

**PUBLIC NOTICE OF A MEETING FOR
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS**

DATE OF MEETING: Friday, March 10, 2023 Time: 8:00 a.m.

The meeting 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 meeting from the Zoom website at: <https://us06web.zoom.us/j/89344878622>. To access the meeting via audio only, dial 1-669-900-6833 and enter the meeting ID:

893 4487 8622. The meeting 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. Written public comments must be received prior to the start of the meeting and will be forwarded to the Board for their consideration. 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. Minutes

- A. (For Possible Action) Discussion and Possible Approval of the Minutes of the Regular Meeting of the State of Nevada Board of Psychological Examiners on February 10, 2023.

4. Financials

- A. (For Possible Action) Discussion and Possible Action to Approve Recommended Changes to the Fiscal Year 2023 Budget.
- B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2023 (July 1, 2022, Through June 30, 2023).

5. Legislative Update

- A. (For Possible Action) Report, Discussion and Possible Action on Legislative Activities, including the work of Interim Committees and the 2023 Session of the Nevada Legislature.
- B. (For Possible Action) Discussion and Possible Action on the Proposed Revision of Nevada Revised Statutes (NRS) 641.390, Representation or Practice Without License or Registration Prohibited, During the 2023 Session of the Nevada State Legislature.

6. Board Needs and Operations

- A. Report from the Nevada Psychological Association.
- B. Report From the Executive Director on Board Office Operations.

7. (For Possible Action) Discussion and Possible Action to approve the employment agreement of Laura M. Arnold.

8. (For Possible Action) Discussion, and Possible Action on Pending Consumer Complaints:

- A. Complaint #19-0626
- B. Complaint #19-0709
- C. Complaint #21-0726
- D. Complaint #22-0804
- E. Complaint #22-0930

9. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. 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. *Note: Applicant names are listed on the agenda to allow the Board to discuss applicants when necessary to move the applicant through the licensure process. The listing of an applicant's name on the agenda indicates only that an application for licensure/registration has been received. It does not mean that the application has been approved or that the applicant must appear at the meeting in order for the applicant's application to move forward through the licensure process. If an applicant needs to attend the meeting for the Board to take action, the applicant will be notified in writing prior to the meeting. Please, direct questions or comments regarding licensure applications to the Board office.*

A. (For Possible Action) Discussion and Possible Action to Approve the Recommendation of the ATEAM Committee to approve the application of Dr. Jessica Patel, contingent on the completion of all licensure requirements.

PSYCHOLOGISTS

Gera Anderson	Howard Friedman	Jodi Lovejoy	Shelly Sheinbein
Ashley Arcoleo	Alyssa Gallagher (PA)	Debra Maddox	David Shoup
John Barona	Nancy Grau	Gina Manguno-Mire	Nancy Small
Michelle Berumen	Dehnad Hakimi	Melissa Marrapese	DeAnn Smetana
Kimberly Bergman	Lisa Hazelwood	Viola Mejia	Michael Stein
Luke Bigler	Kelly Hughes	Kimberly Miller	Nicole Steiner-Pappalardo
Sarah Brennan	Alexia Holovatyk	Samuel Montano	Vahe Sukiasyan
RaeLynn Brister	Alberto Ibarra	Carolina Morales-Alicea	LaTanya Takla
Corby Bubb	Billie Ivra	Michellane Mouton	Jessica Taverniti
Tyler Camaione (PA)	Saira Jhorn	Patrick Murphy	Raven Townsel
Si Arthur Chen	Lori Johnson	Jonine Nazar-Biesman	Donna Truong
Dana Chidekel	Samantha Johnson	Ana Ochoa	John Tsanadis
Nino Chkhaidze (PA)	Natalie Jones	Ariel Ogilvie-McSweeney	Deepti Vaswani
Filippo Cieri	Ta Tanisha Jones	Akira Olsen	Michael Villanueva
Pegeen Cronin	Victor Jordan	Brian Olsen	John Walker
Edward De Anda	William Kaiser	Stephanie Orbon	Ann Watters
Hector De Los Santos	Carolyne Karr	Jessica Patel	Justin Weber
Nicola De Paul	Patricia Keeler	Rhea Pobuda	Jessica Weis
Roman Dietrich	Christine Kim	Rachel Powers	Kiara Wesley
Mark Dillon	John King	Kilynda Ray	Michael Whitman
Mary Dinerman	Ashley Kirby-Ward	Tatsiana Razzhavaikina	Jennifer Wilcox
Jene Edwards	Sandra Kubicki	Elke Rechberger	Michele Wilkens
Christopher Estep	Laura LaPiana	Rory Reid	Stephen Winston
Allison Faris	Timothy Law	Kristina Reynoso	Christine Winter
Daniel Fenton	Rose Leung	Lisa Rhee	Christopher Wolper
Stephen Francis	Bertrand Levesque	Vincent Rodriguez	Jamie Wong
Gila Frank	Karen Levine	Keri Ross	Wendy Worrell
	George Lough	Jen Schafer	

PSYCHOLOGICAL ASSISTANTS

Ines Acevedo	Jessica Crellin	Vanessa Ma	Farnaz Samavi
Jeffrey Aguiar	Melanie Duckworth	James Maltzahn	Daniela Sandelin
Sonakshi Arora	Emerson Epstein	Alexandra Miguel	Shweta Sharma
Tracy Basile	Evan Fertel	Desiree Misanko	Sharon Simington
Ramy Bassioni	Jacqueline Friar	Candis R. Mitchell	Alexis Sliva
Michelle Berumen	Milagro Gonzalez	Carolina Morales Alicea	Krystal Smith
Dallas Boyce	Kimberly Gray	Luzviminda Morrow	Lydia Stevenson
Andrew Buchanan	Joseph Henrich	Blanca Naudin	Katherine Stypulkowski
Jonathan Campos	Akiko Hinds	Jonathan Parker	Holly Summers
Christina Cendejas	Bernadette Hinojos	Dylena Pierce	Raven Townsel
Kara Christensen	Kelly Hughes	Eric Prince	Amanda Wallick
Tasman Cleaver	Kelly Humphreys	Leilani Puentes	Nathaniel Wilkins
Jessica Conner	Dorota Krotkiewicz	Jacquelyn Rinaldi	Jaime Wong
Althea Cook	Tracy Lawrence	Shannon Rojas	Amanda Zayas

PSYCHOLOGICAL INTERNS

Lorraine Apodaca	Michelle Harden	Coreen Starr	Charlotte Watley
Mario De Souza	Shanel Harris	Jasmin Smith	Rachel Wiggins
Shantay Coleman	Jeanine Johnson	Barbara Sommer	
Shannon Colon	Kayla Kaiser	Megan Tedrow	
Michelle Gaston	Erica Marino	Candice Thomas	

PSYCHOLOGICAL TRAINEES

Marissa Alvarez	Paola Garcia Betancourt	Demi Kourtesi	Jason Sadora
Glen Blessington	Grace Goodwin	Haeun Lee	Mary Smirnova
Dominique Cheung	Jaqueline Green	Nicole Martinez	Heather Thompson
Aimee D'Errico	Madison Hurley	Michael McNamara	Bailey Way
Erica Dunn	Bianca Islas	Sara Moore	
Jacqueline Eddy	Jessica Jensen	Amanda Mraz	
Kayla Fobian	Cynthia Johnston	Kelly Parker	

10. (For Possible Action) Discussion and Possible Action to Approve the Request of Dr. Jonathan Campos for the Board to extend the EPPP-2 waiver he was granted as part of his now-expired Psychological Assistant application.
11. (For Possible Action) Discussion and Possible Action to Approve the Application for Reactivation of License by Dr. Erin M. Oksol, PY0531.
12. (For Possible Action) Discussion and Possible Action to Adopt the Policy on Finance: Budgeting.
13. (For Possible Action) Discussion and Possible Action on Executive Order 2023-003 Requiring the Board's Comprehensive Review of its Regulations.

14. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates
 - A. The next regularly scheduled meeting of the Nevada Board of Psychological Examiners is Friday, April 7, 2023, at 8:00 a.m.
 15. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)
 16. 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)
 17. (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 4 p.m. on Thursday, March 9, 2023.

For supporting materials, visit the Board's website at <http://psyexam.nv.gov/Board/> or contact Laura Arnold, Executive Director at the Board office by telephone (775-688-1268), e-mail (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, March 7, 2023, 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/2023/2023/>.

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).

**PUBLIC NOTICE OF A MEETING FOR
STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS
MEETING MINUTES**

February 10, 2023

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

Call to Order: The meeting of the Nevada State Board of Psychological Examiners was called to order by President Whitney Owens, PsyD, at 8:05 a.m. online via "zoom" and physically at the office of the Board of Psychological Examiners, 4600 Kietzke Lane, Ste B-116, Reno, Nevada 89502.

Roll Call: Board President Whitney Owens, Psy.D., Secretary/Treasurer, Stephanie Woodard, Psy.D., and members Monique Abarca, LCSW, Lorraine Benuto, Ph.D., Stephanie Holland, Psy.D., and Catherine Pearson, Ph.D., were present at roll call.

Deputy Attorney General Harry Ward introduced himself and stated for the record that there was a quorum.

Board member Soseh Esmaeili, Psy.D., was absent at roll call, but joined at 8:06 a.m., just after roll call ended.

Also present were Dr. Sheila Young, Board Investigator; Laura M. Arnold, Executive Director, and members of the public: Lisa Scurry, Dr. James Tenney, Dr. Adrianna Zimring, Dr. Margaret Dixon, and Dr. Jonathan Campos,

2. Public Comment.

There was no public comment at this time.

President Whitney Owens welcomed Laura M. Arnold, the Board's new executive director, and noted that she has been training with the prior executive director, Lisa Scurry, over the past month.

President Whitney Owens also noted that there were members of the public in attendance for various items that, without objection from any other Board members, would be taken out of order.

3. Minutes

**A. (For Possible Action) Discussion and Possible Approval of the
Minutes of the Regular Meeting of the State of Nevada Board of
Psychological Examiners on January 13, 2023.**

Board Member Dr. Pearson noted that the deadline for renewal stated under Item 11A should have been December 31, 2022, not December 31, 2023. There were no other comments or changes suggested for the January 13, 2023, meeting minutes.

On motion by Dr. Pearson, second by Dr. Holland, the meeting minutes of the January 13, 2023, meeting of the Nevada Board of State Board Psychological Examiners with the renewal date correction in Item 11(A) were approved.

(Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

4. Financials

Secretary/Treasurer, Stephanie Woodard and former Executive Director, Lisa Scurry (participating in the meeting as a member of the public) presented information on and addressed agenda Item 4.

A. (For Possible Action) Discussion and Possible Action to Approve Recommended Changes to the Fiscal Year 2023 Budget

In referring to the brief discussion in the January 13, 2023, meeting about how much was brought in through license renewals and what adjustments could be made to the budget, former Executive Director Lisa Scurry stated that the Board brought in a total of \$378,000 in renewals from October 1, 2022, to a renewal received that week. Of that amount, the Board could use \$332,000 up to December 31, 2022. As Ms. Scurry explained during the January 13, 2023, meeting, there is some lag time from when money comes into PayPal to when it goes to the bank and then into QuickBooks. Because of federal regulation of accounting principles (GASB), the Board cannot technically use money that comes in and is recorded in QuickBooks after January 1, 2023, which is about \$46,000. We will be budgeting off of \$83,000, and based on that, the Board is in a good spot.

The Board has brought in about 99% of what was expected. Renewals are higher because every two years there are about 100-150 new licensees, so the areas that are adjusted are where we are looking to make adjustments to the approved budget are revenue, cleaning it up and having more accurate numbers. Adjustments that were made for expenditures were:

- About \$4,000 added for part time help if the Board office hires someone in the spring, which would be wages for about 3 months.
- An adjustment to the investigators' salaries based on real numbers.
- Money added for out of state travel, which would mostly be the ASBPP conference, so we added \$2,500 back into that.

- \$1,000 added for instate travel based on a desire to have an in person strategic planning session maybe in the spring. There is now money to send the south people north or the north people south.
- There had been \$7,500 allocated for software. With the Executive Director being new, big changes to the database was something she did not need on her plate at this time, so \$2,500 was taken out. That adjustment was made with the recommendation to move that item to the next fiscal year.

The last two columns in the document, Q3 and Q4, we have drafted out to FY2024 based on those numbers. What is nice about deferred revenue is that you know the pot of money you will have for 2 years. The \$46K will be allocated to those, which means you are automatically looking at another 10k or more per quarter.

On motion by Soseh Esmaeili, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved the recommended changes to the Fiscal Year 2023 Budget. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer’s Report for Fiscal Year 2023 (July 1, 2022, Through June 30, 2023).

Former executive director Lisa Scurry stated that she, Dr. Woodard, and new executive director Laura Arnold met in the days prior to the Board meeting to discuss the Board’s financials. The Board’s checking account balance is almost \$427,500, of which \$378,000 is deferred revenue. \$332,000 is the amount of deferred revenue the Board is currently capturing to break up, which means it is broken into quarters, equaling approximately \$83,000 allocated to each quarter. That is where the total \$170,000 comes from plus the bit of extra that comes on top of it. The Board has not had any extraordinary revenues come in, so we are in line with where we are expecting to be.

Ms. Scurry explained that she had budgeted low for revenue and high for expenses so that the Board is not existing beyond its means. Another couple of thousand dollars coming in through state exams and licenses is expected, as the Board has already licensed a couple of people this week.

As for expenditures, with Ms. Scurry’s last day being February 9, 2023, she noted wages will level out to the executive director’s salary. She further explained that, because of how PERS works, the executive director’s wages will be higher than before, but PERS contribution will be lower, so that will be an offset with no additional expense to the Board. She said that would be fixed and put in next month’s budget.

Ms. Scurry went on to explain that, as previously outlined, money was added for out of state travel, and that office expense is always high at the beginning of the year because that is when we bring in supplies we will need. She also noted that print copy is high because it did not account for renewals and budget for it, and that the professional fees are high because we just paid the auditor, which was \$10,000. She stated that everything else is in line, the total expenses coming in at 46% after seven months (below half) and already having paid some of the big expenses. Finally, she noted that although it does not look like we have paid anything for the database, we are up to date, it just has not yet shown up in QuickBooks.

Dr. Woodard reiterated the importance of everyone understanding how deferred revenue is budgeted out over quarters, and by quarters, we mean every 6 months over the biennia. They are broken up over two fiscal years, so we are budgeting at 6 months at a time.

In adding to that, Ms. Scurry explained that we spoke with the auditors about that topic and not being able to access money that comes in after January 1. The auditors offered a couple of options, and the Board office went with the one that best serves the office and how it records that, and to avoid findings on our audit. There were also discussions with the auditor about balance forward and how it is calculated. That is not included this time because the executive director is new, but the intent is to bring the balance forward from last fiscal year in next month's meeting. The Board office is working with the accountants to make sure it has those checks and balances.

On motion by Monique Abarca, second by Lorraine Benuto, the Nevada State Board of Psychological Examiners approved the Treasurer's Report for Fiscal Year 2023 Budget. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

Dr. Owens noted for the record that Ms. Scurry has done an incredible job, having come in with little experience in budgeting and deferred revenue and now being the Board's resident expert, and thanked her for her hard work in wrapping her head around all of that and creating a nimble budget by which the Board spends money in a fiscally responsible way that serves our licensees.

