



DRAFT MINUTES
Board Meeting April 19, 2022

1. Call to Order, Roll Call of Members, and Establish Quorum

Meeting called to order at 10:00 a.m. by Dr. Fronapfel

Roll Call: Dr. Fronapfel, Christy Fuller, Rachel Gwin, Courtney LoMonaco

Dr. Leytham, absent

Quorum verified.

Wendy Knorr, Executive Director and Heena Rasul, DAG present.

2. Public Comment

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an item. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

Matt Sosa – Questioned the new additional Cultural Competency requirements – New requirement? Is it fair to assume this is mandated by NRS?

Asking for clarification of this new requirement. In reading the description it requires training to address persons from different cultural backgrounds; including gender, racial and ethnic backgrounds; religious backgrounds; LGBTQ+; children and seniors; veterans; persons with mental illness; persons with an intellectual disability; developmental disability or physical disability and other populations designated by the applicable licensing Board.

What is the board's interpretation of this description? Do CEUs that cover providing services to Autism count under the mental and physical disabilities? Wondering how the Board would interpret that?

Christy Fuller – Thank you Matt for your comment. While this isn't a question and answer with the Board, some of that may be covered in agenda item #5 when we discuss the CEU requirements.

3. Approval of March 15, 2022 Board Meeting Minutes (For Possible Action)

Corrections: Christy Fuller and Courtney LoMonaco both requested spelling out complete names versus using just initials.

Correct Dr. Leytham's name spelling in #5c and #5d, "practitioners" mistyped.

Motion: Courtney LoMonaco

Second: Christy Fuller

Motion passed

6. Financial Update (For Possible Action)- Taken out of order to accommodate presenter.

Carol Wood was present to provide financial overview/detail of information.



Carol Wood -The operations of the Board are quite stable so there isn't a lot of enlightenment I can share. If you are comparing information in the reports provided you'll notice the October through March, month-to-month information, is slightly different in total from the Profit & Loss statement and that is because there are few start-up expenses that were dated in September that are included in the Profit & Loss statement. Mostly items to set-up the new office so probably not useful for budgeting purposes which is what I believe the month-to-month information is for, but I didn't want you to look at two reports and be confused as to why they are different.

Wendy Knorr commented that she was happy to see that month to month the operation remains in the black. Going forward this information will be helpful as we begin to prepare a budget.

Carol Wood explained that statements she provides are on an accrual basis. Primarily means that if someone pays in December for their 2023 license, you won't see that in the Profit & Loss statement. If it were cash basis, obviously you'll see the bank balance will go up, but since the service being provided, the license for 2023, it would show 1/12 of their renewal amount in each month of 2023 to spread that revenue over the time we are providing that service.

Brigid Fronapfel – Carol, thank you for your work. I know I probably speak for all the Board members, this is just much more precise information than what we've had previously. It is great for us to be able to see it broken down in the actual funding sources and where the money is coming from and going to. We appreciate it very much.

Christy Fuller – Thank you for the detailed statements. Are we making these available to the public? Posting on our website or in the meeting materials?

Wendy Knorr – Yes, information is posted on the website. Dr. Leytham and I are reviewing materials from previous meetings to ensure all information is posted that was presented/discussed.

4. Executive Director's Report (For Possible Action)

- a) Public Employee Benefit Program (PEPB)- Enrollment was completed and the monthly cost came to: \$892.25. Open enrollment for the next fiscal year begins in May, so updated information will be available soon for any changes in coverage and costs.
- b) Paper application conversion – Efforts continue to convert those files to be ready for renewal season. Certemy revisions continue as well. Revised application isn't ready yet but will be presented to Board as it becomes available.

5. Review, Discussion, and Possible Approval of Board Activities (For Possible Action)

a) CEU requirements for renewal process – see attachment

Wendy Knorr – Information was sent out to all LBAs and LaBAs who will require CEUs for their renewal. The handout was created and mailed to all licensees in the data base. There were a few emails that bounced back from the mailing, but less than 10 or so, so I feel comfortable that the information was received. I have received a couple questions about any requirement regarding in-person credits vs. online. I understand that the Psychology Board had some requirements, but I do



not see any specific NV ABA requirements regarding how credits are obtained. Questions continue about the Suicide Awareness/Prevention and how to find providers.

