

STATE OF NEVADA



BOARD OF OCCUPATIONAL THERAPY

NOTICE OF PUBLIC MEETING

November 6, 2021- 10:00 a.m.

Board of Occupational Therapy
Administrative Office
6170 Mae Anne Ave. Suite 1
Reno, NV 89523

ZOOM Access:

<https://us06web.zoom.us/j/89177871451?pwd=VWRZMENodUFZczZlQnczMjNoOUVtdz09>

Meeting ID: 891 7787 1451

Passcode: 192406

Telephone Audio Only: (253) 215-8782

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.

The Public Hearing is being held prior to the scheduled Board Meeting, which will begin immediately following the conclusion of the Public Hearing.

PUBLIC HEARING – LCB File R001-21 (10:00 a.m.)

1. Introduction – Open Public Hearing

The purpose of the hearing is to receive comments from all interested parties regarding the adoption of regulations that pertain to LCB File No. R001-21, Chapter 640A of the Nevada Administrative Code.

A regulation setting forth certain requirements relating to treating occupational therapists; setting forth certain requirements for the provision of occupational therapy services by telehealth; requiring certain licensees to take certain measures to avoid actual or perceived conflicts of interest; revising provisions relating to inactive licenses; setting forth certain requirements for the verification of a license by the Board of Occupational Therapy; establishing different fees for the renewal and conversion of an inactive license depending on whether the holder of the inactive license is retired from the practice of occupational therapy; revising provisions relating to the delegation of duties to and the supervision of occupational therapy assistants and provisional licensees; and providing other matters properly relating thereto.

2. Open Public Comments

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. Close Public Comments

BOARD MEETING AGENDA

1. Call to Order, Confirmation of Quorum

2. Public comment

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. Approval of the Minutes of the Board Meeting of August 21, 2021 (for possible action)

4. LCB File No. R001-21 - Consideration of Public Comments (for possible action)

5. Consideration of Adoption of Regulations - LCB File No. R001-21 (for possible action)

6. PUBLIC WORKSHOP – Proposed Regulation (informational)

The purpose of the Workshop is to solicit comments on the proposed revisions to NAC 640A. Public comments will be limited to 5 minutes per person and must be directly related to the proposed regulation topics. Interested parties are strongly encouraged to submit comments in writing prior to the Workshop.

- NAC640A.030 paragraph 10 – removes reference to “standard” license and provides that any license renewal application will not be accepted after 30 days. This change will allow late renewal of a temporary or provisional license in addition to a standard license.
- NAC 640A.065 paragraph 2 – removes the requirement that a provisional licensee must obtain 640 hours of supervision practice if they were previously certified but have not practiced occupational therapy for 5 years prior to issuance of the provisional license.
- NAC 640A.070 and NAC 640A.090 – removes the requirement to submit a form and/or narrative statement in addition to documentation of completion of continuing education activities.

Open Public Comments

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)

Close Public Comments

7. Consideration of Proposed Regulation (for possible action)

Members may discuss and consider public comments, approve or add, revise and delete language contained in the proposed regulation.

8. Consideration of Proposals / Selection of Auditor for FY 22/23 Biennial Audit (for possible action)

- Christiansen Accounting Network
- Casey Neilon

9. Consideration of Approval of Revised Operating Policies and Procedures (for possible action)

10. Executive Director's Report (for possible action)
 - Financial Statements, 1stth Quarter FY 22 ending September 31, 2021
 - Administrative Collaborative Activities
11. Annual Performance Review – Executive Director (for possible action)
 - Consideration of Adjustment to Compensation and/or Benefits
12. Report from Deputy Attorney General (informational)
13. Report from Board Chair and Members (for possible action)
 - FARB Conference – Mel Minarik
 - Future Agenda Items
14. Public Comment

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)
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15. Adjournment (for possible action)

Supporting materials relating to this public meeting of the Board of Occupational Therapy will be available at the Board Administrative Office or by contacting Loretta Ponton, at (775) 746-4101 or email board@nvot.org. and are available on the Board website www.nvot.org.

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 posted at the Board Administrative Office and on the Board of Occupational Therapy website www.nvot.org; the State of Nevada Public Notice Website at www.nv.gov; and the Nevada Legislature Administrative Notices website at <https://www.leg.state.nv.us/App/Notice/A/>

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.

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

PUBLIC HEARING

LCB File No. R001-21
NOTICE OF INTENT TO ADOPT REGULATION

The proposed regulation is presented for public comment, consideration of any proposed revisions as a result of public comment and final adoption of the regulation.

There are two corrections noted on the Erratum to the Regulation which are not considered substantial and will be incorporated into the Adopted Regulation, upon approval by the Board.

