

STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS
STRATEGIC PLANNING WORK SESSION
MEETING MINUTES

November 4, 2022

1. Call To Order/Roll Call to Determine the Presence of a Quorum.

Call to Order: The work session of the Nevada State Board of Psychological Examiners was called to order by President Whitney Owens, PsyD, at 11:05 a.m. online via "zoom" and physically at the office of the Board of Psychological Examiners, 4600 Kietzke Lane, Suite B-116, Reno, Nevada.

Roll Call: Board President Whitney Owens, PsyD, Secretary/Treasurer Stephanie Woodard, Psy.D., and members Stephanie Holland, PsyD, and Catherine Pearson, Ph.D. were present. Members Soseh Esmaeili, PsyD, Lorraine Benuto, Ph.D., and Monique Abarca, LCSW, were absent.

Also present were Dr. Gary Lenkeit, Board Investigator, Dr. Sheila Young, Board Investigator, and Lisa Scurry, Executive Director.

2. Public Comment

There was no public comment at this time.

3. {For Possible Action) Discussion and Possible Action to Revise the Strategic Plan of the Nevada Board of Psychological Examiners. Discussion and possible action may be taken on the goals and objectives as described on Attachment A to this notice.

The Board reviewed the Strategic Plan which was adopted in 2021. The categories of the Strategic Plan are: A, Enhancing communication with psychologists and students; B, Improving office policies and procedures; C, Complaint investigation and procedure for disciplinary hearings; D, Future legislative needs; E, Response to Audit Concerns (increase Board oversight / improve system of checks and balances, provide executive director with additional training; F, Examination; and items for future consideration.

For the Communication Goal, individual tasks discussed included increasing the utilization of the licensee database and listserv to provide information to licensees. Use of the database to allow licensees to access their information through a digital wallet was also discussed.

In 2021, creation of a newsletter was discussed. Although that project was not started, Director Scurry recommended it remain on the Strategic Plan for implementation in the future.

President Owens suggested that having a newsletter for particular communication, such as following the Legislative Session, be considered. Dr. Woodard asked if the Board's lobbyist could assist with communication following the session.

Continuous improvement of the Board website is an ongoing process. Director Scurry explained that she had been cleaning old documents and evaluating information that should be prioritized on the site. The creation of an updated Frequently Asked Questions section was discussed. President Owens will partner with the executive director to review proposed changes and suggested creation of those FAQs be a topic at the next Strategic Planning session.

Regarding office policies and procedures, moving applications, forms, and other documents to a digital format was discussed. Although the applications for licensure and registration are available online, Director Scurry stated that ideally the forms for supervisors and supervisees should be digital. Although there may be cost associated it would make the registration process easier and less time consuming for all parties.

Dr. Woodard asked if the Board had access to the state's procurement process, including software and other items that have a state contract. She suggested researching the automation of some of the office procedures for better efficiency.

There was discussion on the Board office procedure manual. Director Scurry stated it was for office use and did not require Board adoption. The procedures of the office are monitored and updated for continuous improvement.

Policies that are currently in the adoption process include Renewals/Continuing Education, Complaints, and Budgeting. The budgeting policy will return to the Board following completion of the financial audit. Dr. Woodard made comments about conversations with the auditors related to internal controls and how they should be defined within the budget policy.

A policy related to emergency preparedness was added to the strategic plan for future drafting and implementation. Such a policy would speak to emergency preparedness for office procedures, as well as how an event such as Covid-19 impacts licensees.

Dr. Lenkeit spoke about the review and revision of the disciplinary policy. The policy will be renamed to include complaint procedures. The revised version will be reviewed by Dr. Young, Board investigator, and the Board's legal counsel. Director Scurry added that after Mr. Ward conducts a disciplinary hearing training for Board members, additional changes to the policy may be needed. It will be provided to the Board during the December meeting.

President Owens asked about adding information related to the storage of disciplinary records. Director Scurry stated that language will be added to the policy regarding how they are stored and what types of documents should be retained. The intent would be to ensure consistency in the information contained within investigator reports and retention of those documents.

The Board discussed the goal related to legislative needs. The first task was development of a tracking system to identify potential regulation changes. Director Scurry explained that there is a tracking system used in the Board office and office procedures have been developed. She added that the Board lobbyist prepares tracking during the legislative session to keep the Board informed of potential changes.

Dr. Woodard asked if the Board office utilizes the State developed online system for tracking bills. Ms. Scurry responded that she keeps an account and the Board lobbyist also has an account. The system allows the user to track the bill, the committee the bill is in, and where the bill is in the process. The user can also keep notes on each bill.

Other items on the legislative list included potential changes related to masters level licensure, licensure of post-doctoral students, registration of supervisors, and clarification of fees. That work was placed on hold pending any changes that could come out of the legislative session.

Section E, responding to audit concerns, was mostly complete. It included tasks including improving the budget format, developing a plan to rectify audit deficiencies, training with the bookkeeper, and creation of financial policies. Director Scurry explained that the audit did not show any findings of concern and that training is an ongoing matter. Policies related to finances were also included under the policies section of the strategic plan. One policy that had not been started was related to financial services and risk management.

Dr. Woodard suggested removing many of the items designated as ongoing, including review of adopted policies, from the strategic plan. Instead, those items will be moved to a Board meeting tickler file to ensure they are reviewed annually or biennially, as appropriate during regular Board meetings.

The next goal was related to exams. Although the Nevada Board previously adopted the EPPP Part 2, ASPPB has announced that in the next three years, all states will need to use the two parts as the EPPP will be formally split. Currently, it is possible for an applicant for licensure in Nevada to have the EPPP Part-2 waived if they become licensed in another state first. President Owens suggested the Board look at this policy and potentially determine the level of experience an applicant would need to have in order to have Part-2 waived. For example, someone who has only been licensed in another jurisdiction for a year, may be required to take the exam in order to become licensed in Nevada.

Dr. Woodard explained that the ATEAM committee has used the EPPP Part-2 as a way to measure competency for individuals whose training was not equivalent to that in Nevada.

For the state exam, a plan for the biennial review of the exam, as well as revision and adoption of the state exam policy and candidate guide will come to the Board on the December agenda.

The only item added for future consideration was review of the Ethics Code of the American Psychological Association (APA). That Code is expected to be reviewed and revised by APA in the near future.

4. Public Comment

There was no public comment at this time.

S. {For Possible Action) Adjournment

There being no further business before the Board, President Owens adjourned the meeting at 12:25.