

STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

NOTICE OF PUBLIC MEETING

February 1, 2014

10:30 a.m.

Enterprise Library
Conference Room
25 East Shelbourne Ave.
Las Vegas, NV 89119

Teleconference: 1-888-273-3658

Access Code: 8751529

AGENDA

The State of Nevada Board of Occupational Therapy may: (a) address agenda items out of sequence, (b) combine agenda items, and (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 an item may be to approve, deny, amend, or table.

PUBLIC WORKSHOP – NAC 640A

Proposed additions, amendment and/or repeal of regulations pertaining to Chapter 640A of the Nevada Administrative Code

1. Call to Order, Confirmation of Quorum
2. Introduction – Open Workshop
3. 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)
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BOARD MEETING

4. Election of Chair and Vice Chair (For possible action)
5. Approval of the Minutes (For possible action)
 - September 28, 2013
 - October 30, 2013
6. Disciplinary Matters (For possible action)
 - Hearing - Case No. C13-02 – Gregory Squires, COTA License # 1049
7. Executive Director Employment Agreement (For possible action)
8. Executive Director's Report (For possible action)
 - Financial Reports – 2nd Quarter Ending December 31, 2013
9. Board Member Report (For possible action)
 - NBCOT Conference Report
10. Report from Board Chair
 - Future Agenda Items / Meeting Schedule

State of Nevada, Board of Occupational Therapy
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- 11. Report from Deputy Attorney General
- 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)

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. Public comment 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 Chairperson, additional public comment may be heard when that item is reached. The Chairperson 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)

Notice: Persons with disabilities who require special accommodations or assistance at the meeting should contact the Board office at (775) 746-4101; or fax (775) 746-4105 no later than 48 hours prior to the meeting. Requests for special accommodations made after this time frame cannot be guaranteed.

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

Washoe County Courthouse 75 Court Street Reno, NV 89501	Office of the Attorney General 100 North Carson Street Carson City, Nevada 89701	Office of the Attorney General 5420 Kietzke Lane, Ste 202 Reno, Nevada 89511
Grant Sawyer State Office Building 555 E. Washington Avenue #3900 Las Vegas, Nevada 89101	Board of Occupational Therapy 1595 Robb Drive, Unit 1 Reno, Nevada 89523	Public and County Libraries
Washoe County Clerk 1001 E. 9 th St. Bldg A P.O. Box 30083 Reno, NV 89520		

This agenda has been sent to all members of the State of Nevada Board of Occupational Therapy 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. Anyone desiring additional information regarding the meeting is invited to call the Board office at (775) 746-4101.

State of Nevada
Board of Occupational Therapy

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Phone (775) 746-4101 / Fax (775) 746-4105 / Toll Free (800) 431-2659 / Website www.nvot.org

AGENDA ITEM 2: Public Workshop – NAC 640A
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The purpose of the Public Workshop is to solicit comments from interested persons on proposed additions, amendment and/or repeal of regulations pertaining to Chapter 640A of the Nevada Administrative Code.

Proposed regulations have been drafted to address new legislative requirements and authority of the Board. Revisions to current regulations are intended to clarify and revise language to bring our regulations in line with our law.

Sections 1 through 7 are new language; sections 8 through 15 are revisions to current language.

Sec 8 addresses the period of time for late renewal of a license; and Sec 15 relates to fees. These sections have not previously been discussed by the Board.

Sec 8 revisions will allow a licensee to renew their license up to 30 days after expiration; subject to the late renewal fee and possible citation for practice without a license.

The current late renewal period is June, prior to license expiration; this change would allow timely renewal through June, the month the licenses expire, with the late renewal period changed to the month of July. The rationale is that most licensees now complete on-line renewals; therefore the processing time is minimal as opposed to when renewals were all hard copy and had to be processed manually.

Sec 15 Fees is proposed to eliminate the fees for a change of name and duplicate license as licensees can now print a new license on-line.

PROPOSED NEW AND REVISED REGULATIONS

NAC 640A Occupational Therapy

New Sections

Sec 1. *Advertisement defined (NRS629.076).* “Advertisement” means any printed, electronic or oral communication or statement that names an occupational therapist or occupational therapy assistant in relation to the practice, profession or institution in which the occupational therapist or occupational therapy assistant is employed, volunteers or otherwise provides health care services. The term includes, without limitation, any business card, letterhead, patient brochure, pamphlet, newsletter, telephone directory, electronic mail, Internet website, physician database, audio or video transmission, direct patient solicitation, billboard and any other communication or statement used in the course of business.

Sec 2. *Deceptive or Misleading Information defined.(NRS629.076)* “Deceptive or misleading information” means any information that falsely describes or misrepresents the fees to be charged or the profession, skills, training, expertise, education, specialty certification or licensure of an occupational therapist or occupational therapy assistant.

Sec 3. *Telepractice defined.(NRS 640A.110)* “Telepractice” means the application of telecommunication technology to deliver occupational therapy services at a distance for assessment, intervention, monitoring or consultation. Telepractice includes the terms telehealth or telerehabilitation when used separately or together.

Sec 4. *Use of telepractice in occupational therapy services (NRS 640A.110)*

When occupational therapy services are provided by telepractice, an occupational therapist must:

- 1. Be knowledgeable and competent in the technologies utilized in the provision of telepractice services;*
- 2. Ensure services are appropriate for delivery by telepractice;*
- 3. Provide services comparable to services delivered face-to-face;*
- 4. Document services provided by telepractice in the clients’ record; and*
- 5. Comply with all laws, rules and regulations governing the maintenance of client records, including client confidentiality requirements, regardless of the state where the records of any client are maintained.*

Sec 5. *Advertisements; display of licensure information; name tags (NRS 629.076)*

1. An advertisement for occupational therapy services that names an occupational therapist or occupational therapy assistant must identify the type of license held by the licensee and must not contain any deceptive or misleading information.

2. If an advertisement for occupational therapy services is in writing, the information concerning licensure must be prominently displayed in the advertisement.

3. A licensee shall wear a name tag which indicates his or her specific licensure during the course of providing occupational therapy services other than sterile procedures in a health care facility.

4. Except when providing occupational therapy services in a licensed medical facility or hospital, a licensee shall communicate his or her specific licensure to all current and prospective patients; including a written patient disclosure statement that is conspicuously displayed in the office where occupational therapy services are provided and which clearly identifies the licensee by name and type of license held.