Ms. Scurry explained the deferred revenue process really brings into focus where the money is going and the amount there is to work with, and while it is confusing, it is a nice process. Going forward, the Board will have a much better handle on things.

C. (For Possible Action) Discussion and Possible Action to designate board members and/or staff to attend Association of State and Provincial Psychology Boards (ASPPB) mid-year meeting, April 27-30, 2023, in Denver, Colorado in a combined total expenditure of not more than \$2,500.00.

Dr. Owens wanted the executive director and one other to go to the ASBPP conference in Denver in April. She wants the executive director to meet those from the ASBPP and get to know regulation at a national level and as it relates to those who want to treat in Nevada.

Dr. Young said she wanted to be able to go. Dr. Holland highly recommended the conference for the newer board members.

Lisa Scurry explained that she and the executive director had researched flights, and although there is not yet a hotel, reservations can probably be made in the name of the Board so they are available at the hotel of the conference. Ms. Scurry noted that the \$2,500 allocated for out of state travel will probably not be quite enough, but that the executive director could come back at another meeting to request funds to cover the rest. She also suggested that the earlier flights are chosen the better, so two people should be chosen to go at this meeting. President Owens said that sending the executive director is at the top of the list, and that Dr. Young would like to go.

When asked, none of the newer board members were able to travel at that time.

On motion by Stephanie Woodard, second by Soseh Esmaeili, the Nevada State Board of Psychological Examiners approved the allocation of funds in an amount or not more than \$2,500 to send Laura Arnold and Investigator Sheila Young to attend the Association of State and Provincial Psychology Boards (ASPPB) mid-year meeting, April 27-30, 2023, in Denver, Colorado.

(Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

D. (For Possible Action) Discussion and Possible Action to Approve the renewal of the 2023 Association of State and Provincial Psychology Boards (ASPPB) membership and payment of dues in an amount not to exceed \$2,300.00.

Although we have not yet received the invoice, the ASPPB annual dues must be paid by April 1, 2023. The \$2,300 includes a flat rate of \$350 + \$3 per licensee. Dr. Owens explained that the Board must pay dues for ASPPB membership for access to, for instance, the PLUS system.

On motion by Soseh Esmaeili, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved the payment of the 2023 ASPPB dues in an amount not to exceed \$2,300. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

E. (For Possible Action) Discussion and Possible Action to Approve payment of the PsyPact 2022 State Assessment Fee in the amount of \$1,100.00.

The 2022 PsyPact State Assessment Fee is now due in the amount of \$1,100. \$1,030 of that amount is for 103 APIT Providers, and the remaining \$80 is for the 8 TAP Providers. The Board has to pay an amount per person in the State registered with PsyPact.

On motion by Stephanie Woodard, second by Monique Abarca, the Nevada State Board of Psychological Examiners approved the payment of the PsyPact 2022 State Assessment Fee in the total amount of \$1,100.00. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

F. (For Possible Action) Discussion and Possible Action to Approve Executive Director Laura M. Arnold to be an authorized signatory on the Board's Bank of America checking and savings accounts.

The bank requires approval by the Board before adding the Board's new executive director, Laura Arnold, as an authorized signatory to the Board's checking and savings accounts to access its finances.

On motion by Stephanie Woodard, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved Laura Arnold, the Board's new executive director, as an authorized signatory on the Board's Bank of America checking and savings accounts. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

G. (For Possible Action) Discussion and Possible Action to Approve a Bank of America credit card to be issued in Executive Director Laura M. Arnold's name with a \$5,000.00 limit.

The bank requires approval by the Board before a credit card can be issued to the executive director. The standard limit for the Board's credit cards has been \$5,000.

On motion by Stephanie Holland, second by Lorraine Benuto, the Nevada State Board of Psychological Examiners approved a Bank of America Credit Card with a \$5,000 limit to be issued in the name of Laura M. Arnold, the Board's new executive director. (Yea: Whitney Owens, Monique Abarca, Lorraine

Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

5. Legislative Update

A. Report on Legislative Activities, including the work of Interim Committees and the 2023 Session of the Nevada Legislature.

The Board was provided with the spreadsheet of bills and bill draft requests being followed that Board Lobbyist Neena Laxalt provided. Ms. Laxalt was not present at the meeting. The executive director stated that she is tracking AB 37 and the Board's bill draft request through the legislative process. There is little to report at this time on those. The Board office has also received several fiscal note requests to which the Executive Director has responded. At this point, none of the bills with fiscal note requests have any fiscal impact.

President Owens stated that she has been working with Dr. Sarah Hunt on a proposal by Senator Gansert for funding for new post-doctoral positions in the state. They have been working on that language and trying to ensure that the legislature understands the need for the additional funding as well as the need for that funding to stay in Nevada and is represented by a Nevada organization or practice given telehealth and how things and practices have expanded to provide services in other states. President Owens said we want to ensure that if regulation goes through, it really stays here in Nevada and benefits Nevada and helps us raises post docs in Nevada that stay here. President Owens will keep the Board posted on developments.

Dr. Woodard stated she had no updates, but noted that there is a lot of action when it comes to workforce related bills and finding new and innovating ways to continue to support and fund any range of policies as it relates to encouraging workforce to continue to grow or to attract and retain qualified professionals in the state.

President Owens asked Dr. Woodard to advise if the Board can help in writing letters of support or provide testimony.

B. (For Possible Action) Discussion and Possible Action on the Proposed Revision of Nevada Revised Statutes (NRS) 641.390, Representation or Practice Without License or Registration Prohibited, During the 2023 Session of the Nevada State Legislature

There was no discussion on this item.

6. Board Needs and Operations

A. Report from the Nevada Psychological Association.

Dr. Tara Borsh gave the Nevada Psychological Association's report. She stated that the NPA just finished two legislative retreats, and are moving on with their lobbyist with meeting with the Health and Human Services Committees in both houses. Dr. Borsh explained they have a desire to have a solution to our chronic shortage in services and helping with accessible care. Dr. Borsh said the NPA will be at mental health day February 16. She also highlighted an email that the Legislative Committee sent to NPA members welcoming students, early career psychologists, and experienced psychologists to help with the Legislative Committee now and in the future.

As far as Continuing education, the NPA does not have any for the month of February. There was a CE scheduled for March 10 - Supporting Professional Women and Professional Women of Color in the Field – that has moved to September due to the presenter not being able to do the March date. There will be another Continuing Education program on March 24 – Psychedelics in Treatment of Psychiatric Disorders – and the NPA's annual conference is on May 5.

B. Report From the Executive Director on Board Office Operations.

Executive Director Laura Arnold provided a brief rundown on applications that the Board office received and licenses issued. She stated that the office had received several applications this month that have been processed and information forwarded to the applicants.

Ms. Arnold stated that six licenses were issued last month, and 2 psychological assistants were registered. She said she looked forward to being proactive in the applicants' efforts of moving through the process to registration and licensure, and that she enjoys working with the applicants. She also enjoys the continuing education approval process and helping the outfits that provide those services be able to do so.

President Owens noted that it was nice to see six new licenses in January.

7. (For Possible Action) Discussion and Possible Action to approve the employment agreement of Laura M. Arnold.

Dr. Owens stated that as of Thursday morning, the Board had not received the draft employment agreement for the executive director, so this item may be moved to the March meeting.

Deputy Attorney General Ward did not have any updates. He explained that because he does not review employment contracts, he sent the contract out to those that do. He said that he may have to come back with any changes.

Dr. Owens noted the importance of having an agreement with the new executive director.

8. (For Possible Action) Discussion, and Possible Action on Pending Consumer Complaints:

Deputy Attorney General Ward began by noting that, prior to the beginning of this meeting, he requested a brief post-public hearing meeting excluded from the open meeting law requirements in regards to litigation with the Board. In giving his update on Complaints A and B identified in the agenda, Mr. Ward stated that he hoped to have the first two complaints listed resolved in the very near future. He talked with one of the respondents and he/she is more than willing to resolve it, and the resolution would be non-disciplinary action. On the other, there is an attorney involved, so it is a slower process, as the client wanted to proceed so there may be a need for a hearing officer. Mr. Ward had no further updates on the other three pending complaints.

9. (For Possible Action) Review and Possible Action on Applications for Licensure as a Psychologist or Registration as a Psychological Assistant, Intern or Trainee. 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. *Note: Applicant names are listed on the agenda to allow the Board to discuss applicants when necessary to move the applicant through the licensure process. The listing of an applicant's name on the agenda indicates only that an application for licensure/registration has been received. It does not mean that the application has been approved or that the applicant must appear at the meeting in order for the applicant's application to move forward through the licensure process. If an applicant needs to attend the meeting for the Board to take action, the applicant will be notified in writing prior to the meeting. Please, direct questions or comments regarding licensure applications to the Board office.*

President Owens presented the following applicants for licensure, pending completion of licensure requirements: Allison Faris, Stephen Francis, Dov Gold, Lisa Hazelwood, Kelly Hughes, William Kaiser, and Gina Mire.

On motion by Stephanie Woodard, second by Stephanie Holland, the Nevada State Board of Psychological Examiners approved the following applicants for licensure, pending completion of licensure requirements: Allison Faris, Stephen Francis, Dov Gold, Lisa Hazelwood, Kelly Hughes, William Kaiser, and Gina Mire. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

A. (For Possible Action) Discussion and Possible Action to Approve the Recommendation of the ATEAM Committee to approve the application of Dr. Jene Edwards, contingent on the completion of all licensure requirements.

President Owens stated that Dr. Jene Edwards is an applicant for licensure as a psychologist, previously licensed in California. She explained that in reviewing Dr. Edwards' application, it was found that she earned less than the required 2,000 training hours during her internship. However, she earned enough hours during post-doctoral training to make up the deficiency. In the end, she completed more than the total 3,750 training hours, and also completed the individual and group supervision hours during the internship and post-doctoral hours. President Owens stated that Dr. Esmaeili reviewed the application and found that the training requirements for licensure had been met.

On motion by Stephanie Holland, second by Catherine Pearson, the Nevada State Board of Psychological Examiners approved the Recommendation of the ATEAM Committee to approve the application of Dr. Jene Edwards, contingent on the completion of all licensure requirements. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

10. (For Possible Action) Discussion and Possible Action to Approve the Request of Dr. Jonathan Campos for a Change of Supervisor as a Psychological Assistant to Dr. Brian Norensberg.

(This item was taken out of order)

Dr. Campos has requested a change to his supervisor to Dr. Norensberg, which was heard last month, but the agreement between Dr. Campos and Seven Hills, where Dr. Campos would be working, had not yet been received, so this item was moved to today's board meeting. After receiving additional documentation, the only thing missing is how Dr. Norensberg is to be compensated for supervising Dr. Campos at Seven Hills.

Dr. Campos stated that Dr. Norensberg is providing supervision pro bono. He explained that he had moved to the area before COVID, and he experienced various personal and other complications. He said he asked Dr. Norensberg if he would be willing to supervise him during his time at Seven Hills, and Dr. Norensberg agreed to do so. Dr. Campos also explained the toll COVID had on him and his family around the two times he took the national test.

Dr. Holland inquired about the combination of supervision as it was stated in the agreement. Dr. Campos clarified that he would meet with Dr. Norensberg as needed for questions and they would meet regularly to follow what the Board requires for supervision, and that the combination refers to how they would meet, not to individual

and group supervision. President Owens also noted that clarification in the individual supervision agreement.

Because the Board had all of the documentation except a document stating that Dr. Norensberg was providing supervision pro bono, President Owens proposed that they move to approve the change in supervisors to Dr. Norensberg contingent on getting that document from Dr. Norensberg. In response to Dr. Campos's question about Dr. Norensberg not being allowed to be compensated, President Owens explained that he is not allowed to be compensated by Dr. Campos. In response to what document Dr. Norensberg needed to provide, President Owens stated that the Board needed a letter from him and the Board Office would put it in his file so he can proceed with employment with Seven Hills.

On motion by Lorraine Benuto, second by Monique Abarca, the Board of Psychological Examiners approved the application of Dr. Jonathan Campos to change his supervisors as a Psychological Assistant to Dr. Brian Norensberg contingent on receiving a letter from Dr. Norensberg regarding his compensation for supervision. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

11. (For Possible Action) Discussion and Possible Action to Establish an Ad Hoc Committee of the Board to Consider Registration of Supervisors of Psychological Assistants, Psychological Interns, and Psychological Trainees, and Associated Concerns. Discussion and Possible Approval may include:

(The proceeding portion of this item was taken out of order)

The Board seeks to create an ad hoc committee of the Board to consider changes in regulations for supervisors and to further clean up regulations around supervision. While the Board has done a tremendous job of that so far, the goal of the ad hoc committee is to dial down the finer points that the Board has had difficulty dialing in.

The Board received a lot of applications for this Ad Hoc Committee. President Owens suggested that each Board member put forth her top two or three choices of the applicants, not including board members, to determine where there is agreement or disagreement, and dial in candidate selection from there. President Owens explained that when it comes to public members, the Board should balance between those in the university setting, those in community, and board members because how things are done in larger settings is different than in the community. She stated that good representation from both will better create cohesion in regulation that supports protection of the public while making things nimble enough for good supervision to happen.

A. Establishment of the Ad Hoc Committee and Committee members from the following individuals: Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Whitney Owens, Catherine Pearson, Stephanie Woodard, Ben Adams, Gretchen Arian, Andrew Bertagnolli, Yvonne Fritz, Christopher Fyfe, Steven Klee, Paul Kwon, Cynthia Lancaster, William O'Donohue, Michelle Paul, Ashley Taylor, and Adrianna Zimring.

A document showing the ad hoc committee applicants was shared for ease of reference. The applicants identified were: Ben Adams, Gretchen Arian, Andrew Bertagnolli, Yvonne Fritz, Christopher Fyfe, Steen Klee, Paul Kwon, Cynthia Lancaster, William O'Donohue, Michelle Paul, Ashley Taylor, and Adrianna Zimring.

President Owens suggested that each Board member provide her three top choices to get better cohesion.

Dr. Pearson identified the Board members who were interested in being on the ad hoc Committee (Dr. Owens, Dr. Benuto, and Dr. Holland), and asked for their respective settings. Dr. Pearson knew that Dr. Benuto is in the university setting. Dr. Holland clarified that both she and President Owens are in private practice.

Investigator Young asked to confirm that the Board was creating a five member committee with two Board members and three from the Public. President Owens confirmed.

Deputy Attorney General gave a friend reminder for those who speak to identify themselves for the record.

Investigator Young inquired as to whether the Board members know all the applicants, to which President Owens said they have their CVs and letters of interest in the meeting packet. Dr. Holland deferred to President Owens being on the committee since there would be only two Board members on the Committee. President Owens deferred a decision on that until after deciding on the public members.

President Owens confirmed with the Board that the ad hoc Committee would consist of two Board members and three members of the public. She explained that with the increase in interest, they have some great potential public members to choose from in a way that might create a more robust discussion. She also emphasized that Board members can attend the ad hoc Committee meetings and provide input because they are public meetings, and that they want to choose a committee that can make decisions with public input.

President Owens started the selection process by stating her top three choices – Dr. Paul, Dr. Taylor, and Dr. Zimring.

