to a Deposit Log and bank receipt. Copies of the Deposit Log, deposit slip and bank receipt retained for use by the Bookkeeper for preparation of the monthly financial statements of Board activities. These records are also made available to the CPA and / or CPA Firm if requested.

Merchant Services – Credit Card Payment Receipts

The State Board of Examiners for Social Workers accepts credit and debit card payment online through the Board website. Funds are deposited electronically to the Board primary checking account at Bank of America.

Notification of merchant activity is accessible through the bank website at www.authorize.net. The transaction detail report provides the following information - (1) submission date/time; (2) customer name; (3) card type and portion of the card number; (4) the payment amount; and (5) whether the payment was successfully submitted.

The Deputy Director conducts a reconciliation of merchant service activity weekly and cross references with deposit reports from the database.

The report of all credit card transactions is reconciled to the merchant services and bank statements monthly. A copy of the monthly credit card activity report is retained for submittal to the bookkeeper for preparation of the monthly financial statements of Board activities.

Bank of America Investments – Certificates of Deposit

Certificates of Deposit (CD) are held with Bank of America. Interest earned on investments is deposited back into the CD account at Bank of America for future investment. Interest income is noted on the monthly balance sheet prepared by the Bookkeeper.

DRAFT

SECTION 3.00 PAYMENT PROCEDURES

3:01 SCOPE

This section is designed to provide general information and procedures for the payment process. The Deputy Director will process all payments, and payments will be made directly to vendors and/or payees.

3:02 REQUIRED DOCUMENTS

Prior to payment all purchases will require an appropriate contract; proof of delivery/receipt of goods/services and vendor invoicing/request for payment. Whenever possible a detailed receipt is the preferred documentation.

3:03 DOCUMENT PROCESSING

All vendor invoices, statements, and request for payments will be directed to the Board office. Upon receipt of invoice/request for payment from contractors or vendors, the Deputy Director will verify amounts and goods/services received against the applicable billing documentation for accuracy.

Purchases approved for payment will be processed within thirty (30) days of receipt of invoice.

3:04 CHECK WRITING and ELECTRONIC PAYMENTS

All payments will be drawn upon the State Board, Board of Examiners for Social Workers checking account maintained at Bank of America.

Payments will be processed at least monthly for Board operating expenses. Checks will be completed in duplicate, and identify the vendor/payee, account number, date of payment and appropriate invoice or reference number. Electronic payments will require payment confirmations.

Copies of all checks written and electronic payment confirmations, with supporting documentation will be retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.

SECTION 4.00 PROCUREMENT PROCEDURES

4:01 SCOPE

This section is designed to provide general information and procedures for procurement of supplies and other expendable property, equipment, and services. The State of Nevada, contract vendors will be utilized for procurement of specified goods and services, as appropriate.

The State of Nevada procurement procedures are applicable to all Board authorized procurement activities.

4:02 PURCHASES UNDER \$5,000

Single purchases for under \$5,000 are authorized by the Executive Director, if contained in the Board approved budget.

4:03 PURCHASES OF \$5,000 - \$25,000 –(Small Purchase)

Single purchases for amounts of \$5,000 - \$25,000 are to be solicited through a comparative price/cost analysis.

A request for quotes comparing costs from three (3) vendors is required. One purchase cannot be divided into several purchases to use small purchase policies/procedures.

4:04 PURCHASES OVER \$25,000

The Board will utilize a competitive proposal process, request for proposals, for purchase of commodities or services over \$25,000 as noted above.

4:05 PROCUREMENT METHODS

Competitive Bids: The competitive bid process is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. The Board obtains competitive proposals through the Request for Proposal (RFP) process.

Noncompetitive Procurement (Sole Source) is defined as procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. The use of sole source procurement shall be justified and documented. The State of Nevada, Purchasing Division has identified that competitive bids are not necessary for the services of an accountant, attorney or lobbyist.

The Board works collaboratively with the State of Nevada Purchasing Division to ensure compliance with policies.

4:06 CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

The Executive Director, with approval from the Board, may enter into agreements with Independent Contractors for services below the threshold for part-time employment. These individuals are paid directly by the Board and are issued a W-9 at the end of the calendar year for tax purposes.

SECTION 5.00 TRAVEL POLICIES

5:01 SCOPE

This section is designed to provide general information and procedures for staff and board member travel expenditures. Board members and staff who are on official business are entitled to reimbursement of allowable travel costs. It also specifies the procedure for travel related expenditures and identify allowable costs.

