



Nevada Applied Behavior Analysis Board

FINAL Meeting Minutes May 17, 2022

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

The meeting was called to order by Dr. Fronapfel at 10 a.m.

Required posting of meeting information was verified.

Members in attendance: Dr. Fronapfel, Christy Fuller, Courtney LoMonaco, Dr. Leytham (arrived 10:07 a.m.)

Members absent: Rachel Gwin

DAG Counsel: Henna Rasul

Executive Director: Wendy Knorr

2. Public Comment:

No Public Comment

3. Approval of April 19, 2022 Board Meeting Minutes

Rachel Gwin and Courtney LoMonaco noted three misspellings. Courtney LoMonaco moved to accept the minutes with noted corrections; Christy Fuller seconded; motion passed

4. Executive Director's Report

Priorities include: Daily application processing; Certemy application revision in preparation for renewal process submitted to Certemy by July, including CE tracking process; File conversion, with deadline of September; Budget preparations.

5. Review, Discussion, and Possible Approval of Board Activities

a) Website update/discussion

- Discussion regarding proposal to continue with DreamCare support with fee. Dr. Leytham reviewed what is offered and the cost. He feels the security offered is the most critical component of the program. It checks our system daily, updates are made to the site and applications, keeping things safe and current. Backup is also provided on a regular basis. The cost is \$59 per month. If we were to chose to use another web host there would be fees for similar support. Without this protection, our website could be in danger of being compromised. Christy Fuller agreed with the expense and also stressed the updates and security were critical features.



Dr. Leytham explained that security and hosting are generally offered together and as previously discussed, we can review other companies for website hosting if DreamHost does not meet our needs. Christy Fuller asked about the contractual obligations with DreamHost. Dr. Leytham explained that we can cancel our agreement with DreamHost at anytime without any long term obligations or expense.

- b) Listserv update/discussion
 - A NABA program announcement was sent to all subscribers. Currently have 151 subscribers of 206 invitations. Dr. Leytham noted that spam has increased and we will be working with DreamHost to minimize its effect. Wendy Knorr added that the website and listserv will be more actively promoted during the registration/licensing process and regular communications to encourage increased subscribers and traffic. Dr. Leytham reported that an issue reported during the last meeting was resolved.
- c) Board member recruitment
 - Information posted on website

Dr. Leytham mentioned including information discussed during the Board Meetings as part of the FAQ section on the website. This information could be helpful to those who are not able to attend the meetings as well as provide history/context for the future. Dr. Leytham also requested photos and information from members to add to the website.

6. Financial Update

- a) April 2022 Bank Statement was posted on the website in meeting information
- b) AG legal fees – brings organization current with the AG's office. These fees cover a period of six months.
- c) Current bank balance is \$438,975.48. A bank deposit will be made this week and is not included in this total. Also provided was a Profit/Loss statement and Balance Sheet. Dr. Leytham explained that the cost of the licensing system, Certemy, is a bit deceiving as the cost is pro-rated due to the timing of our assuming the expenses from ADSD in October. NV ABA won't be making a payment until October.
- d) 2022-23 Budget discussion- Wendy Knorr explained that a 22-23 budget will need to be filed with the state and will work with Dr. Leytham to develop it for more discussion and direction.

7. Complaint Status Update- Wendy Knorr reported no changes.

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

- a) Jurisprudence Exam- Wendy Knorr reported that 23 questions have been proposed at this time. Would like to develop a total of 40 for the exam. Asked board members to review again and send any suggestions to Wendy by June 1. Once completed a new study guide will be developed.



