

MEETING MINUTES FOR
NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

DATE OF MEETING: Friday October 11, 2019

Time: 9:00 a.m.

Physical Address: 4600 Kietzke Lane B116, Reno, NV 89502. Please note that the Board Members will all be participating remotely via ZOOM.

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

In Board Office:

Morgan Gleich, Executive Director

Via Zoom:

Whitney Owens, Board President

John Krogh, Board Member

Stephanie Holland, Board Member

Michelle Paul, Board Member

Others Present via zoom:

Sarah Bradley, DAG

Gary Lenkeit, Board Investigator

Sarah Ahmad, NPA Representative

Adriana Zimring

Amanda DeVillez

Sara Hunt

Ed Guy

2. Public Comment.

Dr. Zimring raised concerns regarding the lag in the psychological trainee application process. Explaining that the trainees, are often only at one site for 9 months, and if the application process is lengthy it defeats the purpose of registration. Dr. Paul noted, that psychological trainees, are still enrolled in their program and under supervision by not only the licensed psychologist, but also their program's DCT and do not need extensive monitoring. Director Gleich explained, that the Board had been in the process of developing the necessary forms and deciding the necessary procedures, which are now completed. To facilitate future registration as a psychological trainee, all three required forms have been placed on the Board's website with instructions for completion and submittal.

Dr. Ahmad requested information related to timelines for completion regarding recent request by the Board Office for registered interns, assistants and trainees to submit fingerprints as required under NRS 641.226. In terms of time to completion, the Board Office was made aware that additional approval is required by both the FBI and Nevada DPS after the request was sent out, making time to completion uncertain. The Board Office is working on expediting these approvals now and will have more information soon.

The Board Office will also be sending out correspondence to those applicants who haven't responded to update them on the progress of the request.

3. Review, discuss, and possible approval of minutes from previous meetings: September 13, 2019

The Board reviewed the minutes from the September Board meeting. Dr. Paul noted that "offenses" is misspelled in the version reviewed by the Board.

Dr. Krogh approved the minutes as submitted, with the corrected misspellings. Dr. Paul second. Board vote 4-0-0.

4. Review, discuss, and possible approval of Treasurer's report for F/Y 2020 (July 1, 2019, through June 30, 2020); Review, discuss and update on a current biennial budget (July 1, 2018, through June 30, 2020).

Director Gleich provided an update to the Board regarding the budget. When the budget was initially presented and approved by the Board the budget had projected a deficit at that time. Currently, income has outstripped projections, while expenses seem to be paid at the projected rate. The increased income is due to receiving a greater than projected number of applications and application fees. Currently, the number of new licenses is increasing at a much greater rate than in years past. As a result, the number of licensed psychologists practicing in the state is growing a steady rate. The Board has licensed 50 psychologists in 2019, making a total of 530 active licensees as of this meeting.

As a result of this increase in applications and licensees, the Board has reached the income goals for the biennial budget this past month in advance of the completion of the biennium. Moving forward, the Board Office will continue to monitor that expenses remain in line with projections. One major annual expense is the ASPPB annual meeting being held soon. Dr. Owens is attending with the assistance of the Board. However, Director Gleich received a BARC scholarship from ASPPB to pay for her attendance, defraying a projected expense, and our other Board member, Dr. Paul, also has outside funding.

Dr. Paul moved to accept the Treasurer's report. Dr. Holland second, Board vote 4-0-0.

A. Recouping outstanding Legal Fees Owed to the Board from Disciplinary and Unlicensed Practice cases.

No update, Director Gleich will contact the Controller's office for update.

5. Review of consumer complaints pending.

- A. Complaint #19-0514 : Currently with the DAG, Ms. Bradley is working with the psychologist's counsel, and will hopefully be able to bring something to the Board in an upcoming meeting.
- B. Complaint #19-0617: Release was not received in the Board office.
Dr. Paul moved to dismiss the complaint. Dr. Krogh second. Board Vote 4-0-0
The complaint was dismissed, but complainant will be notified that if a release is forwarded to the Board office, the complaint will be reopened.
- C. Complaint #19-0626: Dr. Young is investigating complaint. Response was received, after extension was requested. Will report at a future meeting
- D. Complaint #19-0709: Dr. Young is investigating complaint. Will report at a future meeting.
- E. Complaint #19-0826: Dr. Lenkeit investigated the complaint. After review of the complaint, and the psychologist's response, he found no violation of Nevada licensing law. Recommend for dismissal. Dr. Holland moved to dismiss. Dr. Krogh second. Board vote 4-0-0.
- F. Complaint #19-0923: Dr. Lenkeit is investigating complaint. Will report at a future meeting.

