



NOTICE OF PUBLIC MEETING

Date of Posting: January 29, 2024
Date and Time of Meeting: February 20, 2024, 10 AM
Name of Organization: Nevada Applied Behavior Analysis Board
Place of Meeting: Teleconference and NV ABA Office-
6170 Mae Anne Ave. #1 Reno, NV

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

Zoom Remote Access

<https://zoom.us/j/97857306294?pwd=b2sxNHFOejA4NzQyMHlaTFFOdmZRZz09>

Meeting ID: 978 5730 6294

Passcode: 171188

Audio Access Only

1- 253 -205- 0468

Meeting ID: 978 5730 6294

Passcode: 171188

Find your local number: <https://zoom.us/u/axlH1sDt5>

Please Note: The Applied Behavior Analysis Board (ABAB) may (1) address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; (2) combine items for consideration by the public body; and (3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. See NRS 241.030. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. See NRS 233B.126. At the discretion of the Chair, public comment is welcomed by the Board, but will be limited to three (3) minutes per person. A public comment time will be available at the beginning of the meeting and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and in his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn.



Agenda- NV ABA Board Meeting and Public Workshop February, 20, 2024

1. Call to Order, Roll Call of Members, and Establish Quorum

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 the agenda as an item. Comments will be limited to three minutes per person. People making comments 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. Persons wanting to make comments during public comment period, now or in a later public comment period, can participate via the Zoom link or by telephone by calling 1- 253 -205- 0468. Please note these links and numbers change for each meeting.)

3. Approval of January 16, 2024 and January 29, 2024 Board Meeting Minutes (For possible Action) (attachment)

4. Executive Director's Report- Audit submitted to LCB

5. Legislative Update (For Possible Action)

6. Review, Discussion, and Possible Approval of Board Activities (For Possible Action)

7. Complaints

8. Financial Update (For Possible Action)

Financial reports January 2024

Financial Audit- Biennial/Annual

9. Discussion of Current Status of Applications and other Licensing Activities (For Possible Action)

Licensed/Registered individuals *without* Federal background clearance

Certemy proposal for consideration of approval

Licenses/Registrations/Renewals issued in January/Yearly totals and to-date February

10. Determine Future Agenda Items (For Possible Action)

11. Public Workshop

Proposed Regulations establishing NAC 641D (public comment)

The purpose of the workshop is to solicit comments from interested persons on the proposed regulations to establish NAC 641D. Due to the transition of ABA regulatory oversight from the Nevada Board of Psychological Examiners and the Nevada Aging and Disabilities Services Division (ADSD) and the establishment of NRS 641D new administrative code is required.

12. 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.)

13. Adjournment

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 Wendy Knorr at (775-746-9429) as soon as possible and at least one **business** day in advance of the meeting. If you wish, you may e-mail her at executivedirector@nvababoard.org. Supporting materials for this meeting are available at 6170 MaeAnne Ave., Suite 1, Reno, NV 89523 or by contacting Wendy Knorr at 775-746-9429, or by email executivedirector@nvababoard.org. Agenda and supporting materials posted at these locations and online on the following sites: <https://notice.nv.gov/> www.nvababoard.org and NVABA Office.



Nevada Applied Behavior Analysis Board Board Meeting *DRAFT MINUTES* January 16, 2024

1. The meeting was called to order by Dr. Fronapfel at 10 a.m.
Members in attendance: Dr. Fronapfel, Christy Fuller, Courtney LoMonaco, Stephanie Huff, Lynda Tache, Henna Rasul, Counsel and Wendy Knorr, Executive Director
2. There was no Public Comment
3. Courtney LoMonaco made the motion to approve the December 19, 2023 Board Meeting Minutes as presented; Stephanie Huff seconded the motion; and the motion passed.
4. Election of Officers- Courney LoMonaco made the motion to re-elect Dr. Fronapfel to the position of President of the NV ABA Board; Stephanie Huff seconded the motion; the motion passed. Dr. Fronapfel made the motion to re-elect Courtney LoMonaco to the position of Secretary/Treasurer of the NV ABA Board; Stephanie Huff seconded the motion; the motion passed.
5. Executive Director's Report:
Regulatory Revisions proposed is my primary focus right now.

Working with Certemy for the renewal revision as well as the background clearance process. Also waiting for update regarding the contract renewal which is up in June. Christy Fuller asked about communicating more about the background clearance process yet? Wendy Knorr explained that she is working with Certemy to finalize the process which as to be included as part of the overall renewal process. Once the process is finalized communication will be sent out. As much lead time is being offered to support the applicants, the employers.