5:02 FORMS

Travel Expense Claim: The Board uses the State of Nevada, Travel Expense Reimbursement Claim Form for reimbursement of travel expenditures. The appropriate receipts shall be attached to the Travel Expense Reimbursement Claim when required.

5:03 TRAVEL IN-STATE

Reimbursement for ordinary and necessary travel by the Board and / or staff members for official Board business is authorized to be reimbursed in accordance with the State of Nevada, Administrative Manual.

5:04 TRAVEL OUT-OF-STATE

Reimbursements for travel expenses incurred by the Board and / or staff members for official Board business to attend out-of-state meetings, seminars, conferences, and/or workshops is authorized to be reimbursed in accordance with the State of Nevada, Administrative Manual.

5:05 ALLOWABLE COSTS

Meals and Incidental Expenses: To receive reimbursement for meals and incidental expenses, the individual must be traveling in an official capacity for the Board. Meals will be reimbursed in accordance with the per diem rates determined in the State of Nevada, Administrative Manual.

Lodging: To receive reimbursement for lodging, the individual must be traveling in an official capacity for the Board. Lodging expenses will be reimbursed in compliance with the State of Nevada, Administrative Manual. Lodging expenses for an individual's spouse or family are not reimbursable.

Transportation: Transportation expenses shall be incurred at the least possible cost taking into account such factors as total travel time, length of travel and convenience of the Board.

Miscellaneous: Other travel expenses, such as convention registration fees, taxi, air porter or limousine fares from airport to hotel and return, parking or vehicle storage fees will be reimbursed when receipts are obtained and submitted with the travel claim.

5:06 BOARD PAID LODGING, MEALS AND EXPENSES

Actual costs of lodging, meals and expenses incurred while traveling on an official capacity for the Board, may be paid on behalf of the staff or board member by utilizing Board debit / credit card.

SECTION 6.00: PROPERTY MANAGEMENT

6:01 SCOPE

This section is designed to provide general information and guidelines for the administration of property. All capital assets and equipment with an acquisition cost of \$1,000 or more and useful life of two (2) or more years are recorded in a fixed assets database.

The Board Inventory listing is provided to the State of Nevada, Purchasing Division on an annual basis.

6:02 PROPERTY CUSTODIAN

The Executive Director is the Property Custodian for the Board of Examiners for Social Workers.

The Executive Director shall have knowledge at all times of the location and status of each item identified on the Fixed Asset Inventory Listing; report all acquisitions for assignment of State of Nevada inventory control tag and all dispositions/losses, regardless of cause, in writing to the State of Nevada, Purchasing Division; and physically verify property inventory annually.

6:03 INVENTORY

Physical inventory is conducted, and assets verified on an annual basis, or more frequently if requested. A listing of inventory items on record is received from the State of Nevada, Purchasing Department. Each property item listed is required to be physically verified as to location, property identification number, use and condition. The property inventory list is signed by the property custodian and submitted back to the State of Nevada, Purchasing Division to be updated to the master inventory list. The inventory list will have the following categories:

- Property tag number
- Description
- Make, model and serial number
- Acquisition cost
- Month/year acquired
- Condition

6:04 DISPOSITION OF INVENTORY

Prior to disposition of any fixed asset inventory item, the Executive Director will request disposition authority from the State of Nevada, Purchasing Division, on forms provided by the State. Upon approval by the State, inventory tags shall be removed, if possible, prior to disposal or other authorized disposition.

3G

Language Access Plan



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #O-264, Reno, NV 89502

(775) 688-2555

Language Access Policy

Effective 11/01/2024

Purpose

The State of Nevada, through Nevada Revised Statute (NRS) Chapter 232 and federal guidance on Title VI, shall address the barriers persons with limited English proficiency face in accessing governmental programs and services.

The Board of Examiners for Social Workers (BESW) is an Occupational Licensing Board and does not provide programs and services directly to the public. The BESW role is in the licensing and oversight of social work practice within the State Nevada.

Persons with Limited English Proficiency (LEP) require and deserve meaningful, timely access to government services in their preferred language. Moreover, it is the responsibility of government to provide that access: State and local agencies and entities that receive public money have an obligation to provide meaningful, timely access for persons with limited English proficiency to the programs and services of those agencies and entities.

BESW does not receive any "public money" nor any money from the State of Nevada General Fund. BESW is solely funded by the fees from applications for and renewals of social work licenses.

BESW is committed to embracing the expectations within NRS 232.0081 and Title VI of the Civil Rights Act of 1964, 2 C.S. § 561at seq. (Act 172 of 2006) to ensure meaningful access to the licensing services provided by the Board for individuals with limited English proficiency.