Sec 6. Citations; administrative fines (NRS 640A.230)

1. The Board may issue administrative citations and fines to persons who practice occupational therapy under an expired license. Citations and fines are in addition to any other penalties or actions the Board may take for unlicensed practice.

2. The following administrative fines are established for practice under an expired license:

- | | | |
|----------------------------------|--------------------------|-------------------------|
| <i>(a) First violation</i> | <i>\$ 50.00 minimum</i> | |
| <i>(b) Subsequent violations</i> | <i>\$ 200.00 minimum</i> | <i>\$ 5,000 maximum</i> |

Sec 7. Practice under an expired license; waiver of administrative fine for extenuating circumstances (NRS 640A.230)

1. The Board may waive an administrative fine assessed for practice under an expired license if:

- (a) It is the first violation of practicing under an expired license;*
- (b) The license has been expired for less than 31 days;*
- (c) Failure to renew the license is due to extenuating circumstances; and*
- (d) The person submits a written request and evidence satisfactory to the Board of the extenuating circumstances.*

2. Extenuating circumstances include, without limitation, illness, injury, and family hardship.

Revisions to Regulations

Sec 8. NAC 640A.050 Expiration, *renewal* and *late* renewal of license. ([NRS 640A.110](#), [640A.180](#))

1. A license issued by the Board expires on a date to be established by the Board.
2. In addition to the requirements of [NAC 640A.030](#), to renew an active license, a person must provide proof of the completion of any applicable continuing education requirements.
- 3. A late renewal of an active license will be accepted up to 30 days from date of expiration. In addition to the requirements for renewal, a late renewal fee will be assessed.*

Sec 9. NAC 640A.230 Scope of services with and without referral of patient by licensed provider of health care. ([NRS 640A.110](#))

1. An occupational therapist may practice occupational therapy on a patient for specific medical conditions if the patient has been referred to the occupational therapist by a provider of health care licensed to practice in this state.
2. An occupational therapist may, without referral, provide occupational therapy services, including, without limitation, evaluation, planning and implementing a program of intervention, monitoring services and consultation for a person whose ability to perform the tasks of daily living is impaired by:
 - (a) Developmental deficiencies;
 - (b) The aging process;
 - (c) Environmental deprivation;
 - (d) Sensory impairment;
 - (e) Psychological or social dysfunction; or
 - (f) Other conditions.
3. An occupational therapist may provide the occupational therapy services listed in subsection 2 in a nonmedical setting, including, without limitation, a residential setting, an educational setting, a vocational setting, a recreational setting, ~~or~~ a center that provides for the care of adults or children during the day, and *a telepractice setting*.
4. As used in this section:
 - (a) “Consultation” includes working with providers of health care and other persons involved in the care of a patient to provide advice and services.
 - (b) “Monitoring services” includes those services which are characterized by regular contact at least once per month to:
 - (1) Check or regulate adaptive and positioning equipment to ensure its proper use; or
 - (2) Assess the level of skills of a patient, including, without limitation, the adaptive skills of the patient.
 - (c) “Specific medical conditions” includes those conditions of acute trauma, infection, disease, aging or postsurgical status where custom requires the involvement of a provider of health care.

Sec 10. NAC 640A.250 Practice by occupational therapy assistant or provisional licensee. ([NRS 640A.110](#), [640A.230](#))

1. An occupational therapy assistant or a provisional licensee shall not practice occupational therapy without the general supervision of an occupational therapist. Immediate physical presence or constant presence on the premises where the occupational therapy assistant or provisional licensee is practicing is not required of the supervising occupational therapist. To provide satisfactory general supervision, the occupational therapist shall:
 - (a) Provide an initial program of intervention, and any subsequent changes to the initial program, for patients assigned to the occupational therapy assistant or provisional licensee.
 - (b) Not less than 1 hour for each 40 hours of work performed by the occupational therapy assistant or provisional licensee and, in any event, not less than 1 hour each month, engage in:
 - (1) Clinical observation of the occupational therapy assistant or provisional licensee; or
 - (2) Direct communication with the occupational therapy assistant or provisional licensee.The mode and frequency of that communication is dependent upon the setting for the practice of the occupational therapy assistant or provisional licensee. Direct communication may consist of, without limitation:
 - (I) Direct or joint treatment of a patient;

(II) Personal supervision of the occupational therapy assistant or provisional licensee while providing services;

(III) Conversation, in person or by telephone;

(IV) Exchange of written comments;

(V) Review of patient records; or

(VI) Conferences, or other face-to-face meetings.

(c) Establish the caseload of the occupational therapy assistant or provisional licensee based on the competency of the occupational therapy assistant or provisional licensee as determined by the supervising occupational therapist.

(d) Review written documentation prepared by the occupational therapy assistant or provisional licensee during the course of treatment of a patient. The completion of this review by the occupational therapist may be evidenced by:

(1) Preparation of a separate progress note; or

(2) The occupational therapist signing and dating the document prepared by the occupational therapy assistant or provisional licensee.

2. The supervising occupational therapist and the occupational therapy assistant or provisional licensee shall jointly:

(a) Document, in a manner other than the mere signing of service records prepared by another person, the supervision required pursuant to this section by preparing, without limitation:

(1) Daily or weekly treatment or intervention schedules;

(2) Logs of supervision, which must include, without limitation, the time and date of supervision, the type of supervision provided and the subject matter covered during the supervision; and

(3) Patient records.

(b) Ensure that each record regarding a patient treated by the occupational therapy assistant or provisional licensee is signed, dated and reviewed at least monthly by the occupational therapy assistant or provisional licensee and the supervising occupational therapist. In reviewing the record, the occupational therapist and the occupational therapy assistant or provisional licensee shall verify, without limitation:

(1) The accuracy of the record; and

(2) That there is continuity in the services received by the patient pursuant to the program of intervention.

3. An occupational therapy assistant or provisional licensee may assist a supervising occupational therapist **[to]**:

(a) Prepare and disseminate any written or oral reports, including, without limitation, the final evaluation and discharge summary of a patient; and

(b) Unless the treatment is terminated by a patient or his or her provider of health care, determine when to terminate treatment; **and**

(c) Delegate duties to an occupational therapy aide or technician.

4. An occupational therapy assistant or provisional licensee shall document all treatment provided to a patient by the occupational therapy assistant or provisional licensee.

5. A supervising occupational therapist shall not delegate responsibilities to an occupational therapy assistant or provisional licensee which are beyond the scope of the training of the occupational therapy assistant or provisional licensee.

