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## NOTICE OF TELEPHONIC MEETING

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**Tuesday, January 30, 2018 at 8:00 a.m.**

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Board of Examiners for Marriage & Family Therapy  
and Clinical Professional Counselors  
7324 West Cheyenne Ave., Suite 9,  
Las Vegas, Nevada 89129

### AGENDA

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The **STATE OF NEVADA BOARD OF EXAMINERS FOR MARRIAGE & FAMILY THERAPISTS AND CLINICAL PROFESSIONAL COUNSELORS** may (a) address agenda items out of sequence (b) combine agenda items or (c) 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. (NRS 241.020, NRS 241.030). Action by the Board on any item may be to approve, deny, amend or table.

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1. Call to Order, Confirmation of Quorum.

Board meeting for the State of Nevada Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors is called to order by President Jake Wiskerchen at 8:03 am

Board Members Present

Jake Wiskerchen, President  
Roberta Vande Voort, Vice President  
Suzanne Cram, Secretary/Treasurer  
Adrianna O'Neal, Member  
Marta Wilson, Member  
Henna Rasul, DAG

Members Absent

Erik Schoen, Member  
Wendy Nason, Member  
Hall Taylor, Member  
John Nixon, Member

2. Public Comment

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on the agenda as an item upon which action may be taken. (NRS 241.020)

Ana Hernandez (CPC Intern)

Michelle Cambridge (MFT Intern)

Anna Hernandez asks for extension for intern license. She wants to stop by the office on Friday to pick up updated certificate. Jake Wiskerchen explains that Effective February 1<sup>st</sup>, board is going to start printing new licenses for extension for the purpose of public notification that someone is still in scope to practice by date and board approval. They will also be required to pay \$50 fee. Ana won't be required to pay fee because she submitted her request before determination to be effective starting February 1<sup>st</sup>. Not a change in policy, not a change in NAC, just interpreting NAC correctly. New license will have three year expiration date when printed. Ana Hernandez is going to come by on Friday to pick it up.

Michelle Cambridge was just approved to start second internship due to the fact of not passing the exam yet. She has completed internship hours in the first internship and wants to know if second internship will transfer over hours. She had a one time 3-year extension and it expired so it was a total of 6 years and had to reapply. Mr. Wiskerchen told her the hours will be carried over, but she has to apply and ask for them to be carried over. Mr. Wiskerchen told Michelle to Email Sherri

3. Review/decision regarding the following applicants for new interns and internships for MFT and CPC. (For possible action)

Correct the clerical errors for the slate. Erin supervisors were written under Mandy and Mandy's were written under Erin's, these were switched. President Wiskerchen reaches decision to move forward with vote even though names are not in correct order on agenda because all names still appear on the slate. Mr. Wiskerchen seeks motion to approve all four people in the slate. Ms. Marta Wilson moves this motion. Ms. Roberta Van Voort seconds. Mr. Wiskerchen makes the point of order that the board doesn't have the latitude to examine detail of a proposed internship. It is required that proposed plan of internship is attached, but no details are required as it is not an authority granted in the Nevada administrative code. In the future, the form will say "provide plan of internship and/or detail." Mr. Wiskerchen calls for further discussion, there is none so it moves to a vote. Motion to accept all four interns on the slate carries unanimously.

## Las Vegas

Jennifer Bolick (MFT-Intern)	Primary – Janna Broxterman, MFT* Secondary – Sam Richardson, MFT* (For Possible Action)
David Johnson (MFT-Intern)	Primary – Katherine Hertlein, MFT* Secondary – Kathy Jo Shovlin, MFT* (For Possible Action)
Mandy Squires (MFT-Intern)	Primary – Sara Pelton, MFT* Secondary – William Arndt, III, MFT* (For Possible Action)
Erin Sullivan (MFT-Intern)	Primary – Katherine Wilkinson, MFT* Secondary – Gary Alexander, MFT* (For Possible Action)

**\*Board approved**

4. The following Marriage & Family Therapists (MFT) or Clinical Professional Counselors (CPC) Interns petitioned the Board for approval of an extension of their internship. (For Possible Action)

Christel Vincent (MFT-Intern) 1/23/2015 (For Possible Action)

Mr. Wiskerchen explains that it was decided that the office staff can approve intern extensions, the board doesn't have to approve extensions in meeting. Mr. Wiskerchen makes the motion to approve Christel Vincent for extension of her internship. Ms. Roberta Van Voort moves. Ms. Marta Wilson seconds. No further discussion. Mr. Wiskerchen calls for a vote to approve Christel Vincent to extend her internship. Motion carries unanimously.

