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STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

MINUTES OF PUBLIC MEETING

November 17, 2018

Members Present: Elizabeth Straughan, Allison Stone, Mel Minarik, Melissa Genovese
Members Absent: Sol Magpantay
Staff Present: Loretta L. Ponton, Executive Director
Henna Rasul, Sr. Deputy Attorney General
Public Present: Donna Costa, OTR, Beth Kohn, CPA

Elizabeth Straughan, Chair, called the meeting to order at 9:30 a.m. A roll call confirmed a quorum was present.

Public Comments – Ms. Straughan asked for public comments. No comments.

Approval of Minutes - Liz Straughan asked if there were any comments or revisions to the minutes of the meeting of September 15, 2018. Hearing none, called for a motion.

Allison Stone made the motion, seconded by Mel Minarik to approve the minutes of September 15, 2018 as presented. The motion passed.

Biennial Audit FY 2017 / 2018 - Beth Kohn of Kohn & Company presented the biennial audit report for FY 2017/2018, stating it was a clean audit with no findings or recommendations.

Liz Straughan called for a motion. Allison Stone made the motion, seconded by Melissa Genovese to approve the Biennial Audit Report for Fiscal Years 2017 / 2018. The motion passed.

Educational Session - Administrative Hearing Process - Henna Rasul, Sr. Deputy Attorney General provided a Board training on the administrative hearing process and answered questions posed by Board members.

Board Policy 15 - Reserve Funds - Liz Straughan called on Loretta Ponton. Ms. Ponton explained the need for a new Board Policy on Reserve Funds as recommended by the Sunset Subcommittee and identified by the auditors for the Governor’s Executive Audit Committee. The Board reviewed the proposed policy with concurrence as to the methodology and basis for determining adequate “reserves” to fund Board operations.

Liz Straughan called for a motion. Mel Minarik made the motion, seconded by Melissa Genovese to approve Board Policy 15, Reserve Funds as presented. The motion passed.

Personnel Policies - Liz Straughan called on Loretta Ponton to present the proposed revisions to the Personnel Policies.

Ms. Ponton directed the members to the personnel policy revision summary sheet. Ms. Ponton reviewed each section of the manual with proposed revisions stating the intent is to clarify current sections and propose adding a new section on retirement benefits. In addition, language has been added to clarify “full

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time” and “part time” positions; adds a reference to “positions in State employment” when establishing positions and wage ranges; and adds COLA’s when approved by the legislature as an automatically approved general salary adjustments. The new section adds an employer contribution to deferred compensation as a new benefit for employees; and in line with the definition of full-time employment, revises how leave accrual is calculated. Ms. Ponton stated the authorized positions chart and specifications have been updated adding the Investigator position specification and position wage range and salary range for the Executive Director position.

Ms. Ponton stated the new benefit, Retirement, “employer contribution to deferred compensation”, is proposed as a retirement plan alternative to participation in PERS. The contribution amount is based upon the employer/employee PERS contribution rate (14.5%), less the employer contribution percent to social security (6.2%) which would result in an 8.3% employer contribution to deferred compensation, or a flat rate as approved by the Board. Language was also added to reflect that the Board may opt to join PERS as a participating member in the future.

The Board members discussed the Board’s challenges to offering competitive employment packages, and the Board’s financial ability to provide competitive staff salaries and benefits.

Liz Straughan called for a motion.

Melissa Genovese made the motion to approve the revisions to the Personnel Policies and Procedures, including an employer contribution of 8.3% to employees’ deferred compensation. The motion was seconded by Mel Minarik. The motion passed.

Executive Director Performance Review - Liz Straughan compiled the evaluation forms completed by members stating all members provided the highest rating of 5 in all 8 performance areas for a total score of 35. Ms. Straughan summarized the board member comments supporting the performance rating scores.

Discussion was held regarding salary and benefits, with comparison to salary and benefits of state employees and other professional regulatory Boards. There was consensus that the salary level should be reflective of the 12 years’ experience with the Board, and should be at the top of the range. Liz Straughan stated the Board does not provide medical insurance and proposed a monthly stipend at ½ the amount that state agencies are assessed for employee medical insurance.

Liz Straughan called for a motion.

Allison Stone made the motion, seconded by Melissa Genovese to increase the Executive Director salary to the top of the range and approve a monthly stipend at the rate of ½ of the amount that state agencies are assessed for employee medical insurance. The motion passed unanimously.

Executive Director’s Report - Loretta Ponton reported on current and comparative licensure statistics and summarized the FY 19 1st Quarter Financial Reports.

Ms. Ponton proposed revisions to the FY 19 Budget to incorporate funding for a new credit card payment portal and new website as proposed by Albertson Consulting, the current vendor for the licensing data system. Ms. Ponton stated the website payment vendor has increased costs 200% and the website structure and hosting has become costly, obsolete and cumbersome. The development costs are proposed at \$2,700 for payment processing and \$5,000 for a new website, which includes hosting of the website at no additional fee. Long-term savings is estimated at \$5,500 annually.

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Ms. Ponton also summarized the budget impact incorporating the personnel and benefit revisions approved by the Board.

Liz Straughan called for a motion.

Melissa Genovese made the motion, seconded by Allison Stone to approve the Albertson Consulting proposals for payment processing, website development and approval of revisions to the FY 2019 Budget reflecting such, including the personnel and benefits costs approved by the Board. The motion passed.

Report from Legal Counsel - Henna Rasul stated she had no report.

Report from Board Chair - Liz Straughan proposed to have a workshop for OT's on Friday prior to the Strategic Planning Session and offer CE credits for attending. The workshop could address the new regulation changes and perhaps other areas of interest or concern in the practice of OT.

Loretta Ponton reported that Sol Magpantay has been reappointed to the Board.

Liz Straughan confirmed the next meeting is scheduled for February 9, 2019 in Las Vegas.

Public Comments –None

Adjournment – Liz Straughan adjourned the meeting at 1:32 p.m.