

**PUBLIC NOTICE OF A WORK SESSION OF  
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS**

DATE OF MEETING: Friday, October 8, 2021    Time: 10:00 a.m.

The work session of the State of Nevada Board of Psychological Examiners (Board) will be conducted and may be attended through a remote technology system (video- or teleconference). To participate remotely, individuals are invited to enter the work session from the Zoom website at: <https://us06web.zoom.us/j/86154219825>. To access the work session via audio only, dial 1-669-900-6833 and enter the meeting ID: 861 5421 9825. The work session may also be attended at the physical location of the Board Office at 4600 Kietzke Lane, Suite B-116, Reno, Nevada, 89502. (The Board office recommends that individuals unfamiliar with ZOOM should visit the website in advance to familiarize themselves with the format by viewing the online tutorials and reading the FAQs. To learn more about Zoom, go to <https://zoom.us/>.)

The Board will accept public comment via email. Those wishing to make public comment should email their public comments to the Board office at [nbop@govmail.state.nv.us](mailto:nbop@govmail.state.nv.us). Written public comments must be received prior to the start of the meeting and will be forwarded to the Board for their consideration. Written public comments will be included in the public record (meeting minutes) but will not necessarily be read aloud during the meeting. In compliance with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law), the Board is precluded from taking action on items raised by public comment which are not already on the agenda.

The Board may take items out of order, combine items for consideration, and items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and end of the meeting. The public may provide comment on any matter whether or not that matter is a specific topic on the agenda. However, prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment on that item. (NRS 233B.126) Public comment that is willfully disruptive is prohibited, and individuals who willfully disrupt the meeting may be removed from the meeting. (NRS 241.030(5)(b)) The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030). Once all items on the agenda are completed, the meeting will adjourn.

**AGENDA**

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

**2. Public Comment.** Note: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as

time allows and in their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

**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 outlined on Attachment A to this notice.**

**4. Public Comment** - Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Board President. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Board President may allow additional time to be given a speaker as time allows and in his sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)

**5. (For Possible Action) Adjournment**

---

The Board may recess for lunch for approximately one hour, at a time to be determined.

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If such arrangements are necessary, please contact the board office at (775) 688-1268 no later than noon on Thursday, October 7, 2021.

For supporting materials, visit the Board's website at <http://psyexam.nv.gov/Board/2021/2021/> or contact Lisa Scurry, Executive Director at the Board office by telephone (775-688-1268), e-mail ([nbop@govmail.state.nv.us](mailto:nbop@govmail.state.nv.us)) or in writing at Board of Psychological Examiners, 4600 Kietzke Lane, Suite B-116, Reno, Nevada 89502.

In accordance with NRS 241.020, this public meeting notice was properly posted at or before 9 a.m. on Tuesday, October 5, 2021, at the following locations:

- Board office located at 4600 Kietzke Lane, Bldg. B-116, Reno;
- Nevada Public Notice website: <https://notice.nv.gov/>; and
- Board's website at <http://psyexam.nv.gov/Board/2021/2021/>.

In addition, this public meeting notice has been sent to all persons on the Board's meeting notice list, pursuant to NRS 241.020(3)(c).

## **Attachment A – Strategic Plan Adopted and Proposed Goals and Objectives**

### Goal A: ENHANCING COMMUNICATION WITH PSYCHOLOGISTS AND STUDENTS

- Improving communication Through Database and List Serve
- Creation of a Quarterly Newsletter
- Website – Update and Revise
  - Post adopted policies/procedures
  - Update Frequently Asked Questions on website

### Goal B: IMPROVING OFFICE POLICIES AND PROCESSES

- Transition Paper Documents to Electronic including, but not limited to, Licensure/registration applications, Applicant Forms, Continuing Education Application, License Renewal
- Review and revise employment and employee policies regarding time off (sick/vacation), evaluation and discipline
- Create Frequently Asked Questions online/ make a video using different topics quarterly
- Update Office Procedure Manual
- Set up Legislative Training
- Social Media Policy - completed
- Hire a Bookkeeper - completed
- Endorsement Language
  - Adopt revisions to NAC
  - Adopt policy/procedure for review of applications, referral to ATEAM
- Continuing Education – review guidelines
  - Adopt policy related to admissible courses, review process
  - Create online CE application
  - Create review form for Board CE Chair

### Goal C: COMPLAINT INVESTIGATION AND PROCEDURE FOR DISCIPLINARY PROCEEDINGS

- Establish policy for ensuring security of confidential or sensitive documents during working phase of investigation and centralizing storage at the board office after investigations are resolved.

- Adopt policies and procedures manual for investigators, for processing complaints, for conducting hearings, and for standardizing discipline, including disciplinary supervision contracts

#### Goal D: FUTURE LEGISLATIVE NEEDS

- Develop Tracking system to identify needed regulation changes
- Endorsement Language
- Corrections
- Moral

#### Goal E: EXTERNAL AUDIT / FINANCIAL OVERSIGHT

- Update New ED on 2018 and 2019 Audit Deficiencies and Identify plan to remediate Board office operations
- Improve budget reporting format, and improve coordination between Board office and Treasurer
- Develop plan to rectify audit deficiencies.
- Executive Director Receive 1:1 training with Board Auditor
- Executive Director explore bookkeeper training or cost of bookkeeper services
- Better understand the Accrual VS Cash Analysis
- Training in Bookkeeping

