

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
Administrator

**APPLIED BEHAVIOR ANALYSIS BOARD MEETING
DRAFT MEETING MINUTES**

Date of Posting: August 18, 2021
Date and Time of Meeting: August 25, 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 10:00AM. Jenifer Frischmann 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.)

Deborah Meinberg Myberg, Ackerman Center requested the listserv be updated as changes were made to their information and submitted to ABA and acknowledged yet no information has been received since then. Jennifer F. than stated that commented that each update needs to be completed by the individual directly to the listserv- the ABA support staff does not have the capability to do it. Directions for updating ADSD listserv are located on the website.

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

Dr. Fronapfel asked if any of the Board members had any comments or edits on the meeting minutes. Courtney stated that there were "X's" in place of names as to who made a motion to approve the minutes, and Christy stated "WORD" was in all capital letters. both provided suggested changes. Courtney made a motion to approve the minutes with modifications, Rachel 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):

- **Discussion regarding bank account status**
Dr. Fronapfel reported the paperwork has been processed for the ABA bank account and once Secretary of State filing is completed, the account can be opened and funds transferred. Expecting this to be completed within the next two weeks.
- **Discussion and Update regarding new forms**
Rachel reported that information is still required before the forms can be finalized. Web address, email addresses, etc. Once those are confirmed they will be finalized.
- **Discussion regarding Deputy Attorney General Assigned to ABA**
Julie reported that a new DAG will be assigned to work with ABA, most likely during the September meeting. Once confirmed ABA will be notified. Pat reported that DAG services in support of ABA are billed at \$168 per hour, in 1/10th hour increments. ABA will be billed monthly.
- **Certemy update**
Dr. Fuller reported there were no updates regarding proposed revisions.
- **Discussion and Determination of Website development**
Dr. Leytham reported that DreamHosts will be the website developer and host. The company recommended several websites to use as an example for developing the ABA site. Discussion with board members included reviewing several sites, ease of use, color scheme, etc. It was decided that the site "Eric Rowell" will be used as a guide for design. Once payment can be made to DreamHosts, design process can begin. Wendy and Pat will coordinate the process going forward. Payment of \$2499 includes base design and 3 months of support. There will be a monthly fee for hosting.

Pat made a motion to approve the contract with DreamHosts, Rachel seconded the motion, motion passed.

Another discussion was had regarding the recommended website/email address. To avoid confusion with the Nevada Association [of Behavior Analysis](#), Pat suggested NVABAboard.org. He will research domain availability. Payment will also be required to secure the domain.

- **Discussion and Determination on How to Move Existing File Cabinets and Other Office Supplies to New Location**

Rachel will confirm with the company and work with Jennifer, Wendy and Loretta to coordinate the move.

- **Discussion regarding accounting support**

Carol Woods was chosen to provide accounting support. Contract will be signed. Loretta mentioned that ABA [Board](#) will be required to follow state policy and utilize a Contract Manager. She offered her services to ABA to facilitate contracting needs. Rachel made a motion to utilize Loretta as a Contract Manager as required by the State, Courtney seconded the motion and the motion passed.

- **Discussion regarding equipment needs for new office**

Loretta offered existing equipment in the Reno office for use initially until funding and needs are determined. Members support Pat and Wendy to make final determination and place order for equipment. Courtney made a motion to allow Pat and Wendy to proceed with equipment purchase, Rachel seconded and the motion passed.

5. Discussion and Possible Approval of Investigation Complaint Received

Christy made a motion to proceed with the investigation, Rachel seconded and the motion passed.

6. Discussion of Current Status of Applications and other ADSD Activities Pertaining to Applied Behavior Analysis (For possible Action)

- Applications Pending: _____ 73 RBTs, 2 LaBAs and 8 LBAs
Approved in July: _____ 38 RBTs, 5 LBAs
Approved to date [\(8/23/21\)](#) for Aug: 34 RBTs, 1 LaBA and 12 LBAs
- Emergency Directive 011 ended on July 23, 2021. Those operating under that directive and those electing to defer fees as allowed under the Directive were sent an email informing them the Directive had ended and confirming the deadline to receive fees and/or applications to continue practicing was the close of business Aug. 23, 2021. 24 RBTs did not meet the deadline. Those RBTs and their supervisors were notified Aug. 24, 2021. The entire application process for those individuals must be completed again including background checks.
- DPS confirmed with ADSD that all applications received through Sept. 30, 2021 can be processed through to completion. Any applications received Oct. 1 and beyond will be

processed with the new DPS account. This should help avoid any delays in approvals for RBTs, LaBAs and LBAs during the transition.

- Examinations are currently offered at most any time in Carson City and Tuesday and Thursdays in Las Vegas at 10a, 11a and 1 p. Plans will be needed to address how exams will be provided after Oct. 1. There was discussion of possibly using an online platform. He will consult with DreamHosts. Loretta offered information about the platform Classmarker which the OT board utilizes. Pat made the motion to investigate using Classmaker to facilitate ABA exams, Christy seconded and the motion passes.

7. Review of Financial Statement

The state has been working to adjust accounts to facilitate the transfer of funds. Jennifer reported that the Interim Finance Committee approved the work program. There is approximately \$546,000 in cash. \$456,000 will be transferred initially and the remainder will be held until accounts are finalized. The remaining funds will be transferred by the end of October.

8. Discussion and Possible approval of Allowing Supervision by Non-Nevada Licensed Supervisors (for Possible Action)

Background: Board has received questions about specifics for RBT supervisors. Do they have to be licensed in Nevada? ADSD has historically denied applications with out of state supervisors. Questions have also included supervision of interns. Wanted to have a discussion with the board to confirm current process or consider changes. After discussion the consensus of the board members is that Supervisors must be licensed in the State of Nevada.

9. Determine Future Agenda Items (For Possible Action)

SB 217 – Updates- standing items

Christy made the motion to include ongoing updates regarding SB217
Rachel seconded the motion and the motion passed.

9. Public Comment

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- Deborah Myberg Meinberg, of the Ackerman center reported she remains unable to find the listserv information. Jennifer located and referred her to the page.

Loretta commented that the listserv will not carry over from the state oversight so there will need to be a plan for after Oct. 1. Can forward information to ADSD to be included.

10. Adjournment

Meeting adjourned at 11:21 a.m.

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/>