

MINUTES OF A MEETING FOR
NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

DATE OF MEETING: Sunday, January 28, 2018 Time: 9:00 a.m.

PLACE: 4505 Maryland Pkwy, System Computing Services Room 306, Las Vegas, NV 89154

1. The meeting was called to order at 9:00 am

In Las Vegas:

Michelle Paul, Ph.D., President
Whitney Owens, Psy.D., Secretary/Treasurer
Yvonne Wood, Ph.D., Member
John Krogh, Ph.D., Member
John Paglini, Psy.D., Member
Pam Becker, Member (by phone)

Others Present

Morgan Gleich, Executive Director
Debra Robertson, Executive Assistant
Sarah Bradley, DAG
Sheila Young, Board Investigator
Gary Lenkeit, Board Investigator
Wendi O'Connor
Adriana Wechsler Zimring, Ph.D.

2. Public Comment

No public comment

3. Enhancing Communication with Psychologists and Students

Dr. Zimring gave the Board an update regarding concerns shared by the Nevada Psychological Association (NPA). There are concerns regarding Medicaid reimbursement of psychological services, Dr. Zimring requesting help from the Board, if possible. Additionally, there was discussion regarding how to increase communication between the Board and NPA. Some ideas presented were;

- 1) Increase presence at NPA events;
- 2) Increase access to the NPA Board,
- 3) Attend NPA conventions and possibility of a Board booth to allow attendees access to the Board, if not a booth, a sponsored Q & A session with licensee.

GOALS:

- 1) The Board needs to have more presence at NPA events
- 2) Access to NPA Board
- 3) Increased communication with licensees on a regular basis

ACTION:

- 1) More presence at NPA events on May 4, 2018, in Las Vegas, NV, and November 2, 2018 in Reno, NV
- 2) Ms. Gleich to attend these events to represent the Board
- 3) Put some of the Board information into NPA newsletters

4. Improving Office Policies and Processes

Dr. Paul opened the conversation analyzing if there are any positives and negatives of the current office policies and procedures. The Board discussed complaints received; information provided by office is confusing, office staff seems unavailable, and policies are unclear.

GOALS:

- 1) Provide more clarity to applicants - giving them more access to better answers
 - Brochures
 - Informational videos on website
 - More clear form letters.
- 2) Organization increased within the office.

ACTIONS:

- 1) Go paperless (Ms. Robertson informed the Board she has transitioned several previous offices to paperless. She is aware of the necessary tools and the procedures of how to make the transition successful)
- 2) Draft Employment Policy to assist Executive Director with comp time, sick leave and vacation time clarity. Ms. Gleich will connect with the Board's contact at DPBH (Department of Public and Behavioral Health) as well as the Boards with which she is in

constant contact. Ms. Bradley will provide manuals from other Boards; Contractors, Cosmetology and Nursing.

- 3) Ms. Robertson will open the office at 8:00 a.m.
- 4) The Frequently Asked Questions on the website will be reviewed and updated.
- 5) Create FAQ online video using a different topic quarterly
- 6) Reach out to request assistance in updating the website

POLICIES: Procedure Manual was discussed and presented. The Board was asked to review and return with suggested edits to Dr. Owens. Final will be available by the May 11, 2018, board meeting.

Topics to be updated or included; Vacation/Sick policies, Office Discipline policies, Reserve Policies, Treasurer/Auditor policies and clarity on comp time.

Discussion was held regarding on-line applications, as they are required through AB457. Ms. Gleich will contact Database Company if they would be able to assist in development. Online renewals are included with the current database; the Board just has not been utilizing them. Ms. Gleich will contact the database company to initiate the development process.

ACTIONS:

- 1) Ms. Gleich and Ms. Bradley will look into quarterly meetings of Executive Directors of other State of Nevada Boards. Similar to the one attended by Ms. Gleich at ASPPB meetings.
- 2) Ms. Gleich to set up time to meet with Ms. Laxalt, the Board's lobbyist, to schedule legislative training and strategy and develop sunset strategy.
- 3) Develop online video Board training to meet the requirements of AB457

5. Complaint Investigation and the Procedure for Disciplinary Proceedings.

The Board discussed how recent disciplinary hearings have proceeded, the positives and negatives. Each member and investigator shared ideas that they felt would make future disciplinary hearings or proceedings more successful, as well as the needed changes in handling complaints and disciplinary supervision.

PROCEEDINGS:

- 1) The Board Members request to review as much information as possible prior to the hearing. Ms. Bradley explained that there are some limitations by law.
- 2) The Board investigators request to only hold hearings where there is access to internet, to allow for research during cross examination.
- 3) Many Board Members felt rushed in the hearing, and request as much time as possible.
- 4) Burden of proof lies with the Board
- 7) Provide training in Disciplinary supervision

ACTIONS:

- 1) Provide state emails to the investigators
- 2) Investigators send information to the Board Office and destroy their files on computer once sent and received by the Board office.
- 3) Provide an external hard-drive for the investigators so that information remains private and privileged.
- 4) Provide investigators with their own phone to be used only for Board investigations.
- 5) Adopt policies for investigators and a model contract. Ms. Bradley will draft up. Dr. Lenkeit, Dr. Young, Dr. Wood, Sarah Bradley and Ms. Gleich will review the draft

6. Social Media.

This was tabled to discuss at future board meeting.

7. 2018 Board Meetings. 2018 board meetings were set for the following:

February 23, 2018	July 13, 2018 (all day retreat, Reno, NV)
March 30, 2018	August 10, 2018
April 20, 2018	September 14, 2018
May 11, 2018	October 12, 2018
June 8, 2018	November 9, 2018
	December 14, 2018

8. NAC 641: Ms. Bradley noted that while the NAC 641 just was codified, it is time for the Board to review the document, as well as NRS 641, to locate any language that needs to be updated. Report back by June 8, 2018 meeting.

9. Future Legislative Needs.

Discussion was held regarding re-evaluating the Board's CE fees, exam fees and licensing fees and looking into increasing them. The Board needs to compare the Boards fees to other boards. Ms. Gleich to obtain other board's fees from Ms. Laxalt.

ACTIONS: 1) Ask Legislature for increased fees
2) Ask Legislature for an additional 7th Board member

10. Items for Future Board Meetings:

- 1) **Sunset Review**
- 2) **Executive Director Evaluation**
- 3) **Financial Audit**
- 4) **Social Media Policy**
- 5) **Board Policy and Procedure Manual**
- 6) **Office Policy and Procedure Manual**
- 7) **Website videos**
- 8) **Online Renewals**
- 9) **Disciplinary Supervision contract**
- 10) **Scrub NRS & NAC by June 8, 2018**
- 11) **NRS changes to Governor by May**

14. Public Comment

No public comment.

15. Adjournment

Dr. Krogh motioned to adjourn meeting at 5:30 pm. Dr. Paglini second. Board Vote 6-0-0.