Christy Fuller reported that she found the format to be inconsistent and possibly unfair due to the various numbers of answer options offered. She encouraged more consistency to support efforts to assess understanding and comprehension as opposed to tricking applicants which is not our intent. Wendy Knorr appreciated the feedback and will work to re-format the questions for better consistency. Dr. Leytham asked if we were considering including federal laws to increase the number of questions. Discussion continued and the Board members support keeping the focus on the Nevada statutes for this exam. Wendy Knorr reported that ClassMarker can be updated with the new test and supports using them as it is cost-effective and has been working well so far.

b) CEU tracking discussion

Wendy Knorr reviewed Certemy's capabilities for CE tracking compared to those of CE Broker. At this time she is recommending using Certemy as opposed to adding another new service provider. Due to the timeline and other operational priorities adding a new critical component to the renewal process is concerning. While Certemy may not be the best design, it will support our need for this renewal cycle. We can continue to review other options based on how it performs. Christy Fuller agrees with remaining with Certemy at this time and appreciated Wendy's feedback. Christy Fuller developed a CE tracking tool that she offered for use by others. Indicated that it could be further developed by someone with more design expertise and more time. Suggested we might look into paying someone to help develop the concept. Christy Fuller explained that there continues to be confusion by licensees with BACB and NV ABA continuing education requirements as the two organizations are on different renewal cycles and can complicate the tracking and submission of information to the organizations.

c) Licenses/Registrations issued

April:

RBT's	24
LBA's	7
LaBA's	0

May (to date):

RBT's	18
LBA's	5
LaBA's	1

Total licenses/registrations:

RBT's	1723
LBA's	494
LaBa's	40



Dr. Leytham asked about the number of individuals approved under the Emergency Directive ED-011. Wendy Knorr reported that the Emergency Directive was cancelled by the Governor and ends May, 20, 2022. All individuals approved have 60 days to complete the licensing process, which was a criteria of the temporary approvals. All those approved under ED-011 have completed the NV ABA licensing process.

d) Fee Structure review/proposed for next renewal cycle

After reviewing the newest information, it was determined that fees associated with the licensing and registration of applicants is capped and is in statute. Dr. Fronapfel explained that legislators intended the fees be capped as a protective measure to assure consistency with all the charges and provide some security to professionals that there would not be any surprises. The LBA license fee is capped at \$550 vs. the current \$425; LaBA is capped at \$425 vs. \$275 and RBT's is \$100 vs. \$70. Wendy Knorr felt the only change to really consider would be to reduce the Jurisprudence Exam fee. That fee was originally based on an in-person testing process which required space and proctors. The new process is on-line and quite efficient. The statute limits the fee to \$100 plus actual administrative cost. Christy Fuller asked that we conduct a detailed review of the time involved to process the exam component of licensing and hold that information for the budget/NAC discussion. Dr. Leytham asked if any of the information posted on the website concerning fees needed to be updated. Wendy Knorr reported that no fees have changed at this time.

e) Regulation Review

Wendy Knorr reported that a question from the field had been raised about the definition of "internship" included in our regulations. Heena Rasul and Loretta Ponton reviewed the question and regulations and Wendy reviewed the legislative hearing history. Information is outlined in NRS 437.070. The interpretation is that an internship is not a title or summer job while on break. It refers to a classification of an applicant that is exempt from licensure/registration.

NRS 437.070 Student, intern, trainee or fellow authorized to practice applied behavior analysis under supervision. 1. A person who has matriculated at an accredited college or university and is not licensed or registered pursuant to this chapter may practice applied behavior analysis under the direct supervision of a licensed behavior analyst as part of:

- (a) A program in applied behavior analysis offered by the college or university in which he or she is enrolled; or*
- (b) An internship or fellowship.*

2. A person described in subsection 1:

- (a) Shall clearly identify himself or herself to any person to whom he or she provides applied behavior analysis services as a student, intern, trainee or fellow; and*



(b) Shall not identify himself or herself as a behavior analyst, assistant behavior analyst or registered behavior technician, or represent or imply that he or she is licensed or registered pursuant to this chapter.

(Added to NRS by 2017, 4222; A 2019, 2537)

Christy Fuller reported that previous discussions have reviewed terms used at the provider level which are more consumer friendly but are not official titles. This has caused some confusion. The clarification of this term will be posted on the website. Wendy Knorr reminded the board members and those in attendance to provide suggestions, concerns, etc. regarding NAC revisions for future discussions.

9. Future Agenda Items

Christy Fuller made the motions to include: Standing agenda items, budget discussion and NAC discussion for the next meeting. Courtney LoMonaco seconded, and the motion passed.

10. Public Comment

No Public Comment

11. Adjournment

Dr. Fronapfel adjourned the meeting at 11:11 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