

**Nevada Applied Behavior Analysis Board**

DRAFT Board Meeting Minutes- September 20, 2022

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

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

Members in attendance: Dr. Leytham, Christy Fuller, Courtney LoMonaco, Dr. Fronapfel (joined at 10:23 a.m.) Rachel Gwin, absent.

DAG Counsel, Henna Rasul and ED, Wendy Knorr

2) Public Comment

No public comment

3) Approval of August 16, 2022 Board Meeting Minutes

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

4) Executive Director's Report

Annual evaluation Process- October marks the first complete year for NV ABA. ED evaluation process needs to be developed, would like a board member to help with this process. Christy Fuller expressed support for the process and volunteered to assist with the understanding that her term ends 12-31 and with no guarantee of reappointment, does not want to complicate the process. Courtney LoMonaco volunteered to be the point person as she was involved with the initial selection process for the ED position.

Christy Fuller made the motion to move forward with developing the evaluation process with Courtney LoMonaco as the board member lead; Courtney LoMonaco seconded the motion; motion passed.

Discussion took place with reminder about the use of titles and terms employers may use for employment purposes that may not reflect the statutes and regulations. A reminder to all employers and licensees/registrants that the term "intern" is NOT to be used for someone awaiting full licensure/registration to circumvent the process. Anyone providing ABA services in the state must be fully licensed or registered through the ABA office.

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

a) Website update/discussion- Pop up is providing updated information about the renewal process.

Everyone is encouraged to monitor it as the process is delayed for a short time. Dr. Leytham is updating. Christy Fuller and Courtney LoMonaco agree that the pop-up is very useful. Christy Fuller mentioned that the ABA regulations, while not the most current/updated version, should be made available on the website. Dr. Leytham will add the link. Also will look into more information about the required CE's – Suicide Awareness/Prevention and Diversity and Inclusion to assist licensees determine if courses meet the criteria set out in the law. A reminder that ABA does not approve the courses and course description should be maintained/uploaded to assist.

b) Listserv update/discussion- a few more individuals were added in the past month

c) Board position vacancies, process, update- Wendy Knorr reported that she contacted the Governor's office for an update. Information was included in the meeting information. Several individuals have applied for the upcoming board vacancies. (Christy Fuller and Brighid Fronapfel terms expire, Dr. Leytham has resigned effective 12-31-22 and community member Rachel Gwin's term expires March 2023.) Wendy will stay in touch with the Governor's office to insure positions

are filled to avoid vacancies. The state website has information about the process and individuals interested are encouraged to apply.

- d) External Investigator – Wendy Knorr is proposing to hire a minimum of 2 individuals (one in the North and one in the South) to assist with complaint investigations. Other state boards have different structures and having a pool of individuals with ABA experience is preferred by Wendy. The fee range would be \$30-50, no benefits or guarantee of hours. Christy Fuller mentioned that BACB appears to have ongoing recruitment based on their need. We could consider ongoing recruitment based on our need. Wendy Knorr will provide proposed job description and plan for recruitment for next meeting.

Christy Fuller made a motion to prepare/research job description and details for hiring external subject experts for consideration; Courtney LoMonaco seconded the motion; motion passed.

6) Financial Update

- a) August Financial Information- Handouts were reviewed and are posted on the website. No questions from the board members

- b) Approval of 2023-2024 fees:

Exam fee, \$150;

License Prorated Fees/Quarterly basis for the first year of the cycle:

LBA	January/February/March	\$400
	April/May/June	\$350
	July/Aug/Sept	\$300
	Oct/Nov/Dec	\$250
LaBA	January/February/March	\$275
	April/May/June	\$240
	July/August/Sept	\$206
	Oct/Nov/Dec	\$172

Dr. Leytham made a motion to approve the fees as presented; Christy Fuller seconded the motion; motion passed.

7) Complaint Status Update

No new complaints, no closures

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

- a) Jurisprudence Exam – no progress
- b) Certemy Update- renewal process is a bit delayed. Information will be updated on the website – hoping to be able to begin accepting applications shortly. Board members received test versions and will report any concerns or issues to Wendy to be addressed. Electronic payment is being introduced.
- c) Licenses/Registrations issued:

RBTs:	70 issued in Aug	26 so far in Sept.	Total 1975
LaBAs:	2 in Aug.	1 so far in Sept.	Total 45
LBAAs	12 in Aug.	2 so far in Sept.	Total 518

- 9) **Determine Future Agenda Items-** Courtney LoMonaco made the motion to include all standing items along with the ED evaluation process for the agenda for the next meeting. Christy Fuller seconded the motion and it passed.

The next meeting will be Oct. 18, 2022.

- 10) **Public Comment** – Lenise Kryk thanked everyone for the continued efforts to move the approval process forward especially for RBT's but wanted to state that the lag time for the background clearance is still of concern and is impacting the ability to hire staff impacting the ability to provide services to clients.

- 11) **Adjournment-** The meeting was adjourned at 11:11 a.m. by Dr. Fronapfel