6. Legislative Update – No new information regarding B & I and their directions.
7. **Mission Statement-** Dr. Fronapfel said that she had reviewed other ABA organizations across the country and most did not have separate Mission Statements. She believes that a statement of the purpose of the ABA board may be all that is needed, but will consider what others have to say. Christy Fuller asked for clarification of what examples were provided to review. Wendy mentioned that the Board is under the direction of the statues which define our purpose and a mission statement would be more of a PR statement. Many non-profit organizations and professional organizations utilize mission statements but many or may not be needed in our case. Courtney LoMonaco supports the idea of a statement but would recommend tightening it up, making it more concise. Christy Fuller commented on how mission statements usually offer reasons why an organization exists and uses empowering words. Our mission is to insure the safety of the public. Brighid suggested adding the reference to NRS 641D.
Courtney LoMonaco made the motion to approve the mission statement: "The mission of the Nevada Applied Behavior Analysis Board is to protect the health, safety and welfare of Nevadans by pursuing the highest quality of ABA practice through dissemination, licensing, legislation, regulation and enforcement of the NRS 641D." Stephanie Huff seconded the motion and the motion passed.

NRS/NAC Revision- The revisions submitted by the Board members have been compiled and a draft prepared for review at this meeting. Discussion of the revisions are as follow:

Wendy Knorr - Changes to the regulations require a specific process. This review by the Board members is the first step. We've taken all the suggestions, comments and edits from the Board members and provided

those in the document provided to the board members. We'll review and discuss these suggested revisions. Once the Board members agree, we will update the document with the approved revisions and submit the updated document to LCB. We are essentially creating a new Administrative Code (NAC), versus revising an existing version, so we want to give LCB as much time as possible to complete their process. They will return our submission with their revisions, hopefully within 90 days or so. In the meantime, we will hold a public workshop to solicit feedback from our licensees/registrants regarding the proposed regulations. We will also conduct a Small Business Impact survey. Then, once we receive the proposed regulations back from the LCB we will hold a Public Hearing to review the final regulations. LCB will submit them to the Legislature for final approval and adoption. We are aiming to complete the process by end of August to avoid any delays that could occur as the State Legislative session will start gearing up and LCB will be focused there.

Loretta Ponton – Thanked the Board members for their input in this process with the regulations and their commitment to all the work involved during the past two years and their continued support. The Psychology Board has submitted revisions to their regulations – LCB-RO51-23, which removes all references to ABA previously included in their statutes. The timing of our proposed regulations is great. We took many of those previous regulations and included updated versions in this document, so there won't be much of a lapse in authority. Comments provided by the Board members have been incorporated into this draft. Based on feedback, most of the information from BACB has been red lined/deleted. This is based on the feedback that restating this information was not needed- We do not want to duplicate BACB. We are adopting their scope of practice and supervisory documents. One caution to the Board- by eliminating everything in the scope of practice area may leave the Board open to having to continually review BACB documents when they make changes and review ours to insure we are updated. It is not uncommon for Boards to adopt national organizations' scope of practice, code of ethics, standards, etc. but in addition to that, the Boards have a responsibility to modify, if necessary, requirements specific to Nevada. State regulations supersede national regulations for the enforcement in the State of Nevada. Regulations can be more stringent than the national organization; or we can have different continuing education requirements, more or less supervision, etc. Whatever is in the regulation is what the Board is responsible for enforcing and supplementing the BACB.

Review of the suggested changes:

Page 1- defined the continuing education hour as 50 minutes to match the BACB definition.

Page 3 – changed an incomplete application will “expire” after 180 days vs. will be denied after 90. Also added a paragraph outlining when a refund would be made and the requirements to avoid any confusion.

Page 4- Changed the requirement from 5 to 7 years for record retention of CE documentation. Discussed the need and reasoning for requiring information regarding employers (correct reference on page 3 as well.) Using the word “proof” of employment communicates something different. Support for providing employment/supervisor information. Suggest revising the wording in both initial and renewal sections. There is a section requiring the update of personal contact information as well within 30 days for those who are licensed/registered. The 30-day notification corresponds with similar timelines required by BACB – this reduces confusion.

Page 5- Third year Background clearance report is required for RBT's in Statute, but only requires proof of submittal, not necessarily requiring the results be received before renewal was approved. Reword “to be completed at least 90 days prior to expiration” and eliminate paragraph #4.