Attachment

Notice of Intent to Adopt Regulation LCB File No. R001-21



Steve Sisolak
Governor

STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

6170 Mae Anne Ave., Suite 1
Reno, Nevada 89523
Phone: (775) 746-4101 / Fax: (775) 746-4105
Email: board@nvot.org / Website: www.nvot.org

Loretta L. Ponton
Executive Director

NOTICE OF INTENT TO ACT UPON A REGULATION

**Notice of Hearing for the Adoption of
LCB No. R001-21
Of the
Board of Occupational Therapy**

The Board of Occupational Therapy will hold a Public Hearing at 10:00 a.m. on Saturday, November 6, 2021 at the Board Administrative Office, 6170 Mae Anne Ave, Suite 1, Reno, Nevada 89523 with ZOOM access at:

<https://us06web.zoom.us/j/89177871451?pwd=VWRZMENodUFZczZlQnczMjNoOUVtdz09>

Meeting ID: 891 7787 1451
Passcode: 192406

The purpose of the hearing is to receive comments from all interested parties regarding the adoption of regulations that pertain to LCB File No. R001-21, Chapter 640A of the Nevada Administrative Code.

A regulation setting forth certain requirements relating to treating occupational therapists; setting forth certain requirements for the provision of occupational therapy services by telehealth; requiring certain licensees to take certain measures to avoid actual or perceived conflicts of interest; revising provisions relating to inactive licenses; setting forth certain requirements for the verification of a license by the Board of Occupational Therapy; establishing different fees for the renewal and conversion of an inactive license depending on whether the holder of the inactive license is retired from the practice of occupational therapy; revising provisions relating to the delegation of duties to and the supervision of occupational therapy assistants and provisional licensees; and providing other matters properly relating thereto.

The following information is provided pursuant to the requirements of NRS 233B.0603:

LCB File No. R001-21

1. Need and purpose of the proposed regulations or amendments

The need for the proposed regulations is to protect the public health, safety and welfare by ensuring that only qualified and competent occupational therapists and occupational therapy assistants are licensed in the state. The purpose of the adopted regulation is to provide clarity for the public, individuals and licensees through regulations.

Section 2 of this regulation provides that an occupational therapist who is the treating occupational therapist of record for a patient remains the treating occupational therapist of record for the patient until the responsibility for the program of treatment for the patient is reassigned to another occupational therapist and requires such a reassignment to be noted in the record of the patient.

Section 3 of this regulation authorizes a person licensed by the Board to provide occupational therapy services by “telehealth,” defines telehealth as the delivery of occupational therapy services to a patient at a different location by using equipment that transfers information electronically, telephonically or by other audio-visual communications technology; and sets forth certain requirements for the provision of occupational therapy services by telehealth. Section 3 also prohibits a person who is required to be licensed by the Board from providing occupational therapy services by telehealth unless the person holds the appropriate license issued by the Board.

Section 4 of this regulation requires a person licensed by the Board to avoid any actual or perceived conflicts of interest under certain circumstances and requires certain persons maintain documentation demonstrating the measures that were taken to avoid such conflicts of interest.

Section 5 of this regulation requires a person who wishes to convert his or her standard license to an inactive license to indicate to the Board whether the person is retired, establishes different fees for the renewal of an inactive license and the conversion of an inactive license to a standard license based upon whether the holder of the inactive license is retired; and eliminates a requirement that a person with an inactive license comply with the same requirements for continuing education as a person who holds a standard license. Section 5 requires the holder of an inactive license who wishes to convert the license to a standard license to comply with requirements for continuing education.

Section 6 of this regulation requires a written request for license verification to be in writing and sets forth certain requirements for the contents of such a verification.

Section 7 of this regulation establishes different fees for a licensee who is retired for renewal or conversion of an inactive license.

Section 8 of this regulation revises certain requirements for supervision of an occupational therapy assistant or provisional licensee.

Section 9 of this regulation provides that a treating occupational therapist is responsible for all occupational therapy services provided by an occupational therapy assistant or provisional licensee to whom he or she has delegated duties

Section 10 of this regulation prohibits an occupational therapy assistant from engaging in certain activities and requires an occupational therapy assistant or provisional licensee to notify the treating occupational therapist of and document certain changes to the condition of a patient.

Section 11 of this regulation makes a conforming change to account for the revisions set forth in section 10.

2. How to obtain the approved or revised text of regulations prepared by LCB

Individuals may obtain a copy of the proposed regulations by writing to the Board of Occupational Therapy, 6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523; or by calling the Board office at 775-746-4101. The proposed regulations are also available for review and download on the Board website www.nvot.org.

