



Colleen Peterson, Ph.D., President  
Joan Winkler, M.A., Vice President  
Richard Harrison, Secretary/Treasurer  
Donald Huggins, Ed.D., Member  
Erik Schoen, Member  
Hal Taylor, Member  
Jeanne E. Griffin, Ed.D., Member  
John Nixon, Ed.D., Member

# State of Nevada

## The Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors

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Approved: 08/26/2016

### MEETING MINUTES

Friday, September 11, 2015  
Nevada State Board of Examiners for Marriage and  
Family Therapists and Clinical Professional Counselors  
9436 West Lake Mead Boulevard #11-J  
Las Vegas, Nevada 89134-8342

1. Call to order/Roll Call – Meeting called to order at 8:00 A.M. by Dr. Colleen Peterson, President. Board members were present by teleconference.

#### Board Members Present

Colleen Peterson, President  
Joan Winkler, Vice President  
Richard Harrison, Secretary/Treasurer  
Jean E. Griffin, Member  
John Nixon, Member  
Hal Taylor, Member  
Don Huggins, Ed.D, Member

#### Board Staff Present

Sherry Rodriguez

#### Members Absent

Erik Schoen, Member

#### Others Present

Ms. Rose Marie Reynolds, Deputy Attorney General (DAG)

2. Public Comment – No public comment.
6. The following MFT-Intern petitioned the Board for approval of an extension of their internship.

Stephen Stepanovich	MFT-Intern	08-31-12	(For Possible Action)
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Mr. Hal Taylor asked if the reason that Mr. Stepanovich was asking for an extension is because he didn't pass the exam. Ms. Sherry Rodriguez read stated that Mr. Stepanovich had not completed his hours and that is the reason for the extension request. Dr. Colleen Peterson asked Ms. Sherry Rodriguez if this was indeed the first extension for Mr. Stepanovich and Ms. Sherry Rodriguez stated



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would be a conflict of interest. Ms Jean Griffin states that she has a colleague whose husband is interested and wanted to know if that would be a conflict of interest. Dr. Colleen Peterson asked Ms. Rose Marie Reynolds if there was a statute and Ms. Rose Marie Reynolds stated that she would look this up and have an answer. Dr. Colleen Peterson stated that the Board should stay away from discussing people who are interested and need to focus on what the Board wants as qualifications.

Dr. Colleen Peterson states that she would like to include the exclusion that anyone licensed by the Board would not be able to apply. Ms. Joan Winkler states that if there is a financial gain from Board's business then that person should be excluded. Dr. Colleen Peterson states that she doesn't think that it should be limited to financial gain. Mr. Hal Taylor states that they should say direct or indirect which would include the spouse. Ms. Jean Griffin asked if responsibilities had been added since the previous Executive Director. Dr. Colleen Peterson stated that there hadn't at this time, but the Board should feel free to add what they would like on to the responsibilities. Mr. John Nixon states that the Board works for less incentive because they want to make a difference, but the Executive Director position should be more incentivized.

Ms. Joan Winkler asks how the Board will make the decision on the starting point of \$45,000 or \$50,000, will it be based on experience. Dr. Peterson states that would be exactly how they would determine it, she also suggests that they should place a probationary period on the job. Ms. Joan Winkler suggests that the probationary period is long enough for the Board to be able to gauge what the new Executive Director has accomplished. Mr. Hal Taylor states that one of the first things that should be placed on an agenda once the new Executive Director is hired is an update on the status of the office. Ms. Jean Griffin states that the probation period should be one year. Dr. Colleen Peterson states that one year is a really long time. Ms. Joan Winkler states it should be 6 months. Mr. Richard Harrison made a call to PERS and let the Board know that the contribution for PERS is the employees' choice, so that when they are figuring out the total compensation package they would need to include that. Ms. Rose Marie Reynolds states that there would need to be an agenda item on a future agenda that allows the Board to vote on entering into a PERS agreement.

Ms. Jean Griffin asked where the materials will be sent to for the job position. Dr. Colleen Peterson says that it should be sent to the Board President or Ms. Rose Marie Reynolds. Ms. Rose Marie Reynolds states that it should go to the Board President. Ms. Jean Griffin asked if we (the Board) should specify where the letters of recommendation should come from, people who are aware of their business capabilities. Mr. Hal Taylor stated that if they don't know what criteria should be specified and who they should have write these letters then they wouldn't be someone that the Board would want to hire.