Dr. Benuto chose Dr. Adams (a good representative of the rural areas), Dr. O'Donohue (a university professor and in private practice), and Dr. Lancaster (a recently licensed assistant professor).

Dr. Holland, looking at diversifying the group, selected Dr. Adams (who works for a government agency), Dr. Taylor (who works for the VA), and Dr. Paul (who is a UNLV professor).

Dr. Pearson and Dr. Woodard chose Dr. Taylor, Dr. Paul, and Dr. Adams.

Dr. Esmaeili selected Dr. Zimring, Dr. Taylor, and Dr. Adams.

After the Board members made their selections, President Owens asked to speak to Deputy Attorney General Harry Ward offline. Mr. Ward confirmed that Dr. Owens could pause the meeting and call him offline. Prior to President Owens pausing the meeting to speak with Mr. Ward, Dr. Benuto wanted to note that there was not good representation from the north in those the Board members had chosen so far. President Owens agreed, and then went off the record to consult with Mr. Ward.

Board member Monique Abarca stated that she was not familiar with the candidates, but chose Dr. Adams, Dr. Zimring, and Dr. Paul. Dr. Woodard inquired with the executive director about whether all the candidates are licensed in Nevada and in good standing, which the Executive Director confirmed.

President Owens went back on the record and reiterated that Dr. Benuto's comments regarding the lack of representation from the north of the candidates selected by the Board members was accurate. The executive director noted on the document identifying the candidates who was from the north and who was from the south and, with the help of some Board members, provided a brief description of their respective settings. President Owens stated that Dr. Adams, Dr. Paul, Dr. Zimring, and Dr. Arian are all in the south. Dr. Pearson stated that Dr. Lancaster and Dr. O'Donohue are in the north. President Owens noted that Dr. Bertagnolli appears to be in California, and stated that Dr. Taylor, Dr. Klee, and Dr. Fife are in the south. Dr. Fritz was also identified as being in the south.

President Owens requested that the executive director remove the applicants from the south and the applicant in California who did not have any votes, and for those candidates from the north and the southern candidates with votes, indicate where they are working.

President Owens asked Deputy Attorney General Ward if the Board could proceed with another item while the executive director works on filling in that information, which Mr. Ward confirmed.

(the proceeding portion of this agenda item was resumed in order)

President Owens stated that, out of the candidates in the south, one is at a detention center, one is at UNLV, and one is at the VA. President Owens also noted that Dr. Paul is a past president of the Board and would be an excellent addition to and an invaluable member of the ad hoc Committee based on her knowledge of regulations and her extensive knowledge of training. President Owens also noted Dr. Paul's knowledge of ASPBB, as she was on its equivalency task force, and is a tough decision maker in training and supervision in the national landscape.

President Owens asked Dr. Benuto if she had any insight into or recommendations of those candidates from the north – Dr. Kwon, Dr. O'Donohue, Dr. Lancaster. Dr. Benuto stated that Dr. O'Donohue is the director of training at UNR and also in private practice, so he would see through both lenses. She said he also has a lot of experience related to supervision. Dr. Benuto said that Dr. Lancaster is newly licensed, has been doing supervision for shorter period of time, and has more recently been supervised. As for Dr. Kwon, Dr. Benuto stated that he is the current director of clinical training.

Deputy Attorney General Ward stated that he was not sure if it was clear to the Board how many on the ad hoc Committee were going to be from the south and from the north, or whether the top three candidates would be selected.

President Owens stated there were a few different factors, and the Committee needed representation from both the north and south. She said that with an odd number on the Committee, they could probably have either one from north and south and then however the other shakes out. In terms of expertise in what the candidates are bringing to the table, President Owens noted that there are some great candidates with different roles in the community that could be valuable.

President Owens also offered to represent the Board on the Committee as a member in private practice, if that was alright with Dr. Holland. She recommended Dr. O'Donohue as a Committee member representing the north, and noted that it would be an interesting discussion regarding the differences between the candidate from the VA and the candidate from the detention center.

Deputy Attorney General Ward noted that he is not usually at committee meetings, as he would have to bill for being there, which is why it is important to have board representation at those meetings to ensure compliance with open meeting laws. President Owens added that the Board's sub-committees make recommendations the Board and the Board makes the decisions, in response to which Mr. Ward explained that sub-committees are an arm of the board – they are the fact finders and make recommendations.

Investigator Sheila Young asked whether there is a concern that those representing the Board in the Committee be familiar with accreditation standards, especially for pre-docs. President Owens answered that the Board wants committee members who understand those standards and, based on the top candidates, they do. President Owens also stated that having committee members who have different perspectives is important to

make sure the Board establishes regulations that make sense for what is happening in our state.

In stating that Dr. Benuto is willing to represent the north and the Board on the Committee, President Owens explained that it would be optimal if she is not the only person from the north. She asked if anyone else on the Board from the north would like to be on the Committee. Hearing none, she said to put Dr. Benuto as a Committee member from the north. With those two Board members being named to the Committee, President Owens noted that there is some momentum in putting the Committee together, and asked if there were any strong votes for the three members from the north – Dr. O’Donohue, Dr. Lancaster, and Dr. Kwon.

Dr. Holland stated that, in looking at Dr. O’Donohue’s CV, he is very seasoned and brings a combination of working at a University and in private practice. Dr. Woodard also endorsed Dr. O’Donohue.

In response to President Owens’ question about whether there are strong opinions about the other two candidates from the north, Dr. Pearson said she did not find any materials in the meeting packet for Dr. Kwon. The executive director said she would look to see what the Board Office received from him, and that it may have been overlooked in preparing the meeting materials.

Deputy Attorney General Ward clarified and President Owens confirmed that the Board was electing three from the list of Committee applicants.

Dr. Benuto stated that Dr. Kwon is the director of clinical training and a full professor with a history of clinical supervision and is new to Nevada in August. President Owens noted that, as they think about how Committee representation will break down between the north and the south, most from the north are in a university setting, and they want at least one other from a non-university setting. She suggested maybe two from the south and one from the north.

President Owens inquired with the executive director about whether Dr. Kwon’s CV is available. The executive director said she has downloaded it and was copying it to the meeting materials for the Board to access.

In proposing a discussion on the candidates from the south—Dr. Paul, Dr. Taylor, and Dr. Adams – President Owens asked if there were any strong opinions, and stated her strong opinion for Dr. Paul. Dr. Benuto’s only thoughts were that Dr. Adams is in Pahrump and would have a rural perspective. Dr. Holland thought having someone from a governmental agency would be helpful. She said she could not speak for Dr. Paul, but imagines she would be willing to attend at least some of the meetings and provide her input. Dr. Taylor and Dr. Adams would round out different perspectives with the VA and governmental agency, and the rural part as well. President Owens stated that, in addition to working at UNLV, Dr. Paul runs the practice and UNLV, which

is a community based mental health program that provides a lot of training, and she thinks that perspective of a community training clinic would be very helpful.

In returning to the candidates from the north, President Owens confirmed that the Board had an opportunity to look at Dr. Kwon's Vita, and asked to take a quick poll from the north candidates. Dr. Woodard, Ms. Abarca, Dr. Esmaeili, Dr. Holland, and President Owens chose Dr. O'Donohue. Dr. Pearson chose Dr. Kwon.

President Owens asked the executive director to note Dr. O'Donohue from the north. Deputy Attorney General Ward asked the Board to put that in a formal motion for who would be the selection from the north. President Owens stated that they would take a formal vote once they have made their Committee member selections. Mr. Ward confirmed that they did not have to make a formal motion for each committee member selection and could make the motion at the end.

Looking at the candidates from the south, President Owens asked if the Board members were alright with Dr. Paul, or if there were any strong dissenting opinions about her. Hearing none, she went on to ask whether there were any strong opinions between Dr. Adams and Dr. Taylor, and took a poll of the Board members. Dr. Benuto, Ms. Abarca, Dr. Woodard, Dr. Pearson, Dr. Esmaeili, and Dr. Holland voted for Dr. Adams. President Owens voted for Dr. Taylor. For the Committee member representing the community, President Owens stated it would be Dr. Adams.

On motion by Stephanie Woodard, second by Soseh Esmaeili, the Board of Psychological Examiners appointed President Whitney Owens, Dr. Lorraine Benuto, Dr. William O'Donohue, Dr. Michelle Paul, and Dr. Ben Adams to the Board's Ad Hoc Committee to Consider Registration of Supervisors of Psychological Assistants, Psychological Interns, and Psychological Trainees, and Associated Concerns. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

B. Charge of the committee to revise Nevada Administrative Code (NAC) 641.1519, Qualifications of Supervisors, and 641.158, Limitations on Number of Assistants, Interns, and Supervisors.

(President Owens addressed the purpose and charge of the ad hoc Committee in her introductory comments to this agenda item).

C. Consideration of up to 2 continuing education credits for each committee member for the renewal period ending December 31, 2024.

In consideration for the committee members' participation in the ad hoc Committee on supervision, which is anticipated to be no more than three meetings of one hour each, President Owens stated that each committee member would receive two continuing education credits for the renewal period ending December 31, 2024.

On motion by Soseh Esmaeili, second by Lorraine Benuto, the Board of Psychological Examiners approved two continuing education credits for each member of the Ad Hoc Committee for the renewal period ending December 31, 2024. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

President Owens offered to take on the role of Committee Chair, which Dr. Benuto accepted.

On motion by Catherine Pearson, second by Monique Abarca, the Board of Psychological Examiners named President Whitney Owens as the Chair of the Board's Ad Hoc Committee to Consider Registration of Supervisors of Psychological Assistants, Psychological Interns, and Psychological Trainees, and Associated Concerns. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

President Owens instructed the Board's executive director to send a letter to all who applied telling them that they are welcome to attend the Ad Hoc Committee's meeting and provide input during the meetings as well as written feedback. President Owens also invited the Board members to attend and provide feedback, and stated that the Board would be providing updates as the meeting progress.

12. (For Possible Action) Discussion and Possible Action to Revise the Policy on Complaints and Discipline.

Lisa Scurry stated that the Policy on Complaints and Discipline has been in the works for three to four months. She and Dr. Lenkeit initially revised it, it has been reviewed by Deputy Attorney General Ward, and has been sent out for review a couple of times. Ms. Scurry explained that the only change from last month is at the top of page 2. Because they have gone through and removed the executive director's role from working within the complaint itself, the policy makes it clear that the executive director retains oversight of the process itself.

Dr. Holland asked about whether there are time frames for the executive director to assign a case to an investigator and for the investigator to review it, noting that people have brought up the length of time it takes to investigate complaints. Lisa Scurry explained that the Board office is covering that within desk top procedures but it would not be a bad idea to put in a soft timeframe. When the executive director receives the complaint, she might have to get back to the complainant to obtain additional information, such as a release. Or maybe the investigator requests additional information after receiving the complaint. Sometimes a complainant will continue to send information over several months. That process delays it from the date it comes in. Ms. Scurry noted that has happened and she assigned a number to the case too soon. She explained that because there are factors that go into it, she hesitates to put a hard deadline on it. Ms. Scurry went on to highlight that where there is a hard deadline is

when the complaint is assigned to an investigator and then goes to the respondent, who has 30 days to respond unless the respondent and/or the respondent's attorney request additional time, which is usually granted. Subject to Deputy Attorney General Ward's input, Ms. Scurry offered to put those timelines in and maybe a soft timeline on a complaint being assigned. Mr. Ward stated that he does not like drop dead deadlines on a complaint coming in and getting to the investigator because a respondent will argue that policy, wanting the complaint to be dismissed if the policy in proceeding on the complaint was not followed. He said there is no problem with a response deadline, however. He also noted that the executive director is usually on top of receiving and processing complaints that come in.

Lisa Scurry stated that if we put something in, it is a "generally this is what we do." Because there are a myriad of cases that come in, it is case by case and difficult to put deadlines in. Dr. Holland said that made total sense.

President Owens explained that there are also internal controls, and that Ms. Scurry has been talking with Deputy Attorney General Ward and investigators Gary Lenkeit and Sheila Young about having monthly meetings to make sure complaints are moving along. She said it will be an ongoing conversation moving forward on who is in charge and what is going on. There is some control for some of those timelines.

Investigator Young noted that the monthly meetings will not be very long, but rather just to touch base, as it is important to be mindful of the budget. She said everyone knows whose court the ball is in.

President Owens agreed with Dr. Holland's concerns, saying she made a great point and that controls can be built in. She went on to say that as we move forward with some of those policies, she and the Executive Director can work together to help expedite the process of complaints. Lisa Scurry noted that, based on what she learned, she is very confident that there will be improvement moving forward.

Before asking for a motion to approve the revisions to the Policy on Complaints and Discipline, President Owens explained that part of the process in the strategic plan was to ensure the each policy comes in front of the Board each year for review. She said that the Board can approve the policy on complaints and discipline knowing it will be continually reviewed and updated.

On motion by Stephanie Holland, second by Soseh Esmaeili, the Board of Psychological Examiners approved the revisions to the Policy on Complaints and Discipline. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

13. (For Possible Action) Discussion and Possible Action to Adopt the Policy on Finance: Budgeting.

President Owens asked Lisa Scurry to take the Board through the Policy on Finance: Budgeting and for Dr. Woodard to add any comments.

In presenting the Policy on Finance: Budgeting, Ms. Scurry explained that when the Board approved the Board Expense Policy, a budget was on the strategic plan, and she was able to get around to writing it. Something she found lacking in the Board office was spending thresholds – i.e., when does it come to the Board, when does it not, and how does the Board budget. With the addition of the deferred revenue process, Ms. Scurry thought it should be documented. That is where the Policy on Finance: Budgeting came from.

Ms. Scurry stated that the Board has reviewed the policy several times, and that the auditors have also reviewed it and made suggestions. The auditors gave two options for deferred revenue and how the Board office could account for it. If there were to be an emergency and the Board needs access, it can have access, as it is not made to be absolute. The deferred revenue classification is for accounting purposes only and is generally this way for the definition.

In drafting the policy, Ms. Scurry went through the State's administrative handbook for travel reimbursement and credit card use.

Ms. Scurry explained that while license renewal fees that come in after the renewal deadline is deferred money, late fees are not. They are real time money and immediately accessible., so she added that distinction to the policy.

As for the rest of it, Ms. Scurry stated that the auditors were fine with it, only suggesting adding in that fees received outside of the normal process can be recognized. With a one person office, if you start recognizing fees, 25% now, 25% later, it becomes confusing and an accounting nightmare. While it is stated in the policy, the process with stay away from it.

Ms. Scurry also noted that the policy states that the Board will review any non-budgeted expenditures of \$1000 or more. The secretary/ treasurer will review anything that is \$500-999. Anything below that is the discretion of the executive director. However, even smaller expenditures she noted it with a board member. Ms. Scurry explained that those are the limits she came up with, and they can be adjusted. She also noted that there are not a lot of times when the Board spends money outside of normal bills, so, outside of travel, buying furniture or equipment would be an expense. There is not a lot of risk. Ms. Scurry also added in the chart of accounts and account numbers. It is an interior item, but it gives an idea of how the Board office breaks those line items up for budget to actual.