6. The provisions of this section do not prohibit an occupational therapy assistant or provisional licensee from responding to acute changes in a patient's condition that warrant immediate assistance or treatment.
7. As used in this section, "sign" means to inscribe by handwriting or electronic means one's name, initials or license number.

Sec 11. NAC 640A.275 Supervision of occupational therapy aide or technician:

~~["Directly supervise" interpreted. (NRS 640A.110, 640A.230) As used in NRS 640A.230, the Board interprets]~~

A licensed occupational therapist or occupational therapy assistant shall directly supervise the work of any person who assists him or her as an aide or technician.

The term "directly supervise" ~~[to]~~ means supervision of an occupational therapy aide or technician by a licensed occupational therapist *or occupational therapy assistant* who:

1. Is physically present on the premises at all times when the aide or technician is working with patients;
2. Provides personal instruction to the aide or technician on a regular basis;
3. Personally evaluates the work of the aide or technician on a regular basis; and
4. Sets forth detailed statements of the duties and responsibilities of the aide or technician.

Sec 12. NAC 640A.310 Advertising. (NRS 640A.110) A licensee shall not advertise treatment by the use of occupational therapy or equipment used in the practice of occupational therapy in such a manner that the advertising:

1. ~~[Contains a testimonial or endorsement by another person];~~
2. Implies that the occupational therapist has skill which is superior to that of another occupational therapist;
3. Holds the occupational therapist out as a specialist unless the licensee is certified as a specialist by an organization recognized by the Board;
4. Makes any false claim about the efficacy or value of the treatment the licensee administers; or
5. Is false, deceptive or misleading in regard to the *services to be provided*, fee which is charged or the terms of any credit for the treatment administered.

Sec 13. NAC 640A.340 Complaints against licensees. (NRS 640A.110)

1. Any person who believes that another person licensed by the Board has violated a provision of this chapter or [chapter 640A](#) of NRS may file a complaint with the Board on a form provided by the Board.
2. The Board may, on its own, initiate a complaint against a person licensed by the Board.
3. A complaint must, without limitation:
 - (a) Identify one or more grounds for disciplinary action; *and*
 - (b) Contain a statement of facts in sufficient detail to enable the Board to understand the allegations. ~~[: and~~
 - ~~(c) Be signed by the person making the complaint].~~
4. The Executive Director of the Board, in consultation with legal counsel, shall review each complaint and decide if the complaint merits an investigation.

5. The Executive Director of the Board shall bring before the Board any complaint found to have merit.
6. For any proceedings regarding a complaint filed against an occupational therapy assistant, the Board may require that the occupational therapy assistant be accompanied by any occupational therapist who signed, dated or reviewed a record regarding a patient related to the complaint.

Sec 14. NAC 640A.350 Acts constituting unprofessional conduct. ([NRS 640A.110](#), [640A.200](#)) In addition to those acts specified in subsection 4 of [NRS 640A.200](#), the following acts, among others, constitute “unprofessional conduct”:

1. Engaging in the practice of occupational therapy when unable to do so with reasonable skill and safety to patients because of the licensee’s use of alcohol or any controlled substance, or because of any mental or physical condition or illness suffered by the licensee;
2. Being guilty of negligence in the performance of occupational therapy;
3. Allowing another person to use the license issued to the licensee;
4. Failing to report or otherwise concealing information related to a violation of this chapter or [NRS 640A.200](#) which could result in harm to the public health and welfare;
5. Intentionally making or filing a false or misleading report;
6. Failing to file a report which is required by law or a third person or intentionally obstructing or attempting to obstruct another person from filing such a report;
7. Intentionally harassing, abusing or intimidating a patient, employer, employee, colleague or other person, either physically or verbally, including, but not limited to, sexual harassment, abuse or intimidation;
8. Failing to notify the Board of disciplinary action imposed upon the licensee or applicant for licensure by a regulatory authority in another jurisdiction in which the licensee or applicant currently holds or held a license;
9. Divulging, without the consent of the patient, information gained within the context of the professional relationship with the patient, unless otherwise required by law;
10. Failing to obtain the informed consent of a patient before engaging in scientific research involving the patient;
11. Violating a provision of the *Occupational Therapy Code of Ethics* or the *Standards of Practice for Occupational Therapy*, adopted by reference in [NAC 640A.205](#);
12. Referring or appearing to refer a patient to a third person to receive a fee or other consideration from the third person;
13. Recommending or prescribing therapeutic devices or modalities sold by a third person to receive a fee or other consideration from the third person;
14. **Advertising in a manner** that tends to deceive or mislead the public, *or contains deceptive or misleading information.*
15. Making false statements, providing false information or omitting pertinent information in connection with an application for licensure or renewal of a license;
16. Misrepresenting or falsifying credentials, including, but not limited to, those relating to education, training, experience and areas of competency;
17. Practicing or offering to practice beyond the scope authorized by law; or
18. Performing professional services which the occupational therapist knows he or she is not competent to perform.

Sec 15. NAC 640A.160 Fees. ([NRS 640A.110](#), [640A.190](#)) The following fees are established:

1. For an **occupational therapist**:
 - (a) Initial active license..... \$250
 - (b) Renewal of an active license..... 175
 - (c) A temporary or provisional license..... 150
 - (d) Renewal of a temporary or provisional license..... 100
 - (e) Convert a temporary or provisional license to an active license..... 100
 - (f) Reinstatement of an expired license..... 200
 - (g) Renewal of an inactive license..... 100
 - (h) Convert an inactive license to an active license..... 75
2. For an **occupational therapy assistant**:
 - (a) Initial active license..... \$175
 - (b) Renewal of an active license..... 125
 - (c) A temporary or provisional license..... 100
 - (d) Renewal of a temporary or provisional license..... 75
 - (e) Convert a temporary or provisional license to an active license..... 75
 - (f) Reinstatement of an expired license..... 125
 - (g) Renewal of an inactive license..... 75
 - (h) Convert an inactive license to an active license..... 50
3. General:
 - (a) ~~[Change of name on a license..... \$50~~
 - ~~(b) Duplicate of a lost license or license card..... 50]~~
 - (c) Processing of an initial license..... 150
 - (d) Late fee for renewal of a license..... 125
 - (e) Verification of a license..... 25
 - (f) Returned check processing..... 25

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AGENDA ITEM 4: Election of Chair and Vice Chair
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Pursuant to NRS 640A.090, 1.(b), The Board of Occupational Therapy is to elect a chairman at their regular meeting in January of each year. The Vice Chair assumes the duties of the Chair in the absence of the Chair. The Vice Chair will assume the Chair position for the balance of the term/year, if for any reason the Chair is unable to continue in the position, such as long-term illness or resignation from the Board.

