



**Nevada Applied Behavior Analysis Board  
FINAL Board Meeting Minutes    March 15, 2022**

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

Meeting called to order at 10 a.m.

Members present: Dr. Fronapfel, Dr. Leytham, Christy Fuller, Courtney LoMonaco, Rachel Gwin

Staff present: Counsel, Henna Rasul and Ex. Director, Wendy Knorr

**2. Public Comment**

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an item. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

No Public Comment

**3. Approval of February 15, 2022, Board Meeting Minutes (For Possible Action)**

Corrections to be made: Dr. Leytham spelling, "will" vs "with" in Section 4,

Motion: Courtney LoMonaco -to approve meeting minutes with corrections as noted; Christy Fuller seconded motion

Vote: Motion passed

**4. Executive Director's Report (For Possible Action)**

**a) Public Employee Benefit Program (PEPB) update/approval**

Wendy Knorr reported NVABA has been approved to offer benefits through PEPB. Cost is approximately \$980 per month. Clarification needed regarding retirement contributions – if it is included/optional. As an approved agency, future employees are not obligated to participate in the program and can opt-out of the coverage. Presently, ABA is paying Wendy Knorr a stipend of \$400/month to provide private health insurance (her total cost is \$960/mo). Board had previously approved considering PEPB option and providing comprehensive benefits to ABA staff. Brigid Fronapfel reminded members of previous discussions (Sept or Oct) about the issue of providing benefits not only for Wendy Knorr at this time, but in consideration of future employees. Christy Fuller commented she supports benefits for employees now and in the future as it is an important component of recruitment. Courtney LoMonaco agrees with Christy Fuller's comments and making the benefits available now and in the future.

Wendy Knorr - Clarification regarding the cost to the Board. Understanding is that the agency covers employee cost and dependents are covered by employee in addition to any optional coverage (pet insurance, life insurance, etc.) Aetna is the provider and the coverage offered is comprehensive.

Christy Fuller - it is an important benefit and may be more costly than we were providing or considering, but it is an important benefit and the coverage is good, so supports the offering of this benefit.

Christy Fuller - made motion to pursue providing coverage through PEPB for ABA employees; Courtney LoMonaco seconded the motion Vote: Motion passed



**b) FARB conferences planned for July and October**

Wendy Knorr attended the conference virtually in January and found it to be very informative. Information about two upcoming events has been received and Wendy Knorr is interested in attending one of them. Loretta Ponton has recommended FARB information/events. Innovation in Regulation Conference, July 21-22 in Washington DC. Conference schedule and costs are not confirmed at this time. Board members are invited/encouraged to attend as well. A second conference- Regulatory Law Seminar is also scheduled for September. Unsure if virtual attendance will be available for these events.

Wendy Knorr would like to go- will provide additional information as it is available. Christy Fuller - Suggest adding training budget to insure we invest in quality training opportunities for board members and staff. Budget should be considered going forward. Materials/education could be gathered and shared from these events for others to

Brigid Fronapfel- Henna Rasul is invited to attend the Regulatory Seminar as well if she is interested. FARB has been highly recommended and board members have previously attended. Recommend that the board members not terming out this year possibly consider attending – depending on details.

**c) Paper file conversion process/status-** Wendy Knorr has begun the process- working with Certemy for the process. When the original conversion to Certemy took place in December 2020 many files remained as paper and need to be uploaded to Certemy. Depending how things go with the process there may be a need for assistance in completing the task. Files need to be converted by July/Aug in time for the renewal season. Wendy Knorr will keep board apprised of the status of the process.

**d) Board member recruitment-** Wendy Knorr suggested that board members start discussing the opportunity with individuals that they feel could be qualified. The process involves working with the Governor's office of appointments and there is potential for delays – Brigid Fronapfel reminded everyone it is a election year as well which could complicate things. Christy Fuller - do board members need to be careful about contacting individuals directly about board positions? There is a larger pool of LBAs to draw from now; can we work with NABA to get the word out? The community representative position is more difficult to fill than the professional representative. It was difficult to find someone for that position. Is there concern about the appearance of the Board supporting one person over another? Wendy Knorr – getting the word out through listserv, website, NABA, etc. Rachel Gwin encouraged providers in the audience to make family members aware of the opportunity. Shared this was how she became aware of the position/process. Asked to consider those active/interested family members to be informed about the process. Christy Fuller – those board members terming-out can consider re-apply as well.

