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Description automatically generated**Nevada Applied Behavior Analysis Board**

***DRAFT* Board Meeting Minutes- October 18, 2022**

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

The meeting was called to order by Dr. Fronapfel at 10: 03 a.m.

Members in attendance: Dr. Leytham, Christy Fuller, Courtney LoMonaco, Dr. Fronapfel and Rachel Gwin

DAG Counsel, Henna Rasul and ED, Wendy Knorr

1. **Public Comment -** No public comment
2. **Approval of September 2022 Board Meeting Minutes**

Motion to approve minutes as presented by Courtney LoMonaco; Seconded by Christy Fuller; motion passed.

1. **Executive Director’s Report**

Wendy Knorr provided information on CLEAR training available in October and January. Both are available online and she requested approval to pay the $290 (Overview) and $530 (NCIT Basic Training) fees and participate. Christy Fuller made the motion to approve the expense; Courtney LoMonaco seconded the motion; motion passed.

Information will be reviewed regarding FARB conference offerings in early 2023 for consideration.

1. **Review, Discussion, and Possible Approval of Board Activities**
   1. Website update/discussion- Dr. Leytham has been addressing the speed of page loading on the site. Dr. Fronapfel requested that links to the regulations regarding the CE requirements be posted. Dr. Leytham added information to the FAQ and will provide the links. Christy Fuller suggested the information be included on the law/regulation tab. In addition, the recommendation was made to include the current NAC, understanding they remain tied to previous association with the Psych board and ADSD. But until they are updated, these regulations are still in effect and licensees should have easy access to them.
   2. Listserv update/discussion- Dr. Leytham reported that 241 individuals have indicated an interest in the listserv, but only 171 have actually subscribed. Wendy reported she included the information in renewal communications and will continue to encourage participation in the listserv and use of the website.
   3. Annual Evaluation process- Courtney LoMonaco reported that she met with Wendy Knorr to begin mapping out the process and potential tool to use for this process. Due to potential changes in board members it is preferable to complete the process with current members to provide most useful feedback. A variety of examples were reviewed and an initial evaluation tool will be developed for board member feedback. Discussion took place among board members and the consensus was that the tool tie back to the ED job description and additional questions used when the position was hired. Wendy suggested a self-evaluation be included in the process as well as a customer/consumer survey. Christy Fuller agreed with the idea but wanted to be sure that the survey was specific in design to focus on how well the organization was being managed and not to open up personal dissatisfaction with regulations, etc. which are out of the ED’s control.

The focus for the consumer feedback should be based on interactions and results experienced when working with the office directly. Wendy will also review the Open Meeting Law requirements regarding the process and what is required to be presented publicly. Christy Fuller suggested we use an analytical process to document achievements, outputs and progress made. Dr. Fronapfel stressed the importance of referencing back to the job description and supplemental questions. Going forward, a discussion of compensation/benefits based on the results of the evaluation can be had – again, not just for the purpose of this evaluation, but building towards the future needs of the organization.

* 1. Compensation- Wendy inquired with other boards about their compensation packages to assist with comparison. The boards differ widely in size so this information will be helpful in determining other compensation considerations.
  2. Board position vacancies, process, update- Wendy Knorr will contact the Governor’s office for updates and notify them of the resignation of Dr. Leytham. Dr. Fronapfel and Christy Fuller have expressed interest in reappointment. Rachel’s position expires in March 2023. Christy Fuller made a number of suggestions to assist with the transition of Dr. Leytham and all his duties/knowledge. It will be confirmed, but the understanding is his position will be filled by someone for the remaining two years to ensure the continuation of the staggered board positions.
  3. External Investigator – Wendy Knorr has asked for feedback from other boards as well for position descriptions, etc. Confirmed that the positions will be Per Diem located in Las Vegas and Reno with preferred experience/expertise in ABA. Dr. Fronapfel mentioned that with Dr. Leytham stepping off the board he might consider the position as he is CLEAR trained.

1. **Financial Update**
2. September Financial Information was available. New online payment option is now available for renewals. Future financial reporting will include the new information and may change how it looks. Initial applications will be offered online payment options once Certemy applications are updated.
3. **Complaint Status Update**

Two new complaints, no closures

1. **Discussion of Current Status of Applications and other Licensing Activities**
2. Jurisprudence Exam – no progress
3. Certemy Update- renewal process was delayed. Applications accepted beginning Oct. 17.
4. Licenses/Registrations issued:

RBTs: 56 issued in Sept 51 so far in Oct. Total 2052

LaBAs: 1 in Sept. 2 so far in Oct. Total 47

LBAs 13 in Sept. 5 so far in Oct . Total 528

Christy Fuller asked about proration of fees during renewal/end of year. New RBT’s registered in Oct/Nov/Dec will not pay additional fee for renewal. LaBA and LBA applicants pay pro-rated license fees and renewal fee is the full fee at the time of renewal. Dr. Leytham added the prorated fees to the website and also included the prorated CE requirements.

1. **Determine Future Agenda Items-** Discussion about meeting date adjustment to accommodate the evaluation process and holidays. Board agreed to meet Nov. 29 to focus on the evaluation process and approve the tool for use to complete the process. The December meeting is planned for Dec. 13.
2. **Public Comment** –Veronica Smith asked for clarification regarding the use of online payment option for groups of staff. Wendy did review the process: If payment is to be made by an agency, the applicant should choose “3rd Party” option in the payment step. Make note of who will be paying the fee. Once submitted, this will hold the application open until the payment is received, then the application will be approved. Agencies should provide email or list with payment of who the fees are for so they can be matched up. Any questions, please contact the office.
3. **Adjournment-** The meeting was adjourned at 11:06 a.m. by Dr. Fronapfel