Brigid Fronapfel explained that the new requirements were legislated and was not specifically related to ABA- it is all healthcare professions- and the requirement has been around for a while. DEI (Diversity, Equity and Inclusion) is new and went into effect January 2022. That was SB327 and because we are in Chapter 600 it is required for us. BACB will be requiring DEI credits, effective 2026. The state is a bit ahead of them, but professionals should be aware this is coming through BACB as well.

Christy Fuller – Related to Matt’s question, my best advice to licensees is to search out ACE providers who are offering specific DEI programs. Some ACE providers are already using the descriptors. If it is in the title of the program, you’ll probably be ok. Look in the course description as well. We may look closer at audited submissions, but titles and descriptions should be safe.

Brigid Fronapfel- Every biennium 32 CEUs are required for LBAs. If they are ACE approved providers then the units fall into the different categories (ethics, supervision, etc.). If DEI is provided by those providers, it can be included in the total 32. However, for the state requirements, if the provider is NOT an ACE provider the units can count toward the state requirements, in addition to the required 32 units.

Wendy Knorr- If the title/course description include DEI information it will be acceptable regardless as to how it may be classified by provider – i.e. some courses listed under Ethics vs. DEI as this is still evolving.

Christy Fuller – We won’t allow “double dipping.” A course entitled Ethical Supervision, as an example, can only be counted as an ethics course OR a Supervision course, but not both.

b) CE Broker – proposal

Wendy Knorr – This is a CE tracking program. There is no charge to the Board, and at one level, no charge to the licensees. CE Broker makes money through provider fees – allowing providers to promote/provide their educational offerings to professionals.

Christy Fuller- I looked at the information and I don’t know enough about it. I see the value of having access for people, especially, because sometimes I still do think that licensees forget that their certification is on a different cycle from their license, and they need to insure they are compliant with their required CEs for both certification and license. I like the idea that if they need something its right there and they can go look it up. I do think there are other providers we may want to consider.

Wendy Knorr- I don’t want to complicate things with another process/partner. I am new to the renewal process and I know tracking the CEUs and at crunch time it can be an issue. This group states that they work with 130 licensing agencies across 22 states. Right now they are mainly in the Southeast and are expanding. It would work with Certemy, similar to our online payment



processing. It provides reporting which is of interest to me. It also provides audits. We can invite them to present more information if we are interested.

Christy Fuller- In looking at the information I see that there is no cost to the Board, but is there a cost to licensees to use it and if we do incorporate it would it be required that everyone use it.

Wendy Knorr- I confirmed that there are three different user levels – the first being no cost but providing the information to us. Then there are two paid levels that provide more support/services to the subscribers -\$29 and \$99 annual fee – but the basic program does not cost the licensee nor the Board anything.

Brigid Fronapfel – What capacity does Certemy have for tracking CEU's?

Wendy Knorr – There is capacity, we can build that into our Certemy program.

Christy Fuller- I don't know how well Certemy works. I do know people can input their information and I know there have been updates made to Certemy and there may have been changes, but I feel like that part of tracking CEU's, they are a bit behind or not as user friendly. CE Broker information looks like it could be good, but is it this too good to be true. If its free and they are approaching us - It is free now, but one day it won't be. I would not want to pass on additional costs to practitioners if it were to change one day.

Wendy Knorr – I believe that is addressed in their agreement. I understand that the data belongs to us, there is a 30-day out clause. If they were to make changes they'd have to update the agreement, but the data remains ours. If you are interested we can get additional information about Certemy's offerings and invite CE Broker to present more information for better comparison.

Christy Fuller – I agree with that. Let's talk with Certemy. I do feel the Certemy CE tracking is clunky, but let's see if there have been any improvements and if we are using it at capacity or can be expanded. Schedule a demo with CE Broker to see their program and if would benefit us and what the cost could be. With renewals coming up it would be good to make a choice – anyway to improve efficiency and reduce errors would be great. The other thing to consider also is the pro-rating issue – can Certemy manage this or can CE Broker handle it better?

Wendy Knorr – Okay, I'll get some additional information and we'll dig into this a bit deeper. OT Board has shared their process with us as well. The pro-rated CEU information was shared again for the licensees and the information is posted on the website.

Courtney LoMonaco – Are there any other providers that we might want to look at if we are indeed going to consider an outside provider for this service?



- c) Website update/discussion**
- d) Listserv update/discussion**

Wendy Knorr -No updates. We are using the listserv and have sent information successfully. If anyone has feedback for corrections or additions, please reach out to us.

