

Steve Sisolak
Governor

Richard
Whitley, MS
Director



**DEPARTMENT OF
HEALTH AND HUMAN SERVICES**
AGING AND DISABILITY SERVICES DIVISION
Helping people. It's who we are and what we do.



Dena
Schmidt
Administrat
or

**APPLIED BEHAVIOR ANALYSIS BOARD MEETING
MEETING MINUTES**

Date of Posting: July 23, 2021
Date and Time of Meeting: July 29, 2021, 10:00 AM
Name of Organization: The Board of Applied Behavior Analysis
Place of Meeting: Aging and Disability Services Division
Teleconference:

Please place your phone or your computer microphone on mute unless providing public comment.

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 775-321-6111,,701272664#](tel:+17753216111701272664) United States, Reno

Phone Conference ID: 701 272 664#

In certain situations, the option exists to declare the meeting on that agenda item to be a Closed (Executive) Session per NRS 241.030.

All times are approximate. The Board reserves the right to take items in a different order, items may be combined for consideration by the Public Body and items may be pulled or removed at any time to accomplish business in the most efficient manner.

AGENDA

1. Roll Call and Verification of Posting

Meeting was called to order at 10:03AM. Kelly Osteen took roll call; all members were present.

2. Public Comment

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an item. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

Kimberly Weaver brought concerns regarding her RBT renewal. Dr. Fronapfel said that ADSD staff will follow up with her.

3. Approval of Previous Meeting Minutes (For Possible Action)

Dr. Leytham asked if any of the Board members had any comments or edits on the meeting minutes. Christy provided a document with her suggested changes. Rachel made a motion to approve the minutes with Christy's changes, Christy seconded the motion. Motion passed.

4. Review, Discussion, and Possible Approval of Board Activities Necessary to Implement SB 217 Including, but not all Inclusive (For Possible Action):

- Presentation from Executive Director Candidates
 - **Morgan Gleich**

Morgan was not available to present during the meeting. Jennifer provided a statement supplied from her regarding her interest and experience. (Attachment A)
 - **Maxwell Dinatale**

He presented a Power Point presentation regarding his experience, interest in the position, and his five-year plan. Board members asked several follow up questions.
 - **Robin Stone**

Ms. Stone introduced herself, her interest in the position, and her experience. Board members asked several follow up questions.
 - **Wendy Knorr**

Ms. Knorr introduced herself, her interest in the position, and her experience. Board members asked several follow up questions.
- **Discussion and Selection of Executive Director**

Board members discussed and deliberated the experience of the candidates. Christy asked if there were any other documents that could be shared with the Board. Jennifer stated that all candidate materials were distributed (See Attachment B). Lorretta Ponton further explained that all the candidates that are on the agenda are qualified. After additional discussion and consideration, Christy made a motion to offer Wendy Knorr the Executive Director position, Rachel seconded the motion. Motion passed.
- **Discussion and Determination of Salary of Executive Director**

Lorretta Ponton shared a Benefit Analysis (Attachment C) for the Executive Director using the salary of \$60,000/year; as she stated that this was a fair salary for someone in this position and allows for growth. Discussion ensued regarding retirement incentives and medical benefits. Jennifer stated that a decision did not have to be made prior to October 1, 2021; as the position will be a contract position through September 30, 2021. Courtney made a motion to have the starting base salary at \$60,000 and that benefits will be decided on a later date, Rachel seconded the motion. Motion passed.