6. Update and discussion regarding the development of NAC 641 Regulation changes. The Board will review and finalize the submission of regulation to LCB for R-Numbers.

A. Petitioning the Board regarding approval and review of criminal offenses prior to application:

Dr. Papa and Ms. Bradley worked together in developing a language suggestion that would provide guidelines for individuals to request a review of criminal offenses, prior to making application or attending a training program.

Ms. Bradley suggested a broader option, that is similar to the language that she suggested to other Boards that she represents. Dr. Papa suggested a less subjective option in the review option.

Dr. Owens noted, that more direction from the Board may be helpful in developing the language. After discussion, it was noted that Dr. Krogh and Dr. Paul agreed a Broader option, allowed the Board the ability to review each request on a case by case issue that would allow more individualized review for each request.

Dr. Holland noted, that while a Broad regulation would be helpful in review, it could lead to issues as the Board changes. She suggested a set of guidelines that would assist all Boards for what is appropriate and what would not. Dr. Owens agreed, that some guidelines will be helpful, and limiting the Broadness will also limit any emotion or subjectivity of the Board members themselves.

Ms. Bradley noted that a log of all reviews should be kept in the Board office, regarding the request, review and the Board's decision.

ACTION ITEM: Ms. Bradley and Dr. Papa will work together on finalizing a document for review by the Board, at the upcoming meeting.

B. Introduction of Transfer of Medical Records if a professional becomes incapable of maintaining them.:

Director Gleich provided the document for review by the Board, of the changes made at the September Board meeting. Dr. Owens noted a spelling error in provision 3 of the document. Regulation change will be reviewed at the November Public workshop.

Dr. Krogh voted to forward to Public workshop. Dr. Holland second. Board vote 4-0-0.

C. Proposed revision of NAC 641.080 6b:

The current statute requires that "at least 50 percent of the hours per week of the supervised experience must be spent providing clinical services." The revision was requested by Dr. Papa, in his role at the University of Nevada, Reno, to bolster workforce development by developing a pathway to licensure for faculty at accredited universities by allowing for clinical teaching and didactics to be counted towards the hours of clinical services required of Psychological Assistants. Dr. Paul supported the suggested language change, as this would assist with problems that UNLV faculty have had trying to obtain licensure and tenure.

After discussion, it was determined that for individuals employed in an accredited program at a University, the following standard would apply, "25% of clinical services hours must be in direct care." This direct care requirement is to guarantee that even those individuals in a University setting are receiving proper training in direct client services.

Dr. Holland moved to forward to Public Workshop. Dr. Paul second. Board vote- 4-0-0

D. Revisit R131-15, to discuss the need to resubmit:

This regulation change, which requires faculty at the Universities to be licensed or registered was introduced to LCB in 2015. Due to some delays on the Boards and LCB's part the language surpassed the 2-year deadline placed on regulation changes. The question put to the board by Director Gleich was if the Board should resubmit the change.

Dr. Paul noted that the latest change that LCB provided on their website is not the most recent version of the regulation change made by the Board. Dr. Paul moved to resubmit the language from the most recent version that was submitted from the Board office. Dr. Holland second. Board vote 4-0-0

ACTION ITEM: Director Gleich will resubmit the language from March 2017, to LCB.

7. Review and Approve contracts relating to Affinity testing services.

Affinity Testing Services is a random drug testing that was recommended to the Board by the Nursing Board. There is no cost to the Board to utilize the service, and the licensee who utilizes their services only have to pay for the tests that they asked to take. No test exceeds \$200 a test. Ms. Bradley has reviewed the contract presented to the Board and asked the Board to review the contract in the meeting prior to returning the contract to Affinity. While this contract will be initially utilized for the oversight of Dr. Dennis, it can be utilized by any future cases the Board may have. Director Gleich noted it could take 2-3 weeks until the agreement is up and running.

After reviewing the contract, Dr. Holland moved to approve the contract. Dr. Krogh second. Board vote 4-0-0.

ACTION ITEM: Director Gleich will sign and return the contract, an update will be given in the future Executive Director Report.