Page 7- Updated the hours of continuing education. Christy Fuller suggested removing the restatement of the ethics CE requirements.

Page 9- Included the reference to "regulations" which will be part of the state exam and removed the reference to the ethical principles and codes of professional conduct. Wendy questioned the 30-day deadline as the step in later in the process. Loretta suggested that the exam be available earlier in the process to avoid any delays. No limit on the number of times they can take, pay for it each time.

Page 10- Change of name has a 30-day requirement to notify the Board; and respond within 30 days of any request made of them.

Page 10-11 Fees- No application fee is authorized in statute for RBT, so that will be deleted. A section outlining how refunds will be handled has been included. Reinstatement, renewals, etc. have been clarified. A military discount of 50% for the initial application is provided.

Page 12 – Christy Fuller inquired if information after the third violation should be included. We will add a paragraph to clarify that situation and reference the misdemeanor offense classification.

Page 14/15/16- Deleted a number of previous regulations carried over from Psychology Board and ADSD on page 14 and 15; Page 16, left the Supervisory Qualifications and records maintenance information with the change to 7 years retention to match BACB. Nevada only requires 5 years for most records, but as discussed previously, we want to remain as consistent as possible.

Page 17, paragraph 3 includes the 30-day requirement for supervisors to notify the board of changes in supervision responsibilities.

Page 18- Standards of Practice and Conduct – updated to "Ethics Code for Behavior Analysts and RBT Ethics Code 2.0"; adoption by reference and controlling provisions which provides that if anything in Nevada regs are more stringent than BACB the Nevada provisions apply. Deleted the requirement that revisions of BACB would need to be reviewed by the Board as this is quite onerous for the Board to keep current. The board could include review as a policy, versus adding as a regulation. Christy Fuller reminded everyone that BACB does update their codes, in fact a new Ethics code 3.0 will be effective in 2026. Should we make the reference less specific? Loretta Ponton advised that the description does include reference to "most current version" which would cover any revisions. Brigid Fronapfel advised that the NRS does not reference versions, but also includes reference to the most current version. The applicability section confirms that the regulations include licensees, registrants and applicants for licensure/registration, including conduct during any period of education, training or employment required for licensure. History can be considered at any point.

Page 19 – deleted Determination of organization as patient or client as it was a carry-over from previous versions of regulations that is not relevant now.

Page 20- deleted – Scope of practice information is included in BACB standards. Loretta offered that it is not uncommon to restate information included in nationally adopted standards which often helps applicants and administrative staff with the interpretation and compliance of regulations. This information is detailed in other sections of the regulations.

Page 21/22 were deleted.

Page 23- Edited information to include maintenance of records again, for 7 years and other details along with compliance with state and federal laws regarding access to patient records.

Page 24 – Struck information except that concerning confidential information, required written consent and disclosure required in certain circumstances.

Page 25/26/27- all information deleted

Page 31- # 11 revised references to BACB standards to remain consistent.

Page 32- Very specific with what criminal acts constitute grounds for disciplinary actions. Wendy Knorr asked if this list could be used in the application process. There is a pre-determination clause required/a process that applicants can ask for review of their specific situation prior to making application. NVABA could make this a policy/procedure. Henna was consulted during the meeting and confirmed that it is a requirement for boards (NRS 622.085) to have a policy and to post on website. #11 b) was struck as it was a broad reach impacting non-ABA employees carried over from the Psychology board.

Page 34- Informal disposition of complaints section was a carryover from previous regulations. Recommendation is to strike this process. Henna advised that this was not a helpful addition. Agreement to strike it.

Page 36- Proceedings before the board is a standard inclusion.

We will now submit this to the Legislative Counsel Bureau. This is the *creation* of NAC 641D as nothing exists currently. LCB File No. R045-19 was in effect under ADSD's management of ABA was considered for this regulatory review along with the previous regulations of the Psychology Board. The Board of Psychological Examiners has presented LCB file No. R051-23 for review and approval which rescinds all related regulations of ABA practice from their regulations. We expect this process to take LCB a full 90 days for review because of the extent of the process needed.

Updated with approved revisions, the final document will be submitted to LCB. A public workshop will be scheduled and a small business impact survey will be conducted to gain feedback. The Board will review LCB's reviewed document for revision or approval and then a public hearing will be held for adoption with the plan to have it all completed before Oct. 2024.