3. Methods used in determining the impact on a small business

The agency solicited comments from all licensees and stakeholders and based upon the responses received revised the regulation to ensure there will be no impact on small businesses due to the nature of the regulatory changes.

4. Estimated economic effect of regulations on business and the public

a. Adverse and beneficial effects

The adoption of these regulations should have no adverse economic effect on business, the public or practitioners of occupational therapy. The benefits of these regulations are that the public and the practitioners, (clients, employers, occupational therapists and occupational therapy assistants), will be provided clarity in NAC 640A.

b. Immediate and long-term effects

The immediate and long-term effects of the regulations proposed in R001-21 are improved clarity and communication of practice requirements for licensed occupational therapists and occupational therapy assistants in Nevada.

5. Cost for enforcement of the regulations

There are no additional costs involved in enforcing the proposed regulations.

6. Overlap or duplication of other state or local governmental agencies

The proposed regulations do not overlap or duplicate any regulation of other state or local governmental entities.

7. Regulation required by federal law

Not applicable

8. More stringent than federal regulations

The Board is not aware of any similar federal regulations of the same activity in which the state regulations are more stringent.

9. New or increases in existing fees

The proposed regulations do not contain any new fees or increases in existing fees. The regulation establishes reduced fees for retired licensees in certain circumstances.

Persons wishing to comment on the proposed action of the Board of Occupational Therapy may appear at the scheduled public hearing or address their comments, data, views or arguments in written form to the Board of Occupational Therapy, 6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523. The Board of Occupational Therapy must receive all written submissions on or before **November 6, 2021**. If no person who is directly affected by the proposed action appears to request time to make an oral presentation, the Board of Occupational Therapy may proceed immediately to action upon any written submissions.

A copy of this notice and the regulations to be adopted, R001-21, will be on file at the Nevada State Library, 100 Stewart Street, Carson City, Nevada, for inspection by members of the public during business hours. Copies of the notice and the regulations to be adopted, R001-21, will be available from the Board of Occupational Therapy, 6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523, for inspection and copying by members of the public during business hours and will be available on the Board of Occupational Therapy website <http://www.nvot.org>. This notice and the text of the proposed regulations are also available in the State of Nevada Register of Administrative Regulations, which is prepared and published monthly by the Legislative Counsel Bureau pursuant to NRS 233B.0653 and on the Internet at <http://www.leg.state.nv.us>. Copies of this notice and the proposed regulation will also be mailed to members of the public upon request.

Upon adoption of any regulations, the agency, if requested to do so by an interested person, either before adoption or within 30 days thereafter, will issue a concise statement of the principal reasons for and against its adoption or incorporate therein its reason for overruling the consideration urged against its adoption.

This **Notice of Hearing** has been posted on the Board's website www.nvot.org; and may also be accessed at the following websites:

<https://www.leg.state.nv.us/App/Notice/A/> - Nevada Legislature Administrative Notices

<https://notice.nv.gov/> - State of Nevada Public Notices

<http://www.leg.state.nv.us/register/> - State of Nevada Register of Administrative Regulations

Dated: **October 1, 2021**

**PROPOSED REGULATION OF THE
BOARD OF OCCUPATIONAL THERAPY**

LCB File No. R001-21

July 20, 2021

EXPLANATION – Matter in *italics* is new; matter in brackets ~~(omitted material)~~ is material to be omitted.

AUTHORITY: §§ 1-4, 6 and 8-11, NRS 640A.110; § 5, NRS 640A.110 and 640A.180; § 7, NRS 640A.110, 640A.180 and 640A.190.

A REGULATION relating to occupational therapy; setting forth certain requirements relating to treating occupational therapists; setting forth certain requirements for the provision of occupational therapy services by telehealth; requiring certain licensees to take certain measures to avoid actual or perceived conflicts of interest; revising provisions relating to inactive licenses; setting forth certain requirements for the verification of a license by the Board of Occupational Therapy; establishing different fees for the renewal and conversion of an inactive license depending on whether the holder of the inactive license is retired from the practice of occupational therapy; revising provisions relating to the delegation of duties to and the supervision of occupational therapy assistants and provisional licensees; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Board of Occupational Therapy to regulate the practice of occupational therapy in this State. (NRS 640A.110) Existing regulations designate a licensed occupational therapist who is responsible for the program of treatment of a patient as a “treating occupational therapist.” (NAC 640A.018) **Section 2** of this regulation provides that an occupational therapist who is the treating occupational therapist of record for a patient remains the treating occupational therapist of record for the patient until the responsibility for the program of treatment for the patient is reassigned to another occupational therapist. **Section 2** requires such a reassignment to be noted in the record of the patient.

