

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

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

Board members in attendance: Dr. Fronapfel, Christy Fuller, Dr. Leytham, Courtney LoMonaco, Rachel Gwin, Henna Rasul, DAG and Wendy Knorr, ED.

2. Public Comment

No public comment

3. Approval of December 13, 2022 Board Meeting Minutes

No corrections or changes requested

Christy Fuller made a motion to approve the minutes as presented

Courtney LoMonaco seconded the motion

The motion passed

4. Executive Director's Report

Wendy Knorr introduced Stephanie Huff who was in attendance as the new board member, filling the last two years of the position being vacated by Dr. Leytham, effective Dec. 31, 2022. She will be attending FARB conference with Wendy in January. If any other board members are interested and available to attend the conference, please contact Wendy for more information.

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

- a) Annual Executive Director Evaluation- Courtney LoMonaco thanked all the board members for completing the evaluation process and Christy Fuller for suggesting the use of Google docs – it made the process easier. Courtney explained that each board member completed the evaluation tool, and she compiled the responses into one document and determined the score. Wendy also completed a self-evaluation using the same tool and that information is separate for comparison. All board members had copies of both documents and the summary was shared during the meeting. Wendy provided an overview of her self-evaluation to the board members. This first year of operations could be described as establishing basic operations, prioritizing licensing efforts to support the professional and providers in the state and identifying priorities for the coming year – including regulatory revisions, complaint process review; website support and board policies and procedures. Courtney LoMonaco then provided the board's evaluation. She thanked Wendy Knorr for the research and her efforts in developing the tool and her honest and comprehensive description of her performance. In summary, Wendy received an overall performance rating of Outstanding by the board members. The document will be posted on the website with more details. Wendy Knorr thanked the board members for their feedback and ongoing support of her efforts. No other questions or concerns were expressed- Dr. Fronapfel made the motion to approve the evaluation as presented; Christy Fuller seconded the motion and the motion passed. Dr. Fronapfel asked if there had been any discussion at the previous meeting about compensation related to this evaluation. Wendy reported that she was in the process of gathering information for the board's consideration during the January meeting. It was confirmed that Courtney LoMonaco will continue to chair the process and will present information at the next meeting. Courtney thanked the board members for their confidence in her ability to manage the process and is looking forward to continuing to develop it for the future as well. Christy Fuller thanked Courtney for all her efforts and the time invested in this initial process and thanked Wendy for her efforts as well.

- b) Board position vacancies, process, update

This was Dr. Leytham's final meeting as a board member. Wendy thanked him for all his efforts and support, especially with the website. He has some exciting things happening in the new year and wish him all the best. Dr. Leytham thanked everyone and appreciated the time committed to

supporting the good work of the board. He mentioned he was concerned about the website and offered to assist as needed.

New board member, Stephanie Huff from Las Vegas was introduced. She is a Ph.D. student (Special Education with emphasis in ABA) at UNLV. She's worked in both the public and private sector for a number of years and looks forward to working with the board.

The Community Member board position still needs candidates. Rachel Gwin's term ends in March 2023. It was suggested that a notice be sent out via listserv and through NABA to recruit potential candidates.

6. Financial Update

Due to the change in meeting dates, final financial reports for November are not available. They will be presented at the January meeting along with the December reports. End of month bank balance for November: \$514,398.89. December balance as of today: \$572,497.98. The marked increase is due to the renewal process underway. Authorize.net is functioning well, as all renewal fees are being processed through the online payment option. This will be offered to all applicants in the new year.

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

Renewal process is going well. An Inactive Status application was developed and is now available to those interested. In addition to the ongoing renewals, 52 new RBTs were registered in November and 51 so far in December. A total of 2149 RBT's are registered.

Seven LBAs were licensed in November and 9 so far in December. There are currently 550 licensed in the state. No LaBA information was provided. The total number of licensed and registered ABA professionals in the state is 2745.

Dr. Fronapfel asked how long the DPS background process was taking. Wendy reported it is still about 6 weeks, with a bit of improvement from the past few months. Even with the recent holidays, it appears to be holding around the 6 week mark. Christy Fuller reminded all in attendance to get the fingerprint process started with new employees as soon as possible to help minimize any delays in getting the new staff to provide services. Wendy Knorr asked that providers also ensure that new staff have indeed started an application in Certemy. Recent issues have delayed the approval process as background reports have been received before applications have started – difficulties in tracking these unknown reports. Dr. Leytham reviewed recent changes to the website, also reinforcing the process to avoid any unnecessary delays. Wendy Knorr also stressed that applicants use the Certemy application links on the website to avoid confusion with other agencies across the country.

8. Determine Future Agenda Items

Compensation/benefit review associated with ED's evaluation

Staffing consideration for support

Elections

Open Meeting law and other relevant training for board members

Other standing items

Christy Fuller made the motion to accept these items for the next agenda; Rachel Gwin seconded the motion- the motion passed.

9. Public Comment: Veronica Smith expressed appreciation for the help offered through the office and by Wendy in processing applications and renewals. Wendy is helpful and we appreciate all she does.

10. Adjournment

Meeting adjourned at 10:51 a.m.