Christy Fuller made the motion to accept the revisions discussed here today and provide the revised proposed regulations to LCB for review. Courtney LoMonaco seconded the motion; the motion passed.

8. Complaints- One new complaint lodged by the ABA ED. Open complaints 28.

9. Financial Update

Financial reports for December 2023 were available for review.

Financial Audit- Documents have been provided to Christiansen Accounting and the process is nearly complete. As it wasn't available for review today, a special meeting will need to be called for the Board to review and approve so the report can be submitted to LCB as soon as possible.

10. Discussion of Current Status of Applications and other Licensing Activities

Licensed/Registered individuals without Federal background clearance- The process is being finalized to incorporate this additional step into the Certemy accounts for those required to obtain the Federal report prior to renewal next Fall. The plan is to have notification/process begin by Feb. 1.

Certemy Contract/agreement ends 6/2024- Wendy has requested information from Certemy for extending the contract. Information will be presented once received from them for consideration by the Board.

Licenses/Registrations/Renewals issued in November and to-date December:

	Dec	Jan	Total	
RBTs:	92	15	2243	
LaBAs:	1	0	39	
LBAAs	10	4	573	2855 total professionals registered/licensed in the state.

11. Determine Future Agenda Items- Nothing added to the standing items for the agenda.

12. There was no Public Comment

13. Dr. Fronapfel adjourned the meeting at 11:53 a.m.



Nevada Applied Behavior Analysis Board Board Meeting *DRAFT MINUTES* January 29, 2024

1. The meeting was called to order by Courtney LoMonaco at 4p.m.
Members in attendance: Dr. Fronapfel, Christy Fuller, Courtney LoMonaco and Stephanie Huff. Lynda Tache was absent. Henna Rasul, Counsel and Wendy Knorr, Executive Director were present.
2. There was no Public Comment
3. Courtney LoMonaco introduced Connie Christensen who conducted the audit. Ms. Christensen reviewed the full audit in more detail with Courtney and Wendy earlier. This discussion provides a higher level review and asked Board members to please ask any questions as she reviews the document.

The audit covers the time frame from inception, Oct. 1, 2021 through June 30, 2022 and through the fiscal year ending June 30, 2023. It follows all approved standards of reporting.

The auditor's opinion of financials was unmodified, which is the highest level of assurance for an audit. The report includes required supplemental information: 1) Management discussion and analysis 2) OPEB requirements, related to employment costs and ties into information tracked and published by the State, and 3) Budget to Actual comparison.

There were no questions from the Board members.

Christy Fuller made a motion to approve the audit as presented for submission to the Nevada Legislative Council Bureau as required; Stephanie Huff seconded the motion; and the motion passed.

4. There was no Public Comment
5. Courtney LoMonaco adjourned the meeting at 4: 16 p.m.

STATE OF NEVADA
LEGISLATIVE COUNSEL BUREAU

CARSON CITY OFFICE
LEGISLATIVE BUILDING
401 S. CARSON STREET
CARSON CITY, NEVADA 89701
(775) 684-6800



LAS VEGAS OFFICE
GRANT SAWYER STATE OFFICE BUILDING
555 E. WASHINGTON AVENUE, SUITE 4400
LAS VEGAS, NEVADA 89101
(702) 486-2800

February 8, 2024

Wendy Knorr, Executive Director
Board of Applied Behavior Analysis
6170 MaeAnne Avenue #1
Reno, Nevada 89523

SENT VIA EMAIL: executivedirector@nvababoard.org

Dear Ms. Knorr:

Nevada Revised Statutes (NRS) 218G.400 requires your board to be audited annually by a certified public accountant or public accountant and to file a copy of that audit report with the Legislative Auditor by December 1 of each year in which an audit is conducted. Our records indicate that the Board of Applied Behavior Analysis (board) is current in filing its financial report for the year ended June 30, 2023.

The Legislature will be informed of the following: Previously under the Aging and Disability Services Division, the Board of Applied Behavior Analysis began operating as an independent entity beginning October 2021 per Senate Bill 217 of the 81st Legislative Session. The board reached out to the Audit Division in October 2023 to inquiry about reporting requirements and submitted its audited financial statements in January 2024.

If you have any questions regarding this letter, please contact Laura Harwood, Deputy Legislative Auditor, at Laura.Harwood@lcb.state.nv.us or me at (775) 684-6815.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Crossman".