Dr. Woodard asked to go through some of the new language in red. She wanted to make sure it is clear. Dr. Woodard wanted to clarify that, under deferred revenue on

page 4, number 2, license renewal fees are not deferred revenue, and suggested language to that effect. Lisa Scurry clarified that sections 1-4 are deferred revenue, as deferred revenue is money brought in that its use will be in the future. For instance, if the Board receives a license renewal fee on January 1, that is for use over the course of 2 full years. Ms. Scurry suggested that the Policy provide a note that states that the late fees associated with a PayPal payment should be divided between late fee and deferred revenue. She said there should be a number 2 there that states that late fees associated with a renewal are not deferred revenue and the new license and registration fees collected during the fourth quarter of the biennium. She explained the reason for that is, for instance, if we a new license on December 25 during renewal, that is money that is not going forward. It is there to finish out the year and then start again. Ms. Scurry agreed that those two items are unclear and will be adjusted to be clear. License fees at any time except final quarter and registration fees are deferred revenue because they provide service into the future.

Dr. Woodard stated that cleared things up, and asked if there something else in the policy that explains how those dollars are utilized if not deferred revenue. Lisa Scurry stated that the Policy has that outlined throughout in accounts payable, how the Board office disburses cash, expenses, those various areas where the Board pays for items. The Board office does not accept cash, and that is stated in the Policy. That is best practices and security of money. Ms. Scurry noted the Policy identifies how the Board pays with a credit card, how it processes payroll, and specific items about travel expense. The Board uses the Government Services Administration's per diem rates, and does not reimburse based on what is actually spent. She explained that the Policy explains how income is brought in (checks, PayPal), and that it provides a section on how the Board budgets and how it is allocated. The Board does not spend money that is not budgeted. Ms. Scurry stated that the division of responsibilities is important, especially in reference to dollar amounts for approval (i.e., responsibilities of the secretary treasurer, independent contractors, bookkeeper).

Dr. Woodard asked whether someone who is not educated or aware of ho the board operated would be able to understand how funds are used if they are not deferred revenue. The policy should be explicit about that, and if those funds go into operating, we should have a section that reiterates that.

Lisa Scurry stated that she would work with the new executive director to add in as section B a statement of what is not deferred revenue and bring the policy back next month. She explained that for accounting purposes, the bank account looks like the amount of money the Board is using is what is in the bank, and it could potentially move monies in savings and earn a couple dollars of interest. That is also covered in the operating budget policy, so they interconnect. Ms. Scurry stated that the connected policies should have a section regarding the other policies to which they want to refer, and executive director would add that as well. Because that would just be a reference point, it would not need board approval.

Lisa Scurry stated the executive director will add the new section specifying what is not deferred revenue in the Policy on Finance: Budgeting in March for final approval. The accountants will like that as well.

President Owens thanks Lisa Scurry for her generous offer to help the new executive director in making that correction to the policy to bring it back in March.

14. (For Possible Action) Discussion and Possible Action to Adopt the Policy on License Renewal

President Owens stated that the Policy on License Renewal is a new policy that former executive director Lisa Scurry wrote. She put it together in 2020 and had a smoother process in 2022. President Owens explained that the policy is now written out so that the Board has it for future executive directors who come in.

Lisa Scurry stated that no changes were made since last time the Policy was reviewed. She also stated that, as the continuing education Chair, Board member Monique Abarca has reviewed it, and that there are further desktop procedures and templates for the process to which the executive director has access. Ms. Scurry explained that the Policy is a general overview of what the board needs to know, and that, as a document the Board has not previously had, it will probably be added to over the next year or two.

On motion by Lorraine Benuto, second by Stephanie Holland, the Board the Board of Psychological Examiners approved the Policy on License Renewal.

(Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

15. (For Possible Action) Discussion and Possible Action to Revise the Policy on Personal & Professional Conduct / Background Checks and Fingerprinting Policy

Lisa Scurry presented the revisions to the Policy and Personal & Professional Conduct / Background Checks and Fingerprinting Policy based on an issue that the Board office previously faced. She explained that the Policy was written when the Board office received a background check with a finding and she realized she did not have the authority to make a determination, but that it seemed unnecessary to embarrass applicants by putting them on agendas for minor crimes that happened when they were young. The Policy established a review team to look at a background check with a finding, something that has only happened a couple of times.

Ms. Scurry stated that recently, an affirmative answer on conduct came through in the PLUS for applicant. In considering whether it needed to go before the Board, the Board office noted that the conduct item at issue was a few years ago, and the applicant had received a letter supporting that applicant's progress. Ms. Scurry explained that the question was whether the executive director has the authority to issue a license when there is an affirmative answer on conduct.

Ms. Scurry stated that while the Board office first considered updating the policies the Board has in place for Psychological Trainees, Interns, and Assistants, it decided that the review process should be included in this policy because it is the same process as for background check findings. Ms. Scurry highlighted addendum A, which is the list of all the questions on the Board's application and on the PLUS. She noted that all the questions on each document are listed because, while they are similar, the questions on those two documents are not identical. Because of that, an applicant could answer all the conduct questions on the application with "no" and then answer with a "yes" on the PLUS. Ms. Scurry noted that the differences in the questions is something that needs to be dealt with in the future.

Ms. Scurry explained that another issue the Board office discovered is that it is possible for an applicant to say that he or she went to an APA school, and then have a determination that he or she did not. In that instance, it was clear that the applicant was not lying. She really thought she had attended an APA school and did not understand what that meant.

Ms. Scurry stated that, based on those two instances, an affirmative answer on conduct or an indication that an applicant may have lied or made a misrepresentation warranted a review process. She explained that the idea is to follow the review process in place for background check findings. It is to be reviewed by the executive director, assigned to an investigator to review, and then to a board member to review. Ms. Scurry stated that by having only one board member review, it does not violate the Open Meeting Law because it takes 2 for a subcommittee. The Board members would be reviewing individually to decide whether it should go to the Board. Ms. Scurry noted that for background checks, the Board office assigns it to board president and an investigator. For affirmative conduct answers, the executive director will pick the board member because a lot of applicants are supervisees of Board members (interns, trainees, assistants) that may have to recuse. With this process, the executive director has seven people from whom to select to review. Ms. Scurry said the Board office does not get a lot of these, but it was something that should be addressed. The only change in the Policy from the previous version is letter i. It addresses whether the applicant provided false information or purposely mislead the Board.

Investigator Sheila Young said she was glad the Board office thought of that and included the review process in the Policy. She explained that the worst case she dealt with had exactly that issue, and she's glad it is in writing.

Lisa Scurry noted that the Nevada Revised Statutes have some language about lies and misrepresentations, but it is good to have plain language where the process is stated, and that was the intent.

On motion by Stephanie Holland, second by Lorraine Benuto, the Board the Board of Psychological Examiners approved the Revisions to the Policy on Personal & Professional Conduct / Background Checks and Fingerprinting

Policy. (Yea: Whitney Owens, Monique Abarca, Lorraine Benuto, Soseh Esmaeili, Stephanie Holland, Catherine Pearson, and Stephanie Woodard.) Motion Carried: 7-0

16. (For Possible Action) Schedule of Future Board Meetings, Hearings, and Workshops. The Board May Discuss and Decide Future Meeting Dates, Hearing Dates, and Workshop Dates

A. The next regularly scheduled meeting of the Nevada Board of Psychological Examiners is Friday, March 10, 2023, at 8:00 a.m.

There were no conflicts with the next meeting of the Nevada Board of Psychological Examiners being held on Friday, March 10, 2023, at 8:00 am.

17. Requests for Future Board Meeting Agenda Items (No Discussion Among the Members will Take Place on this Item)

There were no requests for future agenda items.

18. 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)

There was no public comment at this time.

President Owens led the Board members and Board office staff in saying goodbye to former executive director Lisa Scurry and expressing their deep appreciation for her and the work she took on in her role as the Board's executive director. The Board members highlighted the extent to which Ms. Scurry has elevated the Board office and taken the Board to a much better and different place, and stated how much they will miss her. Ms. Scurry stated she appreciated the support and empathy she received with all that was going on when she began her role with the Board, and that it has been special and important getting to know the Board members.

19. (For Possible Action) Adjournment

There being no further business before the Board, President Owens adjourned the meeting at 10:31 a.m.

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: March 10, 2023

ITEM:

4A. (For Possible Action) Discussion and Possible Action to Approve Recommended Changes to the Fiscal Year 2023 Budget.

SUMMARY:

Last month, the previous executive director recommended some changes to the budget based upon the close of the license renewal period, the revenues from which were calculated in reference to the operating expenses for the next two years. The Board approved those changes, and they were incorporated into the budget. The only change that was made here is the staff salary wages item. That amount reflects the approximate difference between the previous executive director's salary and mine as it will be paid through FY23. An adjustment was also made to the PERS item to reflect the difference in how the Board contributed to PERS for the previous executive director and how it contributes to PERS for me. The result of those changes reflects a -\$669.85 in the final budgeted balance. That negative balance will be reviewed in the context of the budget to determine where to make an adjustment so that the final budgeted balance is no less than \$0. There are currently no further changes to the approved FY 2023 budget.

**NV State Board of Psychological Examiners
Proposed Amendments to Budget - Fiscal Year 2023**

3/7/23

		FY23 Budgeted Amount	Actual	% actual to budget
INCOME				
2600	Deferred Revenue - 7/1/22	83,480.15	170,959.93	
	Deferred Revenue - 1/1/23	83,000.00		
40100	Psychologist Application	7,500.00	6,747.23	89.96%
40101	PA Application	3,500.00	3,074.49	87.84%
40102	Intern Application	1,250.00	925.50	74.04%
40103	Trainee Application	1,250.00	1,075.50	86.04%
4020	Psych Biennial (licenses, registrations)	7,500.00	6,044.99	80.60%
40203	Reinstatement of Psych	500.00	100.00	20.00%
4050	Late Fees	0.00	3,000.00	0.00%
4025, 40251, 40252	New License	1,000.00	956.32	95.63%
4030	Non-Resident Consultant	1,000.00	702.95	70.30%
4015	Psychologist State Exam	6,000.00	6,358.98	105.98%
4040	CE App Fee	750.00	570.21	76.03%
4045	Verification of Licensure	200.00	207.07	103.54%
4078	Cost Recovered (Disciplinary)	0.00	0.00	
xxxx	Mediation Review	0.00	0.00	
4999	Interest, Misc	50.00	27.97	55.94%
Total Income		\$ 196,980.15	\$ 200,751.14	101.91%

Payroll Expenses		FY23 Budgeted Amount	Actual	% actual to budget
5100	Board Salary/Per Diem	9,000.00	4,100.00	45.56%
5175, 51751	Wages, Staff Salary (Exec Dir)	64,500.00	43,360.15	67.23%
	Wages, Staff Salary (Part-Time)	3,900.00	0.00	
xxxx	Staff Benefits Reserve	1,500.00	0.00	0.00%
51753	Investigator Salary	7,500.00	3,752.50	50.03%
5250	Workers Compensation	1,000.00	481.29	48.13%
5300	PERS	13,850.00	10,231.01	73.87%
xxxx	Payroll Taxes (SS, Medicare)	1,000.00	1,417.11	141.71%
xxxx	Other	250.00	0.00	0.00%
	Total Payroll	102,500.00	63,342.06	61.80%

Operating Expenses		FY23 Budgeted Amount	Actual	% actual to budget
6200	Out of State	5,000.00	2,368.64	47.37%
	Meals			
	Lodging			
	Airfare			
	In-State Travel	1,000.00		
7015	Supplies	500.00	280.79	56.16%
7020, 70202, 85100	Office Expense (Office Furniture, Shredding, Office Equipment)	2,000.00	1,461.89	73.09%
7040	Print-Copy	600.00	530.38	88.40%
7500	Copy Lease	1,500.00	813.21	54.21%
7050	Rent	15,000.00	8,720.92	58.14%
7100	Postage	250.00	504.65	201.86%
7210	DoIt Web SV	1,000.00	630.74	63.07%

7290, 72901, 72902	Telephone & Internet	1,250.00	1,007.99	80.64%
7770	Software & Database	5,000.00	3,524.19	70.48%
8000, 8010	Legal & Professional Fees	30,000.00	12,371.6	41.24%
8015	Tort Claim	1,000.00	0.00	0.00%
8050	Professional Services (Auditor, Bookkeeper, Lobbyist)	25,000.00	17,953.38	71.81%
8250	Dues & Reg (ASPPB, Conf, Continuing Ed)	4,000.00	1,120.00	28.00%
7111, 8500, 8520	Admin Services (LCB)	1,000.00	850.00	85.00%
9001, 9002	Banking Fees	250.00	79.53	31.81%
9011	PayPal Fees		10,846.58	
90100	Miscellaneous Expense	500.00	-667.02	-133.40%
xxxx	Uncategorized Expense	300.00	0.00	
Total Expenses		\$95,150.00	\$52,217.92	54.88%
Total Expenses + Payroll		\$197,650.00	\$115,559.98	58.47%
Total Income		\$ 196,980.15	\$ 200,751.14	101.91%
Final Balance		-\$669.85	\$85,191.16	

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: March 10, 2023

ITEM:

4B. (For Possible Action) Discussion and Possible Action to Approve the Treasurer's Report for Fiscal Year 2023 (July 1, 2022, through June 30, 2023).

SUMMARY:

As of March 6 2023, the checking account balance 416,034.07. We are operating on \$170,959.93 of the deferred revenue primarily from renewals that the previous executive director addressed at last month's meeting. The next allocations are still expected to be above \$83,000, as Ms. Scurry also explained at last month's meeting.

The saving account balance was \$105,034.81.

Otherwise, there have been no unforeseen expenses, and many line items remain under budget, including salary and legal expenses.

Revenues are at about 102% of the expected monies for this fiscal year, and total expenses are at about 57% of what has been budgeted.

