

**Nevada Applied Behavior Analysis Board*****DRAFT*** Board Meeting Minutes August 16, 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, DAG Counsel, Henna Rasul and Executive Director Wendy Knorr

2. Public Comment

No one had public comment

3. Approval of July 19, 2022 Board Meeting Minutes

Christy Fuller moved to approve the minutes with no corrections

Courtney LoMonaco seconded the motion

Motion passed

4. Executive Director's Report

Wendy Knorr reported that the file conversion continues to be the priority in preparation for the renewal process. Two students volunteered to assist with the process which has been very helpful. Revisions are nearly complete for the renewal applications in Certemy.

Wendy Knorr asked for consideration of hiring an external investigator to assist with the complaint process. Investigations can be time consuming and someone with experience in the investigation process and/or subject matter expert could be extremely helpful. Without the involvement of board members, due to the recommendation of DAG to limit board member involvement, Knorr is left with limited support. Other licensing boards utilize investigators. Knorr will provide more detail regarding qualifications, costs, process etc. for the Board's consideration.

Christy Fuller supports the idea and would want to discuss the benefit of a subject matter expert/familiar with regulatory/statutes vs someone familiar with the investigative process.

Dr. Fronapfel commented that the CLEAR training provided to board members was beneficial and could be offered to the investigator. Christy Fuller supported that idea as well.

Wendy Knorr will gather additional information for consideration at the next meeting.

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

Website update/discussion- No updates/concerns. Dr. Leytham asked for suggestions as to where to locate renewal information. Christy Fuller suggested posting a notice reminding people the renewal process begins Oct. 1.

Listserv update/discussion- Dr. Leytham reported 160 people are currently registered for the Listserv and the spam/bots have decreased.

Christy Fuller asked about moving the Board's email from DreamHost to a better platform. Everyone agreed the email isn't the easiest to use and a new provider will be considered in 2023.

Wendy Knorr wanted to address issues related to Supervisory requirements including: responsibility of notification of changes, disciplinary action/process, BACB coordination and public registry. She is working

with Certemy to improve the tracking capabilities related to supervisory relationships. Supervisor information is confirmed at the time of license/registration but changes after that are often missed. Dr. Fronapfel reminded everyone that the NAC was aligned with BACB requirements and outlines the responsibilities of the supervisor. Christy Fuller stressed that RBT's should not be practicing without supervision and it is the supervisor of record's responsibility to make changes to BACB and keep information current. While BACB registry indicates when an RBT is without a supervisor Certemy doesn't include that information and maybe it should/could. Renewal is a good time for supervisors to update. Dr. Leytham asked if Certemy could add a supervisory tool that would include the names of those they are supervising. Another suggestion was made that reminders could be sent out periodically reminding supervisors to update information.

Wendy Knorr asked what to do when an RBT is without a supervisor. Henna Rasul confirmed that it would be considered for disciplinary action as it is violation of statute. Dr. Leytham supports adding a tool to Certemy if possible. Dr. Fronapfel stressed that the Code of Ethics was incorporated into our state statutes and RBTs not working under direct supervision is of great concern for the safety of our constituents. Christy Fuller stressed that our process is aligned with BACB and their Code of Ethics and that we are verifying at the state level and holding registration for those without proper supervision at that time.

6. Financial Update

Dr. Leytham informed everyone that the July Financial documents are posted to the meeting notice on the website. The bank balance was \$433,848.82. Dr. Leytham questioned the Quickbook fees associated with payroll and Wendy Knorr will get information from Carol. Christy Fuller asked about the chargebacks listed. Wendy Knorr explained that the bounced checks are infrequent and we are receiving the funds in addition to collecting overdraft fees.

The 2022-23 Budget was presented in more detail. The calendar year revenue figures were spread over the budget's fiscal year to reflect more realistic review. Wendy Knorr advised the board that the expense for a possible audit and expenses associated with the use of an outside investigator are not included in these figures but could be included and the budget updated. Going forward the budget vs actual review will take place monthly. Wendy Knorr also proposed the exam fee be reduced from \$151.33 to \$150 and that the prorated license fees go to a quarterly basis instead of a monthly basis. Christy Fuller confirmed that we are allowed to make changes to the fees per the regulations and reminded us that our fees had been originally tied to those set by BACB.

7. Complaint Status Update

Wendy Knorr reported four new complaints.

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

Jurisprudence Exam- Wendy Knorr is still working on the final revisions.

Licenses/Registrations issued:	July	August	Total
RBT's	63	34	1913
LaBA	1	2	45
LBA	18	4	499

9. Determine Future Agenda Items

Items for the next meeting will include: Standing Items, Board vacancies information/promotion, external investigator information

Christy Fuller made the motion; Rachel Gwin seconded; motion passed.

10. Public Comment – No one had public comment

11. Meeting adjourned at 10:59 a.m.