Daniel L. Crossman, CPA
Legislative Auditor

DLC:da

cc: Ms. Courtney LoMonaco, Secretary/Treasurer, Nevada Board of Applied Behavior Analysis, courtneylomonaco@nvababoard.org

State of Nevada Applied Behavior Analysis Board
Balance Sheet
 As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Heritage Bank	615,612.68
Total Checking/Savings	615,612.68
Other Current Assets	
Prepaid Expenses	6,979.27
Total Other Current Assets	6,979.27
Total Current Assets	622,591.95
Fixed Assets	
Accumulated Amortization	-13,923.00
SAAS Asset	21,879.00
Total Fixed Assets	7,956.00
Other Assets	
Deferred Outflows - OPEB	1,939.95
Total Other Assets	1,939.95
TOTAL ASSETS	632,487.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,424.01
Total Accounts Payable	12,424.01
Other Current Liabilities	
Deferred Revenue	196,289.51
Paid Time Off	4,488.54
Payroll Liabilities	380.91
SAAS Current Liability	7,762.00
Total Other Current Liabilities	208,920.96
Total Current Liabilities	221,344.97
Long Term Liabilities	
Deferred inflows - OPEB	843.00
Net OPEB liability	7,211.00
Total Long Term Liabilities	8,054.00
Total Liabilities	229,398.97
Equity	
Opening Balance Equity	300,468.19
Retained Earnings	100,808.78
Net Income	1,811.96
Total Equity	403,088.93
TOTAL LIABILITIES & EQUITY	632,487.90

State of Nevada Applied Behavior Analysis Board
Profit & Loss Budget vs. Actual
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Application Fee	8,730.00	7,875.00	855.00	110.9%
Exam Fees	8,395.89	11,812.50	-3,416.61	71.1%
License Fee	61,261.75	67,362.96	-6,101.21	90.9%
Other Fees	220.00			
RBT Registration	59,218.24	55,115.13	4,103.11	107.4%
Total Income	137,825.88	142,165.59	-4,339.71	96.9%
Expense				
Bank Service Charges	1,799.44	5,833.31	-4,033.87	30.8%
Board Compensation	6,300.00	5,250.00	1,050.00	120.0%
Computer and Internet Expenses	1,385.30	1,166.69	218.61	118.7%
Insurance Expense	350.00	408.31	-58.31	85.7%
Licensing System	3,250.00	5,250.00	-2,000.00	61.9%
Office Supplies	459.79	1,166.69	-706.90	39.4%
Payroll Expenses				
Deferred Compensation	5,304.98	5,944.19	-639.21	89.2%
Employer Taxes	6,367.12	6,634.25	-267.13	96.0%
Hourly Wages	20,481.45	16,856.00	3,625.45	121.5%
Medical Benefits	7,020.56	7,270.06	-249.50	96.6%
PTO Expense	-643.54	2,916.69	-3,560.23	-22.1%
Salaries	46,836.34	52,602.06	-5,765.72	89.0%
Total Payroll Expenses	85,366.91	92,223.25	-6,856.34	92.6%
Postage	273.27	350.00	-76.73	78.1%
Professional Fees	24,064.39	22,575.00	1,489.39	106.6%
Rent Expense	4,310.81	4,316.69	-5.88	99.9%
Repairs and Maintenance	124.50			
Telephone Expense	187.65	495.81	-308.16	37.8%
Training and Conferences	2,905.00	7,000.00	-4,095.00	41.5%
Travel Expense	5,236.86			
Total Expense	136,013.92	146,035.75	-10,021.83	93.1%
Net Ordinary Income	1,811.96	-3,870.16	5,682.12	-46.8%
Net Income	1,811.96	-3,870.16	5,682.12	-46.8%

