

**APPLIED BEHAVIOR ANALYSIS BOARD MEETING***APPROVED MEETING MINUTES*

**Nevada Applied Behavior Analysis Board      ABA Board Meeting   January 17, 2023**

1. **Meeting called to order** at 10:02 a.m. by Christy Fuller  
In attendance: Christy Fuller, Courtney LoMonaco, Stephanie Huff, Rachel Gwin, Dr. Fronapfel (joined at 10:04 a.m.); Sophia Long, DAG and Wendy Knorr, Executive Director
2. **Public Comment-** No public comment
3. **Approval of December 13, 2022 Board Meeting Minutes** – Courtney LoMonaco moved to approve the minutes as presented without any changes. Rachel Gwin seconded the motion- motion passed
4. **Executive Director's Report**  
  
FARB Conference- Stephanie Huff and Wendy will be attending the conference in Nashville Jan.26-28th  
  
CLEAR Training- Wendy is completing the NCIT basic training. Training ends Jan. 25 and exam will be completed before Feb. 8
5. **Review, Discussion, and Possible Approval of Board Activities**
  - a) Election of Officers – Board President and Secretary/Treasurer
    - Dr. Fronapfel nominated Courtney Lomonaco for the Secretary/Treasurer position. Christy Fuller seconded the nomination – Approved
    - Courtney Lomonaco nominated Dr. Fronapfel for the position of President. Rachel Gwin seconded the nomination - Approved
  - b) Compensation/benefit proposal for Executive Director – Courtney Lomonaco reviewed documents with the board members which included comparison of similar positions within the state structure as well as other licensing agencies. Using Administrative Service Officer III job description as a starting point, translates to a state paygrade of 41. Using the mid-range of current state levels, proposing a base salary of \$80,513.28 for the Executive Director. Other benefits and budget considerations will vary based on final amount approved by the board members. A comparison of current costs vs. proposed costs was provided. PERS information was provided. ABA does not participate in PERS at this time and it is recommended that the board not participate, as once it joins PERS there is no option to leave. Currently, medical Insurance options are covered through PEPB with board share along with employee share – details provided in handouts. Retirement options were also presented – proposed using the State Deferred Compensation plan. Christy Fuller asked about the retirement options – provided was a comparison of PERS contributions vs Deferred Compensation plan. Loretta Ponton helped explain the options. The 18.95% is equivalent to the PERS contributions, just not invested with the state program. Deferred Comp program uses Voya and is managed by state program. The Board can set the contribution rate to anything it wants as long as it meets the legal limits. Employee can also contribute to the IRS max. This option transfers with employee- there is no vesting terms as are required with PERS. PERS requires 5 years for vesting.

Christy Fuller asked about the budget implications. This is a big increase – are we setting a precedence for this kind of increase for future employees? The ABA budget comes from licensee fees so we want to be responsible to them. Wendy Knorr reported that the 23-24 budget was based on current rates, but the budget can handle the increased costs of the proposal. She reminded the board that this proposal is making the position more equitable – not necessarily a merit increase. When the board was started there were many unknowns. After a year we now know more about the operation and the costs associated with it. No contribution has been made to Wendy's retirement for the first year; medical benefits were approved mid—year and now is the time to address the salary/retirement options for ED now, and also prepare for future recruitment. These benefits are always negotiable and future employment offerings can be reviewed by the board. Wendy Knorr reminded the board that policy and procedures can be, need to be developed, which can address these issues for long term plans. Christy Fuller made the motion to accept the proposed compensation plan; Rachel Gwin seconded the motion; motion passed. \*\*\*Before meeting ended/out of order: Christy Fuller moved that the effective date for salary and benefits is January 1, 2023; Rachel Gwin seconded; motion passed.

- c) Staffing support for ABA office- The board members have had Previous discussions about overall support of the office. Wendy would like to hire an hourly, part-time position (18-20 hrs a week) to assist with licensing duties and help provide office presence. Initially part-time with potential to grow to full-time with opportunity to support other boards. Christy Fuller supports the idea of adding support to the office. One concern was with the sharing of position. Can get complicated – who will manage the position, how are hours allocated. Loretta Ponton commented that a previous employee was hired by OT and shared by boards. This proposal is to have ABA the employer as the majority of the work right now is ABA and train on their system which is different from the others. But, this can change to make it a cost-shared position. We can review the structure as time goes on. Christy Fuller asked if Wendy would prefer ABA be the employer. Brigid asked about an existing job description. Loretta offered to provide one that can be modified. Courtney thanked Christy Fuller and Loretta for their information and support. Suggesting range of \$16.50-20 for initial position. Could start recruitment process contingent on board final approval. Christy brought up total additional cost of position to budget. Motion to move forward with getting the hiring process going, updated budget numbers, etc.  
Christy Fuller moved begin the process recruitment/hiring licensing support person, up to 20 hrs per week @ \$16.50-200; Rachel Gwin seconded; motion passed.
- d) Open Meeting Law training/review- Open Meeting Law information was provided to all the board members for review. Wendy would like to offer a board member training which would review information and start the process of procedure/policy development. Will look into scheduling. Sophia offered resources for the board for open meeting and administrative hearings. Will send out to the board.

## **6. Financial Update**

November and December financial review- information was provided to board members. Increased revenue attributable to renewal fees. New report – transaction details- will be provided each month to assist with monitoring expenses. Christy Fuller added that we need to be sure office needs are captured in the budget.

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

- a) Renewal Process Update-  
Question regarding late registration- NRS offers a 60 day grace period for renewal. No late fees. March 1 all those not renewed will be expired in the registry. All those will be notified they are expired.

Discussed issues regarding an applicant with concerns – meets qualifications but references indicated a personnel concerns/employee interactions – not the quality of the ABA work. Proposing a meeting to discuss with applicant.

b) Licenses/Registrations/Renewals issued:

RBT's:	Dec. 2022 - 2149	Renewed: 1362	Difference: <787>
LaBA's:	Dec. 2022- 47	Renewed: 30	Difference: <17>
LBA's:	Dec. 2022 – 550	Renewed: 461	Difference: <89>

**8. Determine Future Agenda Items**

Standing items

Licensing Assistant

Applicant Concerns

Legislative Update- ongoing

Deferred Comp approval; - additional motion by Christy Fuller; seconded by Courtney Lomonaco; motion passed

**9. Public Comment**

No comment

**10. Adjournment** – Dr. Fronapfel adjourned the meeting at 11:30 a.m.