Existing law requires the Board to adopt regulations establishing standards of practice for persons licensed by the Board. (NRS 640A.110) **Section 3** of this regulation authorizes a person licensed by the Board to provide occupational therapy services by “telehealth,” which **section 3** defines as the delivery of occupational therapy services to a patient at a different location by using equipment that transfers information electronically, telephonically or by other audio-visual communications technology. **Section 3** sets forth certain requirements for the provision of occupational therapy services by telehealth.

Existing law prohibits, with certain exceptions, a person from practicing occupational therapy in this State unless he or she holds a current license issued by the Board. (NRS 640A.230) Existing law authorizes the Board to take certain actions against a person who

engages in the practice of occupational therapy without a current license. (NRS 640A.230, 640A.250) **Section 3** prohibits a person who is required to be licensed by the Board to engage in the practice of occupational therapy from providing occupational therapy services by telehealth unless the person holds the appropriate license issued by the Board.

Section 4 of this regulation requires a person licensed by the Board to avoid any actual or perceived conflicts of interest under certain circumstances. **Section 4** requires certain persons licensed by the Board to maintain certain documentation demonstrating the measures that were taken to avoid such conflicts of interest.

Existing law authorizes the Board to place the license of a person on inactive status under certain circumstances. (NRS 640A.180) Existing regulations set forth certain requirements for the conversion of a standard license to an inactive license. (NAC 640A.068) **Section 5** of this regulation requires a person who wishes to convert his or her standard license to an inactive license to indicate to the Board whether the person is retired from the practice of occupational therapy. **Section 7** of this regulation establishes different fees for the renewal of an inactive license and the conversion of an inactive license to a standard license based upon whether the holder of the inactive license is retired. **Section 5** also eliminates a requirement that a person with an inactive license comply with the same requirements for continuing education as a person who holds a standard license. Instead, **section 5** requires the holder of an inactive license who wishes to convert the license to a standard license to comply with certain requirements for continuing education.

Existing regulations authorize a person who holds a license issued by the Board to request that the Board provide to another organization or state a verification of his or her license. (NAC 640A.135) **Section 6** of this regulation requires such a verification to be in writing and sets forth certain requirements for the contents of such a verification.

Existing regulations prohibit an occupational therapy assistant or a provisional licensee from practicing occupational therapy without the general supervision of an occupational therapist. (NAC 640A.250) **Sections 8-10** of this regulation revise certain requirements relating to the supervision of an occupational therapy assistant or provisional licensee by an occupational therapist.

Existing regulations set forth certain requirements and restrictions regarding the delegation of duties by a treating occupational therapist to an occupational therapy assistant or provisional licensee. (NAC 640A.250, 640A.255, 640A.265) **Section 9** of this regulation provides that a treating occupational therapist is responsible for all occupational therapy services provided by an occupational therapy assistant or provisional licensee to whom he or she has delegated duties. Existing regulations set forth certain activities that an occupational therapist is prohibited from delegating to an occupational therapy assistant. (NAC 640A.265) **Section 10** of this regulation prohibits an occupational therapist from engaging in certain additional activities. Additionally, **section 10** requires an occupational therapy assistant or provisional licensee to notify the treating occupational therapist of and document certain changes to the condition of a patient. **Section 11** of this regulation makes a conforming change to account for the revisions set forth in **section 10**.

Section 1. Chapter 640A of NAC is hereby amended by adding thereto the provisions set forth as sections 2, 3 and 4 of this regulation.

Sec. 2. 1. *An occupational therapist who is the treating occupational therapist of record for a patient remains the treating occupational therapist of record for the patient until the responsibility for the program of treatment for the patient is reassigned to another occupational therapist. After such a reassignment, the occupational therapist to whom the responsibility for the program of treatment for the patient is reassigned shall be the treating occupational therapist of record for the patient.*

2. *A reassignment of the responsibility for the program of treatment for a patient from the treating occupational therapist of record to another occupational therapist must be noted in the record of the patient.*

3. *Temporary or intermittent services provided to a patient by an occupational therapist who is not the treating occupational therapist of record for the patient and which are consistent with the program of intervention of the patient do not constitute a reassignment of the responsibility for the treatment of the patient for the purposes of this section.*

Sec. 3. 1. *A licensee may provide occupational therapy services by telehealth in accordance with the provisions of this section.*

2. *A licensee who provides occupational therapy services by telehealth shall:*

(a) Be knowledgeable and competent in the technology used to provide occupational therapy services by telehealth;

(b) Provide only such occupational therapy services by telehealth for which the provision by telehealth is appropriate;

(c) Ensure that occupational therapy services provided by telehealth observe the same standard of care as those provided in person;

(d) Document any occupational therapy services provided by telehealth in the record of the patient receiving the services;

(e) Comply with the requirements set forth in subsection 2 of NAC 640A.250;

(f) Comply with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, in the provision of occupational therapy services by telehealth; and

(g) Obtain the consent of the patient to receive occupational therapy services by telehealth before the provision of such services and document such consent.

