

*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**

**November 14, 2017**

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Members Present: Linda Frasier, Elizabeth Straughan, Allison Stone, Stacey Henderson, Sol Magpantay

Members Absent: None

Staff Present: Loretta L. Ponton, Executive Director, Henna Rasul, Sr. Deputy Attorney General, Board Counsel

Public Present: None

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Linda Frasier, Chair, called the meeting to order at 5:02 p.m. A voice roll call confirmed a quorum was present.

**Public Comments** – None.

**Approval of Minutes** - Linda Frasier asked if there were any comments or revisions to the minutes of the meeting of August 12, 2017. Hearing none, called for a motion.

Elizabeth Straughan made the motion, seconded by Stacey Henderson to approve the minutes of August 12, 2017 as presented. The motion passed.

**Request for Reconsideration of Disciplinary Action** - Loretta Ponton stated the Board has received a request from Ms. Terry through her attorney to consider this item at the next meeting in Las Vegas. Linda Frasier tabled this item until the next Board meeting in Las Vegas.

**Authorized Board Signatories and Financial Reviewer** - Loretta Ponton stated that both Linda Frasier and Stacey Henderson are authorized signatures on the Board's bank accounts and Stacey Henderson is the Board's reviewer of monthly financial documents. Both members' terms are expiring December 31<sup>st</sup>.

Members discussed the role and responsibilities of an authorized signatory and financial reviewer, with agreement on Board member assignments.

A motion was made and seconded to appoint Maria Soledad Magpantay and Elizabeth Straughan as authorized signatories on the Board's bank and investment accounts; and to appoint Allison Stone as the Board's financial reviewer.

The motion passed by quorum.

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**Personnel Policies and Procedures** - A revision to the Classification and Compensation Plan was presented by Loretta Ponton, realigning staff duties and responsibilities, revising position specifications and related compensation wage ranges.

After discussion, with a consensus that the proposed revisions address the administrative needs of the Board, Linda Frasier called for a motion.

Elizabeth Straughan made the motion, seconded by Allison Stone to approve the revisions to the Classification and Compensation Plan including authorized positions, position specifications and wage ranges. The motion passed unanimously.

**Executive Director's Report** - Loretta Ponton directed the members to the written report, summarizing licensure statistics, and provided a summary of the FY 18 1<sup>st</sup> Quarter financial reports as of September 30, 2017.

Ms. Ponton reported revenue for FY 18 is at 33.48% of budget with expenses at 21.65%. Net income after expenses was \$ 27,489. Cash assets including investments are \$851,054.

Audit of Boards and Commissions - Ms. Ponton reported the Executive Branch Audit Committee directed the Governor's Finance Office, Division of Internal Audits to audit all Boards and Commissions. Boards were notified October 10<sup>th</sup> of the audit and documentation was to be provided by November 3<sup>rd</sup>. The Board submitted all requested information and documentation on October 25, 2017. This audit is different than the biennial financial audit requirement and includes an evaluation of performance and administrative systems, including personnel and compensation, contracting and use of outside legal counsel.

Ms. Ponton reported the audit may be utilized to develop legislation for the 2019 Legislative Session to address "state oversight" of professional licensing boards.

Seminars - Ms. Ponton reported the seminars held October 11 and 12; were well received. There were a total of 75 licensees who attended. The half-day format was beneficial saving the Board travel and lodging costs. It was noted that there was still a high "no-show" rate (23%) for the Las Vegas seminar.

Complaints - Ms. Ponton reported that two complaints are in the investigative process.

**Report from Board Chair** - Linda Frasier stated she has learned a lot through her service on the Board, having served two terms, and stated that she would like to remain involved and perhaps assist as an "expert witness" in complaint investigations.

Loretta Ponton expressed her appreciation to both Linda and Stacey Henderson for their support and contributions during their tenures on the Board. A Board service award has been presented to Stacey and will also be delivered to Linda in recognition of their service.

Linda Frasier asked members and staff for future agenda items. Loretta Ponton responded that the Public Hearing on LCB File No. 067-17 and the election of new officers will be on the next agenda.

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Ms. Ponton also stated that possible future agenda items would be consideration of contracting for Legislative Services for the next session as Paula Berkley will be retiring; consideration of contracting for outside legal services for prosecuting counsel retaining the Attorney General's office as Board counsel; considering regulatory revisions to address licensing fees; and possibly holding a retreat or planning session to determine the future direction of the Board.

Board Meeting Schedule - A proposed revised meeting schedule was reviewed with consensus on the scheduled meeting dates. The next meeting date was set for February 24, 2018 to be held in Las Vegas.

**Legal Report** - Henna Rasul stated there was nothing to report.

**Public Comments** – None.

**Adjournment** – Linda Frasier called for a motion to adjourn. Sol Magpantay made the motion, seconded by Stacey Henderson to adjourn. The motion passed.

The meeting adjourned at 5:43 p.m.