



State of Nevada

Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board

## NOTICE OF PUBLIC MEETING

**Wednesday, October 19, 2022 ~ 4:30pm**

**Location: Board Office ~ 6170 Mae Anne Avenue, Suite 1, Reno, Nevada 89523**

*Supporting materials relating to this meeting will be physically available but in an effort to reduce costs and preserve resources, attendees are encouraged to access electronic copies on the Board's website at <https://www.nvspeechhearing.org/about/Minutes.asp>*

### Teleconference Access

#### ZOOM VIDEO & AUDIO:

<https://us02web.zoom.us/j/85820195448?pwd=N3ROTWh1dExUOVd0WHRibEhpdmFIUT09>

**AUDIO ONLY BY TELEPHONE:** (669) 900-6833

**Meeting ID:** 858 2019 5448    **Passcode:** 323632

If you are outside the United States or need **toll-free audio access**, please contact the Board office at [board@nvspeechhearing.org](mailto:board@nvspeechhearing.org) to request a toll-free number no later than 3:00pm Pacific on the day of the meeting.

## AGENDA

The **STATE OF NEVADA SPEECH-LANGUAGE PATHOLOGY, AUDIOLOGY AND HEARING AID DISPENSING BOARD** 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.

### 1. Call to Order, Confirmation of Quorum

### 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 an agenda as an item upon which action may be taken. (NRS 241.020)*

### 3. Approval of the Minutes: Board Meeting and Public Workshop of July 19, 2022 *(for possible action)*

### 4. Report Out and Consideration of Recommendations for Action from Advisory Committee on Fitting and Dispensing Hearing Aids Meeting of September 14, 2022

- a. Proposed Revisions to NAC 637B.0442 *(for possible action)*
- b. Examinations Required for Dispensing Audiologists and Hearing Aid Specialist
  - 1) Availability/Use of Third-Party Dispensing Practical Exam Proctors *(for possible action)*
  - 2) Revision to NAC 673B.0373(5) Re: Prior Passing Score on Written ILE Examination *(for possible action)*
- c. Revisions to *Board Policy 03: Dispensing Examinations* *(for possible action)*
- d. Recommendations on FDA Rulemaking for Over-the-Counter Hearing Aids *(for possible action)*

**5. Work Session on Future Legislative Efforts (Standing Agenda Item):**

Considerations for additions/changes/revisions to NRS 637B to address the following:

- a. Add Licensing of Speech-Language Pathology Assistants *(for possible action)*
- b. Add Licensing of Audiology Assistants *(for possible action)*
- c. Address Telehealth and Telesupervision *(for possible action)*
- d. Remove NBC-HIS Certification Requirement for HAS License *(for possible action)*

**6. Board Work Session on Jurisprudence Exam *(for possible action)*****7. Review and Approval of Revisions to Board Policies, Operating Policies & Procedures, and Personnel Policies & Procedures****a. Board Policies**

- 1) Policy 03 - Dispensing Examinations *(for possible action)*
- 2) Policy 04 - Licensing *(for possible action)*
- 3) Policy 05 - License Renewal *(for possible action)*

**b. Operating Policies & Procedures *(for possible action)*****c. Personnel Policies *(for possible action)*****8. Disciplinary Matters: Cases Recommended for Dismissal**

- a. Case No. H21-01 *(for possible action)*
- b. Case No. H21-04 *(for possible action)*

**9. Executive Director's Report**

- a. Licensure Statistics *(for possible action)*
- b. FY22 Q4 Financial Report/Balance Sheet Packet & FY23 Q1 Financial Report *(for possible action)*
- c. Update on Implementation of License by Endorsement Application Process *(for possible action)*
- d. Legislative Update *(for possible action)*
- e. Board Member Appointments/Reappointments *(for possible action)*
- f. Complaints *(for possible action)*

**10. Report from Legal Counsel *(informational only)*****11. Reports from Board Chair and Members**

- a. Report from Board Chair and Board Members *(for possible action)*
- b. 2023 Proposed Meeting Schedule: Next Meeting Proposed: Wednesday, January 25, 2023 at 4:30pm.  
Teleconference hosted in-person at the Board Office and virtually via ZOOM *(for possible action)*
- c. Future Agenda Items *(for possible action)*
  - 1) Work Session: Continued work on Future Legislative Efforts (Standing Agenda Item):
    - (a) Licensing Speech-Language Pathology Assistants
    - (b) Licensing Audiology Assistants
    - (c) Telehealth and Telesupervision
    - (d) NBC-HIS Certification for HAS License
    - (e) Other Items Added During this Meeting
  - 2) Work Session on Jurisprudence Exam Requirements

**12. 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 an agenda as an item upon which action may be taken. (NRS 241.020)*

**13. Adjournment *(for possible action)***

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*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 Board Chair 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 (775) 787-3421 or email at [board@nvspeechhearing.org](mailto:board@nvspeechhearing.org) no later than 48 hours prior to the meeting. Requests for special accommodations made after this time frame cannot be guaranteed.*

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

**Nevada Speech-Language  
Pathology, Audiology and Hearing  
Aid Dispensing Board**  
6170 Mae Anne Avenue, Suite 1  
Reno, Nevada 89523

**Nevada Speech-Language Pathology,  
Audiology  
and Hearing Aid Dispensing Board  
Website**  
[www.nvspeechhearing.org](http://www.nvspeechhearing.org)

**State of Nevada Public Notice  
Website**  
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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 Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board is available at the Board's administrative offices located at 6170 Mae Anne Avenue, Suite 1, Reno, Nevada 89523 on the Board's website at <https://www.nvspeechhearing.org/about/Minutes.asp> or by contacting Jennifer R. Pierce, Executive Director by phone at (775) 787-3421 or email at [board@nvspeechhearing.org](mailto:board@nvspeechhearing.org).

Anyone desiring additional information regarding the meeting is invited to call the Board office at (775) 787-3421.



State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 1

### Call to Order, Confirmation of Quorum

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Call to Order, Confirmation of Quorum.

**ACTION:** Meeting called to order.

**ATTACHMENT(S):** None.



State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 2

### Public Comment

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*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 an agenda as an item upon which action may be taken. (NRS 241.020).*

**ACTION:** None – INFORMATIONAL ONLY

**ATTACHMENT(S):** None.



## AGENDA ITEM 3

### Approval of the Minutes: Board Meeting and Public Workshop of July 19, 2022

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The minutes of the Board Meeting and Public Workshop of July 19, 2022 are presented for approval.

**ACTION:** Approve, table, or take no action on the matter.

**ATTACHMENT(S):**

1. *2022 7 19 Minutes Not Yet Approved*



State of Nevada

**Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board**

**MINUTES OF PUBLIC MEETING**

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

**July 19, 2022**

<b>Members Present:</b>	Tami Brancamp, Andrea Menicucci, Lynee Anderson, Minnie Foxx, Michael Hodes, Timothy Hunsaker, Adrienne Williams
<b>Members Absent:</b>	None
<b>Staff Present:</b>	Jennifer Pierce, Executive Director Stacey Whittaker, Licensing Coordinator Henna Rasul, Sr. Deputy Attorney General, Board Counsel
<b>Public Present:</b>	Wendy Bailes, Manu Chopora, Cheryl Clark, Christy Fleck, Hazmig Karkouzian, Karen Klopfer, Andre Lindsey, Aubry Meusy, Laura Murph, Kim Reddig, Shawna Ross, "So. NV"

**Call to Order, Confirmation of Quorum**

Tami Brancamp called the meeting to order at 4:31pm. A roll call confirmed a quorum was present.

**Public Comment**

There was no public comment.

**Approval of the Minutes: Board Meeting and Public Hearing of April 21, 2022 and Board Meeting of April 28, 2022**

Tami Brancamp asked if there were any corrections or revisions to the minutes of the meeting and Public Hearing of April 21, 2022 and none were noted. Dr. Brancamp asked for a motion. Michael Hodes made a motion to approve the minutes of April 21, 2022 as written, and Andrea Menicucci seconded the motion. The motion passed.

Dr. Brancamp then asked if there were any corrections or revisions to the minutes of the meeting of April 28, 2022 and none were noted. Dr. Brancamp asked for a motion. Andrea Menicucci made a motion to approve the minutes of April 28, 2022 as written, and Michael Hodes seconded the motion. The motion passed.

**Welcome & Introduction of New Board Member: Adrienne Williams, MS, CCC-SLP, Appointed 7/2/2022 to 7/1/2025**

Tami Brancamp introduced Adrienne Williams, MS, CCC-SLP as a newly appointed member to take the seat vacated by Bonnie Lamping. Jennifer Pierce read Ms. Williams' bio and she was welcomed to the Board.

**Public Workshop on Proposed Regulations NAC 637B.036 to Require ASHA CCC-SLP for SLP License Renewal**

Dr. Brancamp opened the Public Workshop on the proposed regulation NAC 637B.036 and asked Ms. Pierce to summarize. Ms. Pierce explained that the matter was initially raised at the January 19, 2022 Board meeting for discussion and possible action to consider revisions to NRS/NAC that would require a SLP to

*Minutes have not yet been approved and are subject to revision at the next meeting.*

maintain the CCC for license renewal, as it is currently only required at initial application. Drafted language has not yet been sent to LCB as the Board's intent for this Workshop was to gather feedback from the public, licensees, and stakeholders on the topic.

#### **Public Comment on Proposed Regulations NAC 637B.036 to Require ASHA CCC-SLP for SLP License Renewal**

Dr. Brancamp opened the meeting for public comment. There were no verbal public comments. Ms. Pierce reported that four written comments were received via email prior to the meeting. Three were received in advance and were included in the meeting packet and available to attendees, so they were not read into the record but were referenced by Ms. Pierce as follows:

- A comment in support of the proposed regulation from Linda Ganz, SLP received June 29, 2022 via email;
- A comment in support of the proposed regulation from Judy Rich of the American Speech-Language Association received July 9, 2022 via email;
- A comment with supporting documentation opposed to the proposed regulation from Linda Theresa Stempien, SLP received July 9, 2022 via email.

Ms. Pierce reported that a fourth comment was received via email just prior to the start of the meeting and read the letter into the record as follows:

- A comment in support of the proposed regulation from Nancy Kuhles, SLP, NSHA Coalition received via email on July 19, 2022: Regarding Public comment on item #6. Nevada Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board Agenda Item #6. July 19, 2022, Dear Chair Brancamp, Vice Chair Menicucci, Executive Director Pierce and Members of the Nevada Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board, For the record, my name is Nancy Kuhles. I am a Speech-Language Pathologist, Co-Chair of the NSHA Coalition to Address Personnel Shortages and President of NLK Consulting. I would like to provide public comment on Agenda Item #6. I am in support of the Proposed Regulations NAC 637B.036 to require ASHA CCC-SLP for SLP License Renewal. Per the ASHA ([www.asha.org](http://www.asha.org)) "the ASHA Certificate of Clinical Competence is a nationally recognized professional credential that represents a level of excellence in the field of Audiology (CCC-A) or Speech-Language Pathology (CCC-SLP). The standards for certification for audiology and speech-language pathology are established by audiologists and speech-language pathologists, respectively, who are members of ASHA's Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC). Certificate holders are expected to uphold these standards and abide by ASHA's Code of Ethics." Per the ASHA Code of Ethics: <https://www.asha.org/code-of-ethics/> "This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose and is applicable to the following individuals: a member of the American Speech-Language-Hearing Association holding the Certificate of Clinical Competence (CCC), a member of the Association not holding the Certificate of Clinical Competence (CCC), a nonmember of the Association holding the Certificate of Clinical Competence (CCC), an applicant for certification, or for membership and certification. By holding ASHA certification or membership, or through application for such, all individuals are automatically subject to the jurisdiction of the Board of Ethics for ethics complaint adjudication. Individuals who provide clinical services and who also desire membership in the Association must hold the CCC." The current regulation does not require the licensee to hold the ASHA CCC and if the licensee so chooses, does not need to be a member of ASHA. The ASHA CCC provides an additional level of professional credentialing for the practitioner and protection for citizens of Nevada. I am in support of the Proposed Regulations NAC 637B.036 to require ASHA CCC-SLP for SLP License Renewal. Thank you for your time and consideration. Sincerely, Nancy Kuhles, M.S. CCC-SLP, ASHA Fellow, NSHA Coalition, Co-Chair, NLK Consulting, Inc., President, SP-827, Nkuhles119@gmail.com.



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Dr. Brancamp thanked the commenters and closed the Public Hearing. Following the meeting, a fifth comment was received via email and is included in its entirety in these minutes as part of the public record:

- A comment opposed to the proposed regulation from Laura Murph, SLP received July 19, 2022 via email:  
*My name is Laura Murph, SP-121. I am a graduate of UNR and have been speech language pathologist at Northern Nevada Medical Center in Sparks, NV for 20+ years. I am opposed to requiring ASHA certification for state licensure in Nevada. It's expensive to maintain ASHA certification and I don't believe necessary to assure clinical competency. Thanks- Laura Murph, MS, CCC-SLP*

#### **Consideration of Proposed Regulations NAC 637B.036 Based on Comments Received at Public Workshop**

Dr. Brancamp opened the discussion for any additions, amendments, and/or repeal of regulations taking into consideration the comments from the public. Michael Hodes stated that he feels if certification by an association is voluntary, as ASHA is, then the Board should not require certification at license renewal. He further wondered whether it should be required for the initial license and stated that the current requirement is fine but does not believe the Board should require more. Andrea Menicucci agreed and indicated that she is unsure what the original intent was to require certification for an initial license but is not sure that requiring more is necessary now. Tami Brancamp explained that certification validates that an applicant has completed the required clinical training and is prepared to practice. She stated that she would support keeping the current requirement for the initial license but as certification is voluntary it should be left up to the individual to choose whether to keep it current. She further stated that the Board's mandate is to protect the public and requiring certification at initial licensure is an appropriate minimum standard to do so. Further, she stated that requiring certification at license renewal could negatively impact recruitment for SLPs in rural Nevada. Timothy Hunsaker agreed, stating he does not believe it is the Board's responsibility to require a voluntary certification. The consensus was to not move forward on this revision. Tami Brancamp called for a motion. Michael Hodes made a motion to take no action on the matter, and Andrea Menicucci seconded the motion. The motion passed.

#### **Appointments/Reappointments to the Advisory Committee on Fitting and Dispensing Hearing Aids**

Ms. Pierce explained that the terms of the following three non-Board members of the Advisory Committee are scheduled to expire on 7/19/2022: Nanci Campbell, AuD; Jennifer Joy-Cornejo, AuD, MA, CCC-A/FAAA; and Melissa Maestas, BC-HIS. All three members listed above requested reappointment in writing, and it was recommended that all three be reappointed per Board policy. Tami Brancamp called for a motion. Michael Hodes made a motion to reappoint all three members as recommended, and Timothy Hunsaker seconded the motion. The motion passed.

#### **Report Out and Recommendations for Action from Advisory Committee on Fitting and Dispensing Hearing Aids Meeting of June 21, 2022**

Tami Brancamp called on Ms. Pierce, who deferred to Michael Hodes, the Chair of the Advisory Committee to report out on the Committee's recommendations as follows:

##### **a. Draft Revisions to NRS 637B Related to NBC-HIS Certification for HAS License**

Dr. Hodes explained that draft revisions to two sections of NRS 637B removing the requirement for this certification were reviewed by the Committee with a vote to recommend the drafted language to the Board. There was no discussion by the Board and Tami Brancamp called for a motion. Michael Hodes made a motion to accept the drafted language as recommended, and Lynee Anderson seconded the motion. The motion passed.

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**b. Consideration for Revisions to NAC 637B.0391(2) Regarding In-Service Training for Hearing Aid Specialist Apprentices**

Dr. Hodes explained that the Committee considered the 2 year in-service training requirement (which mirrors NBC-HIS requirements) in the context of the Board's decision to pursue future legislation to remove NBC-HIS certification as a requirement for a Standard HAS License. All Committee members were in consensus that in order to ensure the safety of the public and consumers and uphold high training standards, 2 years is an appropriate minimum to maintain. No action was taken as the Committee agreed that no recommendation for change was necessary. There was no discussion by the Board and Tami Brancamp called for a motion. Michael Hodes made a motion to take no action on this item, and Lynee Anderson seconded the motion. The motion passed

**c. Consideration for Licensing Audiology Assistants or Revision to NAC 637B.0442**

The Committee considered whether to recommend either licensing of Audiology Assistants, or a NAC revision to allow a supervising Audiologist or Hearing Aid Specialist to oversee an expanded list of allowable duties performed by an unlicensed office assistant, aide, or technician. The Committee voted to pursue a NAC revision and bring the matter back to the next Committee meeting for a work session to work on drafted language. There was no discussion by the Board, and it was agreed that the matter would be tabled until such time a recommendation was brought forth from the Committee.

**d. Consideration of Examinations Required for Dispensing Audiologists and Hearing Aid Specialists**

The Committee considered this as a new matter raised at the Board's April 2022 meeting related to reciprocal licensing for applicants licensed in another state. Discussion resulted in a unanimous consensus that no changes should be made to the current examination requirements. Citing the safety of the public and consumers, it was agreed that both examinations serve important protective functions to ensure that only qualified and skilled practitioners are licensed in Nevada. The Committee asked Board staff to gather more information on the use of out-of-state proctors/testing companies for consideration at its next meeting. There was no discussion by the Board, and it was agreed that the matter would be tabled until such time a recommendation may be brought forth from the Committee regarding the use of outside proctors.

**e. Consideration of Cerumen (Earwax) Management by Hearing Aid Specialists**

The Committee reconsidered the matter with discussion on current legislative trends, training to perform the services, and alternative providers who patients can seek out for care, resulting in agreement that the practice should be allowed by Hearing Aid Specialists, and reaffirmed its prior recommendation that the Board pursue a revision to NRS 637B to specifically allow it. Timothy Hunsaker asked whether this procedure is included in the scope of practice for Hearing Aid Specialists and Michael Hodes confirmed that it is, specifically by the International Hearing Society and is allowed by many states. Tami Brancamp called for a motion. Michael Hodes made a motion to pursue revision to NRS 637B to allow cerumen management by Hearing Aid Specialists and Lynee Anderson seconded the motion. The motion passed

**Work Session on Future Legislative Efforts (Standing Agenda Item):**

**a. Consideration to Revise NRS 637B to Add Licensing of Speech-Language Pathology Assistants (SLPA)**

Dr. Brancamp and Ms. Pierce reported out on a June 15, 2022 meeting they attended with Jeff Briske, Director of the Office of Educator Development, Licensure and Family Engagement for the Nevada Department of Education, initiated at the Board's request in April 2022 to gather more information on NDE's sunseting of bachelor's level practitioners. Mr. Briske confirmed NDE's sunseting plan that includes revisions to NAC 391.370 that are proposed to take effect in October 2026. Mr. Briske further

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shared that NDE does not need this Board to pursue SLPA licensing or related regulation changes. He was not aware of the Board's ongoing discussions around SLPA licensing.

Ms. Pierce shared that following this meeting, a Public Workshop was held on June 22, 2022 by NDE's Commission on Public Standards (COPS) to hear feedback on the proposed sunset revisions to NAC 391.370. The Commission voted to approve the proposed regulation and move to a Public Hearing. Dr. Brancamp asked for discussion from the Board members. Adrienne Williams shared that as an employer, she could see SLPAs assisting in private practice settings, given the critical shortage of practitioners in the state. Tami Brancamp shared that the Board's 2020 survey of licensees did not result in responses that were overwhelmingly in favor of pursuing SLPA licensing. She also shared that Nevada universities would likely have to consider creating curricula and programming for students to be prepared as SLPAs. Christy Fleck, public attendee, shared that in her experience in Texas, SLPAs were used in many settings and able to bill Medicaid. There was discussion around Medicaid billing and Ms. Pierce was asked to conduct research on Nevada Medicaid and current "under the direction of" billing for future discussions. No action was taken.

**b. Work Session on Future Legislative Efforts to Consider Licensing Audiology Assistants (AuDA)**

Ms. Pierce referred back to the prior agenda item wherein the Advisory Committee reported out on this matter. There was no discussion, and no action was taken.

**c. Consideration to Revise NRS 637B to Address Telehealth and Telesupervision**

Ms. Pierce reported no new information on this item and suggested that this matter may be relevant if the Board pursues SLPA licensing in the future. There was discussion around Medicaid billing and suggestion to partner with Nevada Medicaid if/when the Board pursues changes on this. Ms. Pierce was also asked to research Medicaid billing by Physical Therapy Assistants and Occupational Therapy Assistants for future discussions. Consensus was to keep this matter as a standing agenda item and no action was taken.

**d. Consideration to Revise NRS 637B to Remove NBC-HIS Certification Requirement for HAS License**

Ms. Pierce referred back to the prior agenda item wherein the Advisory Committee reported out on this matter. There was no discussion, and no action was taken.

**Consideration to Issue Public Comment in Support of Proposed Amendments to NAC Chapter 391.370 – Qualifications for teaching pupils who have speech and language impairments**

Ms. Pierce referenced the prior agenda item on SLPAs and NDE's intent to sunset bachelor's level practitioners. Ms. Pierce recommended that the Board approve development and delivery of public comment in support of the proposed revision to NAC Chapter 391.370 by the Board Chair and Executive Director for future public meetings on the regulation. Tami Brancamp asked for guidance from Board Counsel Henna Rasul who confirmed that it was within the Board's purview to issue public comment. Tami Brancamp made a motion for the Board to delegate development/delivery of public comment in support of the proposed revision to NAC Chapter 391.370 to herself and Ms. Pierce for future public meetings on the regulation. Andrea Menicucci seconded the motion. The motion passed.

**Executive Director's Report**

Ms. Pierce directed the Board to the written Executive Director's Report and summarized as follows:

*Minutes have not yet been approved and are subject to revision at the next meeting.*

**a. Licensure Statistics**

Ms. Pierce reported that FY22 Q4 resulted in a net increase of 41 licenses, a 3% increase from the prior quarter, explaining that this was a smaller increase from the 6% increase in FY21 Q4, but this fiscal year saw a higher renewal rate at 81% compared to 79% for FY21.

**b. FY22 Q4 Financial Report**

Ms. Pierce explained that due to the end of the fiscal year, the Q4/End of Year financial statements were not ready in time for this meeting and will be provided at the October 2022 meeting. Ms. Pierce further reported that revenue and expenses have remained stable and cash accounts total over \$200,000. Two notable expenses were incurred for closure of the storage account with Vital Records Control that required assistance from Board Counsel. The account has now been closed and paid in full, and despite one-time charges for delivery and destruction of records, the termination of this ongoing expense will support future cost savings.

**c. Update on Proposed Regulations LCB File No. R064-21 (NAC 637B.400 Licensee CE Requirements)**

Ms. Pierce reported that the proposed regulation, LCB File R064-21 which revised annual CE requirements, became effective on June 13, 2022 upon filing with the Secretary of State. That same day the online renewal application and Board website were updated, and licensees were notified with instructions for requesting an extension if additional time was needed to complete the required 1 hour in ethics/cultural competence. To date no problems or complaints have been reported.

**d. Update on Implementation of License by Endorsement Application Process**

Ms. Pierce updated the Board on revisions to the online application to allow an Audiologist or SLP applying for a Standard license to request expedited license by endorsement. A few issues found in testing are being addressed and it is hoped the applications will go live later this week.

**e. Legislative Update**

Ms. Pierce directed the members to the summary of relevant interim committees in the Executive Director's report. There are no updates from the Joint Interim Standing Committee on Commerce and Labor or the anticipated Governor's Bipartisan Task Force on Occupational Licensing. Ms. Pierce reported on three items recently discussed by the Sunset Subcommittee of the Legislative Commission, including increasing the diversity of members of certain boards and commissions; requiring certain boards and commissions to submit a list of persons qualified to be appointed to vacancies; and requirements for agencies to report on pre-licensing determination requests.

**f. Introduction of the Nevada Commission for Persons who are Deaf and Hard of Hearing**

Ms. Pierce took this opportunity to inform the Board on this Commission, whose members are appointed by the Governor and makes recommendations on services for persons with disabilities. The Commission *"advocates for and support the goal that all Nevada citizens have equal and full access to resources, services and opportunities in all aspects of community life."* As a collaborative effort with state partners, Ms. Pierce has begun attending the Commission's meetings and networking with its Executive Director on shared issues.