The Chair and Vice Chair are voting members of the Board.

Duties of the Chair

The Chair presides over all public meetings of the Board, calling meetings to order, leading and conducting the meeting.

The Chair:

- Decides if a quorum is present before the meeting is opened;
- Leads the Board members into discussion and attempts to have all sides presented;
- Sets the ground rules for time allocation, discussion limits, time of adjournment and keeps focus on the agenda;
- Has the agenda adopted at the start of the meeting and ensures motions are properly voted upon.
- Conducts hearings and may be called upon to make evidentiary rulings pursuant to legal obligations.

Requirements of a Good Chair

- Knowledgeable of basic parliamentary procedures
- Leadership ability
- Ability to get along with people while remaining firm and orderly
- Ability to handle critical and controversial issues
- Maintains control of his/her emotions and convictions
- Impartial, exercising common sense and good judgment
- Ability to control ill will or negative thoughts about others in public.

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AGENDA ITEM 5: Approval of the Minutes

The minutes of the meetings of the State Board of Occupational Therapy are presented for approval.

- September 28, 2013
- October 30, 2013

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

STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

MINUTES OF PUBLIC MEETING

**September 28, 2013
Reno, Nevada**

Members Present:	Eric Gerken, Allison Stephens, Kittima Conrad
Members Absent:	Linda Frasier, Ronald Tulak
Staff Present:	Loretta L. Ponton, Executive Director, Henna Rasul, Senior Deputy Attorney General
Public Present:	None

The meeting was called to order at 11:02 p.m. by Eric Gerken, Chair. A roll call confirmed a quorum was present.

Public Comment – No Public were in attendance.

Approval of the Agenda – Allison made a motion, seconded by Kittima to approve the agenda. The motion passed.

Approval of the Minutes – Eric asked if there were any comments or revisions to the minutes of the meeting of June 15, 2013. No comments or revisions were heard.

Allison made the motion, seconded by Kittima to approve the minutes of the June 15, 2013 meeting. The motion passed.

Disciplinary Matters – Case No. C13-01 – Loretta stated Case C13-01 was found to be unsubstantiated and therefore is recommended for dismissal. Allison made the motion, seconded by Kittima to formally dismiss Case C13-01. The motion passed.

Contract Performance Review – Lorylynn Ltd. – Eric stated that all members completed and submitted the performance evaluation forms. Overall performance was rated above standard. Eric summarized the comments provided by members during the performance evaluation. Discussion was heard regarding a performance award.

Allison made the motion to approve the full performance award of \$7,500 for continued outstanding service to the Board. Kittima seconded the motion. The motion passed.

Executive Director's Report – Loretta directed the members to the written report in the board packet.

Licensure Statistics – Loretta provided an update on licensure statistics as of September 1st indicating an increase of over 5% in number of licensees over the previous year. It was reported 85 individuals did not renew licenses and those licenses have expired.

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

Financial Reports - Loretta summarized the financials reports stating the reports reflect status through FY 2013 ending June 30, 2013. Loretta reported that licensing revenue exceeded budget by \$9,712.55 at year end; total income from all sources was \$191,055.88.

Expenditures for the year were under budget by \$17,473.94; total expenses were \$185,528.38.

Cash assets, including deferred revenue from license renewal fees, investment income and reserves are \$727,705.48; of which approximately \$593,715 is in reserve funds.

Board Conferences – Loretta reported that Eric, Ron and Kittima will be attending the NBCOT conference in Cincinnati, Ohio, November 8th and 9th.

Monitoring – The OTR and COTA Supervisory Audit and the CE Audit are in progress with no deficiencies noted to date. Audits should be completed by November 1st.

Legislative items - Loretta reported she attended training on AB 21 regarding new administrative requirements for collecting and reporting licensee information to the State Controller's office for the purposes of debt collection. The revision of all license applications including the on-line license renewal application are being completed to incorporate legislative approved requirements in SB 21, debt collection; AB 155, notice of mandatory reporting of abuse or neglect of a child and SB 236 requiring all forms to be in available and submitted in electronic format.

Disciplinary Actions - Loretta reported there are two (2) pending complaints in process.

Request for Proposal for Executive Director Services – Loretta explained that contract services must be opened for competitive proposal at a minimum every four (4) years. The current contract for executive director services will expire August 31, 2014. The last RFP was issued in October 2009; resulting in a contract award for the full 4 years. Loretta explained that the proposed RFP and Timeline being presented for consideration is based upon the previous RFP terms and conditions which have been updated to reflect the changes made by the Board to move to an official office and add an additional part-time staff position.

Allison asked if it would be more appropriate at this time to move the Executive Director position to an employee status rather than an independent contractor position. Discussion was heard regarding employee vs. independent contractor and comparable salary and benefits available as an employee which are not available to an independent contractor. Loretta stated that she had concerns regarding her ability to be an employee of the Board in regards to the effect of potential benefits such as participating in the public employees' retirement system. Loretta stated she would do more research and determine whether she would be prohibited from accepting an employee status.

Henna stated the Board could rescind the RFP at a later date if they wished. There was consensus to move forward with the RFP process at this time.

Loretta facilitated a review of the proposed RFP explaining the changes to previous RFP sections and timeline for issuance, receipt, review and award. It was noted on the cover page the deadline for submitting questions should read November.

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

Allison made the motion to approve and issue the RFP as presented. Allison amended the motion to approve and issue the RFP with a correction to change the month to November as noted; Kittima seconded the motion. The motion passed.

Website IT Services, Temporary Employee – Eric asked Loretta to present. Loretta explained that a solicitation for website upgrade was issued and one response was received from a vendor that indicated that actual services would be provided by Victor Polyshko as an employee of the respondent. Victor developed and maintains the current website. His company 5 Pixels Studios is in the process of merging with another company and he does not have current business licenses.

Subsequent to contract negotiations, the vendor informed the Board they were withdrawing their proposal and would not be able to perform the services.

Due to the above special circumstances, it is proposed that the Board approve a temporary employee position specifically to complete the upgrade of the website and provide necessary maintenance through June 30, 2014. The Board has a budget of \$4,500 for IT services; the estimated cost for the temporary employee would be within the budget for IT services.

Discussion was heard regarding the need for completion of the website and continuity of website maintenance services.

Allison made the motion, seconded by Kittima to approve a temporary employee position through June 30, 2014 as presented.

