



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
Jean 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

P.O. Box 370130
Las Vegas, NV 89137-0130
(702) 486-7388 Fax: (702) 486-7258

Approved: 08/26/2016

MEETING MINUTES

Friday, October 23, 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 A.M. by Colleen Peterson, President.

Board Members Present

Colleen Peterson, President
Joan Winkler, Vice President
Richard Harrison, Secretary/Treasurer
Donald Huggins, Member
Jean Griffin, Member
John Nixon, Member
Erik Schoen, Member
Hal Taylor, Member

Board Staff Present

Quinn Kennedy
Sherry Rodriguez

Members Absent

None

Others Present

Deputy Attorney General (DAG) representative – Please confirm/spelling -Kimberly Aguello

2. Public Comment – No public comments for this meeting
7. Ms. Rebecca Good petitions the Board to accept her Nevada State Background check as sufficient for the background check requirement.

Question by Dr. Colleen Peterson status of office staff checking into what to do to get name check vs. fingerprint. Ms. Quinn Kennedy responded having an account and ability do name checks – however, this came in before. Indicated will check today. Clarification question from Mr. Erik Schoen regarding requirement to get fingerprints or background check. Dr. Colleen Peterson responded required to do background checks, fingerprints for background. Ms. Kimberly Arguello referred to statute NAC 641A.065 application process, applicant required to submit to board fingerprints and written permission. If nothing comes back,

Nevada State Board of Examiners for
Marriage and Family Therapists and
Clinical Professional Counselors
Meeting Minutes – October 23, 2015

sufficient for background requirement. Recommendation: Approve for name check to be completed. Will need to come back to board to approve.

Motion to accept the Nevada state background check as sufficient for background requirement: Mr. Erik Schoen Second: Ms. Jean Griffin.

Discussion: Ms. Jean Griffin amend motion to include not only Nevada background check but also name check.

Additional comments: Ms. Quinn Kennedy referenced prior cases rejection received at office.

Hal Taylor recommended future agenda to review processes. Related to handling and procedures for background checks for individuals with insufficient fingerprints for check.

Vote: Ayes: 7; Opposed: 0; Abstentions: 0

Passed Unanimously.

8. Ms. Helen Duerr petitions the Board to accept her Nevada State Background check as sufficient for the background check requirement.

Dr. Colleen Peterson clarified this is similar situation. Mr. Erik Schoen made motion: Accept in lieu of fingerprint requirement, Nevada State background check and FBI name check as sufficient in meeting background check requirements. Second: Ms. Jean Griffin

Ayes: 7; Opposed: 0; Abstentions: 0

Passed Unanimously.

9. Approve receipt of minimum internship hours and approve for Marriage and Family Therapist or Clinical Professional Counselor licensure: (For Possible Action)

Monica Vanderheiden (CPC-Intern)	3143.0 Total hours (Johns, D)
Dustin Hawes (CPC-Intern)	3187.0 Total hours (Schoen, E)
Valjean Licon (CPC-Intern)	3027. 0 Total hours (Kess Evarts, B)
Danna Fisher (CPC-Intern)	3140.0 Total Hours (Broxterman, J)

Erik recused from Dustin Hawes because he is the Supervisor for Dustin Hawes.

Motion to approve the internship hours and approve the four candidates for licensure for as Clinical Professional Counselors: Ms. Jean Griffin Second: Mr. Don Huggins

Vote: Ayes: 6; Opposed: 0; Abstention: 1

6. Request for wage increase for office staff during the absence of executive director.

Discussion: Current wages: Ms. Quinn Kennedy \$12 hr. Ms. Sherry Rodriguez \$10 hr. Dr. Colleen Peterson recommended moving Quinn to \$15 per hour, Ms. Sherry Rodriguez \$12 per hour and reevaluate when Executive Director hired. Mr. Erik Schoen: suggestion is reasonable based on an article in which staff increase 15% in similar situation. Mr. Hal

Nevada State Board of Examiners for
Marriage and Family Therapists and
Clinical Professional Counselors
Meeting Minutes – October 23, 2015

Taylor: Suggested when hire Executive Director, can research further and evaluate. Ms. Kimberly Arguello requested the motion be specific of time and indicate board will revisit issue at a later date. Increase will stay in effect until board action.

Motion: Approve increase of wages for Quinn to \$15hr and Sherry \$12hr to retroactive to Executive Director leaving until further revised by the board: Ms. Jean Griffin Second: Mr. Hal Taylor Clarified this begins first pay period after Executive Director left, which is August 28, 2015. No further Discussion.

Motion restated by Colleen Peterson: Motion to increase the wages for Quinn to \$15hr and Sherry to \$12hr retroactive to first pay period after losing Executive Director. Stay in effect until board has an opportunity to revisit salary.

Ayes: 7; Opposed: 0; Abstentions: 0

Passed Unanimously.

3. Discussion item of moving Board Office to Reno.

Discussion: Mr. Hal Taylor recommended speaking about Pros and Cons of moving office to Reno. Mr. Donald Huggins, advantages: proximity to State Capitol and ability to interface with people on staff in Carson City and speak with other Board personnel. A statement was shared indicating most board offices located in the north. Reference was made to cost of what that what incur and bulk of MFT in Vegas and accessibility to board would be an issue. Dr. Colleen Peterson: Current staff in Las Vegas and have advertised position in Las Vegas. Question regarding how many licensees in Las Vegas & Reno. Mr. Hal Taylor recommended further research. Also, to move more board applicant services to the internet. Dr. Colleen Peterson requested Deputy Attorney General's response: if moving forward with Southern location with possibility of change after hire don't have to start process again. Further discussion included upon hiring Executive Director, there may be creative ways to address issues, such as a satellite office.