3. A licensee may provide occupational therapy services by telehealth:

(a) Synchronously using interactive technologies which provide for communications in real time; or

(b) Asynchronously using technologies which provide for the storing and forwarding of information.

4. A person who is required to be licensed by the Board to practice occupational therapy pursuant to chapter 640A of NRS shall not provide occupational therapy services by telehealth to a patient who is physically located in this State unless the person holds the appropriate license to provide such services issued by the Board.

5. As used in this section, "telehealth" means the delivery of occupational therapy services to a patient at a different location by using equipment that transfers information electronically, telephonically or by other audio-visual communications technology.

Sec. 4. 1. *A licensee shall avoid any actual or perceived conflict of interest where the licensee:*

(a) Holds a management position at a business at which he or she also provides occupational therapy services; or

(b) Is the spouse or the parent or child, by blood, marriage or adoption, of:

(1) The owner or manager of a business at which the licensee provides occupational therapy services; or

(2) The immediate supervisor of the licensee who is also a licensee.

2. A licensee described in subsection 1 shall maintain documentation demonstrating the measures that he or she has taken to avoid actual or perceived conflicts of interests, including, without limitation, measures taken to avoid actual or perceived conflicts of interest in satisfying the requirements for supervision set forth in NAC 640A.250.

3. For the purposes of paragraph (a) of subsection 1, a licensee holds a management position at a business if the licensee has control or influence over the hiring, firing or scheduling of employees of the business.

Sec. 5. NAC 640A.068 is hereby amended to read as follows:

640A.068 1. In addition to the requirements set forth in NAC 640A.030, to convert a standard license to an inactive license:

(a) The license must not be suspended, revoked or otherwise restricted at the time of the request; and

(b) The person must complete a form to be provided by the Board indicating ~~that~~ :

(1) That he or she no longer practices (or represents to others that he or she is authorized to practice occupational therapy in this State ~~+~~ ; *and*

(2) Whether the person is retired from the practice of occupational therapy.

~~2. A person with an inactive license must comply with the same requirements for continuing education as a person who holds a standard license.~~

~~3.~~ To renew an inactive license, a person must meet the requirements of NAC 640A.030.

~~14.~~ 3. The holder of an inactive license may request that the license be converted to a standard license.

~~15.~~ 4. In addition to the requirements set forth in NAC 640A.030, to convert an inactive license to a standard license, a person must:

(a) Make a written request to the Board; ~~and~~

(b) For an occupational therapy assistant, submit proof of employment and supervision by a primary supervisor upon conversion of the license ~~;~~ *and*

(c) Provide proof of the completion of 24 hours of continuing education within the 2-year period immediately preceding the request for the conversion of the license.

Sec. 6. NAC 640A.135 is hereby amended to read as follows:

640A.135 1. A person may request that *a written* verification of his or her license be provided to another organization or state by submitting to the Board:

~~11.~~ (a) A written request; and

~~12.~~ (b) Payment of the appropriate fee.

2. *A written verification of the license of a person must include, without limitation:*

(a) The name of the licensee;

(b) The professional title of the licensee;

(c) The license number of the license;

(d) Whether the licensee is in good standing; and

(e) Whether any disciplinary action is pending or has been taken against the licensee.

3. *For the purposes of this section, a licensee is in good standing if the licensee:*

(a) Has substantially complied with the laws and regulations governing the practice of occupational therapy in this State, including, without limitation, NAC 640A.070, 640A.120 and 640A.260 and section 1 of LCB File No. R105-19; or

(b) Has been subject to disciplinary action and:

(1) The disciplinary action did not result in a suspension or revocation of the license of the licensee; and

(2) The licensee has successfully completed or is adhering to any terms and conditions imposed by the Board as a result of the disciplinary action.