**g. Update on FDA Rulemaking for Over-the-Counter Hearing Aids**

Ms. Pierce reported that public comments on the FDA's Proposed Rules for Over the Counter Hearing Aids were due by January 18, 2022 and there have been no updates since then.

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#### **h. Board Member Appointments/Reappointments**

Ms. Pierce reported that Timothy Hunsaker was reappointed for his second term and Adrienne Williams to her first term, both through 7/1/2025. Ms. Pierce pointed out that Tami Brancamp's second term will expire in July 2023, and an error was noted in the roster regarding Michael Hodes' term expiration, which will be corrected.

#### **i. Complaints**

Ms. Pierce reported that there were three open complaint cases following the April 2022 Board meeting. No new complaints have been received, leaving three open cases.

#### **Report from Legal Counsel**

Henna Rasul, Board Counsel had no new information to report on legal matters.

#### **Reports from Board Chair and Board Members**

##### **a. Report from Board Chair and Board Members**

There were no reports from the Board Chair or members.

##### **b. 2022 Proposed Meeting Schedule**

The next meeting was scheduled for Wednesday, October 19, 2022 at 4:30pm.

##### **c. Future Agenda Items**

The following matters were identified for the October 2022 agenda:

1. Work Session: Continued work on Future Legislative Efforts (Standing Agenda Item):
  - a) Licensing Speech-Language Pathology Assistants
  - b) Licensing Audiology Assistants
  - c) Telehealth and Telesupervision
  - d) NBC-HIS Certification for HAS License
  - e) Cerumen Management by Hearing Aid Specialists
2. Work Session on Jurisprudence Exam

#### **Public Comment**

Kim Reddig shared that she recently received an email from ASHA to gather information on Nevada's interest in joining the Audiology & Speech-Pathology Interstate Compact (ASLP-IC). Tami Brancamp commented that the compact is intended to expedite reciprocal licensing and the Board's current process is very efficient in issuing licenses and she is not aware of complaints from military families. Kim Reddig further commented that part of the draw for military applicants is not being required to keep up with multiple license renewal dates. Tami Brancamp thanked her for her comments.

#### **Adjournment**

Tami Brancamp adjourned the meeting at 5:51pm.



## AGENDA ITEM 4

### Report Out and Consideration of Recommendations for Action from Advisory Committee on Fitting and Dispensing Hearing Aids Meeting of September 14, 2022

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**a. Proposed Revision to NAC 637B.0442**

At its June 2022 meeting the Committee voted to recommend the Board pursue revisions to NAC 637B.0442 rather than licensing of Audiology Assistants with agreement to hold a work session in its next meeting to draft revised language. The Committee was provided with a sample list of allowable and prohibited activities created by ASHA for Audiology Assistants, as well as examples of language used in other states describing the use of assistants/aides and the responsibility of the supervising practitioner. The Committee discussed potential language at length and came to consensus on draft language which will be presented for review and approval at its next meeting.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

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**b. Examinations Required for Dispensing Audiologists and Hearing Aid Specialists**

**(1) Availability/Use of Third-Party Dispensing Practical Exam Proctors**

At its June 2022 meeting the Committee requested that Board staff gather more information on the availability of third-party exam proctors that could potentially be utilized by out-of-state applicants. This research revealed only two states using third-party proctors, but both only administer the exam in the home state. This Board's requirements and protocols are in-line with those of other states requiring the practical exam and there does not appear to be a viable option at this time to send out-of-state candidates to qualified proctors. No action was taken.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

**(2) Revision to NAC 637B.0373(5) Regarding Acceptance of Prior Passing Score on Written ILE Examination**

This was introduced to the Committee as a new matter for consideration to affirm or recommend a NAC revision to reduce licensing barriers/costs for AuD-D and HAS applicants who are required to complete both the written and dispensing examinations. NAC 637B.0373(5) allows the Board to accept a passing score on the written ILE examination within the preceding 12 months. The Committee was asked to consider whether this allowance could be extended to 24 months and agreed unanimously to recommend the Board pursue a revision to NAC 637B.0373 to allow this.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.





State of Nevada

**Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board****c. Revisions to Board Policy 03: Dispensing Examinations**

A routine review of Board policies identified needed revisions to three Board policies, including *Board Policy 03: Dispensing Examinations*. This policy was revised to incorporate Adopted Revision LCB File R095-19 which established a 30-day waiting period to retake the Dispensing Practical Exam, and new language addressing practical exam scoring and time limits. The Committee voted to approve the revisions and establish a 3-hour time limit for the IHS Practical Exam to be included in the policy.

It is recommended that the Board table this item until later in the meeting as multiple policies will be presented for review and approval in Agenda Item 7.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

**d. Recommendations on FDA Rulemaking for Over-the-Counter Hearing Aids**

On August 16, 2022 the FDA released the final rule creating a new regulatory class of over the counter (OTC) hearing aids which takes effect on October 17, 2022. Board staff subsequently reached out to the DAG and Legislative Counsel Bureau to consult regarding current NRS/NAC in light of the new rule and its impact on our current laws and regulations.

The Committee heard concerns regarding a potentially inadvertent consequence of the new rule related to an informal categorization of existing hearing aids as “prescription” devices to differentiate them from OTC hearing aids. The concern was whether the new rule inadvertently created a “prescription” requirement for traditional hearing aids and if so, whether existing state law grants providers authority to “prescribe” these devices under current fitting and dispensing rules. The Committee requested more information and a follow-up meeting prior to this Board meeting to consider potential recommendations.

Board staff are in consultation with an LCB staff attorney who is providing assistance in reviewing the new rule against the NRS and NAC, and IHS advised on 10/10/2022 that they do not believe there is issue here in Nevada based on our laws and regulations

On 10/13/2022 a letter was received from the FDA (attached) clarifying the rule and potential confusion around the prescription issue, and confirming that this language does not present a problem for practitioners, as the final rule:

- *Does not change the necessary qualifications of who may provide hearing healthcare with prescription hearing aids, including the recommendation, selection, fitting, and dispensing of these devices;*
- *Does not require an additional professional to take actions, for example, does not in any way require a physician’s involvement prior to fitting these devices; and*
- *Does not require an examination of any kind to obtain a prescription hearing aid.*

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):**

1. *FDA OTC Hearing Aids Letter 10 13 2022*



October 13, 2022

Dear State Official:

It has come to our attention that there may be some confusion with FDA's final rule establishing a regulatory category for over-the-counter (OTC) hearing aids and amending certain FDA regulations. We [published the final rule](#) on August 17, 2022, and it goes into effect on October 17, 2022 (see [87 FR 50698](#)). The final rule primarily establishes a category of OTC hearing aids that consumers aged 18 years and older with perceived mild to moderate hearing impairment can purchase without the involvement of a hearing healthcare professional. The final rule also makes several changes to Federal regulations that apply to hearing aids, including: repealing the conditions for sale for hearing aids under 21 CFR § [801.421](#); defining non-OTC hearing aids as prescription devices, subject to 21 CFR § [801.109](#), rather than restricted devices (see [87 FR at 50755](#), removing § 801.421); and providing updated labeling requirements for such prescription hearing aids (see *id.*, adding new 21 CFR § [801.422](#)).

We have received questions about some implications of these actions, including who may prescribe hearing aids and whether medical evaluations are necessary to obtain non-OTC hearing aids, which will be defined as prescription hearing aids under the rule. We clarify below that the final rule:

- Does not change the necessary qualifications of who may provide hearing healthcare with prescription hearing aids, including the recommendation, selection, fitting, and dispensing of these devices;
- Does not require an additional professional to take actions, for example, does not in any way require a physician's involvement prior to fitting these devices; and
- Does not require an examination of any kind to obtain a prescription hearing aid.

A State can authorize many kinds of practitioners to order the use of (or prescribe) a prescription device. Federal regulations in § 801.109 do not require that a prescriber be a physician (a person licensed to practice allopathic or osteopathic medicine), physician assistant, or nurse practitioner. Instead, the relevant requirements for prescription devices apply in the case of practitioners licensed by the law of the State to use or order the use of the device (see § 801.109). FDA's intent is that the same professionals who recommended, selected, fitted, and dispensed restricted hearing aids before the effective date would continue to do so for prescription hearing aids after the effective date. Further, the final rule does not require the involvement of an additional licensed practitioner such as a physician. A licensed audiologist, for example, would not need to consult a physician under FDA's final rule.



Similarly, Federal regulations in § 801.109 do not require that a prescriber provide or require a medical or other examination prior to using or ordering the use of a prescription device. As has been observed elsewhere, medically treatable causes of hearing loss are relatively rare, and while certain circumstances may warrant the involvement of a physician in some individual cases—for example, those included as “red flag conditions” in required labeling for prescription hearing aids—the final rule does not state or imply that a medical evaluation is generally necessary or generally more advisable for people 18 and older under Federal regulations to obtain a prescription hearing aid.<sup>1</sup>

Regarding terminology and the use of the word “prescription,” we note that FDA regulations for prescription devices refer to a “prescription *or other order*” (emphasis added) and a practitioner who is licensed “to use or order the use” of the device (see § 801.109). Therefore, the document or action to obtain a prescription hearing aid need not be called a “prescription” under State law. Thus, for example, if a hearing aid purchaser obtained a document called a “hearing aid use authorization” or a “hearing aid certificate of need” from an audiologist or hearing instrument specialist who had authority in that State to provide such a document, this would likely satisfy the practitioner-order requirements under § 801.109.

In conclusion, the final rule defining non-OTC hearing aids as prescription devices does not, and is not intended to, create barriers to accessing hearing aids, including prescription devices. It does not require the involvement of different or additional health care providers or examinations upon the effective date.

States or localities that have questions may contact FDA’s Intergovernmental Affairs Staff at [IGA@fda.hhs.gov](mailto:IGA@fda.hhs.gov).

Sincerely,

Jeffrey Shuren, M.D., J.D.  
Director  
Center for Devices and  
Radiological Health

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<sup>1</sup> See reference 7 for the final rule, from the National Academies of Sciences, Engineering, and Medicine, “Hearing Healthcare for Adults: Priorities for Improving Access and Affordability,” Board on Health Sciences Policy, Committee on Accessible and Affordable Hearing Health Care for Adults; Blazer, D.G., S. Domnitz, and C.T. Liverman, Eds., 2016. DOI: 10.17226/23446. Available at: <https://www.nap.edu/catalog/23446/hearing-health-care-for-adults-priorities-for-improving-access-and>. Unlike conditions such as otitis media (an infection of the middle ear) or ear canal blockages, “most sensorineural hearing loss...cannot be repaired using current medical or surgical interventions,” (p. 22).



State of Nevada

Speech-Language Pathology, Audiology &amp; Hearing Aid Dispensing Board

## AGENDA ITEM 5

### Work Session on Future Legislative Efforts (*Standing Agenda Item*):

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#### a. SLP Assistants

As reported in the July 2022 Board Meeting, NDE plans to sunset bachelor's level staff in October 2026 and has scheduled a Public Hearing on the proposed revision to NAC 391.370 for September 19, 2022, the morning of this Board's meeting. The Executive Director will update the Board verbally on the outcome of the Public Hearing.

At the July 2022 meeting, the Executive Director was asked to gather information on Nevada Medicaid and current "under the direction of" billing for other assistant types such as OTAs and PTAs. A review of the [Nevada Medicaid Provider Type 34 Billing Guide](#) indicates that services furnished in whole or in part by OTAs or PTAs may be billed by the supervising provider, though there are some limits on eligible services. CMS rules also allow OTA and PTA "under the direction of billing", however [a January 2022 change to Medicare Part B rules](#) reduced these rates to 85% of the standard Part B amount.

At least 38 states currently regulate SLP Assistants in some form, and a sample probe of these state Medicaid plans indicates that many do allow SLPA reimbursement, though a handful appear to not allow it, or only allow it by a "trainee" (clinical fellow).

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

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#### b. Audiology Assistants

**Per the prior agenda item:** The Advisory Committee on Fitting and Dispensing Hearing Aids held a work session in its September 2022 meeting to draft revised NAC language and plans to review and make a recommendation to the Board at its next meeting.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

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#### c. Telehealth and Telesupervision

No updates since the July 2022 Board Meeting. Should the Board consider licensing of SLP Assistants in the future, it may consider telesupervision of SLP Assistants at that time.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

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#### d. NBC-HIS Certification for HAS License

No updates since the July 2022 Board Meeting, where the Board approved drafted revisions from the Advisory Committee on Fitting and Dispensing Hearing Aids. This language is ready for inclusion in a future BDR.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.



## AGENDA ITEM 6

### Board Work Session on Jurisprudence Exam

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At its meeting in April 2021, the Board voted to pursue development of a new licensee Jurisprudence Exam following the revision to NAC 637B in LCB File R095-19, effective June 8, 2020 which granted this authority as follows:

*Sec. 4. The Board **may** require an applicant for any category of license issued by the Board to submit with his or her application for licensure proof that the applicant has passed an examination that tests the familiarity of the applicant with the provisions of this chapter and chapter 63 7B of NRS and all other federal laws and regulations relevant to the practice area for which the applicant is applying.*

Preliminary plans included offering the exam first as an optional activity, and then establishing a mandatory date and related requirements. The matter is back before the Board to consider whether to make the examination mandatory, however Board Counsel has recommended that the Board would be better positioned to require the jurisprudence exam only after another revision to NAC 637B to edit “**may**” (above) to “**shall**” or similar to avoid a challenge to the requirement.

#### Initial Design

The intent of a jurisprudence exam is to foster awareness of practice laws and regulations and should not function as a barrier to licensure. Research into other states’ exams indicated that most are “open book”, allow as many attempts as needed to pass, and examples found are typically limited to 20-30 questions.

The initial, optional format included a short set of 5 questions developed for each license type of ethics questions, with a longer set of. However, in the process of creating questions, it became clear that our NRS and NAC do not contain many specific references for each license type, with the exception of Apprentices. As a result, this format was flipped, resulting in a set of **20 general/ethics questions** for all licensees, and **5 practitioner-specific questions**.

#### Attempts to Date & Question Validity/Reliability

As of 9/30/2022, the following results have been received:

Practitioner	Total Attempts	Avg Score - Points (of 25)	Avg Score - % (of 100%)
SLP	63	17	68%
AUD	8	18	72%
AUD-D	0	-	-
HAS	7	18	71%
HAS-A	1	11	44%
<b>Total</b>	<b>79</b>	<b>16</b>	<b>64%</b>

Given that the exam is a test of the practitioner’s existing knowledge or self-taught understanding of the Board’s rules and regulations, it is unclear if these results are simply indicative of a lack of awareness, or a problem with question validity/reliability.

An example from each practitioner type as well as a general/ethics question is included below, where responses were notably varied:



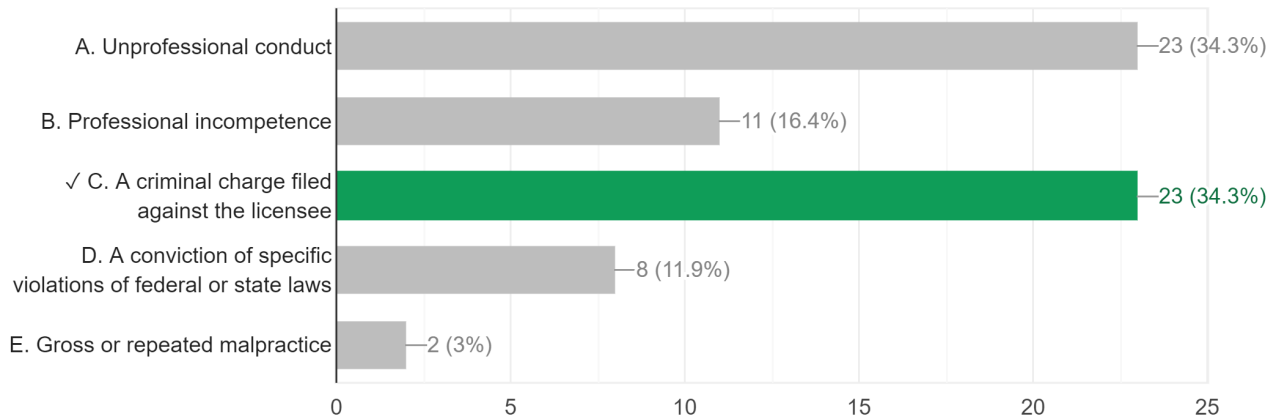
State of Nevada

Speech-Language Pathology, Audiology &amp; Hearing Aid Dispensing Board

## GENERAL/ETHICS

G8: The Board's authority to initiate disciplinary action against a licensee includes all of the following, EXCEPT:

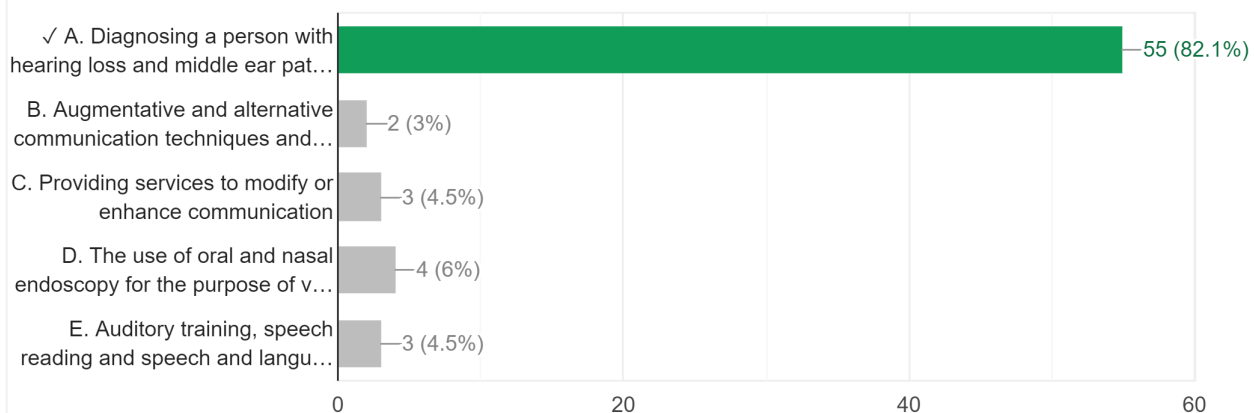
23 / 67 correct responses



## SPEECH-LANGUAGE PATHOLOGIST

S1: The definition of the practice of speech-language pathology in NRS 637B includes all of the following, EXCEPT:

55 / 67 correct responses





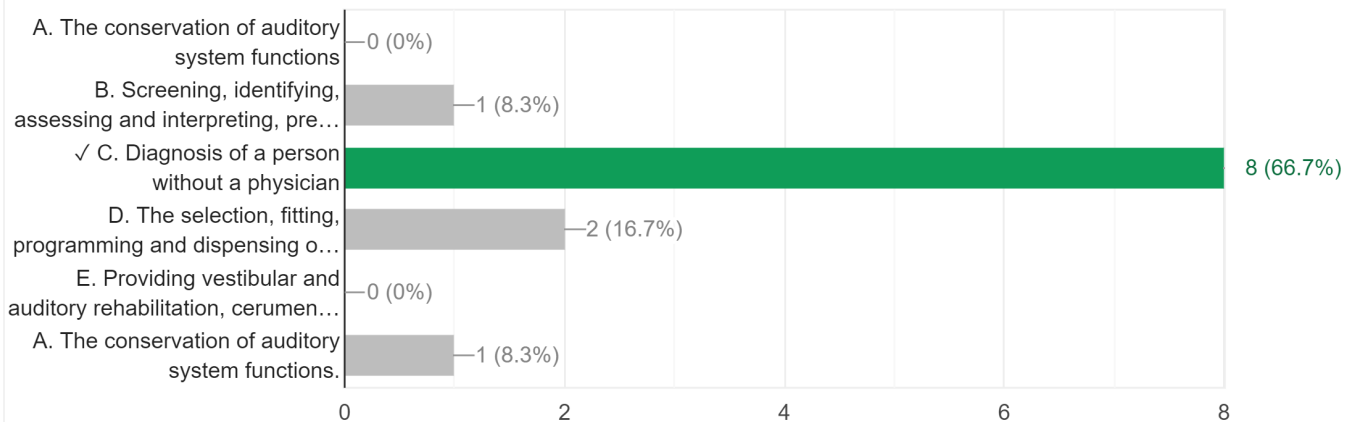
State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

AUDIOLOGIST

A1: The definition of the practice of audiology in NRS 637B includes all of the following, EXCEPT:

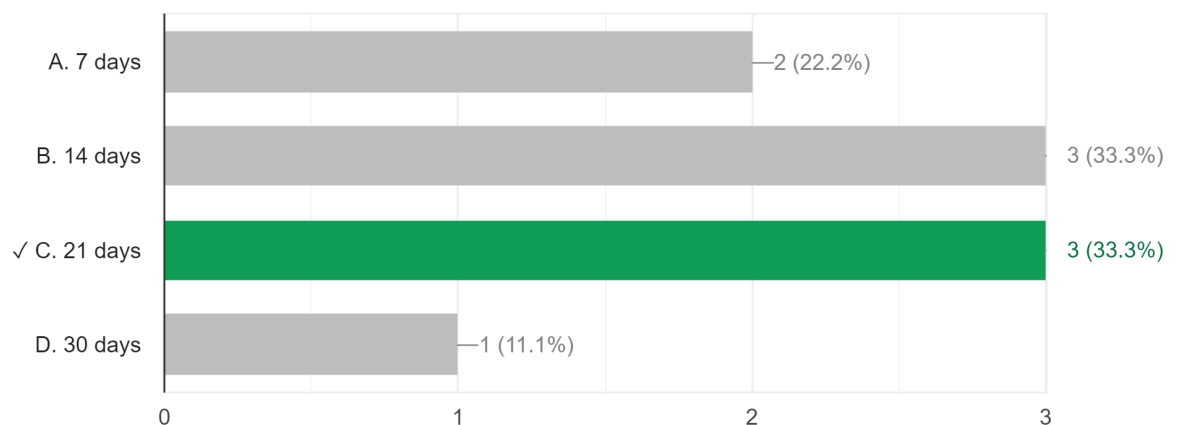
8 / 12 correct responses



HEARING AID SPECIALIST

HA4: Each person who purchases a hearing aid must be seen for a follow-up appointment within how many days of delivery of the hearing aid?

3 / 9 correct responses





State of Nevada

**Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board**

The **most frequently missed questions** (less than a 50% correct response rate) are listed below and only include SLP, AUD, and HAS attempts as the other cohorts totaled 1 or 0.

