**Nevada Applied Behavior Analysis Board**

**FINAL Board Meeting Minutes July 19, 2022**

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

The meeting was called to order by Dr. Fronapfel at 10:00 a.m.

The required posting of meeting information was verified.

Members in attendance: Dr. Fronapfel, Dr. Leytham, Christy Fuller, Courtney LoMonaco, Rachel Gwin (joined at 10:03 a.m.).

DAG counsel Henna Rasul and Executive Director Wendy Knorr

1. Public Comment- Robert Taylor requested assistance with registration of several RBT’s and understanding the fingerprint process.
2. Approval of June 21, 2022 Board Meeting Minutes

Dr. Leytham made the motion to approve as presented and Courtney LoMonaco seconded. Motion passed.

1. Executive Director’s Report

Wendy Knorr reported that while the Board had previously approved her attendance at the FARB conference she had decided not to attend due to travel concerns and pressing priorities at the office. Will plan to attend a conference in the future.

1. Review, Discussion, and Possible Approval of Board Activities
   1. Website update/discussion- Information about licensee locations throughout the state has been posted under the FAQ tab. Corrections mentioned at the last meeting have been made.
   2. Several requests for information have been received by the office. Wendy Knorr reported that information has been collected through different methods during the past few years and may not be complete, but she is providing the information she can. Information is collected, but where it is and how to access it is the current problem. Once the renewals are completed and all licensee/registrants are completed through Certemy, that data base will be more complete and information more easily accessed. The organization is now required to collect and report information on a quarterly basis to the LCB and will begin reporting soon. This information will also be posted regularly on the website.
   3. Listserv update/discussion – 156 current subscribers; no reported issues. Spam bots continue to be an irritant and will consult with Dreamhost to address the issues. Dr. Leytham apologized that the last NABA request was not distributed.

Dr. Fronapfel reminded all attendees to be sure they have registered for the listserv. Please notify the NV ABA office if you encounter any issues or notice any problems with either the Listserv or the Website so they can be resolved.

* 1. DPS update- The FBI clearance has not been received. The NRS was codified by LCB, but the FBI still must make approvals. Nevada DPS is working with the Board to complete training and other activities in anticipation of receiving the approvals. Turnaround time for receiving background clearance reports has improved over the last two months, but it is still taking 4-5 weeks.

Dr. Fronapfel reminded everyone that all state licensing agencies requiring background clearances are experiencing similar issues; it is not exclusive to ABA.

* 1. Clarification of offenses prohibiting licensure/registration. The NRS statues includes information to guide this issue but only defines charges specifically related to Childcare Support and Workers Compensation. The NAC can be revised to add more specific information during future review. NRS is purposefully written with fewer details to allow for more flexibility and clarification as determined by the Board and constituents and include in the NAC. Currently, applicants must disclose information about any convictions on their applications. If background reports contain information not disclosed, applications can be rejected. Applicants can reapply and provide information about the convictions to the Board to review. Christy Fuller clarified that applicants MUST disclose about convictions, but it is not an automatic disqualification. Regardless of the time frame of the conviction, confirmed information contained in a background report and not disclosed will result in a review of the application. The requirement is clearly stated in the application. Rachel Gwin commented that work on the NAC was begun during the planning of the agency transition and a good foundation is in place and future review will have a good starting point.

1. Financial Update
2. July Financial Information – information provided. No questions or concerns. Finances remain stable. Dr. Leytham asked for clarification regarding Quickbook fees and a missing check included in the information.
3. 2022-23 Budget discussion- Wendy provided information about licensing/registration assumptions based on the current licensing cycle to be used to develop the FY22-23 budget and the 23-34 licensing cycle. She will review with Carol Woods and provide a budget to approve at the next meeting based on this information. The budget is a fiscal calendar while the licensing cycle is calendar year which makes the reporting a bit more difficult.

The basic assumptions include: $196k RBT registrations; $17k LaBA license fees and $250k LBA license fees. Expenses based on the past 5 months were used to project expenses for the next year. Fees will be budgeted for a possible audit which could be required if the annual revenue exceeds $200k. The budget will also include $2500/mo for counsel fees to cover any possible complaint or disciplinary action support. Documents have been uploaded to the website.

1. Complaint Status Update- One complaint was closed. One new complaint received regarding the lack of staffing through an agency and obtaining services. This is outside the purview of the Board, so it will not move forward and the complainant will be notified.
2. Discussion of Current Status of Applications and other Licensing Activities
   * + - 1. Jurisprudence exam is not ready for review at this time.
         2. Licenses/Registrations issued:

RBT’s: 76/June 41/July to date 1851 total

LaBA’s: 1/June 0/July to date 40 total

LBA’s: 9/June 5/July to date 480 total

2370 Active Licenses/registrations according to Certemy.

* + - * 1. Supervisory requirements: All supervisors must be licensed through the State of Nevada. RBT’s w/o supervisors or changes in supervisors must notify the ABA Office. Tracking is currently a challenge and will be addressed with updates in Certemy. The Board will review the process and detail how unsupervised RBT’s will be addressed through review by the Board, reporting through BACB and reporting on the public registry.

1. Determine Future Agenda Items

Christy Fuller moved to include: the standing items, 22-23 FY budget review for approval and supervisory requirements/clarification for the August meeting agenda.

Courtney LoMonaco seconded the motion

Motion passed

1. Public Comment

No Public Comment

1. Adjournment

Dr. Fronapfel adjourned the meeting at 10:58 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](mailto:executivedirector@nvababoard.org). **Agenda and supporting materials posted at these locations and online on the following sites:** <https://notice.nv.gov/> [www.nvababoard.org](http://www.nvababoard.org) and NVABA Office