

# STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

## MINUTES OF PUBLIC MEETING

Teleconference  
October 30, 2013  
Reno, Nevada

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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

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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

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.