<b>G4</b>	<p><i>The Board's practice laws and regulations do NOT apply to:</i></p> <p>A. A school professional holding a current Nevada Department of Education credential practicing only within the scope of that employment;</p> <p>B. A federal government employee practicing only within the scope of that employment;</p> <p>C. A student pursuing a degree in audiology or speech-language pathology practicing only within the scope of that role;</p> <p>D. One of the following licensed medical professionals, not engaging in the private practice of audiology or speech-language pathology: physicians; physician assistants; medical assistants; perfusionists; practitioners of respiratory care; dispensing opticians; physical therapists; physical therapist assistants; physical therapist technicians; and alcohol, drug and gambling counselors</p> <p>E. E. All of the above</p>
<b>G7</b>	<p><i>Under NRS 637B, a practitioner must hold a license from this Board to provide telehealth services if they:</i></p> <p>A. Reside in Nevada and provide telehealth services to any person in Nevada</p> <p>B. Reside in and hold a license in another state, and provide telehealth services to any person in Nevada</p> <p>C. Reside in and hold a license in another state, and provide telehealth services, while visiting Nevada, to a person outside Nevada</p> <p>D. All of the above</p> <p>E. A &amp; B</p>
<b>G8</b>	<p><i>The Board's authority to initiate disciplinary action against a licensee includes all of the following, EXCEPT:</i></p> <p>A. Unprofessional conduct    B. Professional incompetence    C. A criminal charge filed against the licensee</p> <p>D. A conviction of specific violations of federal or state laws    E. Gross or repeated malpractice</p>
<b>G9</b>	<p>Licensees must keep their contact information current and notify the Board of any change in address, business address, telephone number, email, or other contact information within _____ days:</p> <p>A. 10    B. 30    C. 45    D. 60</p>
<b>G14</b>	<p>The Board has authority to take the following disciplinary actions against a licensee:</p> <p>A. Revoke, suspend, or deny renewal of a license</p> <p>B. Administer a public reprimand to the licensee</p> <p>C. Impose conditions on the practice of the licensee</p> <p>D. Impose a civil penalty not to exceed \$5,000 for each act constituting grounds for disciplinary action</p> <p>E. All of the above</p> <p>F. A, B, &amp; C only</p>
<b>G20</b>	<p>Any applicant who previously held a license may submit an application for Reinstatement after the license has been expired at least _____ but no more than _____.</p> <p>A. 30 days, 1 year    B. 30 days, 2 years    C. 30 days, 3 years</p>
<b>A2</b>	<p>An applicant for a license to engage in the practice of audiology must hold an advanced degree from any educational program in the United States or an approved/accredited foreign institution.</p> <p>• True    • False</p>
<b>HA3</b>	<p>Each person who purchases a hearing aid must be provided a written guarantee that they may return the hearing aid within:</p> <p>A. 30 days of purchase of the hearing aid    B. 30 days of receipt of the hearing aid</p> <p>C. 60 days of purchase of the hearing aid    D. 60 days of receipt of the hearing aid</p>
<b>HA4</b>	<p>Each person who purchases a hearing aid must be seen for a follow-up appointment within how many days of delivery of the hearing aid?</p> <p>A. 7 days    B. 14 days    C. 21 days    D. 30 days</p>
<b>S2</b>	<p>An applicant for a license to engage in the practice of speech-language pathology must hold an advanced degree from any educational program in the United States or an approved/accredited foreign institution.</p> <p>• True    • False</p>
<b>S4</b>	<p>A Provisional SLP license may only be held for a maximum of one (1) year, after which it may be converted to a Standard license upon proof of a Certificate of Clinical Competence issued by the American Speech-Language-Hearing Association and payment of a fee.</p> <p>• True    • False</p>



State of Nevada

**Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board**

**Database Integration**

As previously reported, there is an available add-on to our current licensing system to integrate the exam and scores directly into licensee records. The vendor has quoted a cost of \$6,000 which has not yet been discussed/approved and may be considered in a future budget. Currently the exam is available via free web-based Google forms, but results must be verified manually.

As stated below, it is not recommended that the exam be required at renewal, so alternative to a costly integration fee may be the continued use of free Google forms. As new and reinstatement applications already require a manual review of supporting documentation by Board staff, these applicants could simply be required to submit proof of completion with the initial application packet.

**Requirements for Consideration**

**1. Applicant Types**

- **New License (including expedited license by endorsement)**

Many states appear to require an exam at the time of initial application, including but not limited to Indiana, Louisiana, Maryland, New Jersey, North Carolina, Tennessee, Texas, Washington, and West Virginia.

- **License Conversion**

Consideration of whether to require for any of the conversion types below:

- License Type (i.e., Temporary to Standard, Provisional to Standard, HAS-Apprentice to HAS Standard)
- License Status (i.e., Active To Inactive or vice versa)

- **License Renewal**

It is NOT recommended that the exam be required at renewal. Only one of the nine states listed above (New Jersey) referenced an exam requirement at renewal, done at the time of the biennial (2 year) renewal.

- **License Reinstatement**

One of the nine states listed above (Indiana) referenced an exam requirement at renewal, done at the time of the biennial (2 year) renewal. West Virginia does not require the exam at renewal but will allow the licensee to count the exam as 1 CE hour in ethics with proof of completion.

**2. Question Revision**

Consideration of whether questions should be considered for revision given the results received to date.

**3. Number of Exam Questions**

The current design has 25 total questions: 20 cover general/ethics issues and 5 are practitioner specific. This is congruent with other state examples, such as New Jersey (25 questions) and Montana (20 questions).

**4. Required Passing Score/Attempts**

Consideration for a required passing score. Most states appear to allow multiple attempts to obtain a minimum score (i.e., Montana & Maryland require 80%.)

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.





## AGENDA ITEM 7

### Review and Approval of Revisions to Board Policies, Operating Policies & Procedures, and Personnel Policies & Procedures

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A comprehensive review of Board Policies, Operating Policies & Procedures, and Personnel Policies & Procedures was conducted, and the following draft revisions are presented to the Board for review and approval:

Additions in **GREEN FONT**  
Deletions in **STRIKEOUT RED FONT**

#### a. Board Policies

- 1) **Policy 03 - Dispensing Examinations & Scores:** Revised to include addition of 30-day waiting period for practical examination retake per NAC 637B.0373 and Adopted Revision LCB File R095-19 effective June 8, 2020. Revised and clarified other language, including establishing a time limit for the practical examination.
- 2) **Policy 04 - Licensing:** Revised to include procedures for expedited license by endorsement. Revised and clarified language regarding application process to remove references to paper applications and replace with online applications/payments.
- 3) **Policy 05 - License Renewal:** Revised to include changes to Continuing Education requirements per NAC 637B.400 and Adopted Revision LCB File R064-21 Effective June 13, 2022. Revised and clarified other language specific to CE exceptions and renewal by license type.

#### b. Operating Policies & Procedures

Minor edits made to this document with a notable revision to *Section 7: Record Recovery System* to reflect termination of record storage services with Puliz Records Management/Vital Records Control.

#### c. Personnel Policies

Revisions to *Section 150: Compensation* and *Section 280 Separation from Employment* to reflect changes to law as a result of Assembly Bill 385 (2021) regarding employee bonuses, fringe benefits, and termination pay.

**ACTION:** Take action, table the matter, or take no action on the request.

#### ATTACHMENT(S):

1. *Policy 03 - Dispensing Examinations & Scores\_DRAFT*
2. *Policy 04 – Licensing\_DRAFT*
3. *Policy 05 - License Renewal\_DRAFT*
4. *Operating Policies & Procedures\_DRAFT*
5. *Personnel Policies & Procedures\_DRAFT*





## State of Nevada

### Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

#### Policy 03

#### Dispensing Examinations & Scores

V4: Revised 10.19.2022

V3: Revised 4.22.2020

V2: Revised July 2018

V1: Initiated July 2016

#### Background

NRS 637B.194(3) and NRS 637B.205(2) establish the requirement for passing an examination approved by the Board to practice the fitting and dispensing of hearing aids. NAC 637B.0373 establishes the examination as having a written and practical portion, establishes application eligibility requirements to sit for the examination, addresses retakes following failed examination attempts, and authorizes the Board to establish the passing scores.

#### Policy

It is the policy of the Board to evaluate the qualifications and determine the eligibility of any applicant or potential applicant for any license or endorsement of a license issued pursuant to NRS 637B.

The Board has delegated to the Executive Director the authority to evaluate the qualifications of and determine the eligibility of an applicant for any license, in accordance with the requirements established by the Board.

#### Purpose

The purpose of this policy is to establish the Board approved examinations, the passing score required to be achieved for an applicant as a Hearing Aid Specialist or Dispensing Audiologist and establish the process and timeline for examinations.

#### Procedure

Applicants must pass both the written and practical examinations as prescribed by the Board:

##### 1. Written Examination

- a. Upon receipt of application for licensure, Board staff will submit an *ILE Candidate Authorization Form* to the IHS.
- b. Candidates will receive an email from the IHS with instructions for scheduling the examination and payment of fees.
- c. The Board will accept a score of 71% or above as PASSING on the written examination.
- d. The Board may accept a passing score obtained on the ILE Examination taken within the immediately preceding 12 months [per NAC 637B.0373\(5\)](#).

##### 2. Practical Examination

- a. ~~Upon passing the ILE Written Examination, the practitioner should contact the Board office directly to schedule the Practical Exam.~~ Board staff will contact the practitioner to schedule the Practical Exam upon receipt of a passing score report on the ILE Written Examination from IHS.

- b. An examination will be scheduled on an individual basis in either Reno or Las Vegas with a Board-appointed proctor. Board staff will make every effort to schedule the examination in a timely manner but may be limited or delayed by proctor and/or candidate availability.
- c. Once scheduled, the candidate must pay the Practical Examination Fee prior to the scheduled exam date.
- d. Candidates are required to bring the following to the examination, with a more detailed list of requirements provided once the exam is scheduled:
  - 1) An audiometer; and
  - 2) An adult test subject. This individual may not be a person who would be a candidate for this examination in the foreseeable future.
- e. At the time of the examination, the proctor, candidate, and test subject must complete an *Informed Consent and Waiver of Liability* form.
- f. The Board has established a 3-hour time limit for completion of the exam.
- g. Under the authority granted in NAC 637B.0373(3) and in accordance with NRS 622.090, the Board has established a comprehensive score of 75% or above as PASSING on the Practical Examination as follows:
  - 1) Each section of the Practical Examination must be scored at 75% or higher.
  - 2) If a section is scored below 75%, the examination will be discontinued with a FAIL.
- h. An applicant who fails an examination is eligible to re-take the examination upon payment of the fee but no sooner than 30 days after the date of the previous examination, per NAC 637B.0373 and Adopted Revision LCB File R095-19 effective June 8, 2020.

### 3. Special Circumstances

- a. **Apprentice Candidates**
  - 1) A HAS Apprentice may apply to convert their Apprentice license upon completion of 18 months of their apprenticeship period for purposes of scheduling and taking the written and/or practical examinations.
  - 2) The written examination must be completed with a passing score prior to the scheduling of the practical examination.
  - 3) The written examination must be completed with a passing score prior to the Apprentice scheduling the NBC-HIS certification examination.
- b. **Audiology Graduate Student Candidates**

A graduate student in audiology may apply for licensure up to six (6) months in advance of completion of their fourth-year audiology externship in order to facilitate the scheduling of the written and practical dispensing examinations required for licensure in Nevada.
- c. **Reinstatement of License**

A Dispensing Audiologist or Hearing Aid Specialist requesting license reinstatement must retake both the written and practical examinations unless one (1) of the conditions below applies:

  - 1) They passed the examinations within the past five (5) years; OR
  - 2) They did not pass the examinations within the past five (5) years but are currently licensed and actively practicing in another state.



**State of Nevada**  
**Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board**

**Policy 04**

**Licensing**

**V3: Revised 10.19.2022**

**V2: Revised 7.29.2019**

**V1: Initiated 11.5.2016**

### Background & Authority

**NRS 637B.191** provides the authority to establish regulations for the licensing of practitioners.

**NAC 637B.035** requires an applicant to complete an application to apply for, renew, or reinstate a license:

1. *Any person seeking licensure by the Board or seeking to renew, reinstate or change the type of a license issued by the Board must submit a completed application on a form provided by the Board.*
2. *Each application submitted pursuant to subsection 1 must be accompanied by payment and fee.*

The purpose of this policy is to establish the general procedures and processes related to initial license applications of Speech-Language Pathologists, Audiologists, Hearing Aid Specialists, and Hearing Aid Specialist Apprentices.

### Application Forms

Applicants for licensure must complete and submit the applicable license application provided by the State of Nevada, Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board. All license applications **must be completed online through** ~~are available on~~ the Board website at [www.nvspeechhearing.org](http://www.nvspeechhearing.org). ~~or may be requested from the Board office.~~

### Transcripts

In cases where the applicant is not able to obtain an official transcript in a timely manner due to **institutional policy or other** circumstances not under their control, a letter of completion from an educational institution signed by either the registrar, Dean, or Department Chair ~~in cases where the issuance of the official transcript is delayed due to institutional policy~~ may be accepted. The applicant is responsible for ~~with~~ following up to ensure the official transcript is **sent to the Board Office.** ~~received.~~

### Application Processing

Applications received by the Board will ~~be~~ **remain** in a “pending” status until all required documentation and fees have been received.

Applications will be retained for a maximum of **90 calendar days** from date of receipt by the Board. On the **91<sup>st</sup>** calendar day after receipt, the application will expire and will not be processed. A new application for licensure and application/license fee will be required.

### Expedited License by Endorsement

**NRS 637B.203** provides authority for the Board to issue an expedited license by endorsement to practice audiology or speech-language pathology to an applicant who is currently licensed in another state and meets the requirements set forth in NRS 637B. Applicants meeting the aforementioned criteria who are military-affiliated, either as active or veteran service members or active, veteran, or surviving spouses are also eligible per NRS 637B.204.

Eligible applicants may request expedited license by endorsement when completing the online application for a Standard Audiologist or SLP license. These applications will be forwarded to the Executive Director for review who will request approval from the Board Chair to issue the license pursuant to NRS 637B.203(4).

### Initial Licensing Fees

Initial licensing fees are non-refundable and are due at time of ~~submittal~~ submission of an initial application for licensure. Applications received without payment will be held for a maximum of 30 days, at which time the application will be closed ~~returned to the applicant~~ as incomplete. Credit card payment is the preferred method of payment of all fees.

### Approved Applications – Effective Date of License

The State of Nevada, Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board will issue a license within five working days of the date the Application for Licensure is approved. The licensee will be notified by email that the license has been issued ~~with a copy of the license card attached. ; a license will be mailed to the licensee within 5 days of the effective date of issuance.~~

### Verification of Licensure

Verification of licensure is available on the State of Nevada, Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board website. The licensee verification listing is considered primary source verification. Verification may also be confirmed by calling the Board office.

Requests for written verification of a Nevada license may be requested ~~and paid for via credit or debit card through the online form on the Board website with by credit card payment of the verification fee or may be paid by check with written request for verification. When payment is made by credit card, the state/agency to whom the verification is to be sent is to be provided in the shipping information fields of the credit card payment.~~ The verification of licensure will be sent within 5 working days of the date of the request ~~via mail, email, or both per the request.~~



## State of Nevada

### Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

#### Policy 05

#### Licensing Renewal

V2: Revised 10.19.2022

V1: Initiated 11.5.2016

#### Background & Authority

**NRS 637B.191** provides the authority to establish regulations for the licensing of practitioners.

**NAC 637B.036** establishes the term of a standard and provisional license and timeline for renewal of a license:

1. *Each standard and provisional license issued by the Board, including without limitation, each standard license that has been converted to inactive status, expires 1 year after the date on which the license was issued.*
2. *An application to renew a license will not be approved unless the application is submitted not later than 30 days after the date on which the license expires.*

**NAC 637B.400** and **Adopted Revision LCB File R064-21 Effective June 13, 2022** establish continuing education as a prerequisite to renewal of a license:

1. *Except as otherwise provided in subsection 2 of NAC 637B.430 and NAC 637B.430, as a prerequisite for each renewal of a standard license or provisional license, a licensee must complete, during the annual period immediately preceding the renewal, at least 10 hours of continuing education approved by the Board that directly pertains to the profession in which he or she holds a license issued by the Board, including at least 1 hour of continuing education relating to ethics, cultural competence, cultural humility, culturally responsive practices or diversity, equity, and inclusion. If the licensee is a dispensing audiologist, at least 3 of the 10 hours of continuing education must directly relate to the practice of fitting and dispensing hearing aids.*

The purpose of this policy is to establish the general procedures and processes related to renewal of a license for Speech-Language Pathologists, Audiologists, Hearing Aid Specialists, and **Hearing Aid Specialist** Apprentices.

#### STANDARD AND PROVISIONAL LICENSES

##### License Renewal

Standard ~~and Provisional~~ licenses expire one year from **the** date of issuance **and may be renewed annually without limit**. Licenses may be renewed up to 60 days prior to the expiration of the license. Payment of the renewal fee must be made at time of ~~submittal~~ **submission** of the renewal application.

Licenses may only be renewed and paid for online through the Board website. ~~electronic license renewal is the preferred method for license renewal~~. Late renewal is available during the 30 days following the date of expiration. **Once the 30-day late period expires, the online system will not allow for renewal, and a Reinstatement Application will be required.** ~~Renewals, will not be accepted after the 30-day late renewal period.~~

~~A hard copy Renewal packet may be downloaded from the Board website at [www.nvspeechhearing.org](http://www.nvspeechhearing.org). Renewal packets may also be requested from the Board office. Hard copy renewal applications must be received in the Board office no later than the date of expiration of the license.~~

### Continuing Education Requirements

All licensees must complete a minimum of 10 hours of continuing education within the 12 months immediately preceding the date of application for renewal of the license. At least 1 of the 10 annual hours must relate to ethics, cultural competence, cultural humility, culturally responsive practices or diversity, equity and inclusion. If the licensee is a Dispensing Audiologist, at least 3 of the 10 annual hours must relate directly to the practice of fitting and dispensing hearing aids.

#### Exceptions

Exceptions to the continuing education requirement may be made as follows:

- **New Graduate Exemption:** Per NAC 637B.403(2), the Continuing Education requirement may be waived for the first renewal only of a Standard or Provisional license issued within 12 months of the licensee's graduation from an educational program approved by the Board.
- **Extensions and Waivers:** Per NAC 637B.420, a licensee may submit a written request for a waiver of, or additional time to complete continuing education requirements.

~~**Exception:** A licensee who is a new graduate is not required to complete the continuing education requirements for the first renewal period after initial licensure. (Subsection 2, of Section 14, LCB File No. 129-16)~~

#### Retention of Continuing Education Records

The licensee must list completed Continuing Education (CE) activities in the online renewal application, but supporting documentation is not required. ~~Continuing Education information must be included on or with the license application.~~ Instead, licensees are responsible for keeping legible copies of all receipts, records of attendance, certificates, and any other evidence of their CE activities for at least three years after completion. The Board will conduct random audits of licensees to ensure compliance with CE requirements, and licensees must be prepared to submit supporting documentation of CE activities upon request. The Board does not maintain transcripts of licensee CE activities.

~~Documentation of completion such as a copy of sign-in sheets or certificates of completion and/or attendance for each activity listed on the Application for License Renewal must be:~~

- ~~• retained by the licensee for 3 years, if completing the on-line renewal application, or~~
- ~~• submitted with the hard copy Application for License Renewal.~~

~~Random audit of continuing education documentation will be conducted for all those licensees who renew online.~~

### Late Renewal

An Application for License Renewal which is received during the 30-day late renewal period is subject to a "late renewal" fee in addition to the applicable license renewal fee. Licenses renewed during the late renewal period will be retroactive to the date of expiration.

~~Applications for renewal received after the 30-day late renewal period will not be approved.~~

### PROVISIONAL AND HEARING AID SPECIALIST APPRENTICE LICENSES

Provisional and Hearing Aid Specialist Apprentice licenses expire one year from the date of issuance and may be renewed only twice, for a maximum limit of three years. All renewal procedures and Continuing Education requirements outlined above apply to these licenses.

### TEMPORARY LICENSES

Temporary licenses are valid for six months and may be renewed for one additional six month period, for a maximum limit of one year. ~~by payment of the temporary license renewal fee prior to date of expiration.~~ Continuing Education is not required for renewal of a Temporary license.

### LIMITED LICENSES

Limited licenses may only be held for 15 days and are not eligible for renewal.

### License Reinstatement

Any Standard Audiology, Speech-Language Pathology, or Hearing Aid Specialist license that has been expired no more than 3 years is eligible for reinstatement.

All applicants for license reinstatement must include proof of at least 10 hours of continuing education directly pertaining to the profession in which they are applying for license reinstatement, completed in the preceding 12 months. At least 1 of the 10 hours must relate to ethics, cultural competence, cultural humility, culturally responsive practices or diversity, equity and inclusion. If the applicant is a Dispensing Audiologist, at least 3 of the 10 hours must relate directly to the practice of fitting and dispensing hearing aids.

Based on the license type, the applicant may also be required to complete examinations or submit proof of certification that would be required at the initial issuance of a license as follows:

- Dispensing Examinations: Per *Board Policy 03: Dispensing Examinations*, Dispensing Audiologists and Hearing Aid Specialist applicants must retake both the written and practical examinations unless they meet specific conditions.
- ASHA Certificate of Clinical Competence: Required for a Speech-Language Pathologist applicant.
- NBC-HIS Certification: Required for a Hearing Aid Specialist applicant.

If an applicant indicates that they have continued to practice in Nevada since their license expired, the reinstatement application may require additional review by the Board.





**State of Nevada**  
**Speech-Language Pathology, Audiology**  
**& Hearing Aid Dispensing Board**

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# Operating Policies & Procedures

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Revised & Approved October 19, 2022



## SECTION 1.00: FINANCIAL MANAGEMENT SYSTEMS

### 1:01 SCOPE

The purpose of this section is to provide general information and procedures for the financial management system of the State of Nevada, Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board. It identifies the Board's authority over the financial processes and procedures, financial reports, and maintenance of budgetary compliance.

### 1:02 ACCOUNTING SYSTEM

The Board contracts for bookkeeping services with an external entity that records the Board's financial transactions in conformance with Generally Accepted Accounting Principles and provides records which accurately reflect financial activities, revenue, and expense classifications, and meets reporting requirements in conformance with State law, regulations, and policies. Additional internal worksheets are maintained in the Board administrative office and are utilized for contract tracking, inventory control and budgetary analysis. Copies of all bank statements, merchant service activities, deposits, and checks written with supporting documentation are provided to the bookkeeping service monthly.

NRS 218G.400 requires each Board with revenue of \$200,000 or more to be audited annually by a certified public accountant (CPA), or those under \$200,000 to submit an annual balance sheet in lieu of audit. Depending on the Board's revenue each year, the following will be completed:

**Revenue of \$200,000 or More:** The Board will contract with a certified public accountant/firm to perform an annual audit. The audit report will be presented to the Board for approval at a public board meeting prior to December 1st following the audit period. Once approved the audit report will be submitted to the State of Nevada, Legislative Counsel Bureau in accordance with NRS 218G.400.

**Revenue of \$199,999.99 or Less:** The Board will review its fiscal year Balance Sheet and supporting financial documents at ~~the first~~ a public board meeting following the end of the fiscal year. The Board's bookkeeper will ~~then~~ prepare a balance sheet for that fiscal year on the form provided by the Legislative Auditor and file the balance sheet with the Legislative Auditor and the Chief of the Budget Division of the Office of Finance on or before December 1 following the end of that fiscal year.

### 1:03 CHART OF ACCOUNTS

The General Ledger chart of accounts contains individual accounts for revenue, expenditure, and cash accounts. The balance sheet current asset accounts are segregated to account cash checking and savings and accounts receivable; revenue/income accounts are established for varied revenue sources, including but not limited to application fees, processing fees, and interest earned. The Executive Director has authority over the Chart of Accounts. Accounts are established to reflect authorized budget categories, as approved from time to time by the Board.

### 1:04 JOURNAL ENTRIES

Adjustments made to the general ledger that are part of the regular bookkeeping process may be requested by the Executive Director as a result of reclassification of expenditures and/or addition/deletion of expenditure or revenue accounts. Additional adjustments integral to the completion of the annual audit of the Board records may be determined by the outside contract auditor. Documentation of journal entries is to be maintained by the bookkeeping firm as part of the accounting records.

### 1:05 BANK ACCOUNTS

The Board is a member of the State of Nevada, Pooled Collateral Program. The program monitors collateral maintained by depositories for their public deposits and is governed by NRS 356 and NAC 356. The Nevada Collateral Pool is managed through the State of Nevada, Treasurer's Office.

The Board maintains financial accounts at Wells Fargo Bank, an approved and participating Nevada Pooled Collateral Program institution. All funds are classified as public funds. The Executive Director and two (2) Board members are authorized signers on all banking accounts.

**Deposits:** Funds are received for licensing fees, processing fees, purchase of mailing lists, verification of licensure and miscellaneous charges such as return check fees and late fees. All revenue is deposited to the Board's bank accounts. Checks, money orders, and cashier checks received in the Board office are deposited at a branch location no less than monthly. Cash is not accepted.

**Merchant Services:** The Board has established a merchant services account with Wells Fargo Bank to accept credit card payments for fees and charges. Credit card payments are made online through the Board website and are deposited and recorded to the Board checking account. A daily settlement report of all transactions processed is received ~~at~~ **via email** by the Board office. Access to transaction details is also available through online accounts established by the Board with the credit card processing agency.