**NV State Board of Psychological Examiners
Budget-to-Actual - Fiscal Year 2023**

3/7/23

		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted	FY23 Q2 Budgeted	FY24 Q3 Budgeted
					7/1 - 12/31/22	1/1 - 6/30/23	7/1 - 12/31/23
INCOME							
2600	Deferred Revenue - 7/1/22	83,480.15	170,959.93		83,480.00		
	Deferred Revenue - 1/1/23	83,000.00				83,000.00	
40100	Psychologist Application	7,500.00	6,747.23	89.96%	4,000.00	3,500.00	4,000.00
40101	PA Application	3,500.00	3,074.49	87.84%	2,000.00	1,500.00	2,000.00
40102	Intern Application	1,250.00	925.50	74.04%	625.00	625.00	625.00
40103	Trainee Application	1,250.00	1,075.50	86.04%	625.00	625.00	625.00
4020	Psych Biennial (licenses, registrations)	7,500.00	6,044.99	80.60%	5,000.00	2,500.00	95,000.00
40203	Reinstatement of Psych	500.00	100.00	20.00%	250.00	250.00	250.00
4050	Late Fees	0.00	3,000.00	0.00%	0.00	0.00	0.00
4025, 40251, 40252	New License	1,000.00	956.32	95.63%	500.00	500.00	750.00
4030	Non-Resident Consultant	1,000.00	702.95	70.30%	500.00	500.00	500.00
4015	Psychologist State Exam	6,000.00	6,358.98	105.98%	3,000.00	3,000.00	6,000.00
4040	CE App Fee	750.00	570.21	76.03%	400.00	350.00	500.00
4045	Verification of Licensure	200.00	207.07	103.54%	100.00	100.00	100.00
4078	Cost Recovered (Disciplinary)	0.00	0.00		0.00	0.00	0.00
xxxx	Mediation Review	0.00	0.00		0.00	0.00	0.00
4999	Interest, Misc	50.00	27.97	55.94%	25.00	25.00	25.00
Total Income		\$ 196,980.15	\$ 200,751.14	101.91%	\$ 100,505.00	\$ 96,475.00	\$ 110,375.00

Payroll Expenses		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted	FY23 Budgeted Amount	FY23 Budgeted Amount
5100	Board Salary/Per Diem	9,000.00	4,100.00	45.56%	4,500.00	4,500.00	4,500.00
5175, 51751	Wages, Staff Salary (Exec Dir)	64,500.00	43,360.15	67.23%	30,000.00	30,000.00	30,600.00
	Wages, Staff Salary (Part-Time)	3,900.00	0.00		0.00	3,900.00	7,800.00
xxxx	Staff Benefits Reserve	1,500.00	0.00	0.00%	0.00	1,500.00	1,500.00
51753	Investigator Salary	7,500.00	3,752.50	50.03%	2,500.00	5,000.00	5,000.00
5250	Workers Compensation	1,000.00	481.29	48.13%	500.00	500.00	500.00
5300	PERS	13,850.00	10,231.01	73.87%	8,500.00	9,000.00	10,000.00
xxxx	Payroll Taxes (SS, Medicare)	1,000.00	1,417.11	141.71%	500.00	500.00	500.00
xxxx	Other	250.00	0.00	0.00%	250.00	250.00	250.00
	Total Payroll	102,500.00	63,342.06	61.80%	46,750.00	55,150.00	60,650.00

Operating Expenses		FY23 Budgeted Amount	Actual	% actual to budget	FY23 Q1 Budgeted	FY23 Budgeted Amount	FY23 Budgeted Amount
6200	Out of State	5,000.00	2,368.64	47.37%	2,500.00	2,500.00	2,500.00
	Meals						
	Lodging						
	Airfare						
	In-State Travel	1,000.00				1,000.00	
7015	Supplies	500.00	280.79	56.16%	250.00	250.00	250.00
7020, 70202, 85100	Office Expense (Office Furniture, Shredding, Office Equipment)	2,000.00	1,461.89	73.09%	1,000.00	1,000.00	1,000.00
7040	Print-Copy	600.00	530.38	88.40%	500.00	100.00	100.00
7500	Copy Lease	1,500.00	813.21	54.21%	750.00	750.00	750.00
7050	Rent	15,000.00	8,720.92	58.14%	7,500.00	7,500.00	7,500.00
7100	Postage	250.00	504.65	201.86%	200.00	50.00	50.00
7210	DoIt Web SV	1,000.00	630.74	63.07%	500.00	500.00	500.00

7290, 72901, 72902	Telephone & Internet	1,250.00	1,007.99	80.64%	625.00	625.00	625.00
7770	Software & Database	5,000.00	3,524.19	70.48%	2,500.00	2,500.00	5,000.00
8000, 8010	Legal & Professional Fees	30,000.00	12,371.6	41.24%	15,000.00	15,000.00	20,000.00
8015	Tort Claim	1,000.00	0.00	0.00%	1,000.00	0.00	1,000.00
8050	Professional Services (Auditor, Bookkeeper, Lobbyist)	25,000.00	17,953.38	71.81%	7,500.00	17,500.00	7,500.00
8250	Dues & Reg (ASPPB, Conf, Continuing Ed)	4,000.00	1,120.00	28.00%	1,000.00	3,000.00	1,000.00
7111, 8500, 8520	Admin Services (LCB)	1,000.00	850.00	85.00%	500.00	500.00	500.00
9001, 9002	Banking Fees	250.00	79.53	31.81%	125.00	125.00	125.00
9011	PayPal Fees		10,846.58				
90100	Miscellaneous Expense	500.00	-667.02	-133.40%	250.00	250.00	250.00
xxxx	Uncategorized Expense	300.00	0.00		150.00	150.00	150.00
Total Expenses		\$95,150.00	\$52,217.92	54.88%	\$41,900.00	\$53,350.00	\$48,850.00
Total Expenses + Payroll		\$197,650.00	\$115,559.98	58.47%	\$88,650.00	\$108,500.00	\$109,500.00
Total Income		\$ 196,980.15	\$ 200,751.14	101.91%	\$ 100,505.00	\$ 96,475.00	\$ 110,375.00
Final Balance		-\$669.85	\$85,191.16			-\$12,025.00	\$875.00

NV State Board of Psychological Examiners

ITEM 4B

Balance Sheet As of March 6, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1100 Cash in Bank	416,034.07
3309 Savings	105,034.81
Total Bank Accounts	\$521,068.88
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12000 Undeposited Funds	0.00
12100 Inventory Asset	0.00
1400 Prepaid Expenses	1,108.00
Uncategorized Asset	0.00
Total Other Current Assets	\$1,108.00
Total Current Assets	\$522,176.88
Other Assets	
1300 Deferred outflows of resources	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$522,176.88
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1106 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2100 Federal Income Withholding	1,904.31
2100 Payroll Liabilities	1,992.06
2107 Federal Taxes (941/944)	142.53
2108 PERS	13,756.55
NV Unemployment Tax	0.00

NV State Board of Psychological Examiners

ITEM 4B

Balance Sheet As of March 6, 2023

	TOTAL
Total 2100 Payroll Liabilities	15,891.14
2101 Federal FICA Withholding	0.00
2102 Federal Medicare Withhold	0.00
2105 Employment Security	0.00
2110 Direct Deposit Liabilities	0.00
2200 Unearned Revenue	0.00
2300 Liability	-971.08
2301 Payroll Liabilities-Pers	0.00
2302 Accrued PTO	0.00
2450 Deferred inflow-pension	0.00
2455 Net pension liability	0.00
2600 Deferred Revenue	40,974.19
2700 Direct Deposit Payable	0.00
Total Other Current Liabilities	\$57,798.56
Total Current Liabilities	\$57,798.56
Total Liabilities	\$57,798.56
Equity	
3000 Opening Bal Equity	1,315.04
3900 2550 Fund Balance	398,885.25
Net Income	64,178.03
Total Equity	\$464,378.32
TOTAL LIABILITIES AND EQUITY	\$522,176.88

NV State Board of Psychological Examiners

ITEM 4B

Profit and Loss

July 1, 2022 - March 6, 2023

	TOTAL
Income	
4010 Psychologist Application	310.20
40100 Psychologist Application	6,437.03
40101 PA Application	3,074.49
40102 Intern Application	925.50
40103 Trainee Application	1,075.50
Total 4010 Psychologist Application	11,822.72
4015 Psychologist State Exam	6,358.98
4020 Psych Biennial	170,959.93
40201 Prorated Psych Biennial	3,532.38
40203 Reinstatement of Psych	100.00
Total 4020 Psych Biennial	174,592.31
4025 Psychologist Licensing Fee	
40251 New License	880.00
40252 Change/Duplicate/Reinstatement	76.32
Total 4025 Psychologist Licensing Fee	956.32
4028 Registration Fee	
40281 Psych Asst fee	1,986.11
40282 Psych Intern Fee	311.40
40283 Psych Trainee	215.10
Total 4028 Registration Fee	2,512.61
4030 Non-Resident Consultant	702.95
4040 CE App Fee	570.21
4045 Verification of Licensure	207.07
4050 Renewal Late Fee	3,000.00
4055 Continuing Education	212.07
4999 Interest	27.97
Total Income	\$200,963.21
GROSS PROFIT	\$200,963.21
Expenses	
307910 7210 Dolt Web SVb	85.72
5100 Board Sal	4,100.00
5175 Board Staf	
51753 Investigator Salary	3,752.50
Total 5175 Board Staf	3,752.50
5250 Workers Compensation	481.29
5300 PERS	10,231.01

NV State Board of Psychological Examiners

ITEM 4B

Profit and Loss

July 1, 2022 - March 6, 2023

	TOTAL
6100 Out of State Travel	
6101 Meals	137.00
6102 Lodging	699.72
6106 Air Tvl	1,090.96
Total 6100 Out of State Travel	1,927.68
6200 In State Travel	
6250 Air Tvl	440.96
Total 6200 In State Travel	440.96
7015 Supplies	280.79
7020 Office Expense	1,313.89
7040 Print-Copy	530.38
7050 Rent	8,720.92
85100 Shredding	148.00
Total 7020 Office Expense	10,713.19
7100 Postage	504.65
7200 Utilities	
7210 Dolt Web SV	630.74
7290 Telephone	886.15
72901 Long Distance	58.39
72902 Internet	63.45
Total 7290 Telephone	1,007.99
Total 7200 Utilities	1,638.73
7500 Copy Lease	813.21
7770 Software	1,173.24
7777 Database	2,350.95
8000 Legal & Professional Fees	3,287.50
8010 Legal	9,084.11
Total 8000 Legal & Professional Fees	12,371.61
8050 Prof Servs	9,619.38
8055 Lobbyist	8,334.00
Total 8050 Prof Servs	17,953.38
8250 Dues & Reg	1,120.00
8500 Admin Serv	
8520 LCB	850.00
Total 8500 Admin Serv	850.00
9001 Banking Fees	
9002 Bank Crgs	79.53
Total 9001 Banking Fees	79.53
90100 Miscellaneous Expense	-667.02

NV State Board of Psychological Examiners

ITEM 4B

Profit and Loss

July 1, 2022 - March 6, 2023

	TOTAL
9100 Payroll Expenses	482.00
9110 Company Contributions	
Retirement	10,959.62
Total 9110 Company Contributions	10,959.62
9130 Wages	43,360.15
Taxes	
9111 Federal Taxes (941/944)	935.11
NV Unemployment Tax	0.00
Total Taxes	935.11
Total 9100 Payroll Expenses	55,736.88
PayPal Fees	10,846.58
Total Expenses	\$136,784.88
NET OPERATING INCOME	\$64,178.33
Other Expenses	
Reconciliation Discrepancies-1	0.30
Total Other Expenses	\$0.30
NET OTHER INCOME	\$ -0.30
NET INCOME	\$64,178.03

NV State Board of Psychological Examiners

General Ledger

March 1-6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
3309 Savings							
	Beginning Balance						105,034.81
Total for 3309 Savings							
1100 Cash in Bank							
	Beginning Balance						419,003.96
03/01/2023	Expense		Kietzke Plaza		7020 Office Expense:7050 Rent	-1,114.46	417,889.50
03/03/2023	Payroll Check	DD	Laura M. Arnold	Pay Period: 02/17/2023-03/02/2023	2700 Direct Deposit Payable	-1,855.43	416,034.07
Total for 1100 Cash in Bank							\$ - 2,969.89
1400 Prepaid Expenses							
	Beginning Balance						1,108.00
Total for 1400 Prepaid Expenses							
2100 Payroll Liabilities							
	Beginning Balance						1,992.06
Total for 2100 Payroll Liabilities							
2107 Federal Taxes (941/944)							
	Beginning Balance						142.53
Total for 2107 Federal Taxes (941/944)							
2108 PERS							
	Beginning Balance						12,975.63
03/03/2023	Payroll Check	DD	Laura M. Arnold	PERS	2700 Direct Deposit Payable	390.46	13,366.09
03/03/2023	Payroll Check	DD	Laura M. Arnold	PERS - Company Contribution	2700 Direct Deposit Payable	390.46	13,756.55
Total for 2108 PERS							\$780.92
NV Unemployment Tax							
03/03/2023	Payroll Check	DD	Laura M. Arnold	NV Unemployment Tax	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax							\$0.00
Total for 2100 Payroll Liabilities with subs							\$780.92
2600 Deferred Revenue							
	Beginning Balance						40,974.19
Total for 2600 Deferred Revenue							
2700 Direct Deposit Payable							
03/03/2023	Payroll Check	DD	Laura M. Arnold	Direct Deposit	1100 Cash in Bank	-1,855.43	-1,855.43
03/03/2023	Payroll Check	DD	Laura M. Arnold	Pay Period: 02/17/2023-03/02/2023	-Split-	1,855.43	0.00
Total for 2700 Direct Deposit Payable							\$0.00
2100 Federal Income Withholding							
	Beginning Balance						1,300.48
03/03/2023	Payroll Check	DD	Laura M. Arnold	Federal Taxes (941/943/944)	2700 Direct Deposit Payable	603.83	1,904.31
Total for 2100 Federal Income Withholding							\$603.83
2300 Liability							
	Beginning Balance						-971.08
Total for 2300 Liability							
3000 Opening Bal Equity							
	Beginning Balance						1,315.04
Total for 3000 Opening Bal Equity							
3900 2550 Fund Balance							

NV State Board of Psychological Examiners

ITEM 4B

General Ledger

March 1-6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	Beginning Balance						398,885.25
	Total for 3900 2550 Fund Balance						
	4055 Continuing Education						
	Beginning Balance						212.07
	Total for 4055 Continuing Education						
	4010 Psychologist Application						
	Beginning Balance						310.20
	Total for 4010 Psychologist Application						
	40100 Psychologist Application						
	Beginning Balance						6,437.03
	Total for 40100 Psychologist Application						
	40101 PA Application						
	Beginning Balance						3,074.49
	Total for 40101 PA Application						
	40102 Intern Application						
	Beginning Balance						925.50
	Total for 40102 Intern Application						
	40103 Trainee Application						
	Beginning Balance						1,075.50
	Total for 40103 Trainee Application						
	Total for 4010 Psychologist Application with subs						
	4015 Psychologist State Exam						
	Beginning Balance						6,358.98
	Total for 4015 Psychologist State Exam						
	4020 Psych Biennial						
	Beginning Balance						170,959.93
	Total for 4020 Psych Biennial						
	40201 Prorated Psych Biennial						
	Beginning Balance						3,532.38
	Total for 40201 Prorated Psych Biennial						
	40203 Reinstatement of Psych						
	Beginning Balance						100.00
	Total for 40203 Reinstatement of Psych						
	Total for 4020 Psych Biennial with subs						
	4025 Psychologist Licensing Fee						
	40251 New License						
	Beginning Balance						880.00
	Total for 40251 New License						
	40252 Change/Duplicate/Reinstatement						
	Beginning Balance						76.32
	Total for 40252 Change/Duplicate/Reinstatement						
	Total for 4025 Psychologist Licensing Fee						
	4028 Registration Fee						
	40281 Psych Asst fee						
	Beginning Balance						1,986.11
	Total for 40281 Psych Asst fee						
	40282 Psych Intern Fee						
	Beginning Balance						311.40
	Total for 40282 Psych Intern Fee						
	40283 Psych Trainee						
	Beginning Balance						215.10