Sec. 7. NAC 640A.160 is hereby amended to read as follows:

640A.160 1. Except as otherwise provided in subsection 2, the Board will charge and collect the following fees:

(a) For an occupational therapist:

(1) Initial standard license	\$250
(2) Biennial renewal of a standard license	250
(3) A temporary or provisional license	150
(4) Renewal of a temporary or provisional license	100
(5) Convert a temporary or provisional license to a standard license	100
(6) Reinstatement of an expired license	250
(7) Biennial renewal of an inactive license <i>for an occupational therapist who is not retired</i>	150
(8) <i>Biennial renewal of an inactive license for an occupational therapist who is retired</i>	50

(9) Convert an inactive license <i>for an occupational therapist who is not retired</i> to a standard license	100
(10) <i>Convert an inactive license for an occupational therapist who is retired to a standard license</i>	250
(b) For an occupational therapy assistant:	
(1) Initial standard license	\$175
(2) Biennial renewal of a standard license	175
(3) A temporary or provisional license	100
(4) Renewal of a temporary or provisional license	75
(5) Convert a temporary or provisional license to a standard license	75
(6) Reinstatement of an expired license	175
(7) Biennial renewal of an inactive license <i>for an occupational therapy assistant who is not retired</i>	125
(8) <i>Biennial renewal of an inactive license for an occupational therapy assistant who is retired</i>	50
(9) Convert an inactive license <i>for an occupational therapy assistant who is not retired</i> to a standard license	75 50
(10) <i>Convert an inactive license for an occupational therapy assistant who is retired to a standard license</i>	175
(c) General:	
(1) Processing of an initial license application.....	\$150
(2) Late fee for renewal of a license.....	125
(3) Verification of a license.....	25

(4) Returned payment processing..... 25

2. If an applicant for an initial license as an occupational therapist or occupational therapy assistant is an active member of, or the spouse of an active member of, the Armed Forces of the United States, a veteran or the surviving spouse of a veteran, the Board will charge a fee of \$75 for the processing of an initial license application and one-half of the fee set forth in subsection 1 for an initial license of any type.

Sec. 8. NAC 640A.250 is hereby amended to read as follows:

640A.250 1. An occupational therapy assistant or a provisional licensee shall not practice occupational therapy without the general supervision of an occupational therapist. Immediate physical presence or constant presence on the premises where the occupational therapy assistant or provisional licensee is practicing is not required of the occupational therapist. To provide satisfactory general supervision, the treating occupational therapist shall:

(a) Provide an initial program of intervention, and any subsequent changes to the initial program, for patients assigned to the occupational therapy assistant or provisional licensee.

(b) Not less than 1 hour for each 40 hours of work performed by the occupational therapy assistant or provisional licensee and, in any event, not less than 1 hour each month, engage in:

(1) Clinical observation of the occupational therapy assistant or provisional licensee; or

(2) Direct communication with the occupational therapy assistant or provisional licensee.

The mode and frequency of that communication is dependent upon the setting for the practice of the occupational therapy assistant or provisional licensee. Direct communication may consist of, without limitation:

(I) Direct or joint treatment of a patient;

(II) Personal supervision of the occupational therapy assistant or provisional licensee while providing services;

(III) Conversation, in person or by telephone;

(IV) Exchange of written comments;

(V) Review of patient records; ~~for~~

(VI) Conferences, or other face-to-face meetings ~~+~~ ; *or*

(VII) Communications conducted using audio-video communications technology.

(c) Establish the patient workload of the occupational therapy assistant or provisional licensee based on the competency of the occupational therapy assistant or provisional licensee as determined by the occupational therapist.

(d) Review written documentation prepared by the occupational therapy assistant or provisional licensee during the course of treatment of a patient. The completion of this review by the occupational therapist may be evidenced by:

(1) Preparation of a separate progress note; or

(2) The occupational therapist signing and dating the document prepared by the occupational therapy assistant or provisional licensee.

2. The treating occupational therapist and the occupational therapy assistant or provisional licensee shall jointly:

(a) Document, in a manner other than the mere signing of service records prepared by another person, the supervision required pursuant to this section . ~~by preparing,~~ *Such documentation may include,* without limitation ~~+~~ , *the preparation of:*

(1) Daily or weekly treatment or intervention schedules;

(2) Logs of supervision, which ~~must~~ include, without limitation, the time and date of supervision, the type of supervision provided and the subject matter covered during the supervision; and

(3) Patient records.

(b) Ensure that the record regarding a patient treated by the occupational therapy assistant or provisional licensee is signed, dated and reviewed at least monthly by the occupational therapy assistant or provisional licensee and the occupational therapist. In reviewing the record, the occupational therapist and the occupational therapy assistant or provisional licensee shall verify, without limitation:

(1) The accuracy of the record; and

(2) That there is continuity in the services received by the patient pursuant to the program of intervention.

3. An occupational therapy assistant or provisional licensee may assist an occupational therapist in:

(a) Preparing and disseminating any written or oral reports, including, without limitation, the final evaluation and discharge summary of a patient;

(b) Unless the treatment is terminated by a patient or his or her provider of health care, determining when to terminate treatment; and

(c) Delegating duties to an occupational therapy aide or technician.