8. Update regarding Board Office Operations

A. Review and update of Nevada Board of Psychological Examiners Strategic Plan

Dr. Owens noted that discussion of the strategic plan had been placed on hold until the Board received their new Board members, to allow for all parties to have input. However, given that the end of the year is fast approaching, the Board will discuss the Strategic Plan at the November meeting to provide the Board guidance in the upcoming year.

ACTION ITEM: Director Gleich and Dr. Owens will prepare the strategic plan for review at the November Board meeting.

B. Executive Director Report

1. Update regarding Board settlements and disciplinary orders.

With the agreement with Affinity, Director Gleich will inform Dr. Dennis and his supervisor of the agreement and prepare for the next steps in that observation. Additionally, Ms. Bradley continues to calendar the necessary steps in settlement agreements to allow for monitoring by both the Board office and the Attorney General's office.

2. Report regarding Board office operations

Director Gleich provided the below information regarding recent Board operations.

1. Applications opened:
 - a. Psychologist: 3
 - b. Psychological Assistant: 0
 - c. Psychological Intern: 1
 - d. Psychological Trainee: 0
2. Application completed:
 - a. Psychologist: 8
 - b. Psychological Assistant: 3
 - c. Psychological Intern: 3
3. Registrations completed:
 - a. Psychological Assistant: 4
 - b. Psychological Intern: 3

4. Number of Licensed: 9
5. Emails Received: 578
6. Complaints Received: 1
7. Verifications Completed:
 - a. By Mail: 6
 - b. By email: 6

Director Gleich also updated the Board on the status of hiring to replace the recently vacated Executive Assistant position.

Ms. Rahn moved on to a new position, at the beginning of the month. It was noted that one of the reasons for Ms. Rahn's departure was related to the pay rate of the Executive Assistant position. Upon her exit Ms. Rahn was paid \$13.00 an hour for her part-time position. With the Board's current budget, an increase in the amount paid to the Executive Assistant is not available at this time. Director Gleich's research on pay rates for part-time administrative positions in the Reno area has indicated that the current pay rate is appropriate.

To guarantee that each of the current applicants is comfortable with the pay range, Director Gleich included a question in the interview sure that applicants understood the payrate and hours expectation of the position. Additionally, Dr. Owens interviewed the top applicants via Zoom. Together Dr. Owens with Director Gleich will discuss and determine the best candidate for the position.

3. Update regarding Executive Director Professional Development.

Director Gleich read a statement to the Board regarding her development. Dr. Owens had expressed concerns in their weekly meeting about Director Gleich's performance and appropriateness of development plan help Director Gleich meet her performance goals. Director Gleich noted the places that she would like to focus on in her development not only as an employee but as a supervisor. She noted the shortcomings of the recent months in terms of project and office management, an acknowledgement that she will work to focus on and better in the upcoming months.

4. Update regarding PSYPACT Commission

Director Gleich informed the Board that the rules that were listed for open comment, were reviewed and passed in the PSYPACT meeting held October 9th. The next meeting of the PSYPACT Commission will be held in November.

9. Update regarding the status of regulations submitted to LCB for changes to NAC 641.

A. 170-18: Establishes provisions governing service of process: Director Gleich needs to review the notes on this regulation and speak with Ms. Bradley regarding the concerns raised at the last public hearing for this regulation.

B. R057-19: Fees: Director Gleich noted that there may need to be an edit to this regulation. It was noted that when SB-162 introduced registration of psychological assistant, psychological interns and psychological trainees, it also introduced an amount "not to exceed" for the registration and renewal of each level. However, the Board had yet to determine the actual fees for each level.

As the expected income at each level is dramatically different, the Board reviewed the expected payrate of each level, as well as the cost to the Board office in application review for each level. After discussion, it was determined that a fair rate for each level would be:

Initial Registration as a Psychological Assistant: \$150.00
Initial Registration as a Psychological Intern: \$75.00
Initial Registration as a Psychological Trainee: \$30.00

Renewal of Registration as a Psychological Assistant: \$150.00
Renewal of Registration as a Psychological Intern: \$30.00
No Renewal fee is set for the Registration of Psychological Intern, as the registration is for only 2 years.

Dr. Paul moved to approve the fees for registration. Dr. Holland second Board vote 4-0-0. The Board voted to revise the fees listed in R057-19.

ACTION ITEM: Director Gleich will forward the additional fees to LCB, to be included in the language change.

C. R085-19: Endorsement Language: No update currently. Director Gleich will forward the language to the ATEAM prior to review by the full Board.