**Credit Cards:** The Board maintains a Business Visa Account through Wells Fargo Bank. The account has one authorized user, the Executive Director. The credit card may be used for payment of operating expenses, authorized travel including lodging, airfare, seminar registrations, Board sponsored trainings and seminars and other meeting expenses.

**Payment Processing and Approval:** The Executive Director is responsible for processing and payment of all Board expenses. Payment of Board expenses may be made by check, credit card, or through electronic payment. Board expenses are paid at a minimum monthly. Payment of expenses in excess of 10% of the approved budget must be pre-approved by the Board Chair.

**Board Member Reviews:** The Executive Director prepares a Payment Approval Form, sample attached as Exhibit A, listing all expenses paid during the period/month. A monthly financial packet is compiled to include copy of bank statements, payment approval form, with backup documentation of expenses incurred and paid, merchant service statements, and check deposits. The monthly financial packet is submitted to a designated Board member for review and approval.

**Reconciliation of Bank Accounts:** Copies of all bank statements, deposits, merchant service activity, payment approval forms, checks written, and expense documentation is provided to the independent bookkeeping firm. The bookkeeping firm reconciles all receipts and payments to the bank accounts monthly.

### 1:06 BUDGET AND REPORTS

The Executive Director is responsible for preparation of the annual Budget to be presented to and approved by the Board at a public Board meeting prior to June 30<sup>th</sup> of each year.

The Executive Director will prepare a budget status report with supporting financial statements at least quarterly for Board review. Additional status reports may be requested by the Board as deemed necessary or appropriate.

## SECTION 2.00 PROCUREMENT PROCEDURES

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### 2:01 SCOPE

This section is designed to provide general information and procedures for procurement of supplies and other expendable property, equipment, and services. State of Nevada contract vendors will be utilized for procurement of specified goods and services, as appropriate.

The State of Nevada procurement procedures are applicable to all Board authorized procurement activities.

### 2:02 PURCHASES UNDER \$5,000

Single purchases for under \$5,000 are authorized if contained in the Board approved budget.

### 2:03 PURCHASES OF \$5,000 - \$25,000 (SMALL PURCHASE)

Single purchases for amounts of \$5,000 - \$25,000 are to be solicited through a comparative price/cost analysis.

A request for quote comparing costs from three (3) vendors is required. One purchase cannot be divided into several purchases in order to use small purchase policies/procedures.

### 2:04 PURCHASES OVER \$25,000

The Board will utilize a competitive proposal process, request for proposals, for purchase of commodities or services over \$25,000.

### 2:05 PROCUREMENT METHODS

**Competitive Proposals:** The competitive proposal process is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. The most common method of obtaining competitive proposals is the Request for Proposal (RFP). This method is generally used when the nature of the goods or services to be acquired require consideration of important factors other than price in the selection decision.

The RFP must contain a clear and accurate description of the technical requirements for the material, product, or service to be procured, and all requirements which the offerors must fulfill must be identified, including factors to be used in evaluating the bids or proposals

**Noncompetitive Procurement (Sole Source):** Defined as procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. The use of sole source procurement shall be justified and documented.

A Solicitation Waiver Request must be submitted and approved by the State of Nevada Purchasing Division prior to executing a contract when non-competitive procurement is deemed necessary.

### 2:06 CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

All procurements for specialized services will be documented through execution of the State of Nevada approved Contract for Services of Independent Contractor. Contract forms are available on the State of Nevada Purchasing Division website.

**Contracts for \$1,999.00 or less:** Require completion of the Contract for Services of Independent Contractor and shall be approved by an authorized representative of the Board.

**Contracts for \$2,000 to \$10,000:** Require completion of the CETS Contract Summary and Contract for Services of Independent Contractor forms and appropriate documentation. Contracts are required to be approved by an authorized representative of the Board, Board legal counsel and the Clerk of the Board of Examiners.

**All contracts over \$10,000:** Must be approved by the State of Nevada, Board of Examiners.

All contracts requiring Board of Examiners approval are processed through the State of Nevada Contract Entry Tracking (CETS) electronic program. The Executive Director is the authorized contract monitor for all contracts.

## SECTION 3.00 TRAVEL POLICIES

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### 3:01 SCOPE

This section is designed to provide general information and procedures for staff and board member travel expenditures. Board members and staff who are on official business are entitled to reimbursement of allowable travel costs. It also specifies the procedure for travel related expenditures and identify allowable costs.

### 3:02 FORMS

**Travel Expense Claim:** A State of Nevada, *Travel Expense Reimbursement Claim Form* is required to be completed and submitted to the Board Office for reimbursement of travel expenditures. The appropriate receipts shall be attached to the Travel Expense Reimbursement Claim when required.

### 3:03 TRAVEL IN-STATE

Reimbursement for ordinary and necessary travel by Board and staff members for official Board business is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

### 3:04 TRAVEL OUT-OF-STATE

Reimbursements for travel expenses incurred by Board and staff members for official Board business to attend out-of-state meetings, seminars, conferences, and/or workshops is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

### 3:05 ALLOWABLE COSTS

**Meals and Incidental Expenses:** To receive reimbursement for meals and incidental expenses, the individual must be in official travel status. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. The first and last day of extended travel will be reimbursed at 75% of the M&MI allowance. Reimbursement for meals for travel of one day or less will be calculated as follows:

- An individual in travel status prior to 7:00 a.m. and returning after 5:00 p.m. will be reimbursed at 75% of the M&MI allowance. When travel is by airline, travel status will be calculated beginning 2 hours prior to departure and 1 hour after arrival time.
- Lunch will be provided or reimbursed during the conduct of Board business between the hours of 8:00 a.m. and 5:00 p.m. when an individual's principle location is within 50 miles.
- Individuals must deduct the M&IE allowance for all meals that are provided by the Board and/or included in registration or conference fees. The M&IE allowance break-down for breakfast, lunch and dinner will be provided by the Executive Director, when necessary.

**Lodging:** To receive reimbursement for lodging, the individual must be on official business overnight. Lodging expenses will be reimbursed at the GSA maximum lodging allowance rate, including all taxes and fees. Lodging expenses for an individual's spouse or family are not reimbursable.

Lodging expenses incurred within 50 miles of an individual's principle location will be reimbursed when overnight stay is required to conduct official Board business.

**Transportation:** Transportation expenses shall be incurred at the least possible cost taking into account such factors such as total travel time, length of travel and convenience of the Board.

The allowance for the use of a private vehicle for business convenience shall be the standard mileage rate allowed for federal income tax purposes as periodically adjusted. The allowance for the use of a private vehicle for personal convenience shall be reimbursed at one-half of the standard mileage reimbursement rate or comparable airfare, whichever is less.

When utilizing air transportation, travel shall be arranged at coach airfare, unless such service is unavailable. Round trip airfare shall not exceed the cost of a fully refundable airline ticket. Documentation of airline travel expense must be provided for reimbursement of airline travel expense.

**Miscellaneous:** Other travel expenses, such as convention registration fees, taxi, air porter or limousine fares from airport to hotel and return, parking or vehicle storage fees will be reimbursed when receipts are obtained and submitted with the travel claim.

### **3:06 BOARD PAID LODGING, MEALS AND EXPENSES**

Actual costs of lodging, meals and expenses incurred while on authorized travel status may be paid on behalf of the staff or board member by utilizing the Board Business Visa card.

Actual costs may not exceed the state authorized rates as established for the location. If board-paid expenses exceed authorized rates, amounts in excess of authorized amounts will be deducted from requests for reimbursement submitted on the Travel Expense Claim.

## SECTION 4.00: PROPERTY MANAGEMENT

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### 4:01 SCOPE

This section is designed to provide general information and guidelines for the administration of property. All capital assets and equipment with an acquisition cost of \$1,000 or more and useful life of two (2) or more years are recorded in a fixed assets database.

The Board Inventory listing is provided to the State of Nevada, Purchasing Division on an annual basis.

### 4:02 PROPERTY CUSTODIAN

The Executive Director is the Property Custodian for the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board.

The Executive Director shall have knowledge at all times of the location and status of each item identified on the Fixed Asset Inventory Listing; report all acquisitions for assignment of State of Nevada inventory control tag and all dispositions/losses, regardless of cause, in writing to the State of Nevada, Purchasing Division; and physically verify property inventory annually.

### 4:03 INVENTORY

Physical inventory is conducted, and assets verified on an annual basis, or more frequently if requested. A listing of inventory items on record is received from the State Purchasing Division. Each property item listed is required to be physically verified as to location, property identification number, use and condition. The property inventory list is signed by the property custodian and submitted back to the State of Nevada, Purchasing Division to be updated to the master inventory list. The inventory list will have the following categories:

- Property tag number
- Description
- Make, model and serial number
- Acquisition cost
- Month/year acquired
- Condition

### 4:04 DISPOSITION OF INVENTORY

Prior to disposition of any fixed asset inventory item, the Executive Director will request disposition authority from the State of Nevada, Purchasing Division on forms provided by the State. Upon approval by the State, inventory tags shall be removed, if possible, prior to disposal or other authorized disposition.

## SECTION 5.00 PAYMENT PROCEDURES

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### 5:01 SCOPE

This section is designed to provide general information and procedures for the payment process. The Executive Director will process all payments, and payments will be made directly to vendors and/or payees.

### 5:02 REQUIRED DOCUMENTS

Prior to payment all purchases will require appropriate contract; proof of delivery/receipt of goods/services and vendor invoicing/request for payment. Whenever possible a detailed receipt is the preferred documentation.

### 5:03 DOCUMENT PROCESSING

All vendor invoices, statements, and request for payments will be directed to the Board Office. Upon receipt of invoice/request for payment from contractors or vendors, the Executive Director will verify amounts and goods/services received against the applicable billing documentation for accuracy.

Purchases approved for payment will be processed within thirty (30) days of receipt of invoice, unless otherwise specified by Vendor Terms or Contract Requirements.

### 5:04 CHECK WRITING & ELECTRONIC PAYMENTS

All payments will be drawn upon the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board checking account maintained at Wells Fargo Bank.

Payments will be processed at least monthly for Board operating expenses. Checks will be completed in duplicate, and identify the vendor/payee, account number, date of payment and appropriate invoice or reference number. Electronic payments will require payment confirmations.

Copies of all checks written and electronic payment confirmations, with supporting documentation will be retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.



## SECTION 6.00 RECEIPTS FROM LICENSING AND OTHER FEES

6:01 SCOPE

This section is designed to provide general information and procedures required for the receipt and processing of licensing and other fees and services provided by the Board as authorized in NRS 637B.

6:02 INVOICING

The Executive Director will process all agency invoicing. Each invoice will identify the licensee/vendor, fee assessed and the date the fee is to be received. ~~Invoices for cost sharing and reimbursement of expenses from co-located Nevada state boards are issued at least quarterly.~~

All fee payments are to be directed to the Executive Director, Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board.

6:03 RECEIVING PAYMENT

The Executive Director is responsible for processing all payment receipts.

**Check Payments:** All check payments / receipts are received by mail or delivery to the Board office. Cash is not accepted. Upon receipt, checks are to be endorsed for deposit only to the Board checking account. Checks in payment of licensing fees are to be recorded on the Application as to date received, check number and amount.

Deposit slips are completed in duplicate, listing each check/receipt separately. Deposit of checks/receipts are made to the Board checking account at least twice a month, at a branch office of Wells Fargo Bank. Copies of all checks/receipts and deposit slips are retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.

**Merchant Services – Credit Card Payment Receipts:** The Board accepts Mastercard, Visa, and Discover Card payments online through the Board website. ~~Click to Pay link.~~ Funds are deposited electronically to the Board checking account at Wells Fargo Bank.

Notification of merchant activity, credit card payments, is received by e-mail at the Board office from Authorize.net. The notice provides identification of the payment type, i.e. initial license, renewal, mailing list, amount and date of payment and personal information regarding the payee. Electronic daily settlement reports are received by e-mail providing the total daily activity by number of payments and total amount received.

The Executive Director conducts a reconciliation of merchant service activity at least monthly. Reports are available through the Authorize.net website that identify by date all credit card activity processed for Board merchant services.

The report of all credit card transactions is reconciled to the merchant services and bank statements monthly. A copy of the monthly credit card activity report is retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.

**Interest Income:** The Board checking account is not an interest earning account. The Board's savings account is an interest earning account.

## SECTION 7: RECORD RECOVERY SYSTEM

### 7:01 SCOPE

This section is designed to provide general information and procedures required to ensure access to and the safety and recovery of Board records and documents in the event of a disaster or unforeseen circumstances.

Electronic records are maintained in the Board's Microsoft Office 365 SharePoint site that allows for cloud-based document storage, management, tracking, retrieval, and archival. Hard copy records are retained at the Board Office or sent to the Nevada State Library and Archives for storage as needed in accordance with the Nevada State Library and Archives General Records Retention schedule. ~~in a secured records storage facility, currently Puliz Records Management and Storage in Reno, Nevada. On line access to records is available 24 hours 7 days a week. Records are delivered to and picked up from the Board office as necessary. An on-going inventory of Board boxes/records is maintained by the records storage facility.~~ A complete file inventory by box is maintained in the Board's Microsoft Office 365 SharePoint site. ~~by the Executive Director on the Board computer.~~

### 7:02 LICENSEE RECORDS

Licensee records are comprised of original applications and supporting documents, subsequent renewal and/or reinstatement applications, documentation of continuing education compliance, and documentation of employment and supervision, as applicable. Licensee records are maintained in accordance with the Nevada State Library and Archives General Records Retention schedule.

~~**Record Retention:** Original license applications, including NBCOT certification and original transcripts are retained in hard copy for five years from date of license expiration.~~

~~Renewal applications and documentation are retained for three years from the date of renewal for active licensee records or date of license expiration. Documents are destroyed after expiration of the record retention period.~~

~~All licensee applications and supporting documents are retained in electronic format within the electronic licensing and data program, associated with the individual record file.~~

### 7:03 BOARD RECORDS

Board records are comprised of two distinct categories: (1) general operating records such as vendor statements, payment and deposit records, general correspondence, and information requests; (2) official Board records such as meeting agendas, minutes, public workshops, hearings, complaints, disciplinary actions, and audit reports. Board records are maintained in accordance with the Nevada State Library and Archives General Records Retention schedule.

~~All records are stored electronically in the Board's Microsoft Office 365 SharePoint site that allows for cloud-based document storage, management, tracking, retrieval, and archival.~~

~~**General Operating Records:** Retained in the Board office until completion of the annual audit and are then retained for 3 years in records storage. Records are destroyed after expiration of the record retention period.~~

~~**Official Board Records:** Hard copy records are retained in record storage in accordance with State of Nevada records retention requirements. Records of official board meetings, public workshops, hearings, complaints, disciplinary actions and audit reports are retained indefinitely and maintained in the Board's cloud-based Microsoft Office 365 SharePoint site~~

~~Copies of official records may be retained on-site in the Board office for reference, if deemed appropriate or necessary for the conduct of Board activities.~~

~~Board meeting records are retained in electronic format and may be available to the public through the board's website.~~

#### **7:04 COMPUTER RECORDS**

Computer records include but are not limited to general correspondence, financial information and budget worksheets, forms, reports and contracts, licensee information and lists, Board meeting agendas, minutes and supporting documentation, Board policies, operating policies, and procedures, working copies of statutes and regulations. **Computer records are maintained in accordance with the Nevada State Library and Archives General Records Retention schedule.**

All records generated through computer programs are stored electronically in the Board's Microsoft Office 365 SharePoint site that allows for cloud-based document storage, management, tracking, retrieval, and archival.

**Online Access & Codes:** Access to Board online accounts for the Board website, vendors, purchasing, and banking accounts is restricted to authorized Board personnel through use of security codes or access codes, commonly referred to as PIN numbers. A complete listing of all Board online accounts with access codes is maintained in hard copy and in the Board's Microsoft Office 365 SharePoint site.

**Licensing Database and Website:** The Board website is hosted off-site and is secure with SSL encryption. Website development and maintenance is provided on a contract basis with a service vendor. Licensee information entered through the website based on-line renewal process is linked directly through secured access hosted by the contract vendor in a secure Tier III facility. Board meeting agendas and minutes, news and miscellaneous other information are uploaded and saved to the website administrative area.

**Back-Up and Recovery System:** The Board's Microsoft Office 365 SharePoint site houses all electronic Board records and is a secure, industry-standard cloud-based storage platform that allows for access to records through established user accounts, rather than reliance on a specific computer or hard-drive.

## Exhibit A - Payment Approval Form

## Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board

**EXPENSE LISTING****July 2022**

Expense/Purpose	Vendor/Contractor	Paid	Check #	Amount
Personnel/Payroll	Direct Deposit Fees (1.75 each)			
Personnel/Payroll	Intuit-Stacey Whittaker - Payroll			
Personnel/Payroll	Intuit-Stacey Whittaker - Payroll			
Personnel/Payroll	Intuit - Jennifer Pierce - Payroll			
Personnel/Payroll	Intuit - Jennifer Pierce - Payroll			
Personnel/Payroll	Intuit - Wayne Springmeyer-Payroll			
Personnel/Payroll	Deferred Comp			
Personnel/Payroll	Deferred Comp			
Payroll Liability	941 Tax Deposit			
Bank Fees	Wells Fargo Merchant Svcs			
Telephone/Tech (Local)	AT&T			
Telephone/Long Distance	State of Nevada IT			
	Wells Fargo - Visa			
Office Supplies (Office 365)	Go Daddy			
Dues	NCSB			
<b>Total Payments:</b>				<b>\$ -</b>

Voided Check(s):

Prepared By \_\_\_\_\_

ED Review \_\_\_\_\_

I have reviewed and approve payment of the Board's expenses listed above.

Board Member Signature

Date



**State of Nevada  
Speech-Language Pathology, Audiology  
& Hearing Aid Dispensing Board**

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## Personnel Policies & Procedures

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Initiated January 2016 | Revised October 2022

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## 010 PURPOSE

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The purpose of the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board (Board) Personnel Policies and Procedures are:

- A. To provide a standardized system of position classification and corresponding rate of compensation based on the complexity and responsibilities of the principal tasks involved.
- B. To provide the Board with qualified and competent employees through the use of documented and standardized processes.
- C. To increase the efficiency and economy by the improvement of personnel methods.
- D. To provide equal employment opportunities to all applicants and employees, without discrimination because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation, or veteran's status, or on the basis of any other classification protected under state or federal law.

Individuals hired by the Board are not employees of the State of Nevada (State) for purposes of personnel administration and benefits. The State shall have no obligation with respect to: (1) participation in any group insurance plans available to employees of the State; (2) participation or contributions by either the employee or the State to the Public Employees Retirement System; or (3) any other rights or benefits provided by the State to their employees.

Employees of the Board will be governed solely by the Board pursuant to the authority of NRS 637B.130.

## 020 GENERAL POLICIES AND PROCEDURES

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These Policies and Procedures are designed to provide an outline of the personnel policies and practices of the Board and shall be uniformly interpreted with the intention of obtaining and retaining the best-qualified personnel.

The language contained herein is not intended to create a covenant between employer and employee, contractual or implied, and may be subject to modification or change upon written notice. Employment and compensation are not guaranteed for a fixed term. If any provision contained herein should become inoperative by law or otherwise by decision of Federal, State, or local government agency, the remainder shall not be invalidated.

Copies of these Policies and Procedures will be issued to each Board employee. Each employee shall be given a copy of subsequent modifications, or augmentation information. The Executive Director will be responsible for their proper maintenance and control and shall ensure they are accessible and available to all employees.

The Board shall approve revisions, corrections, additions, or deletions prior to implementation.

The Executive Director of the Board shall be responsible for the administration and application of these policies and procedures.

Appeal of disputes relating to these policies shall be filed with the Board through the Executive Director pursuant to the procedures set forth herein.



**Operating Provisions:** The Board Office shall be kept open to the public on all normal business days for the transaction of public business from 9:00 a.m. to 4:00 p.m. The normal hours of work for Board employees shall be established by the Executive Director and may include part-time and flexible scheduling.

Employees shall be allowed a rest period of ten (10) minutes during each four (4) consecutive hours of work. A thirty (30) to sixty (60) minute unpaid lunch period shall also be provided.

Employees shall be in attendance during his or her scheduled hours of work. Any absence from work, without prior authorization, or not provided for in these Policies and Procedures, shall be the basis for disciplinary action.

### 030 DISCRIMINATION AND HARASSMENT PROHIBITED

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The Board shall actively promote equal opportunity in all aspects of employment, including recruitment, hiring, training, compensation, benefits, working condition and all other matters of employment. Equality of opportunity shall be based solely on job related skills, knowledge, and performance.

The Board does not condone and will not tolerate any discriminatory action on the part of any employee and prohibits harassment of any individual because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation, or veteran's status, or on the basis of any other classification protected under state or federal law.

Harassment includes, but is not limited to epithets, derogatory comments, slurs, assault, derogatory posters, cartoons, or drawings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, name calling, suggestive comments, or lewd talks or jokes.

If any employee believes that he or she is the victim of harassment, that employee shall immediately report the incident to the Executive Director. If the Executive Director is involved in the reported conduct or, if for some reason the employee feels uncomfortable about making a report to the Executive Director, the report shall be made to the Chair of the Board.

The Board will investigate any such report of harassment and take whatever corrective action is deemed necessary, including disciplining, or discharging any individual who has violated this harassment policy.

### 040 DEFINITIONS

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The words and phrases as used in the policies and procedures shall have the following meaning respectively ascribed to them:

- **ANNIVERSARY DATE** means one (1) year from the date of hire.
- **APPOINTING AUTHORITY** is the Executive Director. The Board is the appointing authority for the Executive Director who serves solely at the discretion of the Board.
- **CLASSIFICATION PLAN** means all job positions that have been established for the Board.

- **CLASSIFIED POSITION** means a position that is not appointed by the Board. A classified position may be salaried or hourly and includes regular and temporary positions.
- **COMPENSATION PLAN** means the schedule of minimum and maximum rates of pay for each position.
- **DAY** means calendar day unless otherwise specified.
- **EMERGENCY APPOINTMENT** means the immediate appointment by the Board of any person deemed qualified in the case of emergencies involving the necessity to carry on the business of the Board, or to protect the Board's interests.
- **EMPLOYEE** means any person holding a position authorized by the Board.
- **EXEMPT** means a position that is ineligible for overtime and holiday pay at time and one-half compensation. The Executive Director position is an exempt position.
- **FLSA** means Federal Labor Standards Act.
- **FULL-TIME EMPLOYEE** means an employee who works 35 hours or more on average per work week.
- **GRATUITY** means a gift such as money for a service. A gratuity is anything you cannot eat or drink in one setting by one employee or several employees. The Board does not allow the acceptance of money for any service by an employee, unless required by the job.
- **HANDICAPPED** means any physical disability, mental or emotional disorder.
- **HIRE DATE** means the date of employment. New hire date would occur if there is a break in service.
- **IMMEDIATE FAMILY** means an employee's parents, spouse, children, brothers, sisters, grandparents, great grandparents, uncles, aunts, employee's parent-in-laws, sons-in-law, daughters-in-law, grandparents-in-law, nieces, nephews, and others by third degree of consanguinity, including the in-laws, uncles and aunts-in-law, great-grandchildren-in-law, and step relatives through great-grandchildren.
- **INCUMBENT** means a person currently occupying a specific position.
- **INTRODUCTORY PERIOD** means a minimum of 6 months after an employee's initial hire date during which the appointing authority evaluates his or her suitability for the position.
- **OVERTIME** means any time worked in excess of forty (40) hours in a week for classified employees (per FLSA Guidelines).
- **OVERTIME PAY** means compensation for overtime worked.
- **PART-TIME EMPLOYEE** means an employee who works less than thirty-five (35) hours a week.
- **POSITION SPECIFICATION** means a written description of a position consisting of a title, a definition, examples of duties and minimum qualifications required.