The purpose of this document is to establish an effective plan and protocol for employees of BESW to follow when interacting with individuals who have limited English proficiency. Following this plan and protocol assists BESW to be successful in its the mission to protect public health, safety and welfare by ensuring that only competent social workers are licensed in the state.

General Policy

BESW recognizes that the population served by the Board may include limited English proficiency individuals. BESW will adopt the following policies and procedures to ensure that LEP individuals can gain equal access to the licensing services the BESW provides.

BESW's policy is to grant access to social work licensure to every person eligible for licensure regardless of their ability to speak, understand, read, or write English. BESW intends to take all reasonable steps to provide LEP individuals with meaningful access to its licensing services.

The Board endorses the following policies:

- BESW is committed to equity and will take all reasonable steps to provide limited English proficient (LEP) individuals with meaningful access to all its licensing services.
- BESW rather than the LEP individuals, bears the responsibility for providing appropriate language services, regardless of the LEP individual's preferred language, at no cost to the LEP individual.

It is not clear whether BESW is expected to fund the use of translation services. As noted above BESW does not receive any General Fund monies. This will need to be clarified before the plan can be finalized.

- Staff at the initial points of contact has the specific duty to identify language needs for someone seeking licensing services.
- Use of informal interpreters such as family, friends of the person seeking service, or other customers is not allowed. Minor children are prohibited from acting as interpreters.
- Staff may not suggest or require that an LEP individual provide an interpreter in order to receive BESW licensing services.

Board of Examiners for Social Workers Language Access Coordinator:

Victoria Erickson, LCSW, Executive Director

775-688-2555

socwork@besw.nv.gov

Profile of Customers of the Nevada Board of Examiners for Social Workers

Our preliminary assessment is that BESW has a limited LEP constituency. Our primary "service" is licensing and regulating social work practice within the State of Nevada. All applicants must meet educational and national exam requirements for social work licensure. No matter the background of the applicant or licensee, there must be a common language to promote continuity of care for clients. That accepted common language between social workers is English. Licensure examination is done through the Association of Social Work Boards (ASWB) which only offers exams in English.

BESW collects specific demographic information from individuals applying for a license; however current demographic information does not include a licensee's preferred language(s) and whether they identify as indigenous or as a refugee. BESW will add these questions to the initial applications for licensure, effective 11/01/2024.

BESW will track the languages preferred for communication among the individuals with LEP whom the Board serves, to increase effective and efficient to the Board's licensing services without regard to any language impediments. The preferred language of the public and individual receiving licensing services from the Board is English. The most common method for the public to access services are through the BESW website and email communication.

Language access Services and Procedures

The Board does not have staff who can provide language assistance services. The Board does not have any known LEP applicants or licensees. Currently it is not known whether any applicants or licensees identify as indigenous or refugee. The Board has never received a request for translation or American Sign Language Services for LEP applicants, licensees or the public.

Language access needs will be addressed in the following manner. BESW will research and compare costs of the active statewide contracts for translation and interpreter services offered by the state, which can be found here:

https://purchasing.nv.gov/Contracts/Documents/Translation_Interpretation/

in anticipation of needing to develop a contracted relationship with one of the vendors.

If fiscally possible, BESW will be providing Notice of Language Assistance Services. All staff will be made aware of appropriate language assistance services. Those seeking licensing services may also request language assistance by contacting the Board by email which is posted on the Board's website.

Implementing The Language Access Services

To fulfill the goals of this Plan, the Language Access Coordinator will provide staff with the necessary training to ensure that staff are familiar with the Language Access Plan and its related policies. This training will include:

- How to respond to LEP individuals via phone, writing, or in person.
- How to seek assistance with internal or state sanctioned language access resources.
- How to document the mode of communication and preferred language of an LEP individual to better understand the needs of those accessing licensing services and ensure that equitable access is available throughout the duration of their interactions with the Board.
- How to report these interactions to the Language Access Coordinator.
- BESW will use the internal and state sanctioned resources to provide information in languages other than English.

Evaluation of the Recommendations for the Language Access Plan

BESW is committed to providing our limited English proficient individuals full access to our licensing services and is committed to monitoring the policies and procedures stated above to ensure that LEP Nevadans are receiving equitable access to Board licensing services.

The Language Access Coordinator will continue to develop and monitor this plan, and update it biennially based on applicant data and language accommodation requests documented by staff and demographic data obtained through surveys. BESW will also track any costs we may incur by using external, state sanctioned resources.

BESW is exempt from the State Budget Act; all expenses are paid from fees received from licensed individuals.