

**Nevada Applied Behavior Analysis Board**  
**Draft MINUTES**      ABA Board Meeting    September 19, 2023

1. The meeting was called to order by Dr. Fronapfel at 10:00 a.m.  
In attendance: Dr. Fronapfel; Christy Fuller; Courtney LoMonaco, Stephanie Huff; Lynda Tache; Wendy Knorr, Executive Director and Henna Rasul, DAG/Counsel
2. Public Comment: There was no Public Comment offered at this time.
3. A motion to approve the minutes of the July 2023 meeting as presented was made by Stephanie Huff; seconded by Christy Fuller; and approved.
4. Executive Director's Report-
  - Wendy introduced Marni Watkins from the AG's office to provide information about a lawsuit naming Nevada and four other states. The suit was filed by a former LBA licensee who is contesting the requirement of BACB certification for licensure/renewal. As the suit continues, we will provide updates to the board. The AG's office is handling the case.
  - Lynda Tache was introduced as the newest Board member which represents the community. She shared a brief history of her experience and personal connection to ABA services which were provided to her son, Grant, who was diagnosed with autism in 2006. The Board members welcomed Lynda and thanked her for her interest and commitment to support the Board's work.
  - Wendy along with board members Stephanie Huff and Christy Fuller will be attending the CLEAR conference in Salt Lake City the last week of September. Wendy is also attending a Leadership training offered three days prior to the conference. Information will be shared at the next meeting and resource materials will be maintained in the ABA office for future use/reference.
  - There continues to be a delay in launching LiveScan. Issues within DPS are being resolved, but until final approval is given the Certemy application revisions are on hold. When approval is obtained, all applications will be updated and provide online payment processing along with the new LiveScan process for obtaining background clearances. DPS turnaround time has been improving and we do not have any extremely delayed reports at this time.
  - BACB is hosting a regulator's meeting prior to the ABPA conference in New Orleans- a first time effort for them to meet. They are offering to pay for hotel expense for that additional day. Dr. Fronapfel, Christy Fuller, Stephanie Huff are interested in attending. Wendy will confirm details and interest in attending and costs involved for participation. Christy Fuller asked, about coordination with BACB and other details. More information to come.
5. Legislative Update –

A request was made to all Boards from Business and Industry for the number of licenses and what licensing platform was used to process/manage the licensing process. There was also a formal request to the Interim Finance Committee for funding the Deputy Director position which, in our understanding, will be the person overseeing the new organizational effort. There was a very short meeting called by the Governor's staff which emphasized that all the work done to review/recommend changes/elimination of regulations through the Executive Orders was to continue. Their expectation is that all the Boards will follow through with those recommendations. Not all Boards were represented at this zoom meeting and no additional communication has been received.
6. Review, Discussion, and Possible Approval of Board Activities-

Courtney LoMonaco lead the discussion regarding the annual evaluation process for Wendy as her anniversary is October 1. Reviewed process timeline from last year, explaining that as the first year the Board was developing new tools. The first evaluation tool used last year came from information used by the Psychological Board and the ABA job description. Wendy also completed a self-evaluation. All the information gathered was compiled and the results were presented as the final evaluation. The process was new and was delayed – we did not present the evaluation until January. We are on time this year, but

still discussing budget information at the same time, which ideally should be discussed in May or June. So, the two discussions are happening at the same time, when they are separate items. Courtney LoMonaco provided the tool to the Board members and asked they review the tool and provide any recommendations for additions, revisions or other comments to her so she can update the tool and then send out to members for completion. The results will then be compiled and Wendy's evaluation can be presented at the October Board meeting. Dr. Fronapfel agreed that we should move the process forward. Lynda Tache commented that upon her initial review, not having been part of the process last year, the tool looks comprehensive. She would like to provide feedback once she has time to review it in more detail, even though she is new, she'd like to participate. Christy Fuller commented about some of the previous questions on some of the items – they were not applicable, etc. and how we want to handle those. We may want to delete or clarify some of them to make improvements to the tool. Courtney LoMonaco agreed, and considering this year's timeline there would be time to make those adjustments/changes. She asked if the members could provide any comments for changes to the tool be sent to her. She'll update the tool with those suggestions and then send the updated tool out for members to complete. Another item for consideration is compensation. Last year's discussion included the decision to tie the compensation to the Nevada State scale/levels for consistency and clarity. At the same time, the Board was considering Wendy's performance, so it was somewhat convoluted. This year, we are still discussing different aspects – budget, tools, compensation in general and then specifically as it relates to Wendy's evaluation. The Board will also be discussing this as part of the budget review process. The Board should be looking at a compensation plan in general for use as an organization to help guide the future efforts. Christy Fuller offered to work with Courtney LoMonaco with the process this year and help develop some of the standards. Courtney LoMonaco added that one thing missing from the evaluation tool was specific, measurable goals. This would be something to consider adding to the tool to assist with prioritizing efforts and direction for Board's efforts, foundational operation development and the ED's management. No motion needed.

7. Financial Update-

Information was sent out for Year End 2022-23; month-end August 2023 and proposed 23-24 budget. Some of the highlights included: Income and expenses for the first year were close to the budgeted numbers, actually provided more net income; discussed revising assumptions and 23-24 budget numbers but was advised to leave the 2 year cycle as is for now and we can review again for 24-26 cycle; annual office space expense increased a bit as it is based on licensure volume and space allocated – both increased for us this year; annual Certemy subscription and we have our own Zoom account now. August detail was reviewed and income was more than budgeted and expenses were off budget in the salary line due to the addition of the Licensing assistant and changes to overall compensation. Overall, strong financial performance. The next document illustrates the impact of possible salary increases to the budget. Courtney LoMonaco explained that the State of Nevada approved a 12% increase for all state employees, along with a bonus for 2023. There will also be a 4% increase in 2024 with another bonus. This increase is up for consideration/discussion as the Board staff compensation is tied to the State scale. It is not mandatory, but many of the Boards are making adjustments based on these increases. The ABA Board will review and discuss as part of the overall compensation plan with consideration of changes/growth in October.

8. Licensing Information: A total of 2533 ABA professionals are licensed/registered as of today.

RBT's:	July: 52	Aug: 95	Sept to date: 24	Total: 1966
LaBA':	July: 1	Aug: 0	Sept to date: 0	Total: 33
LBA's:	July: 8	Aug: 7	Sept to date: 8	Total: 534

NRS/NAC review is planned. Loretta Ponton has agreed to help with this review as it will be comprehensive. We will map out the requirements, OML adherence, public hearings etc. so this process will be efficient and compliant.

9. Future Agenda Items- APBA details; Executive Director's review and CLEAR conference reporting from attendees, in addition to the standing items.

Christy Fuller made the motion; Courtney LoMonaco seconded the motion; and the motion passed.

10. Public Comment - There was no Public Comment offered at this time.

11. Meeting was adjourned by Dr. Fronapfel at 11:02 a.m.