- **REGULAR EMPLOYEE** means an employee who has satisfactorily completed the introductory period.
- **SALARY ADVANCEMENT** means a salary increase given to an employee within the limits of a salary range.
- **SALARY RANGE** means a minimum rate and a maximum rate assigned to be the compensation for a position.
- **TEMPORARY EMPLOYEE** means an employee in a position established to accomplish a special purpose, project, or objective. No commitment is implied or made as to the continuance of the position.
- **THIRD DEGREE OF CONSANGUINITY** means relationship through and including child, grandparent, brother, sister, grandchild, great grandchild, uncle, aunt, nephew, niece, great grandparent, and step relatives through great grandchildren. (NRS 281.210)
- **TIME-OFF** means authorized absence from work either with or without compensation.
- **UNCLASSIFIED POSITION** means an executive position appointed by the Board which may be filled by independent contract, employment contract or other means. The compensation level and terms of service are established by the Board. The Executive Director position is unclassified.
- **WORK WEEK** means Monday through the following Sunday.

## 050 RECRUITMENT PROCESS

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The Board will make efforts to reasonably accommodate candidates with disabilities in the employment process.

Board positions shall be filled through open, competitive announcement, whenever possible, with the exception of emergency appointments.

Announcements shall briefly specify the title of a position, the nature of the work to be performed, necessary qualifications, the date, time, place, and manner of submitting resumes and/or applications, and other pertinent information.

## 060 APPLICATION PROCESS

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Screening of potential applicants may be conducted through solicitation of resumes submitted as a result of an announcement of a position opening. The resume review may be utilized to measure whether the individuals meet the minimum requirements for the position and are qualified to compete for the position opening.

Qualified applicants may be required to complete an Application for Employment. Applications may be submitted through electronic transmission, fax, or other means.

Resumes and applications may be used to develop a list of qualified candidates and used to refill a position, without additional recruitment, for up to one (1) year after the initial recruitment for the same position.

## **070 SELECTION PROCESS**

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Applicants who pass the initial screening standards regarding experience, education, skills, abilities, and fitness requirements may be included in additional selection procedures. Selection procedures may include more comprehensive application reviews, written tests, oral tests, and individual interviews to assess the degree to which an applicant meets employment standards.

Interviewing of applicants will be carried out in an organized, systematic, and non-discriminatory manner. The same general questions will be asked of all candidates. Questions will be related to the job and not infringe upon personal information. The results of interviews will be documented.

Screening devices may include reference checks and appropriate written or performance tests. An applicant's request not to contact his/her present employer will be honored.

Notification of employment selection will be made in person, in writing, e-mail or by telephone. Once an employment offer has been accepted, unsuccessful applicants will be notified in writing that the position has been filled.

All recruitment responses and documentation will be retained for one (1) year.

## **080 EMPLOYMENT REQUIREMENTS**

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An applicant who accepts employment shall provide documentation of eligibility to work in the United States and a valid Nevada motor vehicle driver's license.

## **090 INTRODUCTORY PERIOD**

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All employees who are initially appointed shall serve an introductory period of at least six (6) months.

Employees may be dismissed during the introductory period for any reason, at any time. The employee shall be advised in writing of the reason(s) for termination.

It shall be the duty of the appointing authority at any time during the introductory period to terminate an employee if his or her conduct or work performance is found to be unsatisfactory.

Upon successful completion of the designated introductory period, the introductory employee will attain the status of a regular employee. An employee will not be eligible for a salary increase until he or she assumes regular status with a satisfactory performance rating.

Service under an introductory period shall be credited for the purposes of personal leave computations.

## **100 PERFORMANCE EVALUATIONS**

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All Board staff shall receive performance evaluations for the purpose of determining progress toward better job performance and personal development. The intent of performance evaluations is to enhance the efficiency and quality of Board services.

Employees shall receive a performance evaluation at least once per year during the month prior to an employee's anniversary date.

The performance evaluation shall be provided in written and oral communication format. The intent of the performance evaluation is to further enhance work progress and performance.

Each employee shall be given a copy of his/her written performance evaluation and a copy shall be placed in the employee's personnel file.

## 110 CLASSIFICATION AND COMPENSATION PLAN

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The Board classification and compensation plan shall consist of all positions which have been established to accomplish the business of the Board, the current specifications describing those positions and the schedule of compensation ranges, approved by the Board.

All positions shall be identified in the classification plan. The allocation of positions shall be governed by duties, responsibilities, and job requirements.

In establishing salary ranges the Board shall consider prevailing rates of pay for comparable work in other public and private organizations, changes in costs of living, the Board's financial condition, and such other sources of information that the Board deems necessary.

**Adoption of the Plan:** The Classification and Compensation Plan shall be submitted to the Board for approval. No position shall be assigned a higher pay rate or a lower pay rate than designated by the compensation range assigned in the plan. The Board must approve any exceptions to the authorized salary ranges.

**Revision of the Compensation Plan:** When a position specification no longer adequately describes the job assignments and requirements, the Executive Director will prepare and submit updated information and documents for consideration by the Board. The information will include any recommended changes in salary range commensurate with the classification change. The Classification and Compensation plan will be modified as approved by the Board.

## 120 CLASSIFICATION OF EXISTING AND NEW POSITIONS

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Whenever the Executive Director proposes the establishment of a new position or makes significant changes in the duties and responsibilities of an existing position, the facts shall be reported to the Board in a manner, format, and form adequate to make an appropriate determination of a proposed change or establishment of a new position.

Classification investigations may include any or all of the following factors:

- a. The nature and variety of the assigned duties;
- b. The complexity of the assigned duties;
- c. The variety and degree of knowledge, skills, education and experience required;
- d. The extent of responsibility for actions taken;
- e. Other factors which may be deemed important;

The Executive Director will evaluate the above factors by comparison with positions of similar duties, levels of responsibilities within the Board and agencies with similar levels of service and specifications for the position. The Executive Director will then assign the position an appropriate classification and compensation level.

Establishment of a new position or abolishment of an existing position must be approved by the Board.

### **130 INTERPRETATION OF POSITION SPECIFICATION**

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The position specifications are intended to describe the job. The list of duties is not restrictive to the job as there may be others not mentioned which are related to the job. The use of a particular expression or illustration of duties shall not be interpreted to exclude others not mentioned which are similar in kind or quantity.

The position specification shall be considered as a whole, and in relation to others, in the classification plan. Consideration shall be given to the duties, responsibilities, qualifications, knowledge, and abilities required in relation to those of other classes.

The statement of qualifications required for a particular position is intended as a standard for the evaluation of applicants.

### **140 GENERAL SALARY ADJUSTMENT**

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The Board shall approve any general salary adjustment or change to the Compensation Plan.

A general salary adjustment to the compensation ranges, for cost of living (COLA) increases approved by the Nevada State Legislature for state employees, shall automatically be approved without further action of the Board.

All cost-of-living (COLA) increases for Board staff within a pay range as a result of a general salary adjustment to the pay range shall be approved by the Board.

### **150 COMPENSATION**

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The Executive Director may authorize advancements for classified employees within an established pay range. Salary advancement may be authorized up to and including the maximum rate. All new hires pay rates are established by the Executive Director.

Salary advancements shall not be automatic; it will be based on job performance, increased service value of the employee, and authority as provided in the budget.

~~The Executive Director may approve award of individual bonus payments and will determine the amount and method of payment. Bonus payments are considered one-time payments and will not be carried into normal compensation for the next year.~~

**Bonuses:** In accordance with AB 385 of the 81<sup>st</sup> Legislative Session, any bonus granted to an officer or employee of the Board may only be granted based on merit and must be awarded at a public meeting. Bonus payments are considered one-time payments and will not be carried into normal compensation for the next year.

**Earning Overtime:** The Board shall adhere to the current requirements of the Federal Fair Labor Standards Act. The Executive Director position is exempt from accruing overtime pay; all other positions shall earn overtime at the rate of time and one-half.

Overtime is to be kept to the absolute minimum consistent with the necessity to maintain the basic functions and purposes of the Board. Overtime work must be approved in advance. In any event, use of overtime shall remain within spending authority as provided in the budget.

**Overtime Pay:** Employees working overtime hours shall be paid for overtime hours on the next regular payroll check.

## 160 REGULAR EMPLOYMENT

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All appointments are for the purpose of providing adequate staff support for the Board to accomplish its mission and ensure that the duties and responsibilities of the Board are performed. The appointments may be full-time or part-time.

## 170 TEMPORARY EMPLOYMENT

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Temporary employment is a position established to accomplish a special purpose, project, or objective. No commitment is implied or made as to the continuance of the position. Temporary employment positions are in addition to regular employment requirements. Individuals in temporary employment are not eligible for education benefits, personal leave, or holiday pay.

## 180 TRAINING

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The appointing authority shall be responsible for the provision of job orientation, induction, on-the-job training and for the continuing development of the employees.

**Training in New Processes:** Whenever the duties of a position are to be materially changed by the introduction of new processing requiring different skills and knowledge, any employee affected by the change shall be given reasonable opportunity, at the expense of the Board, to learn and perform the new duties.

**Specialized Training:** In order to meet the needs for scientific, technical, professional and management skills that cannot be provided through available in-service training, The Board may arrange for the administering of such training through recognized educational or training facilities.

## 190 NEPOTISM

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It is unlawful for an employing authority of any state or local board, agency, or commission, elected or appointed to employ in any capacity any relative of such individual or of any member of such board, agency, or commission, within the third degree of consanguinity or affinity.



## 200 PROHIBITIONS, PENALTIES AND POLITICAL ACTIVITIES

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Employees shall not accept gifts, tips, or other special consideration because of services rendered as a Board employee. Employees shall not use the influence or prestige of his or her positions for private or personal gain.

An employee shall not own or hold a financial interest in or be substantially involved with a business that contracts with the Board to sell products or provide direct services for financial gain. The Board will not enter into a contract with an employee for any purpose other than a normal employer-employee or administrative relationship.

Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with his or her duties as Board employees.

Employees shall have the right to vote as he or she choose and express political opinions on all subjects without retribution. Employees shall not solicit other Board employees for any political purpose.

Employees shall not place or receive excessive or lengthy personal telephone calls. Employees shall not use Board time, facilities, equipment, and supplies for private or personal gain or advantage.

The Board may determine and describe in writing additional specific activities, which will be considered to conflict with an employee's performance of duties.

## 210 BENEFITS

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**Education Assistance:** It is the policy of the Board to assist employees wishing to improve job skills and knowledge in areas that will either improve the employee's ability to perform the responsibilities of their current position or assist an employee in maintaining work proficiency due to technological or academic changes in his or her current area of work.

Education assistance will be available contingent upon budgetary authority and approval of the Executive Director. All employees will be given equal opportunity to access education assistance.

**Deferred Compensation:** The Board may offer employees the opportunity to participate in the Nevada Deferred Compensation Program, a qualified 457(b) plan program. Pre-tax contributions may be made by an employee through payroll deduction.

**Employer Contribution to Deferred Compensation:** The Board may provide employer paid contributions to the Nevada Deferred Compensation Program on behalf of an employee of the Board who has worked for twelve (12) consecutive months or more.

The Board shall determine the employer contribution method and amount which may be:

- (a) Equivalent to the percent of wage required of participating employers under the employee/employer paid contribution schedule for PERS, as may be adjusted periodically by PERS, less 6.2% social security equivalent; or
- (b) A fixed amount as determined by the Board.

## 220 HOLIDAYS

Regular employees are eligible for paid holiday leave if the holiday falls upon a regularly scheduled workday. Holiday pay will be pro-rated for part-time employees.

The Board currently recognizes the following days as paid holidays:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11th)
- Thanksgiving Day (Fourth Thursday in November)
- Family Day (Friday Following Thanksgiving Day)
- Christmas Day (December 25th)
- Any day specially designated as a public holiday by the President of the United States or the Governor of Nevada.
- Any day, or part of a day, designated by the Board.

If the January 1, July 4, November 11, or December 25 holiday falls upon a Sunday, the immediately following Monday shall be observed as a legal holiday.

If the January 1, July 4, November 11, or December 25 holiday falls upon a Saturday, the immediately preceding Friday shall be observed as a legal holiday.

## 230 PERSONAL LEAVE

Regular employees earn personal leave time while in paid employment status. Personal leave may be utilized after 6 months of employment.

Personal leave may be used for any purpose, including vacation, sick time, and family time.

**Leave Accrual:** Personal leave will be pro-rated for a work week of less than 35 hours, and will be accrued and credited as follows:

Employment	Accrual		Bi-Weekly	Monthly
• Year 1 - 5	140 hours annually	(4 weeks)	5.39 hours	11.67 hours
• Year 6 – 9	175 hours annually	(5 weeks)	6.73 hours	14.58 hours
• Year 10 and over	245 hours annually	(7 weeks)	9.42 hours	20.42 hours

Up to 140 hours of personal leave time may be carried over each fiscal year beginning July 1st. Unused personal leave in excess of 140 hours will be forfeited. Cash out of unused personal leave is not authorized. Scheduled personal leave time off must be requested in advance and approved by the Executive Director.

Cash payment of up to 140 hours of accrued personal leave will be paid upon termination of employment.

**Personal Leave When Receiving Industrial Insurance or Occupational Disease Benefits:** If an employee is eligible for benefits under Chapter 616 or 617 of Nevada Industrial Insurance and Occupational Disease Acts (NRS), the employee shall not be required to use personal leave for the period during which NRS benefits are being received.

## 240 OTHER LEAVE BENEFITS

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**Administrative Leave:** The Executive Director may authorize Administrative Leave, with or without pay, and maintain an employee's usual employment status during the stipulated time period of the administrative leave.

**Family Medical Leave:** The Board will grant family medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The Board policy will remain flexible in support of staff needs to meet overall program requirements and the effect of such leave on other staff.

**Jury Duty and Court Witness:** An administrative leave of absence with pay up to five (5) days may be granted to an employee who is called for jury duty or employment related court duty as a witness for the Federal Government, State of Nevada, or a political subdivision thereof. If jury or court duty exceeds five (5) days, additional administrative leave without pay may be granted.

Administrative leave without pay may be granted upon request to an employee who has received a summons and/or subpoena for court duty for personal business not directly related to employment with the Board if the employee has exhausted his/her available personal leave.

Employees shall retain any compensation or reimbursements for travel and per diem while on approved leave status.

**Military Leave:** Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Navy Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the Nevada National Guard shall be relieved from their duties to serve under orders on active or training duty without loss of their regular compensation for a period not to exceed fifteen (15) days per calendar year. Any such absence shall not be deemed to be the employee's personal leave.

If an employee is called to active duty for more than (15) days, compensation shall cease upon the sixteenth (16th) day.

**Voting Time Off:** Reasonable leave of absence with pay may be granted by the Board to allow employees time-off to vote, pursuant to NRS 293.463.

## 250 LEAVE RECORD KEEPING

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The Executive Director shall provide for the accurate maintenance of employee leave records.

## 260 ABSENCES AND BOARD SERVICE CREDIT

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The following absences shall be the equivalent of Board service for the purposes of personal leave computation:

- Authorized use of personal leave
- Authorized administrative leave, with pay
- Up to twelve (12) weeks of military leave for active service due to an involuntary induction or call-up. An employee must resume employment with the Board within ninety (90) days of release from active military duty.
- Authorized military leave for training duties, not to exceed fifteen (15) working days in any calendar year.

Authorized leave without pay shall not be considered in computation of personal leave time earned.

## 270 DISCIPLINARY ACTIONS

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Disciplinary action is corrective action taken by management toward an employee who violates basic employment principles established by the Board. Examples of misconduct warranting disciplinary action include, but are not limited to:

- Deliberate destruction or theft of property;
- Falsification, misrepresentation, or unauthorized release of material information;
- Personal conduct, which violates or interferes with the rights of others;
- Personal conduct, which can be, construed as impairing productivity and the quality of work;
- Less than satisfactory attendance, punctuality, or attentiveness to the job;
- Failure to follow reasonable instructions, insubordination, or general disregard for reasonable authority;
- Violation of common sense, safety, health, or sanitation practices;
- Unlawful discrimination, including harassment, on the basis of race, color, national origin, sex, religion, age, disability, or political affiliation or belief, directed against the public, clients, or other Board employees.

**Disciplinary Action:** If the seriousness of an employee's initial misconduct warrants, a Written Reprimand will be issued to an employee. The Written Reprimand will specifically describe the conduct or deficiency warranting disciplinary action and the action necessary to remedy the deficiency.

Repeated disciplinary actions are grounds for termination of employment.

## 280 SEPARATION FROM EMPLOYMENT

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**Voluntary Separations:** When an employee announces intention to resign, steps will be taken to determine the reason, and when desirable, retain the employee. A letter of resignation will be requested.

**Involuntary Separations:** The Board and the Executive Director have the authority to terminate the employment of any employee without cause. The continuance of any position is contingent upon budgetary authority.

If an employee is terminated for cause, a termination report shall be prepared documenting the reasons for termination of employment, to include any disciplinary actions taken during the term of employment.

**Termination Pay:** Pursuant to AB 385 of the 81<sup>st</sup> Legislative Session, upon the termination of the employment of an officer or employee of the Board, the employee must be paid for any portion of accumulated annual leave and compensatory time and unused sick leave authorized by law or Board policy.

The person also remains entitled to any pension or retirement benefit provided by the Public Employees' Retirement System or other retirement or pension program of which they are entitled.

The terminated employee is not prohibited from receiving compensation for past services upon his or her termination, bringing any cause of action for wrongful or unlawful acts committed against them relating to their employment or termination, or accepting any legal or equitable relief awarded or recovered for wrongful or unlawful acts committed against them relating to their employment or termination. If applicable, the Board may also enter into an agreement to pay the cost of purchasing credit for service on behalf of an officer or employee pursuant to NRS 286.3007 or under any other retirement or pension program.

Termination pay shall be calculated to include all hours worked. It shall be reduced by any required legal deductions and outstanding travel advances, if any, and shall be issued on the next regularly scheduled payday.

At the time of termination, and before payment is disbursed, all Board property in the possession of an employee must be returned.

## **290 APPEALS, COMPLAINTS AND GRIEVANCES**

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It is the policy of the Board to resolve appeals, complaints, and grievances as quickly as possible and seek solutions, which meet the requirements of all concerned parties. Preferably, appeals, complaints, and grievances will be resolved informally. Employees and others will not be discriminated against for exercising their rights to Appeal or Grievance procedures.

## **300 EMPLOYEE APPEAL OF PERSONNEL ACTIONS**

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Upon receipt of proper notice of a disciplinary action or discharge from employment, an employee may file an Appeal provided that the employee responds within seven (7) calendar days, in writing.

Appeals shall be submitted in writing to the Executive Director and Board Chair. The written request shall include a history of previous efforts to resolve the issues, a specific description of the issues, and a clear description of the type of relief or solution being sought.

The Board Chair and Executive Director will review the employee appeal. The Board Chair shall render a final decision on the matter.

## **310 GRIEVANCES/COMPLAINTS BASED ON DISCRIMINATION**

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The Board expressly prohibits discrimination on the basis of gender, age, race, color, creed, religion, national origin, disability, sexual orientation, veteran's status, or on the basis of any other classification protected under state or federal law. No person filing a grievance/complaint shall be the victim of harassment, reprisal, coercion, or any form of discrimination. Any grievance/complaint alleging discrimination must be filed within one hundred eighty (180) days of the date of the alleged discrimination. It shall be filed directly with the United States Directorate of Civil Rights (DCR).

## 320 SAFETY

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It is the policy of the Board to promote a safe work environment and safe work practices by Board employees. Commitment to “Safety First” may be a factor in determining work performance, eligibility for pay bonus, and wage advancement.

**Safety and Work Injury Claims:** Board employees must not have knowingly violated sound work safety procedures and practices in order to receive compensation for work related injuries. Any filing for work related injury compensation must include certification that the claimant was following prescribed safety procedures and practices. Work related injuries must be reported to the Board as soon as possible.

## 330 DRUG AND ALCOHOL ABUSE

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The Board has an obligation to its members, employees, and the public to take reasonable steps to provide an alcohol and drug free workplace and to conduct business in a safe manner. The following acts are strictly prohibited and shall constitute cause for disciplinary action up to and including termination. Discipline may be imposed regardless of whether an employee is charged with and/or convicted of any criminal act relating to any violation of this policy.

- Reporting or working under the influence of alcohol or illegal drugs;
- The use or attempted use, possession, transfer, purchase, or sale, of alcohol or drugs in any manner during working hours, including rest breaks, or while on Board premises;
- Using Board property or premises to manufacture alcohol or drugs.

**Alcohol:** Any beverage that has an alcoholic content in excess of (0.5%) by volume.

**Illegal Drug:** Any drug which is illegal under Federal, State, or local law to use, sell, transfer, possess, manufacture, or consume.

**Board Premises:** All buildings, parking lots, lunchrooms, break areas, rest rooms, work sites, or any other sites where employees perform services for the Board regardless of ownership or control of the property.

**Prescribed Drug:** Any drug or medication lawfully prescribed for use by an employee by a licensed medical practitioner.

**Under The Influence:** Behavior modified by alcohol or drugs, resulting in substandard or modified job performance; diminished motor reflexes, impairment of coordination, speech, or mental concentration; or other conduct that poses a safety hazard to the employee, co-worker, or others.

**Pre-Employment Tests:** Applicants for employment may be required to take a pre-employment physical examination which may include alcohol and/or drug tests.

**Inspections to Administer and Enforce Policy:** The Board expressly reserves the right to inspect Board owned or controlled desks, vehicles, packages, containers, and other articles within a work area. If the Executive Director has reason to believe that alcohol or drugs are present in a work area in violation of this policy, the appropriate law enforcement agency may be contacted and asked to conduct a search of the work area.

**Reporting Drug and Alcohol Convictions:** Employees as a condition of employment must report any conviction under a criminal drug statute for violations occurring on or off Board premises while working for the Board. A report of conviction must be made within five days after the conviction.

### **340 PAYROLL CYCLE**

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Classified employees' payroll cycle is bi-weekly; payable on the Thursday following the end of the payroll period. If a payroll date falls on a holiday, the payroll check will be dated the first business day prior to the holiday. Payroll advances are not authorized.

**Payroll Periods:** Begin on a Saturday and end on the second Friday following.



## **APPENDIX: PERSONNEL FORMS**



**State of Nevada**  
**Speech-Language Pathology Audiology and Hearing Aid Dispensing Board**

**CLASSIFICATION AND COMPENSATION PLAN ACKNOWLEDGEMENT**

Effective July 1, 2019

Position	Classification Title	Equivalent Grade	Position Type	Full Time Equivalent Annual Wage Range
1	Executive Director	41	Unclassified	*\$ 64,686.24 - \$97,238.16
2	Executive Assistant / Licensing Coordinator	36	Classified	*\$ 52,032.96 - \$ 77,402.16

\*As of 7/1/18

**ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I received the ***Speech-Language Pathology Audiology and Hearing Aid Specialist Personnel Policies and Procedures***.

I understand that it is my responsibility to read/review and request clarification if necessary.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## State of Nevada

# Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board

### POSITION SPECIFICATION: EXECUTIVE DIRECTOR

**DESCRIPTION:** The Executive Director is the administrative officer for the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board and its Advisory Committee on Fitting and Dispensing Hearing Aids. The Executive Director is appointed by and serves at the discretion of the Board.

**DUTIES AND RESPONSIBILITIES:** The position is responsible for the management of the Board activities and functions to include, but not limited to Board administrative policies and procedures, board and committee meetings, legislative and lobbying activities, law and regulatory compliance, budgeting, contract management, financial reporting and the disciplinary action and complaint process. The Executive Director's responsibilities include, but are not limited to:

- Implementing the directives, policies and procedures created and approved by the Board;
- Developing concepts and innovations to be proposed to the Board for its consideration that will improve the Board's effectiveness and efficiency;
- Promoting the Board's activities through marketing, public relations, electronic media and website;
- Promoting the Board's functions through written communications; coordinating Board activities; and presenting at meetings, workshops, and other settings;
- Facilitating Board and Advisory Committee meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241;
- Preparing and administering the Board's annual budget; coordinating agency financial reporting and financial audits, contract management and CETS requirements;
- Serving as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organizations and the public;
- Managing the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, initial determination of merit and, when appropriate, coordinating in concert with legal counsel, settlement agreements, disciplinary hearings and monitoring of probationary licensees;
- Coordinating and managing NRS law and NAC regulation revisions, conducting research and making recommendations, conducting public workshops and hearings, and testifying at legislative committees, as necessary;
- Reviewing and responding to legislative actions, bills and requests for information; representing the Board at legislative sessions, committee meetings, legislative hearings and interim session meetings as directed by the Board;
- Overseeing general agency operations and activities of the Executive Assistant/Licensing Coordinator; reviewing and approving financial, personnel and payroll transactions.