NV State Board of Psychological Examiners

General Ledger

March 1-6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 40283 Psych Trainee							
Total for 4028 Registration Fee							
4030 Non-Resident Consultant							
	Beginning Balance						702.95
Total for 4030 Non-Resident Consultant							
4040 CE App Fee							
	Beginning Balance						570.21
Total for 4040 CE App Fee							
4045 Verification of Licensure							
	Beginning Balance						207.07
Total for 4045 Verification of Licensure							
4050 Renewal Late Fee							
	Beginning Balance						3,000.00
Total for 4050 Renewal Late Fee							
4999 Interest							
	Beginning Balance						27.97
Total for 4999 Interest							
307910 7210 Dolt Web SVb							
	Beginning Balance						85.72
Total for 307910 7210 Dolt Web SVb							
9100 Payroll Expenses							
	Beginning Balance						482.00
Total for 9100 Payroll Expenses							
9110 Company Contributions							
Retirement							
	Beginning Balance						10,569.16
03/03/2023	Payroll Check	DD	Laura M. Arnold	Employer Retirement Contribution	2700 Direct Deposit Payable	390.46	10,959.62
Total for Retirement						\$390.46	
Total for 9110 Company Contributions						\$390.46	
9130 Wages							
	Beginning Balance						40,712.94
03/03/2023	Payroll Check	DD	Laura M. Arnold	Gross Pay - This is not a legal pay stub	2700 Direct Deposit Payable	2,647.21	43,360.15
Total for 9130 Wages						\$2,647.21	
Taxes							
9111 Federal Taxes (941/944)							
	Beginning Balance						732.60
03/03/2023	Payroll Check	DD	Laura M. Arnold	Social Security Employer	2700 Direct Deposit Payable	164.13	896.73
03/03/2023	Payroll Check	DD	Laura M. Arnold	Medicare Employer	2700 Direct Deposit Payable	38.38	935.11
Total for 9111 Federal Taxes (941/944)						\$202.51	
NV Unemployment Tax							
03/03/2023	Payroll Check	DD	Laura M. Arnold	NV Career Enhancement Program	2700 Direct Deposit Payable	0.00	0.00
03/03/2023	Payroll Check	DD	Laura M. Arnold	NV SUI Employer	2700 Direct Deposit Payable	0.00	0.00
Total for NV Unemployment Tax						\$0.00	
Total for Taxes						\$202.51	

NV State Board of Psychological Examiners

ITEM 4B

General Ledger

March 1-6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 9100 Payroll Expenses with subs						\$3,240.18	
5100	Board Sal						
	Beginning Balance						4,100.00
Total for 5100 Board Sal							
5175	Board Staf						
	51753 Investigator Salary						
	Beginning Balance						3,752.50
Total for 51753 Investigator Salary							
Total for 5175 Board Staf							
5250	Workers Compensation						
	Beginning Balance						481.29
Total for 5250 Workers Compensation							
5300	PERS						
	Beginning Balance						10,231.01
Total for 5300 PERS							
6100	Out of State Travel						
	6101 Meals						
	Beginning Balance						137.00
Total for 6101 Meals							
	6102 Lodging						
	Beginning Balance						699.72
Total for 6102 Lodging							
	6106 Air Tvl						
	Beginning Balance						1,090.96
Total for 6106 Air Tvl							
Total for 6100 Out of State Travel							
6200	In State Travel						
	6250 Air Tvl						
	Beginning Balance						440.96
Total for 6250 Air Tvl							
Total for 6200 In State Travel							
7015	Supplies						
	Beginning Balance						280.79
Total for 7015 Supplies							
7020	Office Expense						
	Beginning Balance						1,313.89
Total for 7020 Office Expense							
	7040 Print-Copy						
	Beginning Balance						530.38
Total for 7040 Print-Copy							
	7050 Rent						
	Beginning Balance						7,606.46
03/01/2023	Expense		Kietzke Plaza	Kietzke Plaza Bill Payment	1100 Cash in Bank	1,114.46	8,720.92
Total for 7050 Rent						\$1,114.46	
	85100 Shredding						
	Beginning Balance						148.00
Total for 85100 Shredding							
Total for 7020 Office Expense with subs						\$1,114.46	
7100	Postage						
	Beginning Balance						504.65

NV State Board of Psychological Examiners

ITEM 4B

General Ledger

March 1-6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 7100 Postage							
7200 Utilities							
7210 Dolt Web SV							
Beginning Balance							630.74
Total for 7210 Dolt Web SV							
7290 Telephone							
Beginning Balance							886.15
Total for 7290 Telephone							
72901 Long Distance							
Beginning Balance							58.39
Total for 72901 Long Distance							
72902 Internet							
Beginning Balance							63.45
Total for 72902 Internet							
Total for 7290 Telephone with subs							
Total for 7200 Utilities							
7500 Copy Lease							
Beginning Balance							813.21
Total for 7500 Copy Lease							
7770 Software							
Beginning Balance							1,173.24
Total for 7770 Software							
7777 Database							
Beginning Balance							2,350.95
Total for 7777 Database							
8000 Legal & Professional Fees							
Beginning Balance							3,287.50
Total for 8000 Legal & Professional Fees							
8010 Legal							
Beginning Balance							9,084.11
Total for 8010 Legal							
Total for 8000 Legal & Professional Fees with subs							
8050 Prof Servs							
Beginning Balance							9,619.38
Total for 8050 Prof Servs							
8055 Lobbyist							
Beginning Balance							8,334.00
Total for 8055 Lobbyist							
Total for 8050 Prof Servs with subs							
8250 Dues & Reg							
Beginning Balance							1,120.00
Total for 8250 Dues & Reg							
8500 Admin Serv							
8520 LCB							
Beginning Balance							850.00
Total for 8520 LCB							
Total for 8500 Admin Serv							
9001 Banking Fees							
9002 Bank Crgs							

NV State Board of Psychological Examiners

ITEM 4B

General Ledger

March 1-6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
	Beginning Balance						79.53
	Total for 9002 Bank Crgs						
	Total for 9001 Banking Fees						
	90100 Miscellaneous Expense						
	Beginning Balance						-667.02
	Total for 90100 Miscellaneous Expense						
	PayPal Fees						
	Beginning Balance						10,846.58
	Total for PayPal Fees						
	Reconciliation Discrepancies-1						
	Beginning Balance						0.30
	Total for Reconciliation Discrepancies-1						

Executive Director Report
Office Stats - Fiscal Year 23

ITEM 6B

		2/23	1/23	12/22	11/22	10/22	9/22	8/22	7/22	FY22 Totals
Psychologists	Licenses Issued	2	6	4	1	4	5	3	4	29
	Applications Received	6	4	5	6	2	6	9	3	41
Psychological Assistants	Registrations Issued	0	2	1	1	1	6	3	2	16
	Applications Received	1	1	1	1	1	3	2	2	12
Psychological Interns	Registrations Issued	0	0	1	0	0	1	1	0	3
	Applications Received	1	0	0	1	2	1	0	1	6
Psychological Trainees	Registrations Issued	0	1	1	0	1	4	2	0	9
	Applications Received	7	0	0	1	1	1	1	3	14
Non-Resident Consultants	Registrations Issued	2	0	0	1	2	2	0	0	7
Background Checks	Reviewed	0	1	0	1	0	0	1	0	3
Continuing Education	Applications Reviewed	4	5	3	1	2	4	7	3	29
State Exams	Administered	3	4	4	2	4	6	7	4	34
Complaints	Received	3	0	0	0	1	1	0	0	5
	Informal	1	2	1	2	2	1	2	3	14
Totals		30	26	21	18	23	41	38	25	222

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: March 10, 2023

ITEM:

12. (For Possible Action) Discussion and Possible Action to Adopt the Policy on Finance: Budgeting.

During last month's meeting, the Board reviewed revisions to various Board Policies, including the Finance: Budgeting Procedures policy. Prior to approving the revisions, the Board requested that there be one revision to the Deferred Revenue section on page 4, section b. The revision requested was to more clearly distinguish income that is *not* deferred revenue from that which is defined as deferred revenue.

The revised version before the Board has accepted all of the revisions other than the Deferred Revenue section on page 4, section b. The following changes were made to that section, as follows:

- **Subsections (b)(i)(1) and (b)(i)(2)** - The term "received" was added to subsection b(1) and replaced the term "submitted" in section (b)(2) for accuracy. That revision intends to comply with how renewal fees can be used based on when they are *received* by the Board, not when they are submitted. For instance, as Ms. Scurry previously explained, renewal fees that are *submitted* by a licensee prior to the December 31 deadline may not be *received* by the Board until after January 1 (due to, i.e., the time it takes to go from PayPal to the bank), which impacts the availability of those funds over the biennia.
- **Subsection (b)(i)(2)** – The sentence "Late fees are not considered deferred revenue" was deleted from that subsection and placed in newly-created subsection (b)(ii).
- **Subsection (b)(i)(5)** – What was previously subsection (b)(i)(5) was deleted from section (b)(i) and placed in newly-created subsection (b)(ii).
- **Subsection (b)(ii)** – This newly created section is distinguished from and clearly states income that is *not* considered deferred revenue.



POLICY OF THE NEVADA STATE BOARD OF PSYCHOLOGICAL EXAMINERS

Finance: Budgeting Procedures

Purpose

This document establishes the financial and budgeting procedures of the Nevada State Board of Psychological Examiners ("Board"). It seeks to ensure that the financial statements conform to generally accepted bookkeeping principles; assets are safeguarded; and finances are managed with accuracy, efficiency, and transparency.

Definitions

1. "Executive Director" refers to the executive director hired by the Board to oversee operations of the Board and the Board office.
2. "Secretary/Treasurer" refers to the member of the Board selected to serve in that capacity.
3. Licensure Biennium (hereafter referred to as "Biennium") refers to the licensure period, which runs January 1 of the odd numbered year through December 31 of the even numbered year.
4. "Fiscal Year" refers to a year as reckoned for taxing or accounting purposes. The Board recognizes the fiscal year as July 1 through June 30.
5. "Deferred Revenue," for accounting purposes, refers to revenue earned during one period of time that will not generally be utilized for services or expenses until a future period of time. For the purposes of the Board, deferred revenue refers to renewal, licensure and registration fees as described within this document.
6. Nevada Revised Statutes shall hereafter be referred to as "NRS".
7. Nevada Administrative Code shall hereafter be referred to as "NAC".
8. "Budget" is defined as the plan of financial operation consisting of an estimate of proposed expenditures and expenses for a given period and the proposed means of financial them.
9. "Recurring revenues" are monies that can be reasonably expected to continue year-to-year or biennium-to-biennium.
10. "Recurring expenses" appear in the budget each year. These include salaries, benefits, supplies and services.

Procedure

1. General
 - a. Board members and staff, including independent contractors, are expected to comply with the policies and procedures in this manual.
 - b. The Board shall comply with state and/or federal laws and regulations related to accounting, purchasing, and contracting, as applicable.
2. Accounts Payable
 - a. Cash Disbursements and Expense Allocations
 - i. Cash disbursements are generally made for:
 1. Payroll
 2. Payments to vendors for goods and services, including contracts and leases
 3. Taxes/license fees
 4. Board member / training, professional development, and travel
 5. Fees, memberships and registrations
 6. Meeting expenses
 7. Office supplies
 8. Professional fees
 - b. Accounts payable should be paid from the banking account or a Board authorized credit card.
 - i. Generally, reimbursement to a Board member or staff member shall be pre-approved and documented. Such reimbursement is generally limited to Board approved travel or related expenses.
 - c. Payroll Processing
 - i. Payroll checks shall be paid by direct deposit to a bank account.
 - ii. Time Recording
 1. The executive director shall maintain a spreadsheet to account for hours worked and leave taken (vacation, sick, and leave without pay).

2. Other staff shall submit documented payroll to the executive director every two weeks, or as applicable.
 - iii. The Executive Director will review payroll expenditures and allocations monthly as part of the Board financial reporting process.
 - iv. All quarterly federal and state payroll reports will be prepared and filed appropriately by the bookkeeper.
 - v. All W-2 and 1099 statements are issued prior to January 31st of the following year for the prior calendar year. Such documents shall be completed by the bookkeeper.
- d. Travel Expenses and Reimbursement
- i. In connection with their official duties, Board members and/or staff may occasionally need to travel to obtain professional development and/or training to keep current with professional best practices and other legitimate purposes. Such travel must be pre-approved by the Board.
 - ii. Travel costs shall conform with approved lodging and per diem costs as set by the Federal Government Services Administration (see [Travel Resources | GSA](#)). Exceptions for lodging costs may be approved when the lodging is at the location of the event.
 - iii. Expenses outside of allowable amounts must have the approval of the Board prior to reimbursement.
- e. Credit Card Usage
- i. All Board and staff members (executive director, secretary / treasurer) who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by the Board, state/federal laws and regulations.
 - ii. The receipts for all credit card charges will be given to the executive director within two (2) weeks of the purchase along with proper documentation. The bookkeeper will verify all credit card charges with the monthly statements.
3. Accounts Receivable
- a. Income - Fees

-
- i. Income is the result of fees collected in accordance with NAC 641.019, Fees.
 - ii. Fees shall be accepted as checks (personal, business, or cashier), money orders, or credit card payments received through a digital payment system (PayPal). At no time shall the Board office accept cash payments nor keep cash on hand in the Board office.
- b. Deferred Revenue
- i. Deferred revenue is income received through:
 1. Licensure renewal fees **received** during the biennial licensure renewal process (October - December of even-numbered years).
 2. Licensure renewal fees **submitted received** after the December 31 deadline. ~~Late fees are not considered deferred revenue.~~
 3. New licensing fees collected during the first, second and third quarters of the biennium (January 1 - June 30 each year, and July 1 - December 31 of odd-numbered years).
 4. Registration and registration renewal fees collected from psychological assistants, psychological interns, and psychological trainees during the first, second and third quarters of the biennium (January 1 - June 30 each year, and July 1 - December 31 of odd-numbered years).
 - ~~5. New license and registration fees collected during the fourth quarter of the biennium (July 1 - December 31 of even-numbered years) is not deferred revenue.~~
 - ii. Income that is not deferred revenue are:
 1. Licensure renewal late fees.
 2. New license and registration fees collected during the fourth quarter of the biennium (July 1 - December 31 of even-numbered years).
 - iii. Deferred revenue is held for use over the biennium (2nd half of fiscal year 1, all of fiscal year 2 and the 1st half of fiscal year 3). It shall be allocated to the general fund based on the four quarters of the biennium on January 1 and July 1 of each year.
 1. For example, if \$200,000 is received during the renewal period,

- a. \$50,000 will be allocated on January 1 of the odd-numbered year for use during the first quarter of the biennium (January 1 - June 30 of the odd-numbered year);
 - b. \$50,000 will be allocated on July 1 of the odd-numbered year for use during the second quarter of the biennium (July 1 - December 31 of the odd-numbered year);
 - c. \$50,000 will be allocated on January 1 of the even-numbered year for use during the third quarter of the biennium (January 1 - June 30 of the even-numbered year);
 - d. \$50,000 will be allocated on July 1 of the even-numbered year for use during the fourth quarter of the biennium (July 1 - December 31 of the even-numbered year).
- iv. License fees received by the Board outside of the normal license renewal period (October - December of even-numbered years) will be partially recognized and/or deferred upon receipt incrementally and proportionately according to the remaining number of "biennial quarters" left in the current biennial licensing cycle.
 - v. By action of the Board, monies classified as deferred revenue may be moved to the savings account until it is time to move them to the checking account for operational use. Inter-Account Bank Transfers shall be conducted in accordance with the Fund Balance policy.
4. Annual Operating Budget - Preparation and Adoption
- a. The annual budget is an expression of the goals and policy priorities of the Board within the scope of funds available from all sources. It is generally incremental, where the previous year's spending is used to estimate the next year's budget.
 - b. Balanced Budget. The Board shall strive to create a structurally balanced budget, in which recurring revenues are equal to or greater than recurring expenses.
 - c. Preparation of Budget. The budget shall be prepared in compliance with state law and accepted accounting principles.
 - i. The budget shall be based on, but is not limited to:

1. Salaries and benefits based on current staffing and the adopted salary schedule.
 2. Known operating expenses, contracts and leases.
 3. Projected and deferred revenues.
 - ii. Adoption.
 1. The tentative budget should be presented to the Board at a publicly posted meeting not later than May of each year.
 2. The final budget should be approved by the Board at a publicly posted meeting not later than June of each year.
 - iii. Adjustments. The Board shall review the adopted budget quarterly to ensure spending aligns to estimated expenses and revenues. Adjustments may be made by action of the Board.
5. Carry-over Funds.
- a. Carry-over fund balances shall be managed with care. A carry-over balance from one fiscal year to the next may be built into the current fiscal year's budget and/or biennium with approval of the Board.
 - b. Any carry-over balance not merged into the current fiscal year budget or current biennium may be moved to the Operating Reserve Fund (generally a savings account) upon Board approval.
6. Chart of Accounts and General Ledger
- a. The Board shall designate a Chart of Accounts (Appendix A) specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by expense type and income.
 - b. The general ledger is automated and maintained using accounting software. All input and balancing is the responsibility of the executive director with oversight of the bookkeeper and approval by the Secretary/Treasurer.
7. End of Month and Fiscal Year End Close
- a. The executive director will review and sign off on all month- and year-end journal entries. They will be filed for audit trail purposes.
 - b. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.