#### Goal F: EXAMINATIONS

- EPPP Part-2
- Streamlining Examination requirements
- Online Exam
  - Development and Administration
  - Annual Review
  - Policy for administration

**STRATEGIC PLAN - 2021**

<b>ID</b>	<b>YR</b>	<b>TASK</b>	<b>TASK LEAD</b>	<b>DURATION</b>	<b>START DATE</b>	<b>END DATE</b>	<b>% COMPLETE</b>	<b>PROJECT STATUS</b>	<b>COMMENTS</b>	<b>NOTES</b>
<b>A. ENHANCING COMMUNICAITON WITH PSYCHOLOGISTS AND STUDENTS</b>										
A.5	20	Improving communication; Database and Listserve	Executive Director/Board Office		2/14/2020				Board office will use the database and the NPA listserve to communicate with licensees and registrants.	New 2020
A.6	21	Quarterly Newsletter (posted to webiste, disseminated to licensees)								
A.7	20	Update website	Executive Director, Dr. Whitney Owens	Ongoing	11/1/2021	ongoing				
<b>B. IMPROVING OFFICE POLICIES AND PROCEDURES</b>										
B.1	19	Go paperless	Executive Director/Board Office	60-90 days	9/1/2018					
B.2	20	Revise employment and employee policies regarding time off (sick/vacation), evaluation and discipline	Executive Director, Dr. Stephanie Woodard	Annual	2/14/2020			Began at 2/14/2020 Board Meeting	v1 completed; v2 needs revision	
B.4	19	Update Frequently Asked Questions on website	Executive Director	Annual	2/1/2018	2/1/2018	1			
B.5	20	Create Frequently Asked Questions online/ make a video using different topics quarterly	Executive Director	6 months	2/14/2020				Goal is to update and organize the FAQ page	
<del>B.6</del>	<del>20</del>	<del>Update website</del>	<del>Executive Director, Dr. Whitney Owens</del>	<del>Ongoing</del>	<del>2/1/2018</del>	<del>ongoing</del>	<del>0.75</del>			
B.7	20	Update Procedure Manual	Executive Director, Board Members as Assigned		2/1/2018		75%		Need Detail Oriented with HR expereince to review.	
B.8	20	Set up legislative training	Executive Director, Neena		2/1/2018	ongoing				

**STRATEGIC PLAN - 2021**

<b>ID</b>	<b>YR</b>	<b>TASK</b>	<b>TASK LEAD</b>	<b>DURATION</b>	<b>START DATE</b>	<b>END DATE</b>	<b>% COMPLETE</b>	<b>PROJECT STATUS</b>	<b>COMMENTS</b>	<b>NOTES</b>
B.9	19	Social Media Policy	Dr. Owens		9/14/2018	1/15/2021	100%		v.1 Adopted 1/15/21	
B.9	20	Hire a Bookkeeper	Dr. Tony Papa and Dr Whitney Owens		2/14/2020	7/1/2020	100%			
B.10	'20	Endorsement Language	ATEAM		11/4/2019	Pending	75%	Review R158-19 to evaluate language for validity and ability to enforce.	Currently with LCB	
B.11	21	Continuing Education - review guidelines								
<b>C. COMPLAINT INVESTIGATION AND PROCEDURE FOR DISCIPLINARY PROCEEDINGS</b>										
C.2	'19	Establish policy for ensuring security of confidential or sensitive documents during working phase of investigation and centralizing storage at the board office after investigations are resolved.	Investigators		2/1/2018	unknown	1			
C.4	'19	Adopt policies and procedures manual for investigators, for processing complaints, for conducting hearings, and for standardizing discipline, including disciplinary supervision contracts	DAG, Investigators, Executive Director		2/1/2018		0.25	Model Disciplinary Supervision Contract Completed		
<b>D. FUTURE LEGISLATIVE NEEDS</b>										

**STRATEGIC PLAN - 2021**

ID	YR	TASK	TASK LEAD	DURATION	START DATE	END DATE	% COMPLETE	PROJECT STATUS	COMMENTS	NOTES
D.1	'20	Develop Tracking system to identify needed regulation changes	Executive Director, Board President		2/14/2020					
D.3	'19	Endorsement Language	Board President, Executive Director, Lobbyist		2/1/2018		ongoing			
<b>E. RESPOND TO AUDIT CONCERNS - increase Board oversight / improve system of checks and balances, provide ED with additional training</b>										
E.1	'20	Update New ED on 2018 and 2019 Audit Deficiencies and Identify plan to remediate Board office operations	Executive Director, Board President, Secretary Treasurer							
E.1	'19	Improve budget reporting format, and improve coordination between Board office and Treasurer	Executive Director, Secretary Treasurer, Auditor		3/1/2018				Meeting with Board treasurer and public member scheduled for:	
E.2	'19	Develop plan to rectify audit deficiencies.	Executive Director, Secretary Treasurer, Auditor							
E.3.	'19	Executive Director Receive 1:1 training with Board Auditor	Executive Director							
E.4.	'19	Executive Director explore bookkeeper training or cost of bookkeeper services	Executive Director			1/1/2021	50%			
E-6	'19	Better understand the Accrual VS Cash Analysis	Executive Director, Office Staff, Secretary Treasurer	Annual						
E-7	'19	Training in Bookeeping	Executive Director, Office Staff, Secretary Treasurer	Annual						
<b>F. EXAMINATION</b>										
F.1	'20	EPPP2	Executive Director							