- e) Board member recruitment**

Wendy Knorr – I did reach out to the Governor’s office and confirmed that we have two professional positions and one community member position coming up this year. All current board members are eligible to be reappointed, an application must be submitted.

If you are interested in applying for one of the positions we will provide information on the website. Applications go through the Governor’s office.

Christy Fuller – Did they give you any idea of how long that process takes? When should we have applications in to avoid a delay in appointment and risk an open seat.

Wendy Knorr- My goal is to have conversations with those terming out about their interest in continuing and stay in touch with the Governor’s office. We are the ones to keep the process moving. They will notify us if applications are received by them. We want to avoid any vacant positions if at all possible.

7. Complaint Status Update

Wendy Knorr -None have been closed. Possibly able to close out a couple next month.

8. Discussion of Current Status of Applications and other Licensing Activities

(For Possible Action)

- a) Jurisprudence Exam-**

Wendy Knorr – I did not get the proposed revised exam ready for review as I had hoped, but will provide a proposed exam by next month.

- b) Licenses/Registrations issued**

RBTs: March – 61 registered
 To date in April- 23 registered
 Total RBT’s currently- 1706

LBAs: March – 12 licensed
 To date in April - 6 licensed
 Total LBAs currently - 440

LaBAs: March – 0 licensed
 To date in April – 0 licensed
 Total LaBAs currently - 38

In process: 46 RBTs/16 LBAs



Wendy Knorr – Let’s review the licensing/registration process again as there continues to be questions especially about the time it takes to complete the process. We are still awaiting approval from the FBI for electronic submission. Once that approval is received we will be able to utilize our previous process using LiveScan electronic submission of prints for background clearance. We own that process a bit more as we are the account holder and the waiver and request are monitored by us more closely.

Brigid Fronapfel- Our sponsoring senator is aware of the delays and it is really in the hands of the FBI and the delays of the process are not those of the Board, but those of the DPS process.

Wendy Knorr – When someone makes a new application with us in Certemy it pops up in my dashboard, and I immediately respond to that applicant with an email from our office with the details of this process, the required forms and NRS information about working without approved license/registrations. If the applicants don’t act on that portion of the process – getting the prints taken, completing the application and obtaining money order and then sending it all to DPS in Carson City – the process is delayed. This is where the delays are happening. If the applicants take care of this immediately there isn’t a delay in the process. We are also reminding employers to start the background process immediately upon hire and not wait for the BACB certification process to be completed before they submit prints.

Brigid Fronapfel- The language has not been codified and that is frustrating. Previous processes took about the same amount of time for new language to be approved. The last process took until June to be finalized, so we are on about the same timeline.

Wendy Knorr- The process is working. Even with the electronic submission it is a 4-6 week process, but we are seeing the delays in submission from the applicants and incomplete applications being returned.

Christy Fuller- Appreciate your efforts Wendy in trying to avoid any further delays. It can be a confusing process. To avoid additional delays – I encourage practitioners, supervisors, business owners – my advice is to appoint someone in your office to support these individuals through the process. This can be an overwhelming process and some support and oversight will help.

9. Determine Future Agenda Items (For Possible Action)

Standing Items
CE process/provider
Budget discussion
Fee structure review
Regulation review

Christy Fuller made the motion
Rachel Gwin seconded the motion
Motion passed



10. Public Comment

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Debra Meinberg- We are not receiving emails/listserv and are missing important information- we missed the last meeting because we did not receive notice and I wanted to see if anyone else was having problems and have this addressed.

And regarding the open Board positions – When are they open? We would like to know more information about the process, the timeline, qualifications and what kind of considerations are given. We had an applicant last time and we didn't receive any rejection or information – just when the new board was announced we learned we weren't on it. Would like to know what efforts are being made to diversify.

11. Adjournment

Meeting adjourned at 10:59 a.m.

NOTE: We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Wendy Knorr at (775-746-9429) as soon as possible and at least one **business** day in advance of the meeting. If you wish, you may e-mail her at executivedirector@nvababoard.org. Supporting materials for this meeting are available at 6170 MaeAnne Ave., Suite 1, Reno, NV 89523 or by contacting Wendy Knorr at 775-746-9429, or by email executivedirector@nvababoard.org. **Agenda and supporting materials posted at these locations and online on the following sites:** <https://notice.nv.gov/> www.nvababoard.org and NVABA Office