- c. All appropriate government filings including those required by the State will be completed and filed with the appropriate agency.
8. Financial Reports
- a. The Bookkeeper will prepare the monthly and annual financial reports for distribution to the executive director. The reports will include: balance sheet, general ledger, statement of income and expenses, budget versus actual report and any other requested reports.
 - b. Monthly, quarterly and annual financial reports will be submitted to the Board for review and approval.
9. Accounting and personnel records will be kept in the Board office and, when possible, in a digital format.
10. Division of Responsibilities
- a. Board. The Board shall:
 - i. Review and approve the annual fiscal budget.
 - ii. Review monthly financial statements and information.
 - iii. Review the executive director's performance annually and establish the salary through adoption of an HR policy with salary schedule.
 - iv. Appoint a voting member of the Board as Secretary/Treasurer on an annual basis.
 - v. Reviews and approves all contracts and leases.
 - 1. The Board president or, in the absence of the Board president, Secretary/Treasurer shall be the primary signatory on contracts and leases.
 - vi. Reviews and approves all non-budgeted expenditures of \$1,000 or more.
 - vii. Reviews and approves inter-account bank transfers.
 - viii. Reviews internal controls and accounting policies and procedures.
 - ix. Chooses and contracts with an annual external auditor for compliance with state law.
 - x. Reviews annual external audit and puts findings into practice, in conjunction with the executive director.
 - xi. Chooses and contracts with a bookkeeper to work with the executive director to provide additional oversight of the finances.

- b. Secretary/Treasurer of the Board. The Secretary/Treasurer shall:
 - i. Present monthly financial reports to the Board which include a statement of the bank balances, budget-to-actual report of income and expenses, general ledger, accounts payable / receivable, and deferred revenues. An expanded financial report shall be presented quarterly (January, April, July, October).
 - ii. Be an authorized signer on the bank accounts and credit card.
 - iii. Monitors financial reports as part of financial oversight procedures, including bank statements, budget-to-actuals, and general ledger.
 - iv. Develop, in conjunction with the executive director, the annual fiscal budget.
 - v. Review and consider for approval all non-budgeted expenditures of \$500-999 or more.
- c. Executive Director. The executive director shall:
 - i. Conduct the general bookkeeping duties, with oversight by the bookkeeper, including but not limited to:
 - 1. Overall responsibility for data entry into accounting system and integrity of accounting system data and maintain general ledger
 - 2. Process invoices and payments including checks, credit cards and electronic payments (e.g., Zelle, PayPal); make bank deposits
 - 3. Process payroll
 - 4. Prepares monthly and year-end financial reports
 - 5. Manages Accounts Receivable, including deferred revenues
 - ii. Create and monitor an appropriate annual fiscal budget, in conjunction with the Secretary/Treasurer, including but not limited to review of financial reports including cash flow projections.
 - iii. Maintain internal controls through the creation, review and revision of financial policies and procedures to ensure consistency and transparency.
 - iv. Maintain all financial records.
 - v. Review all contracts in accordance with State of Nevada contracting procedures.

- vi. Request, as needed, inter-account bank transfers.
 - vii. Serves as on-site signatory for all bank accounts.
 - viii. Reviews bank statements for any irregularities and provides to the bookkeeper for monthly bank reconciliations.
- d. Independent Contractors
- i. Bookkeeper
 1. Reconciles all bank accounts
 2. Provides training in accounting software to executive director and Secretary / Treasurer
 3. Assists with annual external audit of finances and internal controls
 4. Makes tax payments
 5. Processes end of year W-2s and 1099's, as applicable
 - ii. Certified Public Accountant
 1. Conducts, in accordance with state law, the annual external audit and presents findings to the Board prior to submission to the State

Review

1. These procedures will be reviewed annually and revised as needed by the Director and Secretary/Treasurer.

Addendum

A. Chart of Accounts

Income		
2550	Fund Balance	<ul style="list-style-type: none"> ● Retained Earnings; Kept as Savings account
2600	Deferred Revenue	<ul style="list-style-type: none"> ● Account # used to hold monies deferred to a future quarter of the fiscal biennium. ● Used from January 1 of the odd-numbered year through June 30 of the even-numbered year.
4010	Psychologist Application	<ul style="list-style-type: none"> ● Overarching account # for incoming fees related to applications. It is broken up by

		<p>psychologist, psychological assistant, psychological intern and psychological trainee.</p> <ul style="list-style-type: none"> Account #s 4010, 40100, 40101, 40102 and 40103 are only used in the 6 months prior to the start of a new renewal period (July 1 - December 31 of even-numbered years). Otherwise, these fees are placed in deferred revenue.
40100	Psychologist Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychologists. Fee is \$150
40101	Psychological Assistant Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychological assistants Fee is \$150; waived if paid as an intern or trainee
40102	Psychological Intern Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychological interns Fee is \$150; waived if paid as a trainee
40103	Psychological Trainee Application	<ul style="list-style-type: none"> This is the account for fees received for applications of psychological trainees Fee is \$150
4015	Psychologist State Exam	<ul style="list-style-type: none"> Account # for fees received from applicants taking the Nevada State Exam Fee is \$200
4020	Psychologist Biennial Fee (licenses, registrations, deferred revenue)	<ul style="list-style-type: none"> Income collected from 40201 and 40202 <ul style="list-style-type: none"> Renewed active licenses New licenses Deferred revenue transferred on January 1 each year and July 31 of odd-numbered years
40201	Prorated psychologist biennial	<ul style="list-style-type: none"> Income collected from new licenses Amount is prorated against the biennial renewal fee of \$600
40202	Inactive psychologist biennial	<ul style="list-style-type: none"> Income collected from renewed inactive licenses \$100

40203	Reinstatement of Psychologist	<ul style="list-style-type: none"> ● Income collected for an application to reinstate a license <ul style="list-style-type: none"> ○ Psychologist must also pay prorated fee (40201) once approved
40204	Temporary License	<ul style="list-style-type: none"> ● Currently inactive <ul style="list-style-type: none"> ○ Income collected from issuance of a temporary license
4028	Registration Fee	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological assistant, intern, or trainee
40281	Registration Fee: Psychological assistant	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological assistant ● Fee for initial registration of a psychological assistant ● \$150
4025	New License	<ul style="list-style-type: none"> ● Hard copy license
40251	New License	<ul style="list-style-type: none"> ● Hard copy license for new licensees ● \$25
40252	License: Change, Duplicate, Reinstatement	<ul style="list-style-type: none"> ● Hard copy license ● \$30
40282	Registration Fee: Psychological intern	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological intern ● Fee for initial registration of a psychological intern ● \$75
40283	Registration Fee: Psychological intern	<ul style="list-style-type: none"> ● Fee for initial registration of a psychological trainee ● Fee for initial registration of a psychological trainee ● \$30
4030	Non-Resident Consultant	<ul style="list-style-type: none"> ● Fee for application of a non-resident consultant ● \$100
4040	CE App Fee	<ul style="list-style-type: none"> ● Application fee for review of continuing education program for the sponsoring organization
4045	Verification of	<ul style="list-style-type: none"> ● Fee for verification of licensure request by

	Licensure	licensee
4048	Request for Public Records	<ul style="list-style-type: none"> • Fee for reproduction of public records
4050	Renewal Late Fees	<ul style="list-style-type: none"> • Income collected from licensees who do not pay the renewal fee by the deadline of December 31 of the even-numbered year • \$200
4076	Restitution of Legal Costs	<ul style="list-style-type: none"> • Restitution of costs for legal matters
4078	Legal Fines recovered	<ul style="list-style-type: none"> • Costs Recovered for disciplinary matters
4080	Corporation / Firm Registration	<ul style="list-style-type: none"> • Fee for registration of a firm, partnership or corporation which engages in or offers to engage in the practice of psychology • NRS 641.2265 and NAC 641.1505
3377	Mediation Review	
4090	Other Income	
4999	Interest	
Payroll Expenses		
5100	Board Salary	<ul style="list-style-type: none"> • Salary of Board members • \$150 per Board meeting attended; Paid no more than once per month • Board members who are state employees are generally not eligible for salary
5175	Wages, Staff Salary	<ul style="list-style-type: none"> • Combination of all wages / salary
51751	Salary: Executive Director	<ul style="list-style-type: none"> • Salary of executive director
51752	Salary: Executive Assistant	<ul style="list-style-type: none"> • Salary of part-time assistant
51753	Salary: Investigator	<ul style="list-style-type: none"> • Salary of investigator(s)
TBD	Staff Benefits Reserve	<ul style="list-style-type: none"> • Reserve money for vacation payout of staff who separate from service
5250	Workers Compensation	<ul style="list-style-type: none"> • Expense for workers compensation
5300	PERS	<ul style="list-style-type: none"> • Retirement benefit expense • Only executive director

5800	Employer FICA	
5810	Employer Medicare	
5900	Board Other	<ul style="list-style-type: none"> This number is inactive
Operating Expenses		
6000	Travel Expenses	<ul style="list-style-type: none"> Combination of all travel expenses
6100	Out of State Travel	<ul style="list-style-type: none"> Total of all out-of-state travel expenses
6101	Out of State Travel - Meals	<ul style="list-style-type: none"> Monies paid for meals during out-of-state travel Expense based on GSA rates
6102	Out of State Travel - Lodging	<ul style="list-style-type: none"> Monies paid for lodging during out-of-state travel Allowable lodging expense based on GSA rates unless lodging is at the location of the event
6103	Out of State Travel - Baggage, incidentals	<ul style="list-style-type: none"> Monies paid for baggage and incidentals during out-of-state travel Expense based on GSA rates
6104	Out of State Travel - Auto Rental	<ul style="list-style-type: none"> Monies paid for rental car during out-of-state travel Expense based on GSA rates Car rental should be pre-approved by the Board
6105	Out of State Travel - Auto, Public Carrier	<ul style="list-style-type: none"> Monies paid for transportation (e.g. taxi, ride hailing service) during out-of-state travel Expense based on GSA rates
6106	Out of State Travel - Air Travel	<ul style="list-style-type: none"> Monies paid for air travel during out-of-state travel Expense based on GSA rates
6110	Out of State Travel - Misc	<ul style="list-style-type: none"> Monies paid for meals during out-of-state travel Meal reimbursement based on GSA rates
6200	In-State Travel	<ul style="list-style-type: none"> Total in-state travel line items
6201	In-State Travel - Meals	<ul style="list-style-type: none"> Monies paid for meals during in-state travel

		<ul style="list-style-type: none"> • Meal reimbursement based on GSA rates
6202	In-State Travel - Lodging	<ul style="list-style-type: none"> • Monies paid for lodging during in-state travel • Expense based on GSA rates
6203	In-State Travel - Baggage, incidental	<ul style="list-style-type: none"> • Monies paid for meals during in-state travel • Expense based on GSA rates
6204	In-State Travel - Room Rental	<ul style="list-style-type: none"> • Monies paid for room rental (e.g. meeting space) in-state • Expense based on GSA rates
6205	In-State Travel - Auto Rental	<ul style="list-style-type: none"> • Monies paid for rental car during in-state travel • Expense based on GSA rates
6206	In-State Travel - Personal Auto	<ul style="list-style-type: none"> • Monies paid for mileage when using personal vehicle during in-state travel • Reimbursement based on IRS rates
6207	In-State Travel - NV Auto Public Carrier	<ul style="list-style-type: none"> • Monies paid for ground transportation (e.g. taxi, ride hailing service) during in-state travel • Expense based on GSA rates
6250	In-State Travel - Air Travel	<ul style="list-style-type: none"> • Monies paid for in-state air travel • Expense based on GSA rates
7015	Supplies	<ul style="list-style-type: none"> • General office supplies • Includes 70151
70151	Supplies	<ul style="list-style-type: none"> • Combined into 7015
7020	Office Expense	<ul style="list-style-type: none"> • Total office expenses
70202	Office Furniture	<ul style="list-style-type: none"> • Office furniture includes, but is not limited to, desks, chairs, filing cabinets, tables
7040	Office Expense - Print Copy	<ul style="list-style-type: none"> • Cost of printing, including in-office printing costs and use of outside printing service (mailers, licenses, envelopes)
7041	Office Expense - Print Copy - State Exam	<ul style="list-style-type: none"> • Printing cost for state exam • This account is inactive
85100	Office Expenses - Shredding	<ul style="list-style-type: none"> • Office expense for shredding service
7050	Office Expenses - Rent	<ul style="list-style-type: none"> • Rent for office space

7100	Postage	<ul style="list-style-type: none"> Office expense for postage
7111	Property & Contents Insurance	
7200	Utilities	<ul style="list-style-type: none"> Combination of information technology, internet, and telephone
7210, 307910	DoIt Web SV	<ul style="list-style-type: none"> Information technology expense for state website maintenance
7290	Telephone	<ul style="list-style-type: none"> Telephone expense. May be telephone carrier or state information technology
72901	Long Distance	<ul style="list-style-type: none"> Long distance telephone expense. May be telephone carrier or state information technology
72902	Internet	<ul style="list-style-type: none"> Internet/web use and maintenance expense. May be telephone carrier or state information technology
72903	Teleconference	<ul style="list-style-type: none"> Inactive
7294	DoIT VPN	<ul style="list-style-type: none"> State Information Technology for web
7500	Copy Lease	<ul style="list-style-type: none"> Monthly lease of copy machine
7770	Software	<ul style="list-style-type: none"> Software purchases and subscriptions (i.e. Google, Exam administration, forms creation)
7777	Database	<ul style="list-style-type: none"> Monthly operation and maintenance of licensee database
8000	Legal & Professional Fees	<ul style="list-style-type: none"> Monthly legal and associated expenses
8010	Legal	<ul style="list-style-type: none"> Monthly legal costs
8011	Hearing Expense	<ul style="list-style-type: none"> As needed, costs associated with hearings related to a complaint
8015	Tort Claim	<ul style="list-style-type: none"> Annual cost for State Tort Claim account
8025	Repairs	<ul style="list-style-type: none"> As needed
8050	Professional Services	<ul style="list-style-type: none"> Annual external auditor, Monthly fee for bookkeeper
8055	Lobbyist	<ul style="list-style-type: none"> Monthly fee for lobbyist
8100	Exam Administration	<ul style="list-style-type: none"> Cost associated with administration and operation of state exam
8250	Dues & Reg	<ul style="list-style-type: none"> Cost associate with Conference Registration, etc.

