

STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

NOTICE OF PUBLIC MEETING

April 4, 2020

11:30 a.m.

Teleconference Access:

1-888-273-3658 Access Code: 8751529

Pursuant to Governor's Declaration of Emergency – No Public Access Location

If the Declaration of Emergency is lifted prior to the meeting date:

Public Access:

Board Administrative Office
6170 Mae Anne Avenue, Suite 1
Reno, Nevada 89523

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.

1. Call to Order, Confirmation of Quorum
2. Public comment – may be made by participating in the teleconference, in writing or by email

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)

3. COVID-19 Emergency Items (for possible action)
 - Temporary License by Endorsement – Deferral or Waiver of License Fee
 - License Renewal Fees – Deferral of Payment of Fees
4. Consideration of Policy Statement (for possible action)
 - License Fees and Reserve Funds during Declaration of Emergency

5. Public Comment - may be made by participating in the teleconference, in writing or by email

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)

6. Adjournment (for possible action)
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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:
(Declaration of Emergency Directive 006)**

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 6170 Mae Anne Ave., Suite 1 Reno, Nevada 89523 and Website www.nvot.org	Washoe County Clerk 1001 E. 9 th St. Bldg A P.O. Box 11130 Reno, NV 89520
Public Libraries	State of Nevada Public Notice Website www.nv.gov	Legislative Counsel Bureau Administrative Regulation Notices https://www.leg.state.nv.us

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.

Supporting material relating to public meetings of the Board of Occupational Therapy is available at the Board of Occupational Therapy administrative offices located at 6170 Mae Anne Ave, Suite 1, Reno, Nevada 89523 or by contacting Loretta L. Ponton, Executive Director at (775) 746-4101 or email board@nvot.org.

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 / Website www.nvot.org

AGENDA ITEM 3: COVID-19 Emergency Items
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Temporary License by Endorsement – Special Provisions to facilitate the access and/or continuation of OT services to residents of Nevada, including to students who are attending out-of-state K-12 schools on variances, primarily in rural and border state areas, as well as OT services by telehealth and on-site.

A Temporary License has a term of 6 months; may be renewed 1 time. CE's are not required for a temporary license.

Recommendation

The Board approve the issuance of a Temporary License under special emergency provisions including waiver/deferral of the license fee for a **new** Temporary License by Endorsement for individuals who:

- Hold a current and active license in good standing in another state;
- Has active or inactive NBCOT certification; and
- Request a waiver/deferral due to COVID-19 Emergency Declarations and Directives

Special Emergency Provisions:

- Nevada Jurisprudence Exam waived for initial term of 6 months
- Staff to assist in NBCOT and State license verifications on-line
- Initial license fee waived if not renewed or converted. (\$300 / \$250)

Renewal or Conversion:

- Initial license fee deferred, due upon renewal or conversion (\$400 / \$ 325)
- Nevada Jurisprudence Exam required for renewal or conversion
- Active NBCOT certification required for renewal or conversion

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License Renewal Fee – Deferral of Payment of Fees through September 30, 2020

With the COVID-19 pandemic, the economic conditions are affecting licensees, individuals and families with layoffs and closures, putting a strain on financial resources.

It is not recommended that license renewal be deferred, extended or changed.

The majority of the licensees, over 825 (52%), are due for the first renewal of their bi-annual licenses by June 30, 2020. That number increases to over 1,035 renewals (65%) due by September 30, 2020.

The effect of the 2-year term on the accurate count of active licenses in Nevada cannot be determined until the majority of the licenses are renewed. It is imperative to obtain as accurate a record as possible of current licensees in order to project budget revenue for the next biennial period.

The license renewal period opens 60 days prior to the expiration date of a license and late renewal ends 30 days after the expiration date of a license.

Recommendation

The Board consider approval of the following deferral schedule for ***PAYMENT ONLY*** of the renewal fees for licenses renewed **during the 90 day renewal period**.

- Deferral of license renewal fees until **September 30, 2020** for licenses **renewed prior to June 30, 2020**.
- Deferral of license renewal fees for **60 days** for licenses renewed after **June 30, 2020 through September 30, 2020**.

Individuals would be provided an **OPTION** to defer payment which would be selected at time of license renewal on-line. Deferral would not be automatic; licensee could choose to pay at time of renewal. Late renewal fees would still apply if renewed during the late renewal period.

Cash Impact

All deferred renewal fees would be collected by November 30, 2020; still within the fiscal year for budgetary purposes. Deferral of renewal fees will affect cash flow; however, will not impact revenue to any great extent, dependent upon the actual number of renewals.

Available cash resources for payment of operating expenses includes approximately \$120,000 in checking account; \$50,000 in the investment money market account and an investment CD in the amount of \$100,000 matures March 30 which will be available to supplement the money market account for operating expenses, if necessary. Operating expenses average approximately \$25,000 per month.

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AGENDA ITEM 4: Policy Statement
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License Fees and Reserve Funds during Declaration of Emergency

I am in the process of creating a Board Policy Manual incorporating all the current Board Policies into one Manual format which will be brought to the Board for approval at the next regular Board meeting. The following sections relate to “declaration of emergency” and are provided for consideration and approval for inclusion in the Board Policy Manual:

01:03 Licensing Fees

01:034 Deferral or Waiver of Fees during Declaration of Emergency - Deferral and/or waiver of fees for licensure in Nevada are authorized to ensure vital and essential healthcare services are available and reduce the economic impact to licensees, individuals and families affected by a national or state Declaration of Emergency.

06:02 Reserve Funds

06:025 *Variance to Reserve Fund Balance*

If extenuating circumstances arise that may affect the “Reserve Fund Balance” either due to extraordinary operating expenses or events outside the administration of the Board which were not anticipated or included in fund set-asides, the Board may take immediate action, including but not limited to approving a variance to the Fund Reserve policy.

06:026 *Use of Reserve Funds during Times of Declared Emergency*

A variance to the Fund Reserve policy is automatically approved upon a Declaration of Emergency. During times of declared emergency and related directives, deferral and/or waiver of fees for licensure in Nevada are authorized to ensure vital and essential healthcare services are available and reduce the economic impact to licensees, individuals and families affected by a national or state Declaration of Emergency.