10. Vote on Board Positions; elected annually, to serve for one year.

ATEAM membership: Dr. Owens requested that a third member join ATEAM with her and Dr. Papa, as it is becoming difficult with only two members. Dr. Holland agreed to join the committee in the meantime. Director Gleich will place this item back on the agenda, once new members are added to the Board.

ACTION ITEM: Director Gleich will contact all members of the ATEAM to schedule the meeting.

11. Schedule of future Board meetings, hearings, and workshops. The Board may discuss and decide future meeting dates, hearing dates, and workshop dates.

November Board meetings will be held at the University SCS locations. There will be a public workshop at 8:15 am at the November meeting.

November 8, 2019
December 13, 2019
January 10, 2020
February 14, 2020
March 13, 2020
April 17, 2020
May 8, 2020
June 12, 2020
July 10, 2020
August 14, 2020
September 11, 2020
October 9, 2020
November 13, 2020
December 11, 2020

All future meetings will begin at 8:30 am

a. Schedule of New Board Member Training: Unable to schedule training until new members are placed on the Board.

12. Board needs, operations, and schedules.

A. Update/Report from Nevada Psychological Association Representative.

Dr. Ahmad provided a report regarding the NPA's participation in the upcoming Pride festivities in Las Vegas. Additionally, a psychologist member was placed on the Behavioral Health Commission.

B. Update regarding Board membership

The Board is still waiting to receive 3 Board members. Director Gleich continues to reach out to the Governor's office for a response on the status, with no update.

C. Discuss the status and needs to complete the Disciplinary Policy and Procedures.

Discussed under item 16.

D. Future Board meeting agenda items

There will be a presentation regarding EPPP2

13. Review/decision upon applications for licensure or registration. The Board may convene in closed session to receive information regarding applicants, which may involve considering the character, alleged misconduct, professional competence, or physical or mental health of the applicant (NRS 241.030). All deliberation and action will occur in an open session.

PSYCHOLOGISTS

Carol Anderson: No discussion warranted at this time.

Julie Armstrong: No discussion warranted at this time.

Nora Baladerian: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.

John Barona: No discussion warranted at this time.

Mary-Jo Bautista-Bohall: No discussion warranted at this time.

Monela Beroni: No discussion warranted at this time.

Erin Bigler: No discussion warranted at this time.

Amy Black: Dr. Paul moved to approve for licensure contingent on application completion and passing the required exam. Dr. Krogh second. Board vote 4-0-0.

Cynthia Cameron: No discussion warranted at this time.

Sylvia Chang: No discussion warranted at this time.

Stacey Cherup-Leslie: No discussion warranted at this time.

Jason Christopherson: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.

Oral Custer: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.

Emily Daniel: No discussion warranted at this time.

Frank Davis: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.

James English: No discussion warranted at this time.

Matthew Fanetti: : Dr. Paul moved to approve for licensure contingent on application completion and passing the required exam. Dr. Krogh second. Board vote 4-0-0.

Suzana Flores: No discussion warranted at this time.
Donna Greifer: No discussion warranted at this time.
Kevin Greve: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.
Lindsey Hailston: No discussion warranted at this time.
Helen Jackson: No discussion warranted at this time.
Leah Jacobs: No discussion warranted at this time.
Dasa Jendrusakova: Dr. Paul moved to approve for licensure contingent on application completion and passing the required exam. Dr. Krogh second. Board vote 4-0-0.
Samantha John: No discussion warranted at this time.
Durriyah Khorakiwala: No discussion warranted at this time.
Merry Larson: No discussion warranted at this time.
Debbie Maddox: No discussion warranted at this time.
Gayle Mann: No discussion warranted at this time.
David McIntyre: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.
Marc McLaughlin: No discussion warranted at this time.
Pak Yan Ngai: No discussion warranted at this time.
Michael Pauldine: Dr. Paul moved to approve for licensure contingent on application completion and passing the required exam. Dr. Krogh second. Board vote 4-0-0.
Anthony Petruzzello: No discussion warranted at this time.
Howard Reid: No discussion warranted at this time.
Rosalinda Reyes: No discussion warranted at this time.
Ronald Roberts: No discussion warranted at this time.
Gabriella Santacruz: Dr. Paul moved to approve for licensure by endorsement, contingent on application completion and meeting Board Requirements. Board vote 4-0-0.
Michael Scolatti: No discussion warranted at this time.
David Shoemaker: No discussion warranted at this time.
Anne Stegenga: No discussion warranted at this time.
Kristine Turner-Sherman: No discussion warranted at this time.
Michael Villanueva: No discussion warranted at this time.
Barbara Wells: No discussion warranted at this time.
Sharon West: No discussion warranted at this time.
Stephen Willis: No discussion warranted at this time.
Donald Yorgason: No discussion warranted at this time.
Simon Zysman: No discussion warranted at this time.