**EDUCATION AND EXPERIENCE:** At least three years management experience in a state or local governmental agency, preferably involving occupational licensing; bachelor's degree preferred, with a major in public administration, or related field or five (5) years equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Nevada Open Meeting Law (NRS Chapter 241)
- Strong written and verbal communication skills;
- Knowledge of governmental processes and available technology;
- Ability to read, analyze and interpret governmental regulations and statutes;
- Ability to write reports, business correspondence, policies, procedures and manuals;
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities;
- Ability to form and maintain professional and positive working relationships.

**WORK ENVIRONMENT:** Work is performed in a typical office setting. Travel and use of personal vehicle may be required.

State Pay Grade Full Time Equivalent: Grade 41 \$64,686.24 - \$97,238.16 (As of 7.1.18)



## State of Nevada

### Speech-Language Pathology Audiology and Hearing Aid Dispensing Board

#### **POSITION SPECIFICATION: EXECUTIVE ASSISTANT/ LICENSING COORDINATOR**

**DESCRIPTION:** The Executive Assistant/Licensing Coordinator serves as the office manager for the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board. The position manages the daily activities of the Board's administrative office, performs regulatory licensing functions of the Board, and provides support to the Executive Director. The position is a classified, part-time salaried position reporting to the Executive Director.

**DUTIES AND RESPONSIBILITIES:** The position is responsible for the management of the Board's office, activities and licensing function and reports to the Executive Director.

The Executive Assistant/Licensing Coordinator responsibilities include, but are not limited to:

- Providing professional administrative support to the Executive Director, assists with projects and assignments, compiles and summarize information, composes reports and correspondence, makes logistical arrangements for meetings and board functions;
- Conducting Board accounting functions, processing receivables, preparation of checks and maintenance of accounting spreadsheets and documentation; reconciliation of bank accounts and distributing financial documentation to bookkeeper and Board financial reviewer;
- Managing office operations, maintaining official records and documents; including licensing and administrative records in accordance with established records retention schedules, answer telephones, and process mail;
- Conducting all aspects of the licensing, and compliance monitoring functions including ensuring compliance with legal requirements and procedures relating to professional licensure and Board laws and regulations;
- Creating and revising licensing applications and reporting forms; producing a variety of materials such as brochures, flyers, forms, reports and other items;
- Processing various applications for licensure, including review of supporting documentation, and follow up with applicants;
- Authorizing, scheduling and coordinating examinations for fitting and dispensing hearing aids;
- Issuing initial licenses, reinstatement of licenses and license renewals in accordance with established Board policies;
- Maintaining the licensing database system, creating and updating licensee records, processing supporting documentation as received, preparing correspondence, and answering licensing questions;
- Preparing license verifications, and processing mailing list requests;
- Conducting audits of continuing education and other required reporting items;
- Compiling and filing legislative required reports with the State to include, but not limited to, Report of Occupational Licensing Boards, Consultants Report, Fee Information, Inventory Report and Veterans' Report.

**EDUCATION AND EXPERIENCE:** A Bachelor's Degree from an accredited college or university, or four (4) years equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of administrative support functions; personal computer systems and software programs. Ability to work independently, apply agency regulations and policies to specific situations; receive, review and process a variety of documents according to established guidelines, policies, regulations and timelines.

**WORK ENVIRONMENT:** Work is performed in a typical office setting. Use of personal vehicle may be required.

State Pay Grade Full Time Equivalent: Grade 36 \$52,032.96 - \$77,402.16 (As of 7.1.18)



State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 8

### Disciplinary Matters: Cases Recommended for Dismissal

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**a. Case No. H21-01**

The Complaint alleged unprofessional conduct, fraudulent billing, conduct that is harmful to the public health and safety, and violation of federal and state law and/or regulations relating to the fitting and dispensing of hearing aids.

After investigation and review of all documentation received on this complaint, it has been determined that there is insufficient evidence to file a formal complaint for hearing before the Board and the facts set forth in the accusations are insufficient to establish a violation of Chapter 637B of the Nevada Revised Statutes or the Nevada Administrative Code.

This case is recommended for dismissal.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.

**b. Case No. H21-04**

The Complaint alleged unprofessional conduct, fraudulent billing, conduct that is harmful to the public health and safety, and violation of federal and state law and/or regulations relating to the fitting and dispensing of hearing aids.

After investigation and review of all documentation received on this complaint, it has been determined that there is insufficient evidence to file a formal complaint for hearing before the Board and the facts set forth in the accusations are insufficient to establish a violation of Chapter 637B of the Nevada Revised Statutes or the Nevada Administrative Code.

This case is recommended for dismissal.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.





State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 9

### Executive Director's Report

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Please see the Written Executive Director's Report.

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):**

1. *ED Report 10 19 2022*
2. *FY22/Q4 Financial Report/Balance Sheet Packet*
3. *FY23 Q1 Financial Report*



State of Nevada

**Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board**

6170 Mae Anne Avenue, Suite 1, Reno, NV 89523

(775) 787-3421 / Fax (775) 746-4105

[www.nvspeechhearing.org](http://www.nvspeechhearing.org) Email [board@nvspeechhearing.org](mailto:board@nvspeechhearing.org)**EXECUTIVE DIRECTOR'S REPORT**

October 19, 2022

**a. Licensure Statistics**

The following chart provides licensing statistics for the period July 1, 2022 through September 30, 2022 with a net increase of 28 licenses, a 2% increase from the prior quarter. The 102 licenses issued this quarter is the most in a Q1 since FY15, and higher (by 1 license) than the total issued last quarter (FY22 Q4), which is typically the busiest.

Description	Total Licensees	Speech Pathologists	Audiologists	Dispensing Audiologists	Hearing Aid Specialists	Apprentices
<b>June 30, 2022</b>	<b>1473</b>	<b>1204*</b>	<b>63</b>	<b>105</b>	<b>82**</b>	<b>19</b>
Issued	102	85	4	7	5	1
Expired	74	57	2	6	6	3
<b>Sept 30, 2022</b>	<b>1501</b>	<b>1232</b>	<b>65</b>	<b>106</b>	<b>81</b>	<b>17</b>
Net Change	+28	+28	+2	+1	-1	-2
	2%	2%	3%	1%	-1%	-11%

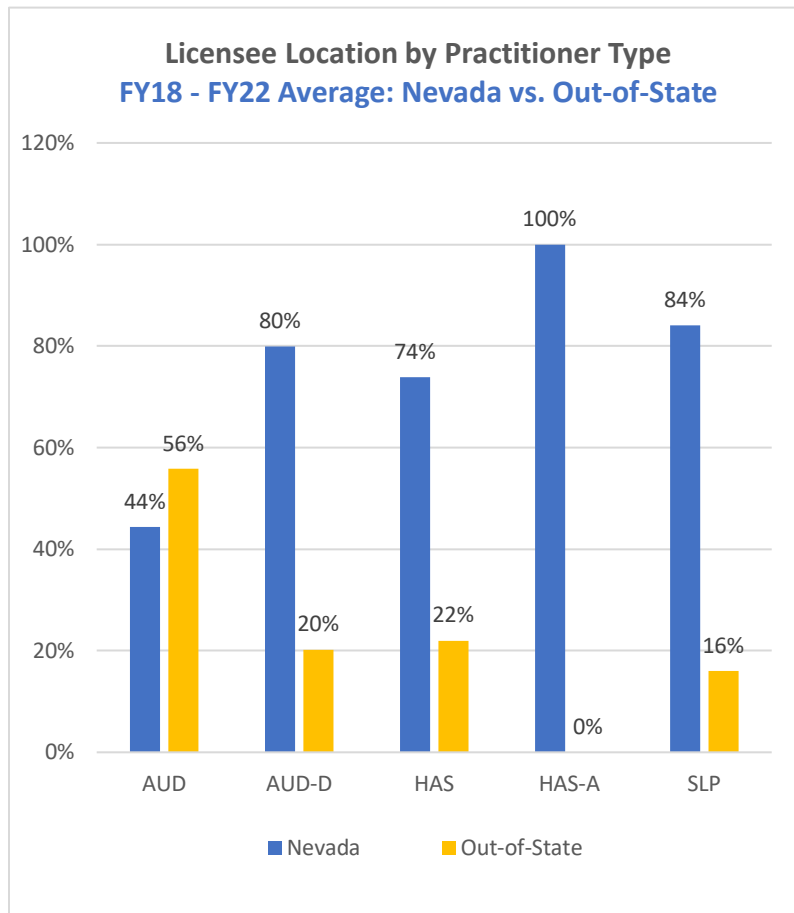
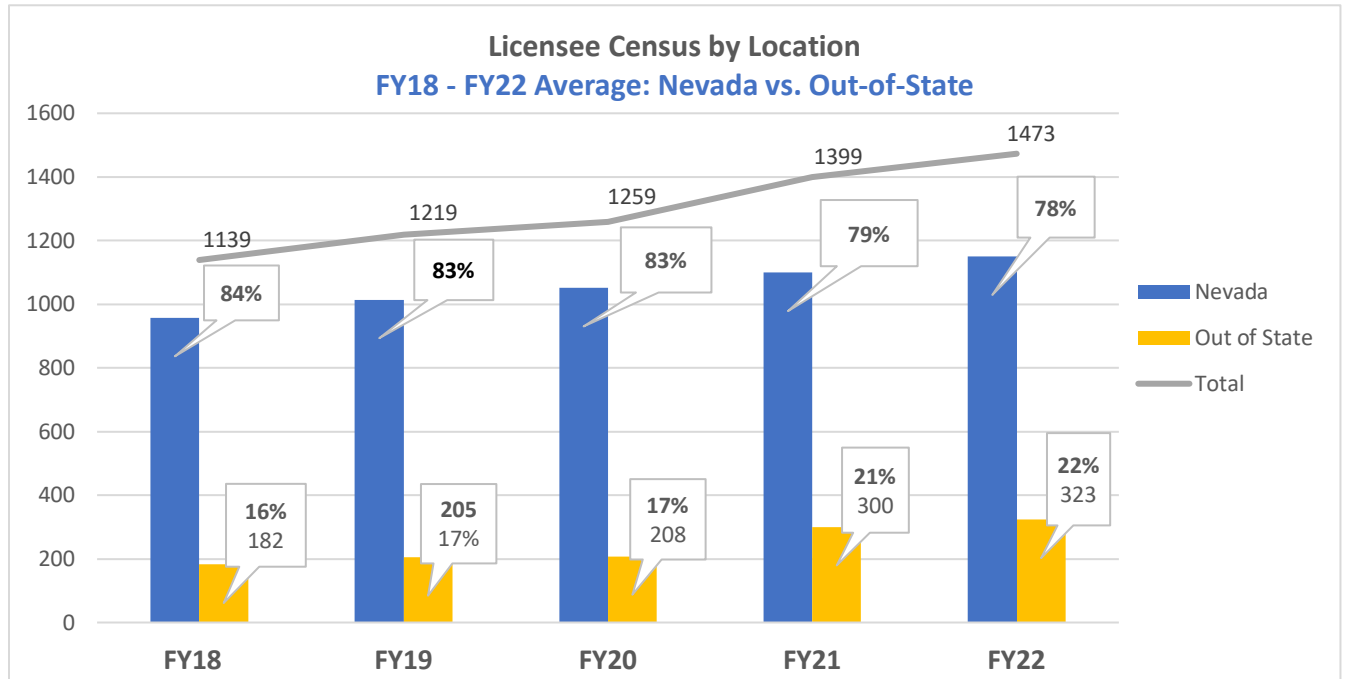
Corrections: \*one SLP license issued/not counted on 6.30.2022 \*\* one HAS license expired/not counted on 12.31.2022

**New Licenses: Location + Military**

	TOTAL	SLP	AUD	AUD-D	HAS	HAS-A
<b>ALL</b>	<b>102</b>	<b>85</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>1</b>
<b>Nevada</b>	<b>58</b>	<b>46</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>1</b>
	57%	54%	75%	57%	80%	100%
	<b>58 of 102 (57%) of FYQ1 issued licenses were issued to Nevada applicants in 4 counties: Carson City (1), Clark (38), Douglas (3), Washoe (16)</b>					
<b>Out of State</b>	<b>44</b>	<b>39</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>
	43%	46%	25%	43%	20%	0%
	<b>44 of 102 (43%) of FYQ1 licenses were issued to out-of-state applicants in 24 states &amp; 1 U.S. territory: AK, AL, AZ, CA, FL, GA, GUAM, IA, KS, KY, LA, MD, ME, MN, MO, NC, NJ, NY, OH, OK, OR, SC, TN, TX, UT</b>					
<b>Military</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
	7%	7%	0%		0%	0%
	<b>7 of 102 (7%) of FYQ1 licenses were issued to military-affiliated applicants: Uniformed Military (0), Military Spouse (3), Veteran (2), Veteran Spouse (2)</b>					

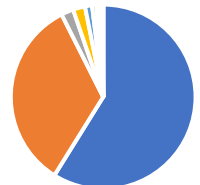
### Licensee Trends by Location: FY18 – FY22

Licensee census data for FY22 has been analyzed and added to historical data for the Board’s consideration:



### Nevada Licensees by County FY18 - FY22 Average

- CLARK 59%
- WASHOE 34%
- CARSON CITY 2%
- DOUGLAS 2%
- ELKO 1%
- LYON <1%
- WHITE PINE <1%
- CHURCHILL <1%
- HUMBOLDT <1%
- MINERAL <1%
- EUREKA <1%
- NYE <1%
- ESMERALDA 0%
- LANDER 0%
- LINCOLN 0%
- PERSHING 0%
- STOREY 0%



**b. FY22 Q4 Financial Report/Balance Sheet & FY23 Q1 Financial Report**

- **FY22 Q4/End of Fiscal Year Financial Report & Balance Sheet**

Due to the end of the fiscal year, the Q4/End of Year financial statements were not complete to review at the July 2022 meeting. The summary is attached here, along with the final FY22 Balance Sheet that was submitted to LCB on September 6, 2022 pursuant to NRS 218G.400.

The Board continued to reap the combined benefits of prudent financial practices coupled with an increase in licensees, ending FY22 with a surplus of almost \$32,400. **Revenue totaled \$193,581.64, an increase of over \$10,000 from FY21, and expenses totaled \$161,211.22, a decrease of over \$10,000 from FY21.** Notably, the Board's end of year fund balance totaled **\$103,525, an increase of over \$32,000 from FY21.** These savings will continue to support the Board's effort to rebuilding its financial reserves and maintain one year of operating expenses.

The increase in revenue is also aligned with the rising licensee census which has risen over 20% since September 30, 2019. FY22 revenue was just shy of \$200,000, which is the maximum threshold under which a Balance Sheet may be submitted in lieu of an annual or biennial audit by a certified public accountant or public accountant. Given the Board's consistent growth, it is expected that FY23 revenue will likely exceed \$200,000 and as such, the FY24 budget should include funding for an annual financial audit.

As reported in July 2022, two unanticipated storage (office supplies) and legal issues increased expenses to finalize the closure of the storage account with Vital Records Control who acquired the former Puliz Records Management in 2020. Despite one-time charges for delivery and destruction of records, the termination of this ongoing expense will support future cost savings.

- **FY23 Q1 Financials**

The FY23 Q1 Financial Summary is attached for the Board's review, with income higher than budgeted (28.20% of budget) and expenses just under the quarterly projection (24.03%). License fees received were almost 40% of the annual budgeted amount, which is commensurate with the high numbers of licenses issued this quarter. **Reserves (equity) now totals \$111,803.48 which is additional savings of over \$8,200 since the end of last quarter.**

**Profit and Loss Through Q1**

- Total Revenue: \$52,225.11      Percent of Budget: 28.20%
- Deferred Revenue: \$74,016.64
- Total Expenses: \$43,946.96      Percent of Budget: 24.03%
- **Net Income: \$8,278.15**

**FY23 Q1 Balance Sheet**

- Total Cash Assets: \$199,091.22
- Total Liabilities: \$91,265.53
- **Total Equity: \$111,803.48**  
Increase of \$8,278.15 since last quarter. Increase of \$24,590.63 from FY22 Q1.

**FY23 Q1 Deviations from Budget**

There were no major deviations from the budget during this quarter.

### c. Update on Implementation of License by Endorsement Application Process

The online application went live on Thursday, July 21, 2022 and website content was revised to inform potential applicants of this option. As of 9/30/2022, 24 Standard expedited licenses by endorsement have been issued to 1 Audiologist and 23 Speech-Language Pathologists. Of these, 3 (all SLPs) were military spouses. The average time from application receipt to license issuance was 3 calendar days, with 8 licenses issued within 1 day.

### d. Legislative Update

- **Joint Interim Standing Committee on Commerce and Labor**

The Committee held its final meeting on August 23, 2022. Of significance to this Board, the Committee voted to pursue a BDR in the upcoming legislative session to require several Boards, including ours, to issue temporary licenses to military members/veterans and their spouses. Because our Board's existing NRS already includes these provisions, the Executive Director contacted the Committee Chair and LCB staff by email to clarify this and respectfully request that our Board be removed from the proposed BDR. We have been informed that our Board will be removed as requested.

- **Sunset Subcommittee of the Legislative Commission**

As reported in July 2022, this Subcommittee voted on three issues that have been officially included in its final report of legislative recommendations for the 2023 session:

- *Legislation to amend Chapter 232A of NRS to declare as public policy of the State of Nevada that, except as otherwise required by law, persons appointed by the governor to certain public bodies must, to the extent practicable, reflect the diversity of Nevada, including, without limitation, age, gender, sexual orientation, gender identity or expression, ethnicity, and the geographic diversity of this state.*
- *Legislation to amend Chapter 232A of NRS to require Nevada's boards, commissions, and similar entities to submit to the governor a list of persons qualified for membership within 60 days after a position appointed by the governor on the board, commission, or other similar entity becomes vacant. (The*
- *Legislation to remove the requirement for certain professional or occupational licensing boards and regulatory bodies to submit a quarterly report to the Legislature concerning petitions for the review of the criminal history of potential applicants for an occupational or professional license and to amend NRS 232B.237 to require the Subcommittee to review not less than three professional or occupational licensing boards and regulatory bodies specified in subsection 2 regarding restrictions on criminal histories of applicants each legislative interim.*

- **Governor's Bipartisan Task Force on Occupational Licensing**

No updates/contacts have been received by the Board office to date.

### e. Board Member Appointments/Reappointments

Name	Credential/ Role	Location	Term	Term Expires	Eligible for Reappointment
Tami Brancamp	SLP/Board Chair	Reno	1	7/1/2023	No
Andrea Menicucci	SLP/Board Vice Chair	Reno	2	7/1/2024	Yes
Lynee Anderson	BC-HIS/Board Member	Reno	2	7/1/2024	Yes
Minnie Foxx	Public Member	Las Vegas	1	7/1/2023	Yes
Michael Hodes	AuD/Board Member	Reno	2	7/1/2023	No
Timothy Hunsaker	AuD/Board Member	Las Vegas	2	7/1/2025	No
Adrienne Williams	SLP/Board Member	Las Vegas	1	7/1/2025	Yes

The Board is fully staffed through July 2023 when both Tami Brancamp and Michael Hodes' terms will expire, and neither are eligible for reappointment.

As Tami Brancamp is currently the Board Chair, an agenda item will be included in the Board's April 2023 meeting to elect a new Chair and Vice-Chair based on nominations made by Board Members, as well as review and consider new Bank Signatories & Financial Reviewer Appointments.

**f. Complaints**

There were **3** open complaint cases following the July 19, 2022 Board Meeting. Two new complaints were received in July and October 2022, **but only 1 case was opened for investigation**. Two cases were presented in this meeting for dismissal. Should both be dismissed as recommended, **two cases** will remain open.

**Balance Sheet**  
**As of June 30, 2022**

	<u>June 30, 2022</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Wells Fargo Bank - Checking	99,670.29
Wells Fargo Bank - Savings	102,862.72
Total Checking/Savings	<u>202,533.01</u>
Other Current Assets	
Accounts Receivable	21.01
Prepaid Expenses	2,412.29
Total Other Current Assets	<u>2,433.30</u>
Fixed Assets	
Capital Assets	1,335.99
Total Fixed Assets	<u>1,335.99</u>
<b>TOTAL ASSETS</b>	<b><u>206,302.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	
Accounts Payable	580.47
Total Accounts Payable	<u>580.47</u>
Other Current Liabilities	
Deferred Revenue	82,861.58
Paid Time Off	14,682.29
Payroll Liabilities	4,324.01
Payroll Tax Liability	328.62
Total Other Current Liabilities	<u>102,196.50</u>
Total Current Liabilities	<u>102,196.50</u>
Total Liabilities	102,776.97
<b>Equity</b>	
Invested in Capital Assets	1,335.99
Retained Earnings	69,800.69
Net Income	32,388.65
Total Equity	<u>103,525.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>206,302.30</u></b>

**Profit Loss Budget vs. Actual**  
**July 2021 through June 2022**

	<b>Annual Budget</b>	<b>Actuals July 21 - June 22</b>	<b>Remaining Balance</b>	<b>% of Budget Spent</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fees	31,028.00	34,740.00	-3,712.00	111.96%
License Fees	152,496.00	150,041.64	2,454.36	98.39%
Exams, List and Interest	8,771.00	8,818.23	-47.23	100.54%
<b>Total Income</b>	<b>192,295.00</b>	<b>193,599.87</b>	<b>-1,304.87</b>	<b>100.68%</b>
<b>Expense</b>				
Personnel Cost	119,500.00	124,279.74	-4,779.74	104.00%
Attorney General / Legal Fees	8,000.00	6,738.50	1,261.50	84.23%
Audit Fees	0.00	0.00	0.00	0.00%
Bank Service Charges	4,000.00	4,501.21	-501.21	112.53%
Board Compensation	2,700.00	1,800.00	900.00	66.67%
Dues	700.00	550.00	150.00	78.57%
Equipment Purchase	200.00	0.00	200.00	0.00%
Examinations	3,630.00	4,436.43	-806.43	122.22%
Insurance	1,250.00	1,325.90	-75.90	106.07%
Licensing Program Subscription	7,650.00	7,830.90	-180.90	102.37%
Meeting Expenses	100.00	0.00	100.00	0.00%
Office Lease	3,360.00	3,360.24	-0.24	100.01%
Office Supplies	1,300.00	2,574.98	-1,274.98	198.08%
Postage	400.00	375.19	24.81	93.80%
Printing	200.00	56.73	143.27	28.37%
<b>Professional Fees</b>				
Legislative Services	0.00	0.00	0.00	0.00%
Accounting	3,000.00	3,000.00	0.00	100.00%
IT / Technical Support	500.00	45.00	455.00	9.00%
<b>Total Professional Fees</b>	<b>3,500.00</b>	<b>3,045.00</b>	<b>455.00</b>	<b>87.00%</b>
Telephone	600.00	336.40	263.60	56.07%
<b>Travel</b>				
In-state Travel	200.00	0.00	200.00	0.00%
Out of State Travel	0.00	0.00	0.00	0.00%
<b>Total Travel</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>157,290.00</b>	<b>161,211.22</b>	<b>-3,921.22</b>	<b>102.49%</b>
<b>Net Ordinary Income</b>	<b>35,005.00</b>	<b>32,388.65</b>	<b>2,616.35</b>	<b>92.53%</b>
<b>Net Income</b>	<b>35,005.00</b>	<b>32,388.65</b>	<b>2,616.35</b>	<b>92.53%</b>