4. Review of applications from the following individuals for the Board executive director position. Board will discuss the applicants' application materials, including resume, cover letter and letters of reference, in order to select applicants to be interviewed at a future Board meeting.

Bruce Brinkerhoff

Lisa Lynn Chapman

Tina Groves

Daniel Herrera

Michael Lawrence

Katie Nolin

Sandra Reed

Discussion: Clarification that Lisa Lynn Chapman is not an intern and Katie Nolin is an intern.

Jean Griffin motioned to dismiss, remove from the application process those not qualified: Bruce Brinkerhoff, Tina Groves, and Katie Nolin.

Nevada State Board of Examiners for
Marriage and Family Therapists and
Clinical Professional Counselors
Meeting Minutes – October 23, 2015

Discussion: There was a recommendation of looking at each candidate before making motion. Ms. Jean Griffin shared reasoning for motion and a concern others informed not to apply due to not meeting qualifications and would need to consider re-opening. Ms. Kim Arguello clarified NRS 622.220 must not be the immediate relative of a member or employee of the regulatory board or board or licensee of regulatory board or licensee of the regulatory body. They can give up their license if they choose. Clarified putting license on inactive status is not acceptable. Intern is still licensed by the board. Job announcement was read, confirming expectation disclosed in job announcement.

Jean Griffin withdrew prior motion.

Review of applicants other than Bruce Brinkerhoff, Tina Groves, and Katie Nolin due to conflict with meeting qualifications mentioned above:

Lisa Lynn Chapman – No qualification concerns identified

Daniel Herrera – Concerns identified: no bachelor degree listed, computers skills not addressed, two letters appear to be personal not professional references.

Michael Lawrence – No qualification concerns identified

Sandra Reed – No qualification concerns identified

Motion: To not invite Daniel Herrera for an interview: Mr. Hal Taylor Second: Jean Griffin

Vote: Ayes: 7; Nays: 0; Abstentions: 0

Passed Unanimously.

Motion: To arrange interview for Lisa Lynn Chapman, Michael Lawrence and Sandra Reed: Ms. Jean Griffin Second: Mr. Hal Taylor

Vote: Ayes: 7; Nays: 0; Abstentions: 0

Passed Unanimously.

Motion: To not interview Brinkerhoff, Groves and Nolan because they do not meet the criteria in the ad: Mr. Hal Taylor Second: Ms. Jean Griffin

Vote: Ayes: 7; Nays: 0; Abstentions: 0

Passed Unanimously.

5. Discussion regarding interview process for the Executive Director position.

Dr. Colleen Peterson opened discussion with stating preliminary list of questions, suggested making a list of what to include in process, identify board meeting structure for interviews and determine dates for meeting. Kimberly Arguello shared recent experience with another board interview: List of interview questions, assigned to board member so board member asks same question in each interview. Candidates gave ten minute presentations. Additional discussion regarding public comments structure, scaling of questions, and background check.

Nevada State Board of Examiners for
Marriage and Family Therapists and
Clinical Professional Counselors
Meeting Minutes – October 23, 2015

Motion: To inform candidates for interview a request they expedite their background check within a week from receipt of letter of intended interview. The board will pay for expense of background check: Mr. Erik Schoen Second: Ms. Jean Griffin

Executive Director Interview questions reviewed. Discussion regarding additional question addressing experience with interaction with legislature. Suggestion of adding a question addressing computer skills and website management. Further discussion regarding ten minute individual presentation.

Motion: To ask them to each give an initial ten minute presentation with a ten minute deadline and include anything they want to help the board to make their decision and include address what interests them in the Executive Director position with the board, how they meet the position qualifications, and how their experience prepared them to be successful in the position: Mr. Hal Taylor Second: Ms. Jean Griffin

No Further Discussion.

Vote: Ayes: 7; Nays: 0; Abstentions: 0

Passed Unanimously.

Motion: To give ten minutes for presentation and 30 minutes after to address questions: Ms. Jean Griffin Second: Donald Huggins

No Further Discussion.

Vote: Ayes: 7; Nays: 0; Abstentions: 0

Passed Unanimously.

No Further Discussion on interview questions.

Motion: To include seven questions into interview process with each candidate: Ms. Jean Griffin Second: Mr. Donald Huggins

No Further Discussion.

Vote: Ayes: 7; Nays: 0; Abstentions: 0

Passed Unanimously.

10. Future Meetings Discussion and Dates

Discussion: Review and discussion on interview dates and venue. Mr. Donald Huggins and Ms. Jean Griffin had to leave meeting, after confirming availability. Consensus to hold the interviews on the 4th of December and deliberations and board business. Decision made to hold workshop at another time due to time constraints with full schedule on the 4th. Determined schedule of 9AM-4PM.

Review and discussion on interview dates and venue. Mr. Donald Huggins and Ms. Jean Griffin had to leave meeting, after confirming availability. Consensus to hold the interviews

Nevada State Board of Examiners for
Marriage and Family Therapists and
Clinical Professional Counselors
Meeting Minutes – October 23, 2015

on the 4th and deliberations and board business. Decision made to hold workshop at another time due to time constraints with full schedule on the 4th. Determined schedule of 9AM-4PM.

- a. Next Board Meeting scheduled for: December 4th, 2015
- b. Next Board Interviews scheduled for:
- c. Other Discussion Item

11. Public Comments. No public Comment.

12. Adjournment.

Meeting adjourned at 10:02 AM by Dr. Colleen Peterson

Submitted By: _____
Quinn Kennedy, Interim Executive Director

- This conference was recorded.

Board Minutes are not subject to revision after approval.

9436 W. Lake Mead Boulevard #11-J, Las Vegas, Nevada 89134