PSYCHOLOGICAL ASSISTANTS

Irina Abramians: No discussion warranted at this time.
Danielle Agnello: No discussion warranted at this time.
Zyra Alandy-dy: No discussion warranted at this time.
Jose Arauz: No discussion warranted at this time.
Carolina Alicea-Morales: No discussion warranted at this time.
Natalie Bennett: No discussion warranted at this time.
Andrea Bevan: No discussion warranted at this time.
Jeremy Bissram: No discussion warranted at this time.
Jonathan Campos: No discussion warranted at this time.

Leandrea Caver: No discussion warranted at this time.
Lauren Chapple: No discussion warranted at this time.
Sarah Damas: Dr. Paul moved to approve for licensure contingent on application completion and passing the required exam. Dr. Krogh second. Board vote 4-0-0.
Melissa Depa: No discussion warranted at this time.
Nicole Dionsio: No discussion warranted at this time.
Alicia Doman: No discussion warranted at this time.
Daphne Fowler: No discussion warranted at this time.
Jennifer Grimes Vawters: No discussion warranted at this time.
Centina Hernandez: No discussion warranted at this time.
Andrew Hickman: No discussion warranted at this time.
Bernadette Hinojos: No discussion warranted at this time.
Antrice Hronek: No discussion warranted at this time.
Katherine Isaza: No discussion warranted at this time.
Casha Kaufer: No discussion warranted at this time.
Corey Kuhn: No discussion warranted at this time.
Cynthia Lancaster: No discussion warranted at this time.
Patrice Leverett: No discussion warranted at this time.
Candis R. Mitchell: No discussion warranted at this time.
Valerie Modirpour: No discussion warranted at this time.
Tracy Moore: No discussion warranted at this time.
Luzviminda Morrow: No discussion warranted at this time.
Lyle Noisy Hawk Jr. : No discussion warranted at this time.
Dorothy Parriott: No discussion warranted at this time.
Carolina Perez: No discussion warranted at this time.
Rachel Pinkerman: No discussion warranted at this time.
Erica Phillips: No discussion warranted at this time.
Richard Pratt: No discussion warranted at this time.
Elizabeth Pritchard: No discussion warranted at this time.
Mary Pulido Banner: No discussion warranted at this time.
Samantha Schiling: No discussion warranted at this time.
Christopher Shewbarran: No discussion warranted at this time.
Christeen Silva: No discussion warranted at this time.
Lennon Tyler: No discussion warranted at this time.
Joyce Ulofoshio: No discussion warranted at this time.
Lipika Wadhwa: No discussion warranted at this time.
Jaime Wong: No discussion warranted at this time.

PSYCHOLOGICAL INTERNS

Luke Allen: No discussion warranted at this time.
Jessica Crellin: No discussion warranted at this time.
Deva Dorris: No discussion warranted at this time.
Bryon Gallant: No discussion warranted at this time.
Jennifer Guttman: No discussion warranted at this time.
Laurie Harris: No discussion warranted at this time.
Joseph Henrich: No discussion warranted at this time.
Monica Jackson: No discussion warranted at this time.

Dorota Krotkiewicz: No discussion warranted at this time.
Vanessa Ma: No discussion warranted at this time.
Isra Malik: No discussion warranted at this time.
Desiree Misanko-Louvat: No discussion warranted at this time.
Kelly Nelson: No discussion warranted at this time.
Kellie Nesto: No discussion warranted at this time.
Jeffery Newell: No discussion warranted at this time.
David Robinson: No discussion warranted at this time.
Dana Schmidt: No discussion warranted at this time.
Sharon Simpton: No discussion warranted at this time.
Alexandro Velez: No discussion warranted at this time.
Qingqing Zhu: No discussion warranted at this time.
Michelle Zochowski: No discussion warranted at this time.

PSYCHOLOGICAL TRAINEES

Cody Kaneshiro: No discussion warranted at this time.
Alek Krumm: No discussion warranted at this time.
Nina Paul: No discussion warranted at this time.
Samantha Sherwood: No discussion warranted at this time.
Holly Summers: No discussion warranted at this time.