4. An occupational therapy assistant or provisional licensee shall document all treatment provided to a patient by the occupational therapy assistant or provisional licensee.

5. An occupational therapist shall not delegate responsibilities to an occupational therapy assistant or provisional licensee which are beyond the scope of the training of the occupational therapy assistant or provisional licensee.

6. The provisions of this section do not prohibit an occupational therapy assistant or provisional licensee from responding to acute changes in a patient's condition that warrant immediate assistance or treatment.

7. As used in this section, "sign" means to inscribe by handwriting or electronic means one's name, initials or license number.

Sec. 9. NAC 640A.255 is hereby amended to read as follows:

640A.255 1. A primary supervisor of an occupational therapy assistant or a provisional licensee shall review ~~and approve monthly supervisory logs~~ *documentation* maintained by both the treating occupational therapist and the occupational therapy assistant or provisional licensee ~~and~~ *pursuant to NAC 640A.250 to ensure that such documentation satisfies the requirements of that section.*

2. A treating occupational therapist shall provide general supervision, as described in NAC 640A.250, to an occupational therapy assistant or provisional licensee to whom he or she delegated duties for the provision of care to a patient.

3. A treating occupational therapist is responsible for all occupational therapy services provided by an occupational therapy assistant or provisional licensee to whom he or she delegates duties for the provision of care to a patient.

Sec. 10. NAC 640A.265 is hereby amended to read as follows:

640A.265 1. A treating occupational therapist shall *provide direction to and* supervise any program of intervention which is delegated to an occupational therapy assistant or provisional

licensee **H** *and shall ensure that the occupational therapy assistant or provisional licensee does not function autonomously.*

2. Only an occupational therapist may:

(a) Interpret the record of a patient who is referred to the occupational therapist by a provider of health care;

(b) Interpret the evaluation of a patient and identify any problem of the patient;

(c) Develop a plan of care for a patient based upon the initial evaluation of the patient, which includes the goal of the treatment of the patient;

(d) Determine the appropriate portion of the program of intervention and evaluation to be delegated to an occupational therapy assistant;

(e) Delegate the treatment to be administered by the occupational therapy assistant;

(f) Instruct the occupational therapy assistant regarding:

(1) The specific program of intervention of a patient;

(2) Any precaution to be taken to protect a patient;

(3) Any special problem of a patient;

(4) Any procedure which should not be administered to a patient; and

(5) Any other information required to treat a patient;

(g) Review the program of intervention of a patient in a timely manner;

(h) Record the goal of treatment of a patient; and

(i) Revise the plan of care when indicated.

3. A treating occupational therapist may delegate to an occupational therapist who holds a provisional license any of the activities identified in subsection 2.

4. *An occupational therapy assistant shall not:*

(a) Write formal evaluations of the progress of a patient to another health care professional. For the purposes of this paragraph, daily chart notes in the records of a patient does not constitute a formal evaluation of the progress of the patient.

(b) Participate in any meeting with a patient or a health care professional, including, without limitation, a meeting in an educational setting, at which:

(1) The occupational therapy assistant is the sole licensee; and

(2) The program of intervention of a patient may be modified.

(c) Make clinical decisions regarding the provision of occupational therapy services to a patient that conflict with or overrule the decisions of an occupational therapist.

5. An occupational therapy assistant or provisional licensee shall notify the treating occupational therapist of record for a patient and document in the records of the patient any change in the:

(a) General condition of the patient; and

(b) Condition of a patient that is not within the planned progress or treatment goals of the patient.

6. A treating occupational therapist of record for a patient shall continuously follow the progress of the patient.

7. Except as otherwise provided in NAC 640A.267, a licensee shall not knowingly delegate to a person who is less qualified than the licensee any program of intervention which requires the skill, common knowledge and judgment of the licensee.

8. As used in this section, "health care professional" has the meaning ascribed to it in NRS 629.076, as amended by section 15 of Senate Bill No. 137, chapter 289, Statutes of Nevada 2021, at page 1595.

Sec. 11. NAC 640A.270 is hereby amended to read as follows:

640A.270 1. A person may assist a licensed occupational therapist or occupational therapy assistant as an occupational therapy aide or technician. Such an occupational therapy aide or technician is not required to be licensed pursuant to the provisions of chapter 640A of NRS or possess the professional or advanced training in basic anatomical, biological, psychological or social sciences which are required for the practice of occupational therapy.