**5. Review, Discussion, and Possible Approval of Board Activities (For Possible Action)**

**a) CEU requirements for renewal process** – proposal to pro-rate CEU requirements for this renewal cycle only.

Wendy Knorr - regulations and statutes changed and has caused concern about holding licensees to the CE requirements for this renewal term only. We'd like to consider a one-time proration of CE



requirements. Counsel agreed the Board could make a one-time, temporary revision to the requirements. The Nevada-specific requirements will remain. Once regulations are reviewed/updated/approved that would address the equity concerns we are facing during this renewal cycle. Christy Fuller - support maintaining the state requirement of: 2 CEs for suicide awareness/prevention and diversity/cultural competency. Other boards have previously eliminated the CE requirements for first round of renewals, wondering what other board members think. There is confusion with BACB renewal cycle as it differs from our cycle. Leaning toward not requiring CEs at this point versus prorating them. Thinks it is fair for those licensed in the first year (odd year) of the licensing cycle to meet the requirements. For those in the second year, it can be done – there are enough online resources available, but the question is- is it fair? This is additional time and money- taking them away from providing services after just going through the process. Another consideration is that if we waive the requirements entirely for the first two years, licensees will be required to renew with BACB during that time period, so the CE process is addressed. The education is important as well as the protection of consumers. CL – agrees with the points Christy Fuller made. What is the process going to be for tracking the prorated requirements and how does that fit within Certemy process? When we look to updating regulations we can address it as well. The BACB certification allows us a bit more confidence and can offer a bit more leniency. Brigid Fronapfel - Favors the idea of proration. Remembers Jim Carr’s comment “Passage of the exam is just demonstration of minimum competence.” In addition to insuring consumer protection- this is how to insure they are obtaining CEs and those required by law. NABA hosts a number of opportunities to acquire the needed requirements. The complications with Certemy and tracking the CEs are unknown at this time, but we do have the ability to audit- so that provides a layer of protection to the board to ensure licensees are doing what they need to do. I’d consider pushing the July date back and not requiring CEs after that point. Patrick Leytham – on the point of being fair. Applicants/licensees come into the process with the knowledge/understanding of the requirements to be licensed, and I agree with the proposed timeline presented to us today. Agree with Brigid Fronapfel to push the July date back to October. Rachel Gwin – as a consumer I would not be concerned – for this first cycle- if the CE requirements were postponed. Services and quality would not suffer because other requirements are in place offering that protection. After this first cycle things would be in place and the expectations would be that the requirements could be met. Christy Fuller - sometimes we think of those newly licensed as baby BCBA’s or BCBA’s when that isn’t always the case. Many move here, some not have needed license but have certification and have all ready accruing units but on another cycle. Discussion to clarify the proposed timeline and extending the June date out to October. Brigid Fronapfel – NABA is providing suicide and cultural competency programs, so it is possible to complete. Christy Fuller - NABA provides great programs. Would proration include any BACB requirements? Ethics and supervision requirements? How do we approach those issues? I lean not requiring it. Wendy Knorr – recommend for this cycle we stress the NV regulations and not get too detailed with BACB requirements. While it is a smaller number of licensees it would be difficult to track and manage. Going forward this can be detailed in the regulation revisions. Christy Fuller - glad we can have this discussion in such detail in consideration of our licensees and the protection of consumers. I am in support of not specifically requiring ethics and supervision requirements- if brand new licensee and new BCBA I can take comfort in knowing they have just completed the coursework, passed the exam and signed the new ethics code would all be covered. For those who are all ready a BCBA but a new licensee, they



have more than likely already acquired CEs because they are in the renewal cycle with BACB. I am in support of the proposed proration with the date changes and including the Nevada specific course requirements. Brigid Fronapfel - I agree with all your comments Christy Fuller.

Motion: Christy Fuller moved- Prorate CEU requirements for licensees for this renewal cycle as follows:

**All Licensees are required to obtain the following Nevada-specific training:**

- 2 units of evidence-based Suicide Awareness/Prevention and
- 2 units of Cultural Competency/Diversity

Licenses issued 1-2-2021 through 12-31-2021 are required to obtain 100% of required units- 32 for LBAs 20 for LaBAs

Licenses issued 1-1-2022 through 3-31-2022 required to obtain 50% of required units- 16 for LBAs and 10 for LaBAs

Licenses issued 4-1-2022 through 10- 31-2021 required to obtain 25% of required units- 8 for LBAs and 5 for LaBAs

Licenses issued 11-1-2022-12-31-2022 will not be required to obtain CEUs. **The Nevada-specific CEs will be required**

Courtney LoMonaco seconded the motion

Motion approved

**b) Regulation review timeline/process**

Wendy Knorr - propose begin reviewing regulations but not begin official process to revise at this time.