14. Discussion of language development to cover the differences between the APA Ethics Code and ASPPB Code of Conduct. With Recommendations from APA Ethics Code to be placed in NAC 641.

This item was deferred until a future Board meeting.

15. Review of Board request for an Attorney General Opinion, regarding NRS 641.390 and specifically the term “psychological scientist.”

The Board reviewed a draft letter to the Attorney General’s office. It was determined the letter should be streamlined, focusing directly on a request for definition of the term “psychological Scientist’ specifically as mention in NRS 641.390, and how it applies to the practice of psychology as defined in NRS 641.025.

Dr. Paul moved to send a letter to Attorney General, requesting an opinion regarding the term “psychological Scientist” Dr. Holland second. Board vote 4-0-0.

ACTION ITEM: Dr. Owens will draft letter and forward to Director Gleich to send to Attorney General’s office.

16. Review the Disciplinary Policies and Procedure Manual.

Dr. Owens asked for an update on the disciplinary policy and procedure manual from Ms. Bradley and Dr. Lenkeit. Dr. Lenkeit noted, that he had forwarded a few statements to Ms. Bradley to be incorporated into the manual, as she has been the chief author of the policy. Ms. Bradley also noted that there were items of the suggested in the manual may need to be voted on directly by the Board. After discussion, Dr. Owens, asked that the Manual be completed and presented to the Board at the November Board meeting.

ACTION ITEM: Ms. Bradley and Dr. Lenkeit, will work to complete the policy and procedures.

- **Ms. Bradley will bring to the Board, exact policies and procedures that need to be voted on by the Board, to be voted on at the November Board meeting.**

- **Board members will need to review the document provided at the meeting and bring any questions or concerns that they may have to the November Board meeting to ask the Ms. Bradley and Dr. Lenkeit.**

17. Discuss evaluate and decide on the options and opportunities in the future offerings for the Nevada Licensing Exam. The Board will review the information provided to decide the next necessary steps to continue providing the state exam.

At the September Board meeting, the Board voted to end the contract for computer-based state exams with PSI. Dr. Holland reviewed the item bank for the current exams to determine which items could be used on a new exam focusing on jurisprudence and ethics. In review of the items, Dr. Holland found that there were 90 items, that could be utilized in the new exam format. The 90 items cover topics that focus on questions relating to APA, NAC, NRS, HIPAA, American Disability Act. Upon discussion, the Board came to a consensus that; (1) a variety of items that focus on all aspects of law and ethics are appropriate for the new exam, (2) the items that are available will be a good first draft for the new exam, (3) in the future, development of new items may be needed.

The Board then discussed how the exam would be offered. Director Gleich provided information regarding an online examination system that allows randomization of items (onlineexambuilder.com). This would allow the Board to have a limited set of items, but many options for the final construction of exam versions. After discussion and prior to approving the hosting website, the Board requested Director Gleich verify that the items and applicant information would be secure.

The Board determined that; (1) the exam will transition to an online, open book format, and (2) the appropriate time limit and amount of exam questions would be determined at a future meeting. The last exam with PSI will be offered the week of December 16-20. The Board's goal is to have the online exam up and running by mid-February 2020.

ACTION ITEM: Director Gleich will verify that onlineexambuilder.com will allow the Board to maintain ownership of the exam items and will maintain protection of the applicant's identity and information. An update will be provided at a future meeting.

18. Review of transitioning to online forms, for all levels of Registration and Licensure, as well as other forms utilized by the Board. The Board will review the drafts and discuss the possible costs to the Board and applicants to utilize these forms.

As discussed at the August Board meeting, it was determined that introducing online forms would be helpful in the ongoing effort to update Board operations. Director Gleich provided an example of the information form, that would be utilized by all 4 application levels. The form also allows for payment by credit card, through the PayPal that the Board established for the latest renewal. Jotforms was the hosting service the Board office developed the forms in. As it was an easily designed site and allowed for the PayPal embedded into the form.

Upon review of the forms, Dr. Paul moved to approve the addition of the online forms and payment, upon verification that the information and payment input would be protected. Dr. Krogh Second. Board vote 4-0-0.

ACTION ITEM: Director Gleich will verify that the information input through Jotforms would be protected and is appropriate for utilization of information forms.

19. Public Comment.

No public comment.

22. ADJOURNMENT

Dr. Paul moved to adjourn the meeting. Dr. Krogh second. Board vote 4-0-0. The meeting was adjourned at 11:57 a.m.