

**STATE OF NEVADA COMMITTEE ON DOMESTIC VIOLENCE
(BATTERER'S TREATMENT CERTIFICATION COMMITTEE)**

FORMS SUBCOMMITTEE MEETING

MINUTES

Thursday, March 17, 2011 at 9:30a.m.

Via Teleconference

Public Access: Office of the Attorney General
5420 Kietzke Lane, Suite 202
Reno, NV 89511

Please Note: The Batterers Treatment Committee may address agenda items out of sequence to accommodate persons appearing before the Committee or to aid the efficiency or effectiveness of the meeting. The Committee may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030).

***Asterisks (*) denote items on which Committee may take action.
Action by the Committee on an item may be to approve,
deny, amend, or table.***

1. Call to order and roll call of members.

<u>Members Present</u>	<u>Members Absent</u>	<u>Attorney General's Office</u>
Sue Meuschke	Carol Ferranti	Jennifer Kandt
Tim Hamilton		

Public
Craig Merrill

2. *Review, amend and approve minutes of meeting:

a) February 3, 2011

Tim moved to approve the minutes. 2nd: Tim

Vote: All in favor. Motion carried.

3. *Discussion, recommendation, and possible action regarding batterers treatment program renewal application forms and process for renewal of licensure.

Sue thanked Jennifer for making the changes to the forms, and Tim and Sue commented that the revised form looked very good.

There was discussion on the addition of the financial information section, and Jennifer stated that she added that section as a reminder for programs to use the sliding fee scale.

There was further discussion on indigency and how it is determined. Sue requested that Jennifer contact the courts to obtain whatever financial worksheets they may use in regards to obtaining financial information from offenders. There was general consensus that this would be an item to discuss with the full Committee.

The subcommittee addressed the revised forms page by page.

There was discussion on the signatures and whether they needed to be original signatures. Sue suggested that the annual performance report be signed by the provider and supervisor, and be original signatures. Sue suggested that the quarterly observations not require any signatures, but have a checkbox at the bottom to indicate that the supervisor has discussed the observation with the provider. Sue stated that she felt the signature on the second page of the application should also be an original signature.

Craig asked whether an annual performance report was needed if you are an agency with just two people.

Tim stated that quarterly observations would not be done, but that an annual performance report on the provider should probably still be completed.

There was discussion about defining current year continuing education, and eliminating the requirement to list last year's continuing education. Sue requested that language be added that states that NAC does not allow for credit to be given for taking the same course two years in a row.

Sue asked what other forms needed to be looked at by the subcommittee.

Jennifer stated that she would attempt to revise all the forms for cohesiveness in how they look, and try to have several more ready to be looked at by the subcommittee at the next meeting.

Craig stated that the observation form used to document observation hours only has a spot for one provider to sign, and that it might be better to have more room for signatures.

Sue requested that Jennifer make the changes to the renewal application and send it out to providers for comments. Sue said she would help with sorting through any comments provided.

4. Discussion regarding future agenda items and future meeting dates.

Sue stated that at the next meeting she would like the subcommittee to look at a final draft of the renewal application at the next meeting. Additionally, Sue said a list of the other forms needing review could be added to the agenda, and the subcommittee could look at as many as possible.

The next meeting was set for June 30th at 9:30a.m.

5. Public Comment.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Public Comment will be limited to 3 minutes per person.

6. Adjournment.