**BEASP**  
**Transaction Detail by Account**  
 April through June 2022

**PAGE 77**

Type	Date	Num	Name	Memo	Amount
<b>Wells Fargo Bank - Checking</b>					
Deposit	04/01/2022			Deposit	275.00
Deposit	04/03/2022			Deposit	200.00
Deposit	04/04/2022			Deposit	525.00
Deposit	04/05/2022			Deposit	675.00
Deposit	04/06/2022			Deposit	225.00
Deposit	04/07/2022			Deposit	975.00
Check	04/07/2022	1735	Board of Occupational Therapy	Postage reimbursement	-51.37
Check	04/07/2022	1734	International Hearing Society	Examination fees	-619.75
Check	04/07/2022	1733	Numbers, Inc.	Bookkeeping services	-750.00
Deposit	04/08/2022			Deposit	375.00
Deposit	04/09/2022			Deposit	400.00
Deposit	04/11/2022			Deposit	25.00
Deposit	04/12/2022			Deposit	350.00
Check	04/12/2022			Merchant fees	-199.60
Liability Check	04/13/2022		QuickBooks Payroll Service	Payroll expense	-1,966.81
Liability Check	04/13/2022		QuickBooks Payroll Service	Payroll expense	-1,151.18
Deposit	04/13/2022			Deposit	600.00
Check	04/13/2022		Timothy Hunsaker	Exam proctor	-100.00
Paycheck	04/14/2022	DD1204	Jennifer Pierce	Direct Deposit	0.00
Paycheck	04/14/2022	DD1205	Stacey Whittaker	VOID: Direct Deposit Payroll Servic	0.00
Paycheck	04/14/2022	DD1206	Stacey Whittaker	Direct Deposit	0.00
Deposit	04/14/2022			Deposit	1,350.00
Check	04/14/2022		Voya	Payroll expense	-274.24
Check	04/14/2022	1737	State of Nevada IT	Long distance	-2.43
Check	04/14/2022	1738	Melissa Maestas	Examination fees	-100.00
Check	04/14/2022	1736	Greenbrae Trophy	Service award	-50.00
Deposit	04/15/2022			Deposit	100.00
Check	04/15/2022		AT&T	Telephone expense	-24.49
Deposit	04/16/2022			Deposit	100.00
Deposit	04/18/2022			Deposit	500.00
Check	04/18/2022	1739	Vital Records (was Puliz)	Records storage	-95.00
Deposit	04/19/2022			Deposit	1,050.00
Deposit	04/20/2022			Deposit	1,000.00
Deposit	04/21/2022			Deposit	700.00
Deposit	04/22/2022			Deposit	800.00
Deposit	04/24/2022			Deposit	100.00
Deposit	04/25/2022			Deposit	965.00
Deposit	04/26/2022			Deposit	425.00
Deposit	04/26/2022			Deposit	50.00
Liability Check	04/27/2022		QuickBooks Payroll Service	Payroll expense	-3,117.98
Deposit	04/27/2022			Deposit	650.00
Paycheck	04/28/2022	DD1207	Jennifer Pierce	Direct Deposit	0.00
Paycheck	04/28/2022	DD1208	Stacey Whittaker	Direct Deposit	0.00

**BEASP**  
**Transaction Detail by Account**  
**April through June 2022**

**PAGE 78**

Liability Check	04/28/2022	E-pay	US Treasury	Payroll expense	-1,915.46
Check	04/28/2022	debit	Voya	Payroll expense	-274.24
Deposit	04/28/2022			Deposit	375.00
Check	04/28/2022	1740	Attorney General	Legal fees	-277.10
Check	04/28/2022	1742	Bonnie Lamping	Board compensation	-150.00
Check	04/28/2022	1741	Michael Hodes	Examination fees	-100.00
Check	04/28/2022		Wells Fargo	Postage	-14.76
Check	04/28/2022		Timothy Hunsaker	Exam proctor	-200.00
Check	04/28/2022		Anderson, Lynee	Board compensation	-150.00
Check	04/28/2022		Andrea Menicucci	Board compensation	-75.00
Check	04/28/2022		Tami Brancamp	Board compensation	-150.00
Check	04/28/2022		Minnie Foxx	Board compensation	-75.00
Deposit	04/29/2022			Deposit	600.00
Deposit	04/29/2022			Deposit	0.73
Deposit	05/01/2022			Deposit	650.00
Deposit	05/02/2022			Deposit	1,425.00
Deposit	05/03/2022			Deposit	1,125.00
Deposit	05/04/2022			Deposit	425.00
Check	05/04/2022		Melissa Maestas	Examination fees	-200.00
Deposit	05/05/2022			Deposit	550.00
Check	05/05/2022		AT&T	Telephone expense	-24.49
Check	05/05/2022	1743	Stonebridge ITS	Tech support	-45.00
Deposit	05/06/2022			Deposit	150.00
Deposit	05/07/2022			Deposit	200.00
Deposit	05/08/2022			Deposit	500.00
Deposit	05/09/2022			Deposit	1,175.00
Check	05/09/2022	1744	Vital Records (was Puliz)	Records storage	-95.00
Deposit	05/10/2022			Deposit	1,675.00
Check	05/10/2022	1745	Vital Records (was Puliz)	Records storage	-1,219.48
Liability Check	05/11/2022		QuickBooks Payroll Service	Payroll expense	-2,688.07
Check	05/11/2022		QuickBooks Payroll Service	Payroll expense	-1.75
Liability Check	05/11/2022		QuickBooks Payroll Service	Payroll expense	-1,151.17
Deposit	05/11/2022			Deposit	900.00
Check	05/11/2022			Merchant fees	-297.64
Check	05/12/2022		Nancy Campbell V	Direct Deposit	-100.00
Paycheck	05/12/2022	DD1211	Wayne Springmeyer Emp	Direct Deposit	0.00
Paycheck	05/12/2022	DD1210	Stacey Whittaker	VOID: Direct Deposit Payroll Servic	0.00
Paycheck	05/12/2022	DD1209	Jennifer Pierce	Direct Deposit	0.00
Paycheck	05/12/2022	DD1212	Stacey Whittaker	Direct Deposit	0.00
Deposit	05/12/2022			Deposit	-50.00
Check	05/12/2022		Voya	Payroll expense	-363.93
Check	05/12/2022		Nanci Campbell	Exam proctor	-100.00
Deposit	05/13/2022			Deposit	500.00
Deposit	05/14/2022			Deposit	150.00
Deposit	05/15/2022			Deposit	650.00

**BEASP**  
**Transaction Detail by Account**  
**April through June 2022**

**PAGE 79**

Deposit	05/16/2022		Deposit	1,225.00
Deposit	05/17/2022		Deposit	1,625.00
Deposit	05/18/2022		Deposit	800.00
Deposit	05/19/2022		Deposit	350.00
Check	05/19/2022	1746 State of Nevada IT	Long distance	-1.52
Check	05/19/2022	Melissa Maestas	Examination fees	-100.00
Deposit	05/20/2022		Deposit	850.00
Liability Check	05/21/2022	E-pay US Treasury	Payroll expense	-2,691.86
Deposit	05/21/2022		Deposit	350.00
Deposit	05/23/2022		Deposit	1,625.00
Deposit	05/24/2022		Deposit	925.00
Liability Check	05/25/2022	QuickBooks Payroll Service	Payroll expense	-3,839.23
Deposit	05/25/2022		Deposit	1,375.00
Paycheck	05/26/2022	DD1214 Stacey Whittaker	Direct Deposit	0.00
Paycheck	05/26/2022	DD1213 Jennifer Pierce	Direct Deposit	0.00
Paycheck	05/26/2022	DD1215 Wayne Springmeyer Emp	Direct Deposit	0.00
Deposit	05/26/2022		Deposit	200.00
Check	05/26/2022	Voya	Payroll expense	-363.93
Deposit	05/27/2022		Deposit	650.00
Deposit	05/28/2022		Deposit	350.00
Deposit	05/29/2022		Deposit	300.00
Deposit	05/30/2022		Deposit	300.00
Deposit	05/31/2022		Deposit	775.00
Check	05/31/2022	1747 Marc Brenneman	Refund - app withdrawn	-100.00
Check	05/31/2022	1748 Rachel Walters-Stout	Replace check 1720	-50.00
Check	05/31/2022	1749 Whitney Pettus	Refund - renewal withdrawn	-100.00
Check	05/31/2022	Wells Fargo	Postage	-16.10
Check	05/31/2022	Andrea Menicucci	Board compensation	-75.00
Check	05/31/2022	Stacey Whittaker	Postage reimbursement	-12.16
Check	05/31/2022	Tim Hunsaker	Exam proctor	-100.00
Deposit	05/31/2022		Interest	0.80
Deposit	06/01/2022		Deposit	1,350.00
Deposit	06/02/2022		Deposit	800.00
Deposit	06/03/2022		Deposit	375.00
Deposit	06/04/2022		Deposit	575.00
Deposit	06/05/2022		Deposit	350.00
Deposit	06/06/2022		Deposit	1,450.00
Deposit	06/07/2022		Deposit	1,350.00
Liability Check	06/08/2022	QuickBooks Payroll Service	Payroll expense	-3,808.40
Deposit	06/08/2022		Deposit	600.00
Paycheck	06/09/2022	DD1217 Stacey Whittaker	Direct Deposit	0.00
Paycheck	06/09/2022	DD1216 Jennifer Pierce	Direct Deposit	0.00
Deposit	06/09/2022		Deposit	1,250.00
Check	06/09/2022	Voya	Payroll expense	-363.93
Check	06/09/2022	Melissa Maestas	Examination fees	-100.00

**BEASP**  
**Transaction Detail by Account**  
**April through June 2022**

**PAGE 80**

Deposit	06/10/2022		Deposit	300.00
Check	06/10/2022		Merchant fees	-454.86
Check	06/10/2022	AT&T	Telephone expense	-24.49
Deposit	06/11/2022		Deposit	200.00
Deposit	06/12/2022		Deposit	50.00
Deposit	06/13/2022		Deposit	550.00
Deposit	06/14/2022		Deposit	775.00
Deposit	06/15/2022		Deposit	875.00
Deposit	06/16/2022		Deposit	475.00
Check	06/16/2022	1750 Nevada State Controller	Admin Fine passthrough	-200.00
Check	06/16/2022	Timothy Hunsaker	Exam proctor	-100.00
Deposit	06/17/2022		Deposit	300.00
Deposit	06/18/2022		Deposit	225.00
Deposit	06/19/2022		Deposit	250.00
Deposit	06/20/2022		Deposit	600.00
Liability Check	06/21/2022	E-pay US Treasury	Payroll expense	-2,691.86
Deposit	06/21/2022		Deposit	725.00
Liability Check	06/22/2022	QuickBooks Payroll Service	Payroll expense	-3,868.32
Deposit	06/22/2022		Deposit	1,200.00
Check	06/22/2022	1751 Michael Hodes	Examination fees	-75.00
Check	06/22/2022	Lynee B Anderson	Board compensation	-75.00
Paycheck	06/23/2022	DD1220 Wayne Springmeyer Emp	Direct Deposit	0.00
Paycheck	06/23/2022	DD1218 Jennifer Pierce	Direct Deposit	0.00
Paycheck	06/23/2022	DD1219 Stacey Whittaker	Direct Deposit	0.00
Deposit	06/23/2022		Deposit	950.00
Check	06/23/2022	Voya	Payroll expense	-363.93
Deposit	06/23/2022		Deposit	50.00
Deposit	06/24/2022		Deposit	100.00
Deposit	06/25/2022		Deposit	350.00
Deposit	06/26/2022		Deposit	100.00
Deposit	06/27/2022		Deposit	375.00
Deposit	06/28/2022		Deposit	500.00
Check	06/28/2022	1755 Attorney General	Legal fees	-1,744.10
Check	06/28/2022	1753 State of Nevada IT	Long distance	-24.05
Check	06/28/2022	1752 Michael Hodes	Examination fees	-100.00
Check	06/28/2022	Wells Fargo	Postage	-7.58
Check	06/28/2022	Melissa Maestas	Examination fees	-100.00
Deposit	06/29/2022		Deposit	575.00
Deposit	06/30/2022		Deposit	300.00
Deposit	06/30/2022		Interest	0.82
General Journal	06/30/2022	1398	Reverse stale check 1398	150.00
General Journal	06/30/2022	1581	Reverse stale check 1581	75.00
General Journal	06/30/2022	1720	Replace lost check 1720	50.00
General Journal	06/30/2022	1651	Reverse stale check 1651; replacec	100.00
General Journal	06/30/2022	EFT Nanci Campbell	Reverse duplicate EFT entry 5-12-2	100.00

**BEASP**  
**Transaction Detail by Account**  
April through June 2022

**PAGE 81**

Total Wells Fargo Bank - Checking

13,795.09

**TOTAL**

**13,795.09**

**NEVADA STATE BOARDS  
BALANCE SHEET  
June 30, 2022**

**ASSETS**

1. Cash – Checking Account	\$ 99,670
2. Cash – Savings Account	102,863
3. Short-term Investments (See instructions)	_____
4. Other Assets (Attach schedule)	3,769
5. TOTAL ASSETS	\$ 206,302

**LIABILITIES AND FUND BALANCE**

6. Accounts Payable	\$ 580
7. Other Liabilities (Attach schedule)	102,197
8. TOTAL LIABILITIES	102,777
9. Fund Balance: Beginning of Year	\$ 71,136
9a. Revenue (Attach schedule)	193,600
9b. Expenditures (Attach schedule)	161,211
10. Fund Balance: End of Year	103,525
11. TOTAL LIABILITIES AND FUND BALANCE	\$ 206,302

Board Name: Speech-Language Path Aud & Hearing Date: August 26, 2022

Form Completed by: Carol Woods Title: Bookkeeper

Signature: Carol Woods

Please submit a copy of this form, applicable schedules, the June 30 bank statement(s), and the year-end bank reconciliation to the Legislative Auditor and the Chief of the Budget Division of the Office of Finance on or before December 1. Retain all originals for your files.

5:43 AM

## State of Nevada Speech-Language Pathology Audiology and Hearing

08/26/22

## Profit &amp; Loss

Accrual Basis

July 2021 through June 2022

	Jul '21 - Jun 22
<b>Ordinary Income/Expense</b>	
Income	
Exam Fees	5,800.00
Fees	34,740.00
License Fees	150,041.64
List Fee	3,000.00
<b>Total Income</b>	<b>193,581.64</b>
Expense	
Administrative Payroll	124,279.74
Attorney General / Legal Fees	6,738.50
Bank Service/Merchant Charges	4,501.21
Board Compensation	1,800.00
Dues and Subscriptions	550.00
Examination Fees	4,436.43
Insurance	1,325.90
Licensing - Data System	7,830.90
Office Lease	3,360.24
Office Supplies	2,574.98
Postage and Delivery	375.19
Printing and Reproduction	56.73
Professional Fees	
Accounting	3,000.00
IT / Technical Support	45.00
<b>Total Professional Fees</b>	<b>3,045.00</b>
Telephone	336.40
<b>Total Expense</b>	<b>161,211.22</b>
<b>Net Ordinary Income</b>	<b>32,370.42</b>
<b>Other Income/Expense</b>	
Other Income	
Interest Income	18.23
<b>Total Other Income</b>	<b>18.23</b>
<b>Net Other Income</b>	<b>18.23</b>
<b>Net Income</b>	<b>32,388.65</b>

5:43 AM

## State of Nevada Speech-Language Pathology Audiology and Hearing

08/26/22

## Balance Sheet

Accrual Basis

As of June 30, 2022

	Jun 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo Bank - Checking	99,670.29
Wells Fargo Bank - Savings	102,862.72
Total Checking/Savings	202,533.01
Accounts Receivable	
Accounts Receivable	21.01
Total Accounts Receivable	21.01
Other Current Assets	
Prepaid Expenses	2,412.29
Total Other Current Assets	2,412.29
Total Current Assets	204,966.31
Fixed Assets	
Capital Assets	1,335.99
Total Fixed Assets	1,335.99
<b>TOTAL ASSETS</b>	<b>206,302.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	580.47
Total Accounts Payable	580.47
Other Current Liabilities	
Deferred Revenue	82,861.58
Paid Time Off	14,682.29
Payroll Liabilities	4,324.01
Payroll Tax Liability	328.62
Total Other Current Liabilities	102,196.50
Total Current Liabilities	102,776.97
Total Liabilities	102,776.97
Equity	
Invested in Capital Assets	1,335.99
Retained Earnings	69,800.69
Net Income	32,388.65
Total Equity	103,525.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>206,302.30</b>



9:36 AM

## State of Nevada Speech-Language Pathology Audiology and Hearing

07/27/22

## Reconciliation Detail

Wells Fargo Bank - Checking, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						95,495.99
<b>Cleared Transactions</b>						
<b>Checks and Payments - 22 items</b>						
Check	08/01/2019	1398	Michael Hodes	X	-150.00	-150.00
Check	10/22/2020	1581	Bonnie Lamping	X	-75.00	-225.00
Check	06/29/2021	1651	Melissa Maestas	X	-100.00	-325.00
Check	02/03/2022	1720	Rachel Walters-Stout	X	-50.00	-375.00
Check	05/12/2022		Nanci Campbell	X	-100.00	-475.00
Check	05/31/2022	1747	Marc Brenneman	X	-100.00	-575.00
Check	05/31/2022	1749	Whitney Pettus	X	-100.00	-675.00
Liability Check	06/08/2022		QuickBooks Payroll ...	X	-3,808.40	-4,483.40
Check	06/09/2022		Voya	X	-363.93	-4,847.33
Check	06/09/2022		Melissa Maestas	X	-100.00	-4,947.33
Check	06/10/2022			X	-454.86	-5,402.19
Check	06/10/2022		AT&T	X	-24.49	-5,426.68
Check	06/16/2022	1750	Nevada State Contr...	X	-200.00	-5,626.68
Check	06/16/2022		Timothy Hunsaker	X	-100.00	-5,726.68
Liability Check	06/21/2022	E-pay	US Treasury	X	-2,691.86	-8,418.54
Liability Check	06/22/2022		QuickBooks Payroll ...	X	-3,868.32	-12,286.86
Check	06/22/2022		Lynee B Anderson	X	-75.00	-12,361.86
Check	06/22/2022	1751	Michael Hodes	X	-75.00	-12,436.86
Check	06/23/2022		Voya	X	-363.93	-12,800.79
Check	06/28/2022	1755	Attorney General	X	-1,744.10	-14,544.89
Check	06/28/2022		Melissa Maestas	X	-100.00	-14,644.89
Check	06/28/2022		Wells Fargo	X	-7.58	-14,652.47
Total Checks and Payments					-14,652.47	-14,652.47
<b>Deposits and Credits - 42 items</b>						
Deposit	05/31/2022			X	775.00	775.00
Deposit	06/01/2022			X	1,350.00	2,125.00
Deposit	06/02/2022			X	800.00	2,925.00
Deposit	06/03/2022			X	375.00	3,300.00
Deposit	06/04/2022			X	575.00	3,875.00
Deposit	06/05/2022			X	350.00	4,225.00
Deposit	06/06/2022			X	1,450.00	5,675.00
Deposit	06/07/2022			X	1,350.00	7,025.00
Deposit	06/08/2022			X	600.00	7,625.00
Paycheck	06/09/2022	DD1217	Stacey Whittaker	X	0.00	7,625.00
Paycheck	06/09/2022	DD1216	Jennifer Pierce	X	0.00	7,625.00
Deposit	06/09/2022			X	1,250.00	8,875.00
Deposit	06/10/2022			X	300.00	9,175.00
Deposit	06/11/2022			X	200.00	9,375.00
Deposit	06/12/2022			X	50.00	9,425.00
Deposit	06/13/2022			X	550.00	9,975.00
Deposit	06/14/2022			X	775.00	10,750.00
Deposit	06/15/2022			X	875.00	11,625.00
Deposit	06/16/2022			X	475.00	12,100.00
Deposit	06/17/2022			X	300.00	12,400.00
Deposit	06/18/2022			X	225.00	12,625.00
Deposit	06/19/2022			X	250.00	12,875.00
Deposit	06/20/2022			X	600.00	13,475.00
Deposit	06/21/2022			X	725.00	14,200.00
Deposit	06/22/2022			X	1,200.00	15,400.00
Paycheck	06/23/2022	DD1219	Stacey Whittaker	X	0.00	15,400.00
Paycheck	06/23/2022	DD1218	Jennifer Pierce	X	0.00	15,400.00
Paycheck	06/23/2022	DD1220	Wayne Springmeyer...	X	0.00	15,400.00
Deposit	06/23/2022			X	50.00	15,450.00
Deposit	06/23/2022			X	950.00	16,400.00
Deposit	06/24/2022			X	100.00	16,500.00
Deposit	06/25/2022			X	350.00	16,850.00
Deposit	06/26/2022			X	100.00	16,950.00
Deposit	06/27/2022			X	375.00	17,325.00
Deposit	06/28/2022			X	500.00	17,825.00
Deposit	06/29/2022			X	575.00	18,400.00
Deposit	06/30/2022			X	0.82	18,400.82
General Journal	06/30/2022	1720		X	50.00	18,450.82
General Journal	06/30/2022	1581		X	75.00	18,525.82

9:36 AM

## State of Nevada Speech-Language Pathology Audiology and Hea

07/27/22

## Reconciliation Detail

Wells Fargo Bank - Checking, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	06/30/2022	1651		X	100.00	18,625.82
General Journal	06/30/2022	EFT	Nanci Campbell	X	100.00	18,725.82
General Journal	06/30/2022	1398		X	150.00	18,875.82
Total Deposits and Credits					18,875.82	18,875.82
Total Cleared Transactions					4,223.35	4,223.35
Cleared Balance					4,223.35	99,719.34
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	01/20/2022	1717	Andrea Menicucci		-75.00	-75.00
Check	02/10/2022	1724	Nanci Campbell		-100.00	-175.00
Check	05/31/2022	1748	Rachel Walters-Stout		-50.00	-225.00
Check	06/28/2022	1752	Michael Hodes		-100.00	-325.00
Check	06/28/2022	1753	State of Nevada IT		-24.05	-349.05
Total Checks and Payments					-349.05	-349.05
<b>Deposits and Credits - 1 item</b>						
Deposit	06/30/2022				300.00	300.00
Total Deposits and Credits					300.00	300.00
Total Uncleared Transactions					-49.05	-49.05
Register Balance as of 06/30/2022					4,174.30	99,670.29
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Liability Check	07/06/2022		QuickBooks Payroll ...		-3,808.39	-3,808.39
Liability Check	07/19/2022	E-pay	US Treasury		-2,682.24	-6,490.63
Liability Check	07/20/2022		QuickBooks Payroll ...		-3,808.39	-10,299.02
Total Checks and Payments					-10,299.02	-10,299.02
<b>Deposits and Credits - 4 items</b>						
Paycheck	07/07/2022	DD1222	Stacey Whittaker		0.00	0.00
Paycheck	07/07/2022	DD1221	Jennifer Pierce		0.00	0.00
Paycheck	07/21/2022	DD1224	Stacey Whittaker		0.00	0.00
Paycheck	07/21/2022	DD1223	Jennifer Pierce		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total New Transactions					-10,299.02	-10,299.02
<b>Ending Balance</b>					<b>-6,124.72</b>	<b>89,371.27</b>

## State/Local Government Checking

June 30, 2022 ■ Page 1 of 5

WELLS  
FARGO

STATE OF NV SPEECH-LANGUAGE PATHOLOGY  
 AUDIOLOGY & HEARING AID DISPENSING BOARD  
 6170 MAE ANNE AVE STE 1  
 RENO NV 89523-4705

## Questions?

**Available by phone 24 hours a day, 7 days a week:**  
 We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

*En español:* 1-877-337-7454

**Online:** wells Fargo.com/biz

**Write:** Wells Fargo Bank, N.A. (825)  
 P.O. Box 6995  
 Portland, OR 97228-6995

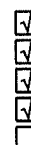
## Your Business and Wells Fargo

Visit wells Fargo.com/digitalbusinessresources to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

## Account options

*A check mark in the box indicates you have these convenient services with your account(s). Go to wells Fargo.com/biz or call the number above if you have questions or if you would like to add new services.*

Business Online Banking  
 Online Statements  
 Business Bill Pay  
 Business Spending Report  
 Overdraft Protection



## IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

## Statement period activity summary

Beginning balance on 6/1	\$95,495.99
Deposits/Credits	18,400.82
Withdrawals/Debits	- 14,177.47
Ending balance on 6/30	\$99,719.34