Work Session

Website Status – Loretta stated that Mr. Polysko was ill but had provided the links to view the status of the new website format. Loretta presented an overview of the new website demonstrating the use of the search feature and various pages that were in development.

NAC 640A – Proposed Regulations

Eric asked Loretta to provide a general overview of the regulatory process and timeline.

Telepractice – The proposed definition and language for use of telepractice in occupational therapy services was discussed with revisions noted to change the word “and” to “or” in the first sentence of the definition to read “assessment, intervention or consultation.” and to change the word “equivalent” to “comparable” in paragraph 2 d.

AB 349 made changes to Chapter 622 which allows but does not require licensing by endorsement for veteran’s at a reduced fee. After discussion, there was consensus to table this option at this time.

AB 456 made mandatory disclosure requirements for advertising by health care professionals to include the title and specialty or certification, if applicable and mandates identifying name tags

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

be worn. Individuals who work in medical facilities are exempt from specific disclosure requirements required to be communicated to prospective and current clients. The Board has current regulations referencing advertising in NAC 640A.310 and 640A.350. There was consensus that regulation revisions would be required to bring the Board into compliance with AB 456.

SB220 made revisions to NRS 640A, the Board's law, allowing complaints to be filed anonymously and gives new authority regarding investigating unlicensed practice including cease and desist orders, issuance of citations and assessing administrative fines. The Board's current regulation NAC 640A.340 addresses filing complaints which requires an individual signature when filing a complaint with the Board. A discussion of the additional authority provided by SB 220 was heard. The establishment of a process for issuing citations and the need to have a standardized citation form and establishing administrative fine amounts was also discussed. There was consensus that regulations would be necessary to delineate and implement the provisions of this bill.

SB 153 is the Board's bill which allows the Board to revise the licensure term to more than one year which also impacts license renewal regulations. The bill also addresses supervision of occupational therapy aides or technicians. NAC 640.275 is the regulation on supervision; discussion of proposed revised language to include allowing occupational therapy assistants to supervise aides was held with a consensus that the proposed language was acceptable. After discussion of extending the licensure term to more than one year, there was a consensus to table this item at this time and make no immediate decision on extending the licensure period

AB 155 added occupational therapy to the professions that are mandated to report child abuse or neglect. This bill made administrative requirements for informing licensee and maintaining records of the licensee notification. After discussion, it was determined no additional regulations were needed at this time.

Eric directed Loretta to proceed with drafting necessary regulations based upon the discussions and consensus of the Board; to be considered at the next Board meeting.

Report from Board Chair – Eric referenced the proposed meeting scheduled and stated the next meeting is proposed for January 25th in Las Vegas. Allison stated that she could not attend a January meeting. Discussion of optional dates was heard. The 2014 Board Meeting schedule was revised to reflect February 1st, in Las Vegas; April 12th in Reno; June 28th as a workshop and meeting in Las Vegas; September 20th as a public hearing and meeting in Reno; and November 19th as a teleconference.

Report from Legal Counsel – Henna stated there was nothing to report.

Public Comment – No public was in attendance.

Adjournment – Kittima made the motion, seconded by Allison to adjourn. The motion passed. The meeting was adjourned at 2:55 p.m.

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

STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

MINUTES OF PUBLIC MEETING

**Teleconference
October 30, 2013
Reno, Nevada**

Members Present:	Eric Gerken, Ronald Tulak, Allison Stephens, Linda Frasier, Kittima Conrad
Members Absent:	None
Staff Present:	Loretta L. Ponton, Executive Director, Henna Rasul, Senior Deputy Attorney General
Public Present:	None

The meeting was called to order at 5:30 p.m. by Eric Gerken, Chair. A roll call confirmed a quorum was present.

Public Comment – No Public was in attendance.

Approval of the Agenda – Linda Frasier made a motion, seconded by Ron Tulak to approve the agenda. The motion passed.

There was consensus that Agenda Items 4, Request for Proposal for Executive Director Services; and Item 5 Employment Agreement would be discussed as a unit as they are directly related.

Request for Proposal for Executive Director Services – Loretta explained that the Board, at the September 28, 2013 meeting, had discussed whether the Executive Director position should be changed to an employee status. Loretta had indicated at that time that she might not be able to accept a position as an employee; however further research has verified that she could accept an employee position. Loretta stated an RFP was approved and was to be issued for an independent contract position for Executive Director Services.

Ron made the motion, seconded by Linda to rescind the Request for Proposal for Executive Director Services. The motion passed.

Executive Director Employment Agreement – Discussion was held regarding the proposed employment agreement with Loretta L. Ponton to serve as Executive Director for the Board of Occupational Therapy. The proposed employment status would be effective for FY 15, starting July 1, 2014. Loretta presented each paragraph for consideration of acceptance or revision with a consensus as follows:

Paragraph 1, Employment: no changes; Paragraph 2, Term start date: no changes; Paragraph 3, Compensation, a) remove eligibility for “a discretionary bonus”; Paragraph 4 Benefits, a) Personal Leave revised to reduce unused personal leave accumulation to a maximum of 6 weeks; Paragraph 5, no changes; Paragraph 6 Employee Resignation, reword a) to more clearly reflect

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

that the intent is that it pertains to a situation when the employer terminates the employee prior to the end of the voluntary termination 6 month notice period.

Allison made the motion, seconded by Linda to accept the Employment Agreement with revisions to be brought back to the Board at their next meeting for final approval. The motion passed.

Personnel Policies and Procedures – Loretta stated revisions to the personnel policies and procedures are proposed. Section 210 Benefits is revised to add deferred compensation as an optional benefits for employees. There is no cost to the Board for this benefit as it is an employee contribution to a 457(b) retirement plan. Section 310 Payroll Cycle is proposed to be changed from semi-monthly to bi-weekly. The Classification and Compensation plan is proposed for revision to change the wage range for the Licensing Specialist position. A comparative analysis to state employees in the Administrative Assistant classification determined the duties and responsibilities are similar to the Administrative Assistant I position. The proposed wage range would be increased from the current \$10 - \$15 per hour to \$14.95 - \$21.48 per hour.

Discussion of the proposed revisions was heard, with comments regarding the duties and responsibilities of the Licensing Specialist position. Loretta stated the current employee's duties are being expanded to include more administrative assistance in addition to licensing responsibilities. Ron stated the wage increase is substantial and that he does not believe such a large increase should be made. Loretta explained the question is whether the wage range should be adjusted; Allison stated the individual's wage is determined by the Executive Director and has to be within the approved range.