Mr. John Nixon states that this is not so much as the submission of the application, but the interview process that would be like an ability, like a work sample an ability to demonstrate something they have organized in an administrative position that would show the type of skills that we are looking for. Mr. Joan Winkler states that she agrees and that should be a part of the written submission, because if they can't demonstrate this then we will just be hearing all of the good things that are outlined in the letters

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of interest. Dr. Colleen Peterson asks if the Board is stating that they want to specify what they would like in the letters of interest, because she is used to applications in academia and part of it is that when you are reviewing an application if they aren't addressing in the letter of application all of the points in the list of responsibilities and duties and providing evidence of that, that shows to her that they aren't paying attention to detail and she believe that not specifying that will give them better picture of how that person pays attention to detail. Ms. Jean Griffin states that focusing on the academia model they usually request a sample of their writing. Dr. Colleen Peterson states that is not a part of their job description, she states that part of how they do the presentation will show a lot. Ms. Joan Winkler agrees and says that piece will show the Board a lot. Dr. Colleen Peterson if the Board is ok with this being brought and the Board can clarify, specifying how the applicant meets the job requirements and can succeed in the job. Ms Jean Griffin states that it brings them back to the same point, if they have written a letter of interest and they know what need to be in it and often times people say this is the time for them to say how great I am at these things.

Mr. John Nixon states that it's one thing to say I've done this, this and that but he would like this is the time to capture a work sample. Dr. Colleen Peterson asks how would a work sample look for this, because it is easy to ask for a work sample for academia or for students with projects, how do you do that? Ms. Joan Winkler states that how about we request that this is one of the pieces that they need to bring if they are granted an interview. Dr. John Nixon states that they can say I'm good at this, this and this, but there is no proof to show that it was them or a support person doing it all, because this isn't a C level position where the person is simply coming in and managing and having the underlings do all of the work. Ms. Joan Winkler states that they can hand them some stuff when they come into the interviews and have them organize it, if there is a separate place where they can go during the interviews and do this. Ms. Rose Marie Reynolds specified that the interviews will be taking place at a Board meeting.

Ms. Joan Winkler states that we should set up a space for this person could organize a problem solving. Dr. Peterson says she hears what they are saying but to her this is a conceptual piece of organization, not can you file a to z. MS Joan Winkler will need to come up with a scenario. Ms Rose Marie Reynolds states that for them to keep in mind that these interviews are open to the public and when they ask the first candidate the question the other candidates will be able to hear that question because they are present in the room. Ms. Joan Winkler asks if all candidates will be present in the room while one is being interviewed she states that isn't appropriate. Ms. Jean Griffin asked if it would be appropriate to mail the questions out to each candidate.

Dr. Colleen Peterson asks that the Board bring the conversation back to the description and qualifications. Ms. Joan Winkler asks if with this process will only one person go through the materials and choose candidates to be interviewed. Dr. Colleen Peterson states that this is a Board decision and everyone will need to put input in. Ms. Rose Marie Reynolds asks if there can be an email address affiliated with the Board for applications to be sent to, she believes that creating an email specifically for applications, she says that it has to be specified on the announcement that it need to be ALL

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electronic submission and no drop offs. Dr, Colleen Peterson states that they need to come up with an application deadline. Ms. Jean Griffin suggested October 15<sup>th</sup>.

Description: The Board discussed the criteria that was put together to determine if there would be anything else that they wanted to add to the qualifications. Determined that they would include the exclusion of anyone that is licensed by the Board, anyone who would have direct or indirect financial gain from any Board decisions.

Summary of Position Responsibilities: ‘In a timely manner’ in regards to getting agenda materials.

Knowledge of Nevada Open Meeting Law.

Qualifications and/or Experience: add and/or to this section to enable them to have a combination of experience and education.

Mathematical Skills: No changes

Other Skills and Abilities: No changes

Physical Demands: No changes (will verify ADA guidelines)

Hours and Salary: Normal Business Hours

\$45,000-50,000

Motion to approve the position description with changes and additions: Mr. Hal Taylor

Second: Ms. Jean Griffin

Ayes – 6; Nays – 0; Abstentions – 0

Passed Unanimously

**Mr. Don Huggins joined the meeting during the above discussion and was included in the vote.**

4. Advertisement and recruitment for executive director position. (For Possible Action)

Discussion: Dr. Colleen Peterson asked Ms. Rose Marie Reynolds if there is a state employment opportunity page. Ms. Rose Marie Reynolds stated if the Board was hiring through state personnel then they would be able to do so, but she does not know about the posting if it is not state personnel who does the hiring. Mr. Richard Harrison asked if this is state personnel. Ms. Rose Marie Reynolds stated that it is not, because there would already be a description and salary established. Mr. Richard Harrison asked if they would be making this a nationwide thing. Dr. Colleen Peterson states that they shouldn’t and that once the announcement is complete then they can forward it to NAMFT and Nevada Coalition for Mental Health, part of that is them forwarding it to people who they think would fit, due to the exclusion.