Account number: 829697010

STATE OF NV SPEECH-LANGUAGE PATHOLOGY  
 AUDIOLOGY & HEARING AID DISPENSING BOARD

*Nevada account terms and conditions apply*

For Direct Deposit use  
 Routing Number (RTN): 321270742

For Wire Transfers use  
 Routing Number (RTN): 121000248

## Interest summary

Interest paid this statement	\$0.82
Average collected balance	\$100,152.95
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.82
Interest paid this year	\$4.69

## Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/1		06/01 Bankcard Deposit - 0329308115	775.00 ✓		96,270.99
6/2		06/02 Bankcard Deposit - 0329308115	1,350.00 ✓		97,620.99
6/3		06/03 Bankcard Deposit - 0329308115	800.00 ✓		98,420.99
6/6		06/06 Bankcard Deposit - 0329308115	375.00 ✓		
6/6		06/06 Bankcard Deposit - 0329308115	575.00 ✓		
6/6		06/06 Bankcard Deposit - 0329308115	350.00 ✓		
6/6	1749	Check		100.00 ✓	99,620.99
6/7		06/07 Bankcard Deposit - 0329308115	1,450.00 ✓		101,070.99
6/8		06/08 Bankcard Deposit - 0329308115	1,350.00 ✓		
6/8	<	Business to Business ACH Debit - Intuit Payroll S Quickbooks 220608 xxxxx9622 State of Nevada Speech		3,808.40 ✓ includes 1.75 x 2 proc fee	98,612.59
6/9		06/09 Bankcard Deposit - 0329308115	600.00 ✓		
6/9		Zelle to Maestas Melissa on 06/09 Ref #Rp0Qhgr8Np Exam Proctor Fee 6.3.2022 Sb. Thank You		100.00 ✓	99,112.59
6/10		06/10 Bankcard Deposit - 0329308115	1,250.00 ✓		
6/10		Bankcard Discount Fee - 0329308115		0.52 ✓	
6/10		Bankcard Fee - 0329308115		145.78 ✓ \$454.86	
6/10		Bankcard Interchange Fee - 0329308115		308.56 ✓	
6/10		ATT Payment 060922 124255001 Myw9x Jennifer Pierce		24.49 ✓	
6/10		Nevada Deferred ACH Debits 220609 625031 1039 State of Nevada Deferr		363.93 ✓	99,519.31
6/13		06/13 Bankcard Deposit - 0329308115	300.00 ✓		
6/13		06/13 Bankcard Deposit - 0329308115	200.00 ✓		
6/13		06/13 Bankcard Deposit - 0329308115	50.00 ✓		100,069.31
6/14		06/14 Bankcard Deposit - 0329308115	550.00 ✓		100,619.31
6/15		06/15 Bankcard Deposit - 0329308115	775.00 ✓		101,394.31
6/16		06/16 Bankcard Deposit - 0329308115	875.00 ✓		
6/16		Transfer to Hunsaker Timothy on 06/16 Ref #Pp0Qhvtbgt Exam Proctor Fee 6.10.2022 Br. Thank You		100.00 ✓	102,169.31
6/17		06/17 Bankcard Deposit - 0329308115	475.00 ✓		102,644.31
6/21		06/21 Bankcard Deposit - 0329308115	300.00 ✓		
6/21		06/21 Bankcard Deposit - 0329308115	225.00 ✓		
6/21		06/21 Bankcard Deposit - 0329308115	250.00 ✓		
6/21		06/21 Bankcard Deposit - 0329308115	600.00 ✓		
6/21	1747	Cashed Check		100.00 ✓	103,919.31
6/22		06/22 Bankcard Deposit - 0329308115	725.00 ✓		
6/22		Zelle to Anderson Lynee on 06/22 Ref #Pp0QJ8Gkxw Board Salary Advisory Committee Meeting 6.		75.00 ✓	
6/22	<	Business to Business ACH Debit - Intuit Payroll S Quickbooks 220622 xxxxx9622 State of Nevada Speech		3,868.32 ✓ includes 1.75 x 2 proc fee	
6/22	1750	Check		200.00 ✓	100,500.99
6/23		06/23 Bankcard Deposit - 0329308115	1,200.00 ✓		
6/23		Deposit	50.00 ✓		
6/23	<	Business to Business ACH Debit - IRS Usatapyt 062322 225257451335137 State of Nevada Speech		2,691.86 ✓	99,059.13
6/24		06/24 Bankcard Deposit - 0329308115	950.00 ✓		
6/24		Nevada Deferred ACH Debits 220623 625031 1039 State of Nevada Deferr		363.93 ✓	99,645.20
6/27		06/27 Bankcard Deposit - 0329308115	100.00 ✓		



## Transaction history(continued)

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/27		06/27Bankcard Deposit -0329308115	350.00 ✓		
6/27		06/27Bankcard Deposit -0329308115	100.00 ✓		100,195.20
6/28		06/28Bankcard Deposit -0329308115	375.00 ✓		
6/28		Online Transfer Ref #1b0Fpr6Bb4 to Business Card XXXXXXXXXX1606 on 06/28/22		7.58 ✓	
6/28		Zelle to Maestas Melissa on 06/28 Ref #Rp0QJl7Wmd Exam Proctor Fee 6.24.2022 WF. Thank You		100.00 ✓	100,462.62
6/29		06/29Bankcard Deposit -0329308115	500.00 ✓		
6/29	1751	Check		75.00 ✓	100,887.62
6/30		06/30Bankcard Deposit -0329308115	575.00 ✓		
6/30	1755	Check		1,744.10 ✓	
6/30		Interest Payment <i>interest</i>	0.82 ✓		99,719.34
Ending balance on 6/30					99,719.34
Totals			\$18,400.82	\$14,177.47	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

## Summary of checks written(checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
1747	6/21	100.00	1750	6/22	200.00	1755 *	6/30	1,744.10
1749 *	6/6	100.00	1751	6/29	75.00			

\* Gap in check sequence.

## Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](https://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 06/01/2022 - 06/30/2022	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$1,000.00	\$100,155.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$96,270.99 <input checked="" type="checkbox"/>

WG/WG

## Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	20	200	0	0.50	0.00
Total service charges					\$0.00

1:37 PM

07/15/22

## State of Nevada Speech-Language Pathology Audiology and Hea

## Reconciliation Detail

Wells Fargo Bank - Savings, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						102,861.88
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	06/30/2022			X	0.84	0.84
Total Deposits and Credits					0.84	0.84
Total Cleared Transactions					0.84	0.84
Cleared Balance					0.84	102,862.72
Register Balance as of 06/30/2022					0.84	102,862.72
<b>Ending Balance</b>					<b>0.84</b>	<b>102,862.72</b>

## State/Local Government Checking

June 30, 2022 ■ Page 1 of 4

WELLS  
FARGO

SAVINGS Acct.

STATE OF NV SPEECH-LANGUAGE PATHOLOGY  
 AUDIOLOGY & HEARING AID DISPENSING BOARD  
 6170 MAE ANNE AVE STE 1  
 RENO NV 89523-4705

## Questions?

**Available by phone 24 hours a day, 7 days a week:**  
 We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

*En español:* 1-877-337-7454

**Online:** wells Fargo.com/biz

**Write:** Wells Fargo Bank, N.A. (825)  
 P.O. Box 6995  
 Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit wells Fargo.com/digitalbusinessresources to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

## Account options

*A check mark in the box indicates you have these convenient services with your account(s). Go to wells Fargo.com/biz or call the number above if you have questions or if you would like to add new services.*

Business Online Banking ☒  
 Online Statements ☒  
 Business Bill Pay ☐  
 Business Spending Report ☒  
 Overdraft Protection ☐



## IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

## Statement period activity summary

Beginning balance on 6/1	\$102,861.88
Deposits/Credits	0.84
Withdrawals/Debits	- 0.00
Ending balance on 6/30	\$102,862.72

Account number: 6676816374

STATE OF NV SPEECH-LANGUAGE PATHOLOGY  
 AUDIOLOGY & HEARING AID DISPENSING BOARD

*Nevada account terms and conditions apply*

For Direct Deposit use  
 Routing Number (RTN): 321270742

For Wire Transfers use  
 Routing Number (RTN): 121000248



## Interest summary

Interest paid this statement	\$0.84
Average collected balance	\$102,861.88
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.84
Interest paid this year	\$5.10

## Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
6/30		Interest Payment	0.84		102,862.72
Ending balance on 6/30					102,862.72
Totals			\$0.84	\$0.00	

*The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.*

## Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](https://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 06/01/2022 - 06/30/2022	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$1,000.00	\$102,862.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$102,861.88 <input checked="" type="checkbox"/>

WG/WG

## Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
Total service charges					\$0.00



**Profit Loss Budget vs. Actual**  
**July through September 2022**

	<b>Annual Budget</b>	<b>Actuals July - Sep 22</b>	<b>Remaining Balance</b>	<b>% of Budget Spent</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Fees	29,000.00	11,425.00	17,575.00	39.40%
License Fees	148,650.00	38,244.94	110,405.06	25.73%
Exams, List and Interest	7,550.00	2,555.17	4,994.83	33.84%
<b>Total Income</b>	<b>185,200.00</b>	<b>52,225.11</b>	<b>132,974.89</b>	<b>28.20%</b>
<b>Expense</b>				
Personnel Cost	144,913.00	36,736.12	108,176.88	25.35%
Attorney General / Legal Fees	8,000.00	652.00	7,348.00	8.15%
Audit Fees	0.00	0.00	0.00	0.00%
Bank Service Charges	4,500.00	1,210.35	3,289.65	26.90%
Board Compensation	2,700.00	675.00	2,025.00	25.00%
Dues	700.00	0.00	700.00	0.00%
Equipment Purchase	200.00	0.00	200.00	0.00%
Examinations	3,630.00	1,217.64	2,412.36	33.54%
Insurance	1,350.00	0.00	1,350.00	0.00%
Licensing Program Subscription	7,650.00	1,809.24	5,840.76	23.65%
Meeting Expenses	100.00	0.00	100.00	0.00%
Office Lease	3,360.00	712.91	2,647.09	21.22%
Office Supplies	850.00	66.22	783.78	7.79%
Postage	400.00	40.80	359.20	10.20%
Printing	200.00	0.00	200.00	0.00%
<b>Professional Fees</b>				
Legislative Services	0.00	0.00	0.00	0.00%
Accounting	3,000.00	750.00	2,250.00	25.00%
IT / Technical Support	500.00	0.00	500.00	0.00%
<b>Total Professional Fees</b>	<b>3,500.00</b>	<b>750.00</b>	<b>2,750.00</b>	<b>21.43%</b>
Telephone	600.00	76.68	523.32	12.78%
<b>Travel</b>				
In-state Travel	200.00	0.00	200.00	0.00%
Out of State Travel	0.00	0.00	0.00	0.00%
<b>Total Travel</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>182,853.00</b>	<b>43,946.96</b>	<b>138,906.04</b>	<b>24.03%</b>
<b>Net Ordinary Income</b>	<b>2,347.00</b>	<b>8,278.15</b>	<b>-5,931.15</b>	<b>352.71%</b>
<b>Net Income</b>	<b>2,347.00</b>	<b>8,278.15</b>	<b>-5,931.15</b>	<b>352.71%</b>

**Balance Sheet**  
**As of September 30, 2022**

	<u>Sep 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Wells Fargo Bank - Checking	96,225.90
Wells Fargo Bank - Savings	102,865.32
Total Checking/Savings	<u>199,091.22</u>
Other Current Assets	
Accounts Receivable	0.00
Prepaid Expenses	2,741.79
Total Other Current Assets	<u>201,833.01</u>
Fixed Assets	
Capital Assets	1,335.99
Total Fixed Assets	<u>1,335.99</u>
<b>TOTAL ASSETS</b>	<b><u>203,169.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	<u>0.00</u>
Other Current Liabilities	
Deferred Revenue	74,016.64
Paid Time Off	15,281.04
Payroll Liabilities	1,921.78
Payroll Tax Liability	146.06
Total Other Current Liabilities	<u>91,365.52</u>
Total Current Liabilities	<u>91,365.52</u>
Total Liabilities	91,365.52
<b>Equity</b>	
Invested in Capital Assets	1,335.99
Retained Earnings	102,189.34
Net Income	8,278.15
Total Equity	<u>111,803.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>203,169.00</u></b>

## Transaction Detail by Account

July through September 2022

Type	Date	Num	Name	Memo	Amount
<b>Wells Fargo Bank - Checking</b>					
Deposit	07/01/2022			Deposit	375.00
Deposit	07/02/2022			Deposit	125.00
Deposit	07/03/2022			Deposit	100.00
Deposit	07/04/2022			Deposit	650.00
Deposit	07/05/2022			Deposit	300.00
Liability Check	07/06/2022		QuickBooks Payroll Service	Payroll expense	-3,808.39
Deposit	07/06/2022			Deposit	900.00
Check	07/06/2022	1756	Board of Occupational Therapy	Postage	-51.46
Paycheck	07/07/2022	DD1221	Jennifer Pierce	Direct Deposit	0.00
Paycheck	07/07/2022	DD1222	Stacey Whittaker	Direct Deposit	0.00
Deposit	07/07/2022			Deposit	600.00
Check	07/07/2022		Voya	Payroll expense	-363.93
Deposit	07/08/2022			Deposit	925.00
Deposit	07/09/2022			Deposit	650.00
Deposit	07/11/2022			Deposit	975.00
Deposit	07/12/2022			Deposit	1,400.00
Deposit	07/13/2022			Deposit	925.00
Check	07/13/2022	1759	Numbers, Inc.	Bookkeeping services	-750.00
Check	07/13/2022	1760	Board of Occupational Therapy	Office share FY23	-2,851.65
Check	07/13/2022	1758	Brittany Wulfsberg	Fee refund	-125.00
Check	07/13/2022			Merchant fees	-416.19
Check	07/13/2022	1761	Vital Records (was Puliz)	Records storage	-5.21
Deposit	07/14/2022			Deposit	850.00
Check	07/14/2022		AT&T	Telephone expense	-24.78
Deposit	07/15/2022			Deposit	1,075.00
Deposit	07/16/2022			Deposit	400.00
Deposit	07/17/2022			Deposit	225.00
Deposit	07/18/2022			Deposit	800.00
Liability Check	07/19/2022	E-pay	US Treasury	Payroll expense	-2,682.24
Deposit	07/19/2022			Deposit	800.00
Liability Check	07/20/2022		QuickBooks Payroll Service	Payroll expense	-3,808.39
Deposit	07/20/2022			Deposit	275.00
Check	07/20/2022	1762	Michael Hodes2	Board compensation	-75.00
Check	07/20/2022		Minnie Foxx	Board compensation	-75.00
Check	07/20/2022		Andrea Menicucci	Board compensation	-75.00
Check	07/20/2022		Anderson, Lynee	Board compensation	-75.00
Check	07/20/2022		Tami Brancamp	Board compensation	-75.00
Check	07/20/2022		Tim Hunsaker	Board compensation	-75.00
Check	07/20/2022		Adrienne Williams	Board compensation	-75.00
Check	07/20/2022	1763	State of Nevada Attorney General	Legal fees	-423.80
Paycheck	07/21/2022	DD1223	Jennifer Pierce	Direct Deposit	0.00
Paycheck	07/21/2022	DD1224	Stacey Whittaker	Direct Deposit	0.00
Deposit	07/21/2022			Deposit	725.00

## Transaction Detail by Account

July through September 2022

Check	07/21/2022	Voya	Payroll expense	-363.93
Deposit	07/22/2022		Deposit	925.00
Deposit	07/23/2022		Deposit	100.00
Deposit	07/25/2022		Deposit	600.00
Check	07/25/2022	Wells Fargo	Postage, supplies	-95.43
Deposit	07/26/2022		Deposit	1,075.00
Deposit	07/27/2022		Deposit	1,050.00
Deposit	07/27/2022		Deposit	21.01
Check	07/28/2022 1764	Michael Hodes	Examination fees	-100.00
Check	07/28/2022	Tim Hunsaker	Exam proctor + postage	-108.95
Deposit	07/29/2022		Deposit	450.00
Deposit	07/29/2022		Interest	0.85
Deposit	07/30/2022		Deposit	175.00
Deposit	07/31/2022		Deposit	275.00
Deposit	08/01/2022		Deposit	1,000.00
Deposit	08/02/2022		Deposit	1,300.00
Liability Check	08/03/2022	QuickBooks Payroll Service	Payroll expense	-3,941.04
Deposit	08/03/2022		Deposit	825.00
Paycheck	08/04/2022 DD1227	Wayne Springmeyer Emp	Direct Deposit	0.00
Paycheck	08/04/2022 DD1225	Jennifer Pierce	Direct Deposit	0.00
Paycheck	08/04/2022 DD1226	Stacey Whittaker	Direct Deposit	0.00
Check	08/04/2022	Voya	Payroll expense	-363.93
Deposit	08/04/2022		Deposit	975.00
Deposit	08/05/2022		Deposit	1,150.00
Deposit	08/06/2022		Deposit	250.00
Deposit	08/07/2022		Deposit	200.00
Check	08/08/2022	Timothy Hunsaker	Exam proctor	-100.00
Deposit	08/08/2022		Deposit	600.00
Deposit	08/09/2022		Deposit	1,675.00
Check	08/10/2022 1765	International Hearing Society	Exam materials	-617.64
Check	08/10/2022	Wells Fargo	Merchant fees	-393.73
Deposit	08/10/2022		Deposit	1,100.00
Deposit	08/11/2022		Deposit	450.00
Deposit	08/11/2022		Deposit	5.21
Deposit	08/12/2022		Deposit	425.00
Deposit	08/13/2022		Deposit	625.00
Deposit	08/14/2022		Deposit	100.00
Deposit	08/15/2022		Deposit	25.00
Liability Check	08/16/2022 E-pay	US Treasury	Payroll expense	-2,703.92
Deposit	08/16/2022		Deposit	900.00
Liability Check	08/17/2022	QuickBooks Payroll Service	Payroll expense	-3,808.40
Check	08/17/2022	QuickBooks Payroll Service	Vendor payment fee	-1.75
Check	08/17/2022 1766	Attorney General	Legal fees	-489.00
Deposit	08/17/2022		Deposit	350.00
Paycheck	08/18/2022 DD1229	Stacey Whittaker	Direct Deposit	0.00

## Transaction Detail by Account

July through September 2022

Paycheck	08/18/2022	DD1228	Jennifer Pierce	Direct Deposit	0.00
Bill Pmt -Check	08/18/2022		Nancy Campbell V	Direct Deposit	-200.00
Check	08/18/2022		Voya	Payroll expense	-363.93
Deposit	08/18/2022			Deposit	150.00
Deposit	08/19/2022			Deposit	275.00
Deposit	08/20/2022			Deposit	250.00
Deposit	08/21/2022			Deposit	100.00
Check	08/22/2022		Melissa Maestas	Examination fees	-100.00
Check	08/22/2022		AT&T	Telephone expense	-24.78
Deposit	08/22/2022			Deposit	900.00
Deposit	08/23/2022			Deposit	750.00
Deposit	08/24/2022			Deposit	150.00
Deposit	08/25/2022			Deposit	450.00
Deposit	08/26/2022			Deposit	200.00
Deposit	08/27/2022			Deposit	200.00
Check	08/29/2022	1767	State of Nevada IT	Telephone expense	-2.34
Deposit	08/29/2022			Deposit	900.00
Deposit	08/30/2022			Deposit	725.00
Liability Check	08/31/2022		QuickBooks Payroll Service	Payroll expense	-3,808.39
Deposit	08/31/2022			Interest	0.88
Deposit	08/31/2022			Deposit	950.00
Paycheck	09/01/2022	DD1231	Stacey Whittaker	Direct Deposit	0.00
Paycheck	09/01/2022	DD1230	Jennifer Pierce	Direct Deposit	0.00
Deposit	09/01/2022			Deposit	500.00
Check	09/01/2022		Voya	Payroll expense	-363.93
Deposit	09/02/2022			Deposit	225.00
Deposit	09/03/2022			Deposit	325.00
Deposit	09/04/2022			Deposit	200.00
Deposit	09/05/2022			Deposit	350.00
Deposit	09/07/2022			Deposit	475.00
Deposit	09/08/2022			Deposit	700.00
Deposit	09/09/2022			Deposit	200.00
Deposit	09/12/2022			Deposit	475.00
Check	09/12/2022	1768	Kiara Ebinger	Fee refund	-175.00
Deposit	09/13/2022			Deposit	750.00
Check	09/13/2022			Merchant fees	-370.68
Check	09/13/2022		AT&T	Telephone expense	-24.78
Liability Check	09/14/2022		QuickBooks Payroll Service	Payroll expense	-3,808.39
Deposit	09/14/2022			Deposit	500.00
Paycheck	09/15/2022	DD1233	Stacey Whittaker	Direct Deposit	0.00
Paycheck	09/15/2022	DD1232	Jennifer Pierce	Direct Deposit	0.00
Deposit	09/15/2022			Deposit	650.00
Check	09/15/2022		Voya	Payroll expense	-363.93
Check	09/15/2022	1770	Attorney General	Legal fees	-163.00
Check	09/15/2022	1769	Michael Hodes	Examination fees	-75.00

**BEASP**  
**Transaction Detail by Account**  
**July through September 2022**

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Check	09/15/2022	Anderson, Lynee	Board compensation	-75.00
Deposit	09/16/2022		Deposit	225.00
Deposit	09/18/2022		Deposit	150.00
Deposit	09/19/2022		Deposit	225.00
Deposit	09/20/2022		Deposit	300.00
Deposit	09/21/2022		Deposit	600.00
Deposit	09/22/2022		Deposit	600.00
Deposit	09/23/2022		Deposit	25.00
Deposit	09/26/2022		Deposit	100.00
Check	09/26/2022	Wells Fargo	Postage	-7.85
Deposit	09/27/2022		Deposit	200.00
Liability Check	09/28/2022	QuickBooks Payroll Service	Payroll expense	-3,808.40
Deposit	09/28/2022		Deposit	175.00
Paycheck	09/29/2022 DD1235	Stacey Whittaker	Direct Deposit	0.00
Paycheck	09/29/2022 DD1234	Jennifer Pierce	Direct Deposit	0.00
Liability Check	09/29/2022 E-pay	US Treasury	Payroll expense	-4,023.34
Deposit	09/29/2022		Deposit	25.00
Check	09/29/2022	Voya	Payroll expense	-363.93
Bill Pmt -Check	09/30/2022	Nancy Campbell V	Board compensation	-100.00
Check	09/30/2022	QuickBooks Payroll Service	Vendor payment fee	-1.75
Deposit	09/30/2022		Deposit	25.00
Deposit	09/30/2022		Interest income	0.84
Total Wells Fargo Bank - Checking				<u>-3,444.39</u>



State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 10

### Report from Legal Counsel

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Henna Rasul, Board Counsel will provide the Board with a general update on legal activities.

**ACTION:** None – INFORMATIONAL ONLY

**ATTACHMENT(S):** None.



State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 11

### Reports from Board Chair and Board Members

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- a. **Report from Board Chair and Board Members**
- b. **2023 Proposed Meeting Schedule:** Next Meeting: [Wednesday, January 25, 2023 at 4:30pm.](#)  
Teleconference hosted in-person at the Board Office and virtually via ZOOM.
- c. **Future Agenda Items**
  - 1) Work Session: Continued Work on Future Legislative Efforts (Standing Agenda Item):
    - (a) Licensing Speech-Language Pathology Assistants
    - (b) Licensing Audiology Assistants
    - (c) Telehealth and Telesupervision
    - (d) NBC-HIS Certification for HAS License
    - (e) Other Items Added During this Meeting
  - 2) Work Session on Jurisprudence Exam Requirements

**ACTION:** Take action, table the matter, or take no action on the request.

**ATTACHMENT(S):** None.





## AGENDA ITEM 12

### Public Comment

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*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 an agenda as an item upon which action may be taken. (NRS 241.020)*

**ACTION:** None – INFORMATIONAL ONLY

**ATTACHMENT(S):** None.



State of Nevada

Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board

## AGENDA ITEM 13

### Adjournment

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**ACTION:** Meeting adjourned.

**ATTACHMENT(S):** None.