

# STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

## MINUTES OF PUBLIC MEETING

November 19, 2014

Teleconference

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Members Present: Eric Gerken, Kittima Conrad, Allison Stephens, Deena Spaulding  
Members Absent: Linda Frasier  
Staff Present: Loretta L. Ponton, Executive Director,  
Sara Bradley, Senior Deputy Attorney General  
Public Present: Paula Berkley; Beth Kohn-Cole, CPA

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The meeting was called to order at 5:05 p.m. by Eric Gerken, Chair. Eric Gerken welcomed Beth Kohn-Cole. A roll call confirmed a quorum was present.

**Public Comments** – No public comments were made.

**Approval of the Agenda** - Eric Gerken stated there are no changes to the agenda.

**Approval of Minutes** – Eric Gerken asked if there were any comments or revisions to the minutes of September 20, 2014. No comments were heard.

Deena Spaulding made the motion, seconded by Kittima Conrad to approve the minutes of the meeting of September 20, 2014 as presented. The motion passed.

**FY 13/FY 14 Biennial Audit Report** – Beth Kohn-Cole, CPA with Kohn & Company LLC presented the audit report stating the audit was a clean audit with no exceptions. Ms. Kohn-Cole summarized the audit financial statements; in comparing actuals to budget for FY 2014, actual revenue was within \$581 of budget; expenditures were under budget by \$19,747.

Allison Stephens asked what comprised the under-expenditures. Beth Kohn-Cole responded that legal fees, professional fees and travel were the largest line items under budget. Overall, the expenditures were budgeted in appropriate amounts, Ms. Kohn-Cole added that it is under \$20,000 which is not a large amount.

Ms. Kohn-Cole reported the Board's financial position is good with approximately \$621,000 in reserves. Allison Stephens asked whether the reserve is appropriate. Ms. Kohn-Cole responded it is approximately 3 years expenditures which is reasonable; also if the Board were to incur legal expenses for a large case, those funds could be expended quickly.

Eric Gerken asked if there were any other questions; hearing none, called for a motion.

Kittima Conrad made a motion to approve and accept the FY 2013 / FY 2014 biennial audit report; seconded by Allison Stephens. The motion passed unanimously.

Loretta Ponton stated that she wished to thank Beth Kohn-Cole for her work; the audit process went very smoothly.

**Disciplinary Matters** – Eric Gerken asked Loretta Ponton to present. Loretta Ponton stated the Board is requested to ratify the dismissal of Case No. C14-02; after informal investigation there was insufficient evidence to substantiate the allegations contained in the complaint.

Allison Stephens made the motion to ratify dismissal of Case No. C14-02; seconded by Kittima Conrad. The motion passed.

**Board Policy Updates** – Eric Gerken stated that Board policies will be reviewed by Loretta Ponton. Loretta Ponton stated that the Board's Policy 01 through Policy 07 were approved in September 2008 and have been revised to align with the changes in processes as a result of enhancements to the GL Suite system allowing on-line renewal of licenses and updates to forms and processes affected by those revisions, and to clarify language.

Loretta summarized the changes in each policy. Discussion was heard on Policy 04 – Continuing Education; Loretta Ponton directed the members to the statement on allowable credit for Board or Committee meetings stating that the regulations allow a maximum of 2 hours per meeting; the policy limits the hours to 2 hours per organization. It was recommended the policy be revised to align with the regulation and that a discussion of continuing education be included on the agenda for the next meeting.

Allison Stephens made the motion to approved Policies 01 through Policy 07, with the revision to Policy 04 to reflect the language of the regulations. The motion was seconded by Deena Spaulding. The motion passed.

**Legislative Update**– Eric Gerken turned it over to Paula Berkley for the legislative report.

Paula Berkley reported that the recent elections resulted in big changes in the Legislature; Republicans are now the majority party in both the Assembly and Senate; this will result in new Committee Chair's and will affect committee appointments. It will take a while for everything to be sorted out; there will be more than one bill on telehealth; the big bill may get tied up with insurance issues and other issues; the Board's telehealth bill will be ready if there are problems. Paula Berkley stated she continues to monitor the BDR listing to identify potential bills that may affect the Board.

**Executive Director's Report** - Loretta Ponton directed the members to the written report.

The financial statements for the 1st Quarter of FY 2015 were summarized; with no questions from the Board.

Loretta Ponton reported that she attended the Legislative Committee meeting in Carson City; the Board's regulation was approved without questions. Loretta continued that she attended a training held by the Controller's Office on implementation of AB 21, debt collection reporting now required for all occupational licensing Boards.

A Board's and Commissions training was held in Carson City and Las Vegas; Eric Gerken and Loretta Ponton attended in Carson City; Deena Spaulding and Kittima Conrad attended in Las Vegas. Deena Spaulding and Kittima Conrad stated the training was informational; Eric Gerken added the content was in some cases more geared to administrative staff and not board members.

Loretta Ponton continued stating the Supervisory Audits and CE Audits were still in process; 23 individuals have received a final notice of CE Audit and 15 licensees remain pending a response to the Supervisory Audit.

The Board website is currently being updated; progress is good with the website anticipated to be complete before year end.

Four Board members attended the NBCOT conference; there have been issues with billings by Embassy Suites for lodging which have been reported to NBCOT.

Licensee statistics indicate that there are 941 current licensees; 85 new licenses have been issued since July 1<sup>st</sup>.

The Seminar sponsored by the Board has been confirmed for September 4, 2015 in Las Vegas and September 5, 2015 in Reno. Logistics and venues are in the process of being determined.

One new complaint has been received and is pending informal investigation.

**Board Chair Report** – Eric Gerken stated the next meeting will be February 7 in Las Vegas. Eric Gerken asked if there were any future agenda items members would like to have on the agenda. Eric stated agenda items will include election of Chair and Vice Chair, NBCOT Conference report by Board members and a review of Policy 04, Continuing Education. The proposed meeting schedule for 2015 was reviewed; a Board retreat is proposed for August 8<sup>th</sup> which will be held off-site in the Reno area.

**Legal Report** – Sara Bradley stated there was nothing to report.

**Public Comment** – There were no public comments.

**Adjournment** – Allison Stephens made the motion, seconded by Kittima Conrad to adjourn. The motion passed. The meeting was adjourned at 6:05 p.m.