2. Except as otherwise provided in subsection 3, a licensed occupational therapist or occupational therapy assistant may delegate duties to an occupational therapy aide or technician if he or she determines, before delegating a duty, that the aide or technician possesses the necessary knowledge, competence, training and skills to perform the duty. The duties which may be delegated to an occupational therapy aide or technician include, but are not limited to, the:

- (a) Routine maintenance of a department;
- (b) Transportation of a patient;
- (c) Preparation of a work area for a therapy session with a patient;
- (d) Preparation of treatment equipment for a therapy session with a patient;
- (e) Attendance to the personal needs of a patient during treatment;
- (f) Assistance in the construction of adaptive equipment and splints;
- (g) Performance of clerical, secretarial and administrative duties; and
- (h) Monitoring a patient for safety purposes while the patient is performing an activity,

including, without limitation, the practice of repetitive skills.

3. A licensed occupational therapist or occupational therapy assistant may not delegate a duty to an occupational therapy aide or technician if the duty requires the aide or technician to

perform treatments or make independent evaluations, assessments or recommendations. The duties which may not be delegated to an aide or technician include, but are not limited to, the:

- (a) Interpretation of the record of a patient referred to an occupational therapist;
- (b) Interpretation of prescriptions for a patient;
- (c) Development, planning, adjustment or modification of procedures for the treatment of a patient;
- (d) Recordation of the treatment or progress of a patient;
- (e) Duties described in subsection ~~4~~ 7 of NAC 640A.265;
- (f) Performance of any duty which requires the aide or technician to act independently or without the supervision of a licensed occupational therapist or occupational therapy assistant during a therapy session with a patient; and
- (g) Performance of any treatments or procedures requiring professional training in occupational therapy.

4. An occupational therapist or occupational therapy assistant who delegates a duty to an aide or technician:

- (a) Shall directly supervise the aide or technician in accordance with the provisions of NAC 640A.275;
- (b) Is professionally responsible for the duty performed by the aide or technician; and
- (c) Shall note in the record of a patient any duties performed by the aide or technician.

**PROPOSED REGULATION OF THE
BOARD OF OCCUPATIONAL
THERAPY LCB File No. R001-21**

July 20, 2021

ERRATUM

Legislative Counsel’s Digest:

Existing regulations set forth certain requirements and restrictions regarding the delegation of duties by a treating occupational therapist to an occupational therapy assistant or provisional licensee. (NAC 640A.250, 640A.255, 640A.265) **Section 9** of this regulation provides that a treating occupational therapist is responsible for all occupational therapy services provided by an occupational therapy assistant or provisional licensee to whom he or she has delegated duties. Existing regulations set forth certain activities that an occupational therapist is prohibited from delegating to an occupational therapy assistant. (NAC 640A.265) **Section 10** of this regulation prohibits an occupational therapist therapy assistant from engaging in certain additional activities. Additionally, **section 10** requires an occupational therapy assistant or provisional licensee to notify the treating occupational therapist of and document certain changes to the condition of a patient. **Section 11** of this regulation makes a conforming change to account for the revisions set forth in **section 10**.

Sec. 10. NAC 640A.265 is hereby amended to read as follows:

8. As used in this section, “health care professional” has the meaning ascribed to it in NRS 629.076, as amended by section 15 of Senate Bill No. ~~137~~ 217, chapter 289, Statutes of Nevada 2021, at page 1595.

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 3: Approval of the Minutes

The minutes of the Board meeting of August 21, 2021 are presented for consideration and approval.

Minutes have not yet been approved and are subject to revision at the next meeting.

STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

MINUTES BOARD MEETING

August 21, 2021

Members Present: Elizabeth Straughan, Allison Stone, Mel Minarik, Phil Seitz, Sol Magpantay
Members Absent: None
Staff Present: Loretta L. Ponton, Executive Director, Stacey Whittaker, Licensing Coordinator, Henna Rasul, Sr. Deputy Attorney General
Public Present: Lea Case, Belz & Case Government Services, Abigail Swidergal, OTA, Sonny Heng, OT

Elizabeth Straughan, Chair, called the meeting to order at 10:05 a.m. A roll call confirmed a quorum was present. Phil Seitz joined the meeting at 10:15 a.m.

Public Comments – There were no comments

Educational Session – Presentation by National Board for Certification in Occupational Therapy

Elizabeth Straughan welcomed Barbara Williams, DrOT, MS, OTR, Associate Director, External & Regulatory Affairs.

Ms. Williams thanked the Board for asking NBCOT to present their updates and programs. Ms. Williams provided a power point presentation covering the following topics: Overview of NBCOT mission, accreditation, and Board of Directors; Partnerships with Students, Certificants and Regulators regarding examination information and disciplinary actions over the previous 3 years