

**PUBLIC NOTICE OF A MEETING FOR  
NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS  
SUB-COMMITTEE TO HIRE A NEW EXECUTIVE DIRECTOR FOR THE BOARD OF PSYCHOLOGICAL  
EXAMINERS**

**DATE OF MEETING: Thursday February 6, 2020 Time: 10:00 a.m.**

**PLACE: The Evidence Based Practice of Nevada, 2460 Paseo Verde Pkwy, Suite 100, Henderson, NV 89052. (Zoom Meeting) | Zoom Meeting ID: 651-167-1673**

**Minutes**

**1) Call to order/roll call to determine the presence of a quorum.**

**On Zoom**

Gary Lenkeit, Committee Member, Board Investigator  
Sheila Young, Committee Member, Board Investigator  
Tony Papa, Committee Member, Secretary/Treasurer  
Whitney Owens, Committee Member, Board President

**2) Public comment.**

No Public Comment

**3) The subcommittee will review and identify a job description for the Executive Director for the Nevada Board of Psychological Examiners.**

The subcommittee reviewed the job description and discussed qualifications needed for the Executive Director position. Location was discussed and it was determined that a statewide search would be in the best interest of the board to find the most qualified candidate for the position. Discussion centered around cost and logistics around moving the board office, including the need for the Executive Director to be in Carson City at times for legislative meetings. Gary Lenkeit moved to accept the current written job description as is. Tony Papa seconded. Subcommittee vote 4-0-0.

**4) Review of current budget for salary and benefits for board staff and identify recommendations to provide to the Board regarding compensation for the Executive Director position.**

Dr. Papa reviewed the current budget for staff in the boards budget. Subcommittee discussed how costs may change if the office was moved to Las Vegas. Subcommittee also considered the costs of having a part time Executive Director with a full time office staff. Subcommittee agreed to review the budget in more depth at the follow up meeting.

**5)** Subcommittee will identify places to distribute the job description for the Executive Director position.

Dr. Lenkeit moved to post the job description to the NBOPE database, Indeed.com, the attorney generals' office and the Nevada Psychological Associations listserve. Dr. Papa seconded. Subcommittee vote 4-0-0.

**6)** Subcommittee members will decide protocol for evaluating applicants and set a deadline for application submission and subcommittee review.

Subcommittee tasked Dr. Owens to create a protocol for evaluating candidates fairly for the position. Dr. Owens reported that she would create a checklist that each resume and cover sheet would be reviewed with to fairly evaluate qualifications of each candidate. Dr. Young moved to allow Dr. Owens to create the checklist and use it to evaluate each candidates resume as they come in. Dr. Papa seconded. Subcommittee vote 4-0-0.

**7)** Meeting schedule for the subcommittee.

Subcommittee agreed to meet shortly after the deadline for the applications. Meeting was set for March 3, 2020 at 5pm. Dr. Papa motioned to set the date for the next schedule. Dr. Lenkeit seconded. Subcommittee vote 4-0-0.

**8) Other Items for Future Discussion.**

No items listed for future discussion.

**9) Public Comment.**

No public comment.

**10) ADJOURNMENT**

Meeting was adjourned at 10:43am.