5. Executive Director Job Description, Announcement, and Evaluation. (For Possible Action)

Mr. Wiskerchen explains that job description will be posted to the public to solicit candidates. Discussion on how candidates who are interested should apply. Henna explains that it is typically up to the executive direction but it should be made clear on the job description how applicants can apply. It is not currently on the job description. Mr. Wiskerchen notes that this will be edited to say "to apply send letter of interest and all requisite documents to Sherri's email." (Henna?) wants all applicants to be sent to the board office email. Mr. Wiskerchen agrees that this will centralize everything. Discussion on where to post. Mr. Wiskerchen agrees to post in multiple locations including the website. Mr. Wiskerchen asks Henna how interviewing process works. Henna explains that interviews have to be at an open meeting and you have to notify each person and put their names on the agenda. Board discusses when the application should be opened and closed. Mr. Wiskerchen proposes that applications close February 16<sup>th</sup>. Ms. Suzanne Cram proposes that the application stays open longer to have time to get office organized. Mr. Wiskerchen proposes that the application closes March 2<sup>nd</sup>. Ms. Marta Wilson volunteers to help with the application process. Ms. Roberta Van Voort, Suzanne Cram, and Ms. Marta Wilson will look through applications. Henna says that as long as applications are discussed in a quorum this is fine. Mr. Wiskerchen calls for a vote to post job description as previously disseminated with close date of March 2<sup>nd</sup> at 5 pm with Sherri's email or the board PO box being where applications are sent. Suzanne Cram moves this motion. Ms. Adrianna O'Neil seconds. Motion carries unanimously.

6. Public comment.

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on the agenda as an item upon which action may be taken. (NRS 241.020)

No public comments

7. Adjournment. (For possible action.)

Mr. Wiskerchen adjourns meeting at 8:36am

NOTE: Items may be taken out of order.

NOTE: Items may be combined for consideration.

NOTE: Items may be pulled or removed from the agenda at any time.

NOTE: Public comment may be limited to five minutes per person at the discretion of the chairperson.

NOTE: 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.

NOTE: All supporting documentation is available from Sherry Rodriguez, at the Board office located at 7324 West Cheyenne Ave., Suite #9, Las Vegas, NV 89129. Anyone desiring supporting documentation or additional information is invited to call the Board office at (702) 486-7388 or email at [mftbd2@mftbd.nv.gov](mailto:mftbd2@mftbd.nv.gov).

NOTE: Members of the public who are disabled and require accommodations at the meeting are requested to notify the Board office in writing at 7324 West Cheyenne Ave., Suite #9, Las Vegas, NV 89129, or by calling the Board office at 702-486-7388, prior to the date of the meeting.

Public comment is welcomed by the Board. Public comment will be limited to five minutes per person and comments based on viewpoint will not be restricted. A public comment time will be available prior to action items on the agenda and on any matter not specifically included on the agenda as the last item on the agenda. At the discretion of the President, additional public comment may be heard when that item is reached. The President may allow additional time to be given a speaker as time allows and in his/her sole discretion. (NRS 241.020, 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. (NRS 233B.126)

Persons with disabilities who require special accommodations or assistance at the meeting should contact the Board office at (702) 486-7388; or fax (702) 486-7258 no later than 48 hours prior to the meeting. Requests for special accommodations made after this time frame cannot be guaranteed.

**THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED  
IN THE FOLLOWING LOCATIONS:**

Zephyr Wellness 418 Cheney Street Reno, Nevada 89502 <a href="http://www.zephyrwellness.org/events">www.zephyrwellness.org/events</a>	State of Nevada Board of Examiners for Marriage & Family Therapists and Clinical Professional Counselors 7324 West Cheyenne Ave., Suite #9, Las Vegas, Nevada 89129	Board's Website <a href="http://www.marriage.nv.gov">www.marriage.nv.gov</a>  State of Nevada Administrative Website <a href="http://www.nv.gov">www.nv.gov</a>
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This agenda has been sent to all members of the Board and other interested persons who have requested an agenda from the Board. Persons who wish to continue to receive an agenda and notice must request so in writing on an annual basis.

Supporting material relating to public meetings of the Board of Examiners for Marriage & Family Therapists and Clinical Professional Counselors is available at the Board's administrative offices located at 7324 West Cheyenne Ave., Suite #9, Las Vegas, NV 89129 or by contacting Laurel Hein, Interim Executive Director at (702) 486-7388 or email [lhein@mftbd.nv.gov](mailto:lhein@mftbd.nv.gov).

Anyone desiring additional information regarding the meeting is invited to call the Board office at (702) 486-7388.