- Discussion and Determination of Start Date for Executive Director**
 Jennifer stated that a start date after Labor Day would be good for training Ms. Knorr given her experience but prefer if she could start earlier. Christy made a motion to offer Wendy a start date of August 16th, is she couldn't so that, it would be August 23rd. Rachel seconded. Motion passed.
- Presentation by Heritage Bank on Available Payroll Options**
 Dr. Leytham introduced Curtis Ingram from Heritage Bank to provide additional options aside from Numbers Inc and Carol Woods. Heritage partners with Heartland, and ADP or other services that provide payroll and HR. Payroll is more than just salary payment, ACA reporting, retirement, time and attendance, how to hire people and tax and compliance concerns. Curtis was asked to unmute himself but was unable to. Dr. Leytham explained some other options and services; related to HR regulations and reporting requirements. Lorretta explained Numbers Inc, full payroll including reporting requirements integrated with the accounting system. Lorretta referenced the proposal submitted by Carol Woods (Attachment D). Lorretta also said outside service is a little bit more expensive. Carol would work one on one with the Executive Director, setting up internal control and policies and procedures. Mr. Ingram then came on the line and provided additional options. Christy stated that the Board already had voted to use Carol Woods due to her knowledge of Boards, and also Quickbooks.
- Discussion and Determination of What Bank Will Be Used and Payroll Options**
 Heritage Bank has already been selected and voted on. Courtney and Rachel both stated that this could be discussed at a later time, August meeting, as by that time, the Executive Director will be on board and can provide their input. Christy request that Dr. Leytham provide a one page, side by side document; Numbers Inc versus Heartland. Lorretta stated there are two issues to consider; payroll services can be separate from bookkeeping or one in the same. Numbers Inc is all inclusive and is very easy to use. Dr. Leytham made a motion to postpone a decision on payroll options to the next Board meeting. Rachel seconded the motion. Motion passed.
- Discussion and Determination of Website Development**
 Dr. Leytham presented several options for website development (Attachment E). DreamHost does web hosting and web design. All options use WordPress. Discussion and deliberation occurred. Dr. Leytham made a motion that DreamHost as the webhosting service and, that once a bank account has been established and the Board becomes a vendor, that he may contact them directly to learn pricing. Rachel seconded the motion. Motion passes.
- Discussion and Determination on How to Move Existing File Cabinets and Other Office Supplies to New Location**
 Rachel explained the different moving services that were available (Attachment F). Dr. Fronapfel liked the fact that Carson Valley movers detailed how they would secure the files. Rachel made a motion to use Carson Valley Movers, Christy seconded the motion. Motion passes. Jennifer will be the point of contact and work with Lorretta for scheduling.

5. Public Comment

(No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item. Comments will be limited to three minutes per person. Persons making comment will

be asked to begin by stating their name for the record and to spell their last name and provide the secretary with written comments.)

No public comment

6. Adjournment

Meeting adjourned at 1:07PM

NOTE: We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Kelly Osteen at (775) 687-0503 as soon as possible and at least one **business** day in advance of the meeting. If you wish, you may e-mail her at KOsteen@adsd.nv.gov. Supporting materials for this meeting are available at 3416 Goni Road, D-132, Carson City, NV 89706, or by contacting Kelly Osteen at 775-687-0503, or by email KOsteen@adsd.nv.gov.

Agenda Posted at the Following Locations:

1. Aging and Disability Services Division, Carson City Office, 3416 Goni Road, Suite D-132, Carson City, NV 89706
2. Aging and Disability Services Division, Las Vegas Office, 1860 East Sahara Avenue, Las Vegas, NV 89104
3. Aging and Disability Services Division, Reno Office, 9670 Gateway Drive, Suite 200 Reno, NV 89521
4. Aging and Disability Services Division, Elko Office, 1010 Ruby Vista Drive, Suite 104, Elko, NV 89801
5. Nevada State Library and Archives, 100 North Stewart Street, Carson City, NV 89706
6. Desert Regional Center, 1391 South Jones Boulevard, Las Vegas, NV 89146
7. Sierra Regional Center, 605 South 21st Street, Reno, NV 89431
8. Rural Regional Center, 1665 Old Hot Springs Road, Carson City, NV 89706
9. State Legislative Building, 401 S. Carson Street, Suite 3138, Carson City, NV 89701
10. Grant Sawyer State Office Building, 555 E. Washington Ave., Suite 4401, Las Vegas, NV 89119
11. Department of Health and Human Services, 4126 Technology Way, Suite 100, Carson City 89706

Agenda and supporting materials posted online on the following sites:

<http://adsd.nv.gov/Boards/ABA/ABA/>

<https://notice.nv.gov/>