**State of Nevada Applied Behavior Analysis Board
Profit & Loss Budget vs. Actual
January 2024**

02/08/24

Accrual Basis

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Application Fee	900.00	1,125.00	-225.00	80.0%
Exam Fees	998.67	1,687.50	-688.83	59.2%
License Fee	1,589.00	9,623.28	-8,034.28	16.5%
RBT Registration	6,230.00	7,873.59	-1,643.59	79.1%
Total Income	9,717.67	20,309.37	-10,591.70	47.8%
Expense				
Bank Service Charges	311.12	833.33	-522.21	37.3%
Board Compensation	0.00	750.00	-750.00	0.0%
Computer and Internet Expenses	107.20	166.67	-59.47	64.3%
Insurance Expense	50.00	58.33	-8.33	85.7%
Licensing System	0.00	750.00	-750.00	0.0%
Office Supplies	0.00	166.67	-166.67	0.0%
Payroll Expenses				
Deferred Compensation	628.97	849.17	-220.20	74.1%
Employer Taxes	1,236.53	947.75	288.78	130.5%
Hourly Wages	3,414.00	2,408.00	1,006.00	141.8%
Medical Benefits	1,136.36	1,038.58	97.78	109.4%
PTO Expense	0.00	416.67	-416.67	0.0%
Salaries	5,566.13	7,514.58	-1,948.45	74.1%
Total Payroll Expenses	11,981.99	13,174.75	-1,192.76	90.9%
Postage	116.94	50.00	66.94	233.9%
Professional Fees	15,000.00	3,225.00	11,775.00	465.1%
Rent Expense	615.83	616.67	-0.84	99.9%
Repairs and Maintenance	124.50			
Telephone Expense	27.89	70.83	-42.94	39.4%
Training and Conferences	0.00	1,000.00	-1,000.00	0.0%
Total Expense	28,335.47	20,862.25	7,473.22	135.8%
Net Ordinary Income	-18,617.80	-552.88	-18,064.92	3,367.4%
Net Income	-18,617.80	-552.88	-18,064.92	3,367.4%

10:42 AM

02/08/24

Accrual Basis

**State of Nevada Applied Behavior Analysis Board
Transactions by Account
As of January 31, 2024**

Type	Date	Num	Name	Memo	Split	Amount
Heritage Bank						
Check	01/02/2024	1200	Occupational Therapy Board	Postage reimbursement Oct-Dec	Postage	-116.94
Bill Pmt -Check	01/02/2024	1201	Numbers Inc.		Accounts Payable	-2,400.00
Check	01/02/2024		Alpine Lock and Key Inc		Repairs and Maintenance	-124.50
Check	01/04/2024	1202	Bahney	Refund overpayment	Exam Fees	-51.33
Bill Pmt -Check	01/08/2024	1204	Nevada Department of Public Safety		Accounts Payable	-161.00
Bill Pmt -Check	01/08/2024	1203	AT&T		Accounts Payable	-27.89
Liability Check	01/11/2024		QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-SPLIT-	-5,064.44
Liability Check	01/11/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/09/2024	-SPLIT-	-3,202.00
Check	01/11/2024		QuickBooks Payroll Service	Created by Direct Deposit Service on 01/10/20...	Bank Service Charges	-1.75
Check	01/12/2024	ACH	Nevada Public Employees' Benefits Program	Account #174	Medical Benefits	-1,199.26
Check	01/12/2024	ACH	Voya		Def Comp Liabilities	-436.51
Liability Check	01/13/2024		Nevada Employment Security Division		-SPLIT-	-208.32
General Journal	01/18/2024	Charg...		Bank card chargeback	RBT Registration	-70.00
Liability Check	01/25/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/21/2024	-SPLIT-	-3,869.28
Liability Check	01/25/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/23/2024	-SPLIT-	-1,246.25
Check	01/25/2024	Debit	Dreamhost		Computer and Internet Expenses	-59.00
Check	01/25/2024	Debit	Microsoft		Computer and Internet Expenses	-16.00
Check	01/25/2024	Debit	Microsoft		Computer and Internet Expenses	-32.20
Liability Check	01/26/2024	E-pay	United States Treasury	86-3445270 QB Tracking # -1061465398	-SPLIT-	-3,902.34
Liability Check	01/26/2024	E-pay	United States Treasury	86-3445270 QB Tracking # -722962398	-SPLIT-	-372.50
Check	01/28/2024	ACH	Voya		Def Comp Liabilities	-384.92
General Journal	01/31/2024	Fees		Rounding adjustment on cyber source fees for ...	Bank Service Charges	-0.04
Total Heritage Bank						-22,946.47
TOTAL						-22,946.47

Certemy Renewal Proposal- 2/12/2024

Based on the information provided, the standard pricing for 2,795 active professionals is \$19,675 per year.

We value our relationship and look forward to continuing to work together, with that being said, it was easy to go to bat for you and ask for aggressive discounts, which were approved.

On a one-year term your pricing will be \$15,740 (20% Discount, \$5.63 per active professional, per year)

On a three-year term your pricing will be \$13,772 (30% Discount, \$4.93 per active professional, per year)

Let me know if there's any information I can provide to help in the renewal process.