Linda made the motion, seconded by Allison to approve the Personnel Policies and Procedures as presented. The motion passed with Ron voting No.

Nevada Deferred Compensation Agreement – Loretta explained the alliance partnership agreement with the Nevada Deferred Compensation Committee which would allow the Board to offer employees participation in the Nevada Deferred Compensation Program.

Allison made the motion, seconded by Linda to approve the Interlocal Contract Between Public Agencies with the State of Nevada Employees' Deferred Compensation Committee. The motion passed.

Public Comment – No public was in attendance.

Adjournment – Linda made the motion, seconded by Ron to adjourn. The motion passed. The meeting was adjourned at 6:40 p.m.

State of Nevada
Board of Occupational Therapy

P.O. Box 34779, Reno, Nevada 89533-4779
Phone (775) 746-4101 / Fax (775) 746-4105 / Toll Free (800) 431-2659 / Website www.nvot.org

AGENDA ITEM 6: Disciplinary Hearing
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Case No. C13-02 – Gregory Squires, COTA - License #1049

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 7: Executive Director Employment Agreement

The Employment Agreement with the Executive Director is presented for final approval. The agreement has been revised as directed by the Board.

EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is entered into as of February 1, 2014, by and between the State of Nevada Board of Occupational Therapy (“Employer”) and Loretta L. Ponton, hereinafter referred to as Employee, (collectively referred to as “Parties”).

- 1) **Employment:** Employer hereby employs Employee, and Employee hereby accepts employment by Employer to serve as Executive Director for the State of Nevada Board of Occupational Therapy with all duties, powers and authorities provided by law, and to perform such executive, managerial, and administrative duties as Employer may specify during the term of this Agreement.
 - a) Employee acknowledges and agrees that Employee’s employment is primary to all other services or business interests and that other such services or business interests shall not interfere with Employee carrying out the duties of Executive Director.
 - b) Employer acknowledges and agrees that Employee has other business interests and activities and that employee will not be restricted from rendering services or engaging in such activities, including but not limited to the business of Lorylynn Ltd.
- 2) **Term:** The term of employment under this Agreement is from **July 1, 2014** continuing thereafter until terminated pursuant to the provisions of Section 5, Termination herein.
- 3) **Compensation:** As compensation for services, Employer authorizes payment to Employee in an amount equal to \$82,500 per annum in base salary, less required and/or requested withholdings, payable in monthly installments consist with Employer’s customary payroll practices.
 - a) Employee’s performance will be reviewed annually. At this time, Employee will be eligible for consideration for raise in salary and change in benefits; determined by Employer in its sole and absolute discretion.
- 4) **Benefits:** In addition to the compensation specified above, Employee will receive the following benefits:
 - a) Personal Leave: Six (6) weeks per annum. Unused personal leave may accumulate to a maximum of Six (6) weeks over the course of Employee’s employment. Unused accumulated personal leave shall be paid to Employee upon separation at the then current salary amount.
 - b) Deferred Compensation: Employee may participate in the Employer’s Deferred Compensation Program at the sole discretion of the employee.
 - c) All other benefits as delineated in the Employer’s Personnel Policies and Procedures not specifically identified above, as they may be from time to time adopted, modified, or amended.

- 5) Termination: Employer may terminate this Agreement at any time with or without cause.
- a) Termination with Cause. Termination with cause means termination of employment because of: i) conviction by a court of competent jurisdiction of fraud, misappropriation, or embezzlement of Board property or funds; ii) conviction of, or pleading nolo contendere to, any felony; iii) failure to perform the duties required of Employee; iv) material breach of this Agreement, or v) any other reason constituting cause for discharge. A determination of cause is within the Employer's sole discretion provided that such discretion is exercised in good faith.
 - b) Termination without Cause. Employer may terminate this Agreement without cause upon 3-months written notice to Employee. Employer's sole liability to Employee upon such termination will be as follows:
 - i) Employee shall receive normal compensation for the days actually worked by mutual agreement after any such notice of termination; plus an amount equal to current salary for 90-working days as severance pay, less applicable withholdings.
 - c) In the event Employer at any time during the term of the Agreement reduces the salary or other financials benefits of Employee in a greater percentage than an applicable across-the-board reduction for other employees, Employee may, at her option, be deemed to be "terminated without cause" as of the effective date of such reduction.
- 6) Employee Resignation: In the event Employee voluntarily resigns her position as Executive Director, unless the parties otherwise agree, Employee shall give Employer 6-months advance written notice. Employee shall be paid through the effective date of her resignation, plus all accrued benefits.
- a) If Employer accepts Employee's resignation and terminates employee prior to the effective date of resignation, then Employee shall be paid in accordance with Section 5(b), Termination without Cause, herein.
- 7) Notice: All notices and other communications under this Agreement shall be in writing and shall be given by hand delivery to the other party or by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Employee: Loretta L. Ponton
 1150 Silver Crest Circle
 Reno, Nevada 89523

If to Employer: Board of Occupational Therapy
 Board Chair
 P.O. Box 34779
 Reno, Nevada 89533

8) General Provisions:

- a) Governing Law. The laws of the state of Nevada shall govern this Agreement.
- b) Entire Agreement; Modification. This Agreement constitutes the entire Agreement between the Parties and may only be amended by written documentation signed by both Parties.
- c) Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of Employer's successors and assigns.
- d) Severability. If any provision(s), or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, Employer and Employee have caused this Agreement to be executed on

_____.

Employee:

Employer:

State of Nevada
Board of Occupational Therapy

Loretta L. Ponton

Eric Gerken, Chair

State of Nevada
Board of Occupational Therapy

P.O. Box 34779, Reno, Nevada 89533-4779
Phone (775) 746-4101 / Fax (775) 746-4105 / Toll Free (800) 431-2659 / Website www.nvot.org

AGENDA ITEM 8: Executive Director's Report

Attachments:

2nd Quarter FY 14 Financial Reports

State of Nevada
Board of Occupational Therapy

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EXECUTIVE DIRECTOR’S REPORT
February 1, 2014

Licensure Statistics - The following chart provides current and prior year licensing details and activity as of December 31, 2013.

Description	2013	2012	% +	OTR’s	2012	COTA’s	2012
Total Current Licensees	874	848	3.07%	674	647	200	201
Active Licensees	845	786	7.51%	655	611	190	185
Provisional Licensees	2	12	-83.33%	2	9	0	3
Temporary Licensees	3	5	-40.00%	2	2	1	3
Inactive Licensees	24	25	-4.00%	15	15	9	10

There have been 79 new licenses issued for the period July 1 through December 31, 2013, with ten (10) applications pending. Two temporary licenses have expired.