Brainstorming on where the announcement can be posted:

Ms. Joan Winkler suggested different universities through the different education programs.

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Mr. John Nixon asked if they are looking to draw university personnel or students. Do we want people with experience? Dr. Colleen Peterson states that we are looking for experience; some places charge to post and we would need to get Board approval for paying for that.

**Ms. Joan Winkler stepped away from the call during this conversation**

Dr. Don Huggins suggested the Employment Development Department and there is no fee for that.

Ms Jean Griffin suggested on the Board's website.

Mr. Hal Taylor suggested the newspapers, although that would be a fee. Dr. Colleen Peterson said she isn't aware of the fees, but can check.

**Ms. Joan Winkler has returned back to the call.**

Mr. Hal Taylor suggested that they come up with a base budget and go from that.

Mr. Richard Harrison suggested a \$200 advertisement budget

Discussion: Ms. Joan Winkler states that the Board previously discussed moving the Board office to Reno. Dr. Colleen Peterson agreed, but with it not being agendaized it can't be discussed. Ms. Rose Marie Reynolds states that they would need to determine how long the office lease is in Las Vegas. Mr. Hal Taylor states that we need to deal with the situation on the ground as they say; we have an office in Las Vegas and we need to put somebody, the right person in there as soon as we can.

Motion to approve a budget up to \$200 for advertisement                      Second: Mr. Richard Harrison

Ayes – 6; Nays -0; Abstentions – 0

Passed Unanimously

5. Executive Director Search Process (Interviews, Letters of Reference Verification, etc.) and Timeline (For Possible Action)

Dr. Colleen Peterson states that we have already addressed where the application is to be sent, but need to discuss the initial screening process. Would the Board like a subcommittee or the Board President? Ms Joan Winkler asked how would the committee work? Mr. Richard Harrison suggests that it should be a subcommittee. Dr. Colleen Peterson asks Ms. Rose Marie Reynolds that based on Open Meeting Law, how many people can be on the subcommittee? Ms. Rose Marie Reynolds states that it doesn't matter how many people are on the subcommittee, but the subcommittee needs to comply with the Open Meeting Law. Mr. Hal Taylor states that they should talk about what the subcommittee will do, first they will review what comes in to see of application that do not meet the criteria, then probably a situation where they take the applications that fit the criteria and bring them before the whole committee to determine who will be interviewed.

Dr. Colleen Peterson wants to address the subcommittee issue, due to them having to abide by the open meeting law and having to have a Board meeting that is open to the public. Mr. Richard Harrison asked if it could be one person that can see if the applicants meet the minimum requirements. Dr. Colleen Peterson states that it could. Dr. Donald Huggins states that since this is a pretty objective process that he would be willing to do the initial screening. Ms. Joan Winkler asked if with the initial screening process if Dr. Donald Huggins will be recommending who will be interviewed from the applications

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he receives, Mr. Hal Taylor clarified that Dr, Don Huggins would not be recommending anyone he is simply eliminating the people who do not meet the minimum qualifications.

Motion: Approve Dr. Donald Huggins to be the initial screening person for this process.

Discussion: Dr. Colleen Peterson states that if the application process is open until October 15, 2015, how soon Dr. Donald Huggins could have a chart ready. Dr. Donald Huggins states that it should take him 1-2 days depending on the quantity. Dr. Colleen Peterson asks would it be possible to have a telephonic Board meeting on October 23, 2015 at 8:00am -10:00am to review the materials? That agenda would be specific to determining the interview selection. Dr. Colleen Peterson asks if Ms. Jean Griffin and Ms. Joan Winkler will be able to call the authors of the letters of recommendation. Mr. Hal Taylor suggests that we pick the 3 they are willing to interview then 3 alternates and have to call those references.

Approve: Ms. Jean Griffin

Second: Ms. Joan Winkler

Ayes – 5; Nays -0; Abstentions – 1

Passed noting a recusal of Dr. Donald Huggins due to the vote concerning him doing the initial screening process.

8. Future Meetings Discussion and Dates
  - a. Review dates for next Board Meeting: September 25, 2015 at 8:00 AM and October 23, 2015 at 8:00 AM
  - b. Next Board Interviews scheduled for: N/A
9. Public Comments. No public Comment.
10. Adjournment.

Meeting adjourned by Dr. Colleen Peterson at approximately 10 a.m.

Submitted By: \_\_\_\_\_  
Quinn Kennedy, Interim Executive Director

■ This conference was recorded.

**Board Minutes are subject to revision until approved at a Board meeting.**