8255	Membership	<ul style="list-style-type: none"> ASPPB Annual Dues
8400	Staff Development	<ul style="list-style-type: none"> Cost of approved staff training
8500	Admin Services	<ul style="list-style-type: none"> Combination of expenses from legislative counsel bureau and/or other State agencies
8520	LCB	<ul style="list-style-type: none"> Cost of Legislative Counsel Bureau review of regulations or associated activities
8550	State Misc	<ul style="list-style-type: none"> Cost of state agency activities, as needed
8600	Moving Expenses	<ul style="list-style-type: none"> Cost of moving, as needed
9001	Banking Fees	<ul style="list-style-type: none"> Costs levied by bank
9002	Bank Charges	<ul style="list-style-type: none">
9011	Fees Collected	<ul style="list-style-type: none"> Costs levied by PayPal (These fees are charged to the applicant, licensee – not the Board)
90100	Miscellaneous Expense	<ul style="list-style-type: none">
TBD	Uncategorized Expense	<ul style="list-style-type: none">

**Nevada Board of Psychological Examiners
Board Meeting Staff Report**

DATE: March 10, 2023

ITEM:

13. (For Possible Action) Discussion and Possible Action on Executive Order 2023-003 Requiring the Board's Comprehensive Review of its Regulations.

SUMMARY:

The Governor's office has required each executive branch department, agency, board, and commission to undertake a comprehensive review of its regulations and provide a report to his office by May 1, 2023, that details how those regulations can be streamlined, clarified, reduced or otherwise improved to ensure that they provide for the general welfare of the State without unnecessarily inhibiting economic growth.

[Skip to Main Content](#)



Nevada Governor Joe Lombardo



EXECUTIVE ORDER 2023-003

Order Freezing the Issuance of New Regulations and Requiring a Review of Existing Regulations by All Executive Branch Agencies, Departments, Boards and Commissions

WHEREAS, state regulations should protect workers, consumers and the environment, while promoting entrepreneurship and economic growth; and

WHEREAS, state regulations can become outdated, result in unintended consequences, create conflicts or impose an unnecessary burden on citizens, businesses or government entities; and

WHEREAS, it is in the best interest of the state of Nevada that its regulatory environment be concise, transparent, stable, balanced, predictable and thoughtfully constructed; and

WHEREAS, Nevada's current regulatory structure is too often unfocused and inefficient, contains regulations that are obsolete and includes regulations that are unnecessarily onerous, thereby limiting the economic potential of the State; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides that, "The Supreme Executive Power of this State shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada;

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and laws of the State of Nevada, it is hereby ordered as follows:

SECTION 1

Every executive branch department, agency, board and commission shall undertake a comprehensive review of the regulations subject to its enforcement. On or before, May 1, 2023 each department, agency, board and commission shall provide a report to the Governor's office detailing how the regulation subject to its enforcement can be streamlined, clarified, reduced or otherwise improved to ensure those regulations provide for the general welfare of the State without unnecessarily inhibiting economic growth.

SECTION 2:

As part of its report, every executive branch department, agency, board and commission shall provide a list of not less than ten (10) regulations recommended for removal, ranking them in descending order of priority.

SECTION 3:

Prior to submitting their respective reports, every executive branch department, agency, board and commission shall hold a public hearing, after having provided reasonable notice consistent with Chapter 233B of the Nevada Revised Statutes, to key industry stakeholders, to: (i) vet their recommended changes; (ii) solicit input as to the merits of those changes and (iii) identify other regulatory changes stakeholders feel are worthy of consideration. Stakeholder input shall be reflected in the summary of findings and recommendations included in each submitted report.

SECTION 4:

Unless specifically exempt from this Executive Order as set forth in Section 5, no new regulations shall be proposed, approved or acted on by any executive branch agency, department, board or commission until such time as this Executive Order is rescinded.

SECTION 5:

The following regulations are not subject to the suspension set forth in Section 4:

- (a) Regulations that affect public health;
- (b) Regulations that affect public safety and security;
- (c) Regulations that are necessary in the pursuit of federal funds and certifications;
- (d) Regulations that affect the application of powers, functions and duties essential to the operation of the executive branch agency, department, board or commission at issue;
- (e) Regulations that affect pending judicial deadlines; and
- (f) Regulations necessary to comply with federal law.

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[State Controller](#)

Alerts

[Amber Alerts](#)

[Consumer Affairs](#)

[Weather Alerts](#)

[211- Service Information](#)

[511 - Road Condition](#)

[911 - Emergency H](#)

Legislature

[Legislature Website](#)

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Until the suspension of this Executive Order, each executive branch department, agency, board and commission that intends to continue with the enactment of a proposed regulation under an exception to the freeze set forth in Section 4 shall submit a report to the Governor's office identifying which exemption the proposed regulation falls within and detailing the problem the regulation addresses or the value to the public of the regulation, how the regulation addresses the problem or the benefits provided by the regulation, why alternate forms of regulation are insufficient to address the problem and whether other regulations currently address the problem.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 12th day of January, in the year two thousand twenty-three.

Select Language | ▾



[Signature]
Governor

[Signature]
Secretary of State

[Signature]
Deputy

Informational Report – Executive Order 2023-003

Pursuant to Executive Order 2023-003, a report must be submitted with the following information:

Section 1 – Comprehensive Review of Regulations

Every executive branch department, agency, board and commission shall undertake a comprehensive review of the regulations subject to its enforcement. On or before, May 1, 2023 each department, agency, board and commission shall provide a report to the Governor's office detailing how the regulation subject to its enforcement can be streamlined, clarified, reduced or otherwise improved to ensure those regulations provide for the general welfare of the State without unnecessarily inhibiting economic growth.

The report must include for each regulation identified in the comprehensive review that can be streamlined, clarified, reduced, or otherwise improved to ensure that the regulation provide for the general welfare of the State without unnecessarily inhibiting economic growth:

1. The citation of the regulation with clear indication of the proposed modification in blue italics and matters to be omitted in red and bracketed.
2. A clear and concise explanation on why such change should occur.
3. Information for each public meeting held to discuss the proposed regulation change, as mandated by Section 3 of Executive Order 2023-003, which must include:
 - a. The date of the meeting(s) and number of persons who attended;
 - b. Information for each person who provided public oral or written comment or testimony on the regulation:
 - i. Name of person;
 - ii. Name of entity or organization represented and address (if applicable);
 - iii. Contact telephone number;
 - iv. Electronic mail address; and
 - c. A summary of each person's public oral or written comment or testimony.
4. The estimated impact on any business, person, or agency if the change is to occur, which must include:
 - a. The adverse and beneficial effects;
 - b. The positive or negative economic impact; and
 - c. Cost savings to the state or agency.
5. In the event your agency has sufficient justification for an exemption to this Executive Order, as described below and in Section 5, please submit a list of requests for any such exemption to dktedford@gov.nv.gov. Qualifying purposes for an exemption include:
 - a. Regulations that affect public health;
 - b. Regulations that affect public safety and security;
 - c. Regulations that are necessary in the pursuit of federal funds and certifications;
 - d. Regulations that affect the application of powers, functions and duties essential to the operation of the executive branch agency, department, board or commission at issue;
 - e. Regulations that affect pending judicial deadlines; and
 - f. Regulations necessary to comply with federal law.

Section 2 – Regulation for Removal

As part of its report, every executive branch department, agency, board and commission shall provide a list of not less than ten (10) regulations recommended for removal, ranking them in descending order of priority.

The report must include for each of the ten (10) regulations recommended for removal (ranked in descending order of priority):

1. The citation of the regulation with matters to be omitted in red and bracketed.
2. A clear and concise explanation of the need for the elimination of the regulation.
3. Information for each public meeting held to discuss the proposed regulation elimination, as mandated by Section 3 of Executive Order 2023-003, which must include:
 - a. The date of the meeting(s) and the number of persons who attended;
 - b. Information for each person who provided public oral or written comment or testimony on the regulation:
 - i. Name of person;
 - ii. Name of entity or organization represented and address (if applicable);
 - iii. Contact telephone number;
 - iv. Electronic mail address; and
 - c. A summary of each person's public oral or written comment or testimony.
4. The estimated impact on any business, person, or agency if the change is to occur, which must include:

- a. The adverse and beneficial effects;
- b. The positive or negative economic impact; and
- c. Cost savings to the state or agency.

Section 3 - Mandatory Meeting and Report

Prior to submitting their respective reports, every executive branch department, agency, board and commission shall hold a public hearing, after having provided reasonable notice consistent with Chapter 233B of the Nevada Revised Statutes, to key industry stakeholders, to: (i) vet their recommended changes; (ii) solicit input as to the merits of those changes and (iii) identify other regulatory changes stakeholders feel are worthy of consideration. Stakeholder input shall be reflected in the summary of findings and recommendations included in each submitted report.

Executive Order 2023-03 – Template

Name of department, agency, board, or commission: _____

Address: _____

City: _____ Zip: _____ Telephone: _____

Name of Director: _____

Director Email: _____

Section 1 - Comprehensive Review of Regulations / Section 3 – Mandatory Meeting and Report

The above-named department, agency, board, or commission conducted a comprehensive review of the regulations subject to its enforcement that can be streamlined, clarified, reduced, or otherwise improved to ensure those regulations provide for the general welfare of the State without unnecessarily inhibiting economic growth. The regulations identified for Section 1 of Executive Order 2023-03 are listed below with the information as required on page 1 of the instruction sheet on the following pages of the report:

Regulation/ Information as required on page 1	Page number
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
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Section 2 – Regulation for Removal / Section 3 – Mandatory Meeting and Report

The above-named department, agency, board or commission conducted a comprehensive review of the regulations subject to its enforcement and identified the following ten (10) or more regulations recommended for removal. The regulations identified for Section 2 of Executive Order 2023-03, ranked in descending order of priority, are listed below with the information as required on page 1 of the instruction sheet on the following pages of the report:

Regulation/Information as required on page 1	Page number
1.	
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Nevada Governor Joe Lombardo



EXECUTIVE ORDER 2023-004

Order Directing All Nevada Occupational and Professional Licensing Boards to Suspend the Issuance of Any New Regulations, Show Cause for All Occupational Licensing Requirements and to Provide a Recommended Pathway for Facilitating Licensure Reciprocity

WHEREAS, Nevada's economic growth and vitality is dependent upon the depth and quality of the State's workforce; and

WHEREAS, Nevada currently has 1.7 job openings for every unemployed person actively looking for work and there are acute shortages of employees in core sectors of the economy, including, without limitation, education, health care and technology; and

WHEREAS, Nevada has been identified nationally as having among the nation's most onerous occupational licensing requirements, and it is in the State's best long-term economic interest to have a fair, open, competitive and inclusive economy; and

WHEREAS, the Sunset Subcommittee of the Nevada State Legislature identified financial disparities and expressed concerns with practices of Nevada's occupational and professional licensing boards including, without limitation, those involving hearing officers, training, operating reserves, fines and fee structures, electronic access and payments, use of outside counsel and lobbyists and centralized coordination of expenditures; and

WHEREAS, The State Division of Internal Audits concluded that the current composition and actions of Nevada occupational and professional licensing Boards may expose the State to anti-trust liability; and

WHEREAS, it is in the best interest of Nevada that its occupational and professional licensing boards are seeking opportunities to attract and retain qualified workers to the State and not create unnecessary barriers to entry; and

WHEREAS, Nevada's occupational and professional licensing boards are subject to oversight by both the legislative and executive branch of government; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides: "The supreme executive power of this State, shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada."

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and laws of the State of Nevada and the United States, it is hereby ordered as follows:

SECTION 1:

Effective immediately and until the suspension of this order, all Nevada occupational and professional licensing boards shall suspend the creation of any new regulations that limit or otherwise impact the ability persons to enter any occupation or profession in Nevada.

SECTION 2:

Before April 1, 2023, all Nevada occupational and professional licensing boards shall provide a report to the Office of the Governor and the Director of the Legislative Counsel Bureau detailing all regulations that restrict entry into any occupation or profession regulated by the board. Section 1 of the report shall include, at a minimum, all pertinent regulations, fees and other costs, examinations and any other requirements for entry into any occupation or profession regulated by the board. Section 2 of the report shall include, at a minimum, the board's justification for the regulations, fees and other costs,

examinations and other requirements set forth in Section 1 of the report. Section 2 shall also include an analysis of the number of states that currently license

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Attorney General

State Treasurer

State Controller

each profession or occupation regulated by the board. Section 3 of the report shall provide, at a minimum, any recommended revisions to the current regulatory construct that would expedite licensure for new workers. Finally, Section 4 of the report shall identify state compacts or any other pathways to professional licensure reciprocity that exist regionally, nationally or internationally. Section 4 shall also include a summary of states currently providing reciprocity for each profession or occupation regulated by the board to include those states that do not license the profession or occupation, and therefore, do not require reciprocity. To the extent Nevada does not currently participate in any identified reciprocity opportunity, the board's report shall provide a justification as to why Nevada does not currently participate and shall set forth an action plan should the state decide it should participate in such a reciprocity program.

Legislature

Legislature Website

NELIS

By each profession

Find Your Legislator

Nevada State Capitol

Nevada State Assembly

Alerts

Amber Alerts

Consumer Affairs

Weather Alerts

211- Service Information

511 - Road Conditions

911 - Emergency Help

Text 988 - 24/7 Crisis Support

Text 988 Suicide & Crisis Lifeline

SECTION 3:

To the extent an occupation or profession is currently licensed in Nevada but is not subject to licensure requirements in the majority of states (26 or more), licensure shall be presumed to be unnecessary and that board shall provide a recommendation for phasing out such a licensing requirement by July 1, 2023.

SECTION 4:

To the extent an occupation or profession that is currently licensed in Nevada allows for licensing reciprocity in the majority of states (26 or more), reciprocity shall be presumed to be possible and appropriate, and the board shall provide a recommendation for implementing a program for reciprocity participation by July 1, 2023.

SECTION 5:

Failure for any board to fully comply with the provisions of this order shall trigger an immediate operational and financial audit of the board by the Division of Internal Audits as well as recommendation to the Legislature that the board be subject to sanctions.

About Nevada

Tourism Information

Journalism Licensing

Start a Business

Give Time - Business Portal

Find a Job

Nevada Colleges & Universities

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IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol, this 12th day of January, in the year two thousand and twenty-three.



[Signature]
Governor

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| ADA Technology Accessibility Guidelines | & | Web Style Standards | & | ADA Assistance | State ADA Website

Version 3. *[Signature]*
Deputy