Fiscal Year 2013 - June 30, 2013 Financial Statements and Budget Status Report

The FY 2014 financial reports reflect all financial information for the quarter ending December 31, 2013.

Revenue totals \$86,083.84 which is 48.05% of budget; Expenses total \$78,763.40 which is 42.66% of budget; Net Income over expenses is \$ 13,753.81.

Cash Assets at June 30, 2013 total \$679,041.96; deferred revenue from license renewal fees is \$72,914 which is recognized as income spread over each month. The Board has approximately \$607,468 in reserve funds.

Investments – Two CD’s will mature in the next quarter totaling \$125,000 which will be reinvested in long term investment CD’s in accordance with the Board’s investment policy

GL Suite User Conference – I attended the GL Suite User Conference in Bend, Oregon January 22-24th. In addition to the conference, I met for a full day with GL Suite staff one-on-one to facilitate the Board’s upgrade of the On-Line renewal system to incorporate the changes required by legislative action. There was no cost to the Board for attendance.

Monitoring – The **OTR Supervisory Audit**, **COTA Supervisory Audit** and annual **CE Audit** for 2013 have been completed. All licensees were found to be in compliance with supervisory and continuing education requirements. A total of 207 licensees were audited.

Complaints / Disciplinary Actions – One (1) complaint is pending informal investigation.

State of Nevada
Board of Occupational Therapy
Profit & Loss Budget vs. Actual
July 2013 through December 2013

	Annual Budget	Actuals July - Dec 13	Remaining Balance	% of Budget Spent
Ordinary Income/Expense				
Income				
Processing Fees	20,250.00	11,025.00	9,225.00	54.44%
License Fees				
COTA	30,460.00	12,345.86	18,114.14	40.53%
OTR	121,840.00	60,569.23	61,270.77	49.71%
Total License Fees	152,300.00	72,915.09	79,384.91	47.88%
List Fee	6,625.00	2,143.75	4,481.25	32.36%
Total Income	179,175.00	86,083.84	93,091.16	48.05%
Expense				
Attorney General/legal fees	15,000.00	1,508.36	13,491.64	10.06%
Bank service charges	4,500.00	1,469.86	3,030.14	32.66%
Equipment Purchase	1,000.00	0.00	1,000.00	0.0%
Equipment Rental	1,225.00	573.06	651.94	46.78%
Executive Director	82,500.00	45,000.00	37,500.00	54.55%
Insurance	1,750.00	1,649.76	100.24	94.27%
Licensing - Data System	12,000.00	5,749.98	6,250.02	47.92%
Maintenance and Repairs	425.00	2.80	422.20	0.66%
Meeting Expense	1,200.00	65.87	1,134.13	5.49%
Office Lease	14,800.00	7,489.92	7,310.08	50.61%
Office Supplies	1,500.00	916.28	583.72	61.09%
Personnel Services	10,500.00	8,756.60	1,743.40	83.4%
Postage and Delivery	1,600.00	-91.31	1,691.31	-5.71%
Printing and Reproduction	1,000.00	0.00	1,000.00	0.0%
Professional Fees	11,000.00	700.00	10,300.00	6.36%
Technical Support / Web Site	6,150.00	723.10	5,426.90	11.76%
Telephone	3,000.00	1,011.09	1,988.91	33.7%
Travel & Ent				
Out of State Travel	9,000.00	2,844.89	6,155.11	31.61%
Travel - in state	6,500.00	393.14	6,106.86	6.05%
Total Travel & Ent	15,500.00	3,238.03	12,261.97	20.89%
Total Expense	184,650.00	78,763.40	105,886.60	42.66%
Net Ordinary Income	-5,475.00	7,320.44	12,795.44	-133.71%
Other Income/Expense				
Other Income				
Interest Income	6,600.00	3,964.07	2,635.93	60.06%
Sublease Income	5,000.00	2,469.30	2,530.70	49.39%
Total Other Income	11,600.00	6,433.37	5,166.63	55.46%
Other Expense				
Unrealized Investment Loss	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	11,600.00	6,433.37	5,166.63	55.46%
Net Income	6,125.00	13,753.81	7,628.81	224.55%

State of Nevada Board of Occupational Therapy
Balance Sheet
As of December 31, 2013

Dec 31, 13

ASSETS

Current Assets

Checking/Savings

Wells Fargo Bank - Checking	169,192.39
Wells Fargo Bank - Investments	503,489.75
Wells Fargo Bank - Money Market	6,359.82
Total Checking/Savings	<u>679,041.96</u>

Other Current Assets

Accounts Receivable	0.00
Prepaid Expenses	2,222.94
Undeposited Funds	0.00
Total Other Current Assets	<u>2,222.94</u>
Total Current Assets	<u><u>681,264.90</u></u>

TOTAL ASSETS

681,264.90

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	0.00
Total Accounts Payable	<u>0.00</u>

Other Current Liabilities

Deferred Revenue	72,914.00
Payroll Liability	0.00
Payroll Tax Liability	881.95
Other Current Liabilities	<u>0.00</u>