Brigid Fronapfel – can we open NAC during the session?

Henna Rasul advised that it isn't prohibited to open them during session but because LCB staff are so engaged during the session that it prolongs the process. Advise to wait for off session review and revisions. Brigid Fronapfel – the previous process was conducted in April and July so it could be done at this time. Christy Fuller - Hate to delay as the regulations are out of date, but they are on the website but understand the timing right now it tough. Would like to insure we have a budget for fees, that we research them in more detail. The Psychology Board set fees that just continued through ADSD and wasn't really researched. Want to be sure they are fair and increase where we need to considering becoming an independent board. Wendy Knorr – I am becoming more familiar with the regulations, where issues are arising and the cost of doing business. Would like to delay because of busy time and would like more experience with process before revising regulations.

Brigid Fronapfel – understand concerns. Would be good to have more data. Carol's information is more specific and will be extremely helpful in understanding revenue and expenses. NABA may have data we can use as well. Rachel Gwin- on a positive note we aren't starting from scratch Christy Fuller - The benefits of having more date will definitely be helpful. The process should move more quickly when the time comes.



**c) Website update/discussion-**

Wendy Knorr - still wanting to take on more responsibility and relieve Dr. Laythem. Making referrals to website to many inquiries to support those seeking information and starting licensing process. Very helpful.

PL- website was up 99.4% of the time. Only down time was system updates. Viewers have decreased by .8% down from last month. Need pictures -Wendy, Courtney and Patrick.

Have be making small improvements. Licensing and registration updates will be updated on the website as soon as info is available. Waiting for codified versions to update.

NRS 437 is posted. Will clarify with Heena if proposed versions should be posted. Where should info about board member recruitment and process go? Christy Fuller - thank you PL for all the work on the website. May make sense to include information in the "about the board" section or in the notice section. PL need wording for this process. Christy Fuller - need to look at wording to avoid confusion as the "application for membership" is different than being appointed to the board.

**d) Listserv update/discussion**

Wendy Knorr - forwarded an example of a possible resource to be sent out to the listserv – wanting to help clarify what information board members are comfortable distributing for future requests and consistency. Courtney LoMonaco- previous conversations about what we should promote. Not sure this is what the board should be sending out. Christy Fuller - I think we can get into the weeds with this type of information. There are several good organizations and having practioners access some while not promoting others. NABA is probably a better organization to promote these types of things. Concerned about "promotion" related issues. Brighid Fronapfel - not really our job. Feel like this is too close to endorsement. Rachel Gwin- include NABA link on our resource page.

PL- Currently have 116 on our listserv. Distribution is quick – information is sent out in an hour or so. Will promote during renewal process

**6. Financial Update (For Possible Action)**

No financial report this month. Will provide quarterly report and will have report for next meeting.

Bank Balance- \$453,336.01 as of today.

PL – do we need to post financial information on the website?

Henna Rasul advised since we discussed it at the meeting it should be posted.

**7. Complaint Status Update**

No changes – no additional complaints, no closures

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

a) Jurisprudence Exam – information is being gathered with proposed questions developed with approval of new exam at April meeting.

b) Renewal preparation with Certemy – efforts continue for revisions. Authorize.net has been approved to be included in our process. PL- during the renewal process can we promoted the listserv.

c) Licenses/Registrations issued:

February - 60 RBTs; 8 LBAs; 0 LaBAs



Through March 11: 20 RBTs; 4 LBAs; 0 LaBAs

9. Determine Future Agenda Items (For Possible Action)

Standing items, training budget discussion, board member recruitment process, exam approval

Motion- Courtney LoMonaco

Christy Fuller second

Motion passed

10. Public Comment

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Megan McGrew- Made recommendation for renewal process. Post CEU requirements on website ahead of renewal process. NABA will help distribute information as well about the proration details. NABA would be happy to consider any other information for distribution helpful to members. Just send to us and the board can consider it.

11. Adjournment 11:30 a.m.

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**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](mailto: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