Total Other Current Liabilities 73,795.95

Total Current Liabilities 73,795.95

Total Liabilities 73,795.95

Equity

Retained Earnings	593,715.14
Net Income	13,753.81

Total Equity 607,468.95

TOTAL LIABILITIES & EQUITY

681,264.90

State of Nevada Board of Occupational Therapy
Transaction Detail by Account
October through December 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Wells Fargo Bank - Checking					
Check	10/01/2013		Ricoh Copier	Copier maintenance	-59.67
Check	10/01/2013	4137	Lorylynn LTD	Executive Director salary	-13,750.00
Check	10/01/2013	4138	Quaill Robb Drive LLC	Office lease	-1,248.32
Check	10/01/2013	4139	iSys LLC	Telephone	-52.03
Check	10/01/2013	4140	Numbers Inc.	Accounting services	-350.00
Paycheck	10/01/2013	4136	Angela Nichols	Payroll expense	-376.79
Deposit	10/01/2013			Deposit	850.00
Deposit	10/01/2013			Deposit	1,356.25
Deposit	10/03/2013			Deposit	75.00
Deposit	10/04/2013			Deposit	387.50
Deposit	10/07/2013			Deposit	25.00
Deposit	10/08/2013			Deposit	75.00
Deposit	10/09/2013			Deposit	675.00
Check	10/12/2013			Service Charge	-131.21
Deposit	10/14/2013			Deposit	25.00
Paycheck	10/15/2013	4141	Angela Nichols	Payroll expense	-531.94
Deposit	10/16/2013			Deposit	1,066.31
Check	10/18/2013	4145	GL Suite, Inc.	Accounting system	-958.33
Check	10/18/2013	4143	A T & T	Telephone	-229.65
Check	10/18/2013	4144	Puliz Records Management Ser	Records storage	-40.00
Check	10/18/2013	4146	Wells Fargo	GBIS, NBCOT airfare, me	-1,525.62
Check	10/18/2013	4142	UPS	Box rental	-256.00
Deposit	10/18/2013			Deposit	25.00
Deposit	10/19/2013			Deposit	362.50
Liability Check	10/21/2013		US Treasury	Payroll taxes	-392.90
Deposit	10/22/2013			Deposit	25.00
Check	10/22/2013	4147	Pitney Bowes	Postage machine rental	-35.84
Deposit	10/23/2013			Deposit	25.00
Deposit	10/24/2013			Deposit	75.00
Deposit	10/25/2013			Deposit	50.00
Check	10/28/2013	4148	Sumida	Refund overpayment	-62.50
Deposit	10/28/2013			Deposit	100.00
Deposit	10/29/2013			Deposit	50.00
Check	10/31/2013			Merchant fees	-133.06
Check	11/01/2013	4150	Lorylynn LTD	Executive Director salary	-6,250.00
Check	11/01/2013	4149	Quaill Robb Drive LLC	Office lease	-1,248.32
Check	11/04/2013		Ricoh Copier	Copier maintenance	-59.67
Deposit	11/05/2013			Deposit	281.25
Deposit	11/07/2013			Deposit	529.69
Paycheck	11/08/2013	4151	Angela Nichols	Payroll expense	-421.12
Deposit	11/08/2013			Deposit	25.00
Check	11/12/2013			Service Charge	-0.55
Deposit	11/13/2013			Deposit	50.00
Deposit	11/14/2013			Deposit	100.00
Paycheck	11/15/2013	4152	Victor Polyushko	Payroll expense	-1,385.25
Check	11/18/2013	4159	GL Suite, Inc.	Accounting system	-958.33
Check	11/18/2013	4157	A T & T	Telephone	-248.40
Check	11/18/2013	4155	Pitney Bowes	Postage machine rental	-35.84
Check	11/18/2013	4158	Attorney General	Legal fees	-895.74
Check	11/18/2013	4160	Puliz Records Management Ser	Records storage	-40.00

State of Nevada Board of Occupational Therapy
Transaction Detail by Account
October through December 2013

Check	11/18/2013	4161	Ricoh Copier	Copies	-9.55
Check	11/18/2013	4162	Wells Fargo	GBIS, NBCOT hotel, Nortc	-882.79
Check	11/18/2013	4156	A T & T	Telephone	-23.72
Check	11/18/2013	4153	Ron Tulak	Expense reimbursement	-247.43
Check	11/18/2013	4154	Kittima Conrad expenses	Expense reimbursement	-264.46
Deposit	11/18/2013			Deposit	25.00
Deposit	11/19/2013			Deposit	462.50
Deposit	11/20/2013			Deposit	50.00
Paycheck	11/22/2013	4163	Angela Nichols	Payroll expense	-398.95
Deposit	11/22/2013			Deposit	25.00
Deposit	11/26/2013			Deposit	937.50
Check	12/02/2013	4165	Lorylynn LTD	Executive Director salary	-6,250.00
Check	12/02/2013	4164	Quaill Robb Drive LLC	Office lease	-1,248.32
Check	12/02/2013	4166	Attorney General	Legal fees	-227.73
Check	12/02/2013	4168	Eric Gerkin 2	Expense reimbursement	-210.35
Check	12/02/2013	4167	Staples Advantage	Office supplies	-60.93
Check	12/04/2013		Ricoh Copier	Copier maintenance	-59.67
Deposit	12/04/2013			Deposit	50.00
Paycheck	12/06/2013	4169	Angela Nichols	Payroll expense	-354.62
Deposit	12/06/2013			Deposit	75.00
Deposit	12/07/2013			Deposit	275.00
Deposit	12/09/2013			Deposit	100.00
Deposit	12/12/2013			Deposit	487.50
Check	12/12/2013			Service Charge	-118.60
Deposit	12/13/2013			Deposit	75.00
Deposit	12/14/2013			Deposit	-50.00
Check	12/16/2013	4170	GL Suite, Inc.	Accounting system	-974.62
Check	12/16/2013	4173	A T & T	Telephone	-1.30
Check	12/16/2013	4171	Puliz Records Management Serv	Records storage	-40.00
Check	12/16/2013	4172	Ricoh Copier	Copies	-12.86
Check	12/18/2013	4175	Pitney Bowes	Postage machine rental	-35.84
Paycheck	12/18/2013	4176	Victor Polyushko	Payroll expense	-1,385.25
Check	12/20/2013	4174	Quaill Robb Drive LLC	Jan lease	-1,248.32
Paycheck	12/20/2013	4177	Angela Nichols	Payroll expense	-469.42
Deposit	12/20/2013			Deposit	281.25
Check	12/23/2013	4178	Wells Fargo	GBIS, Pitney Bowes	-266.26
Deposit	12/23/2013			Deposit	925.00
Deposit	12/24/2013			Deposit	275.00
Deposit	12/26/2013			Deposit	50.00
General Journal	12/30/2013	NSF	Riveria	NSF - new OTR	-312.00
Deposit	12/31/2013			Interest	0.37
Total Wells Fargo Bank - Checking					-36,502.45

**State of Nevada
Board of Occupational Therapy**

**Board Meeting Schedule
2014**

Dates:	Location	Time	Type
<i>February 1st Saturday</i>	<i>Las Vegas</i>	<i>10:30 – 3:00</i>	<i>Board Meeting</i>
<i>April 12th Saturday</i>	<i>Reno</i>	<i>10:30 – 3:00</i>	<i>Board Meeting</i>
<i>June 28th Saturday</i>	<i>Reno</i>	<i>10:30 – 3:00</i>	<i>Board Meeting</i>
<i>September 20th Saturday</i>	<i>Las Vegas</i>	<i>10:30 – 3:00</i>	<i>Board Meeting</i>
<i>November 19th</i>	<i>Teleconference</i>		

Additional meetings may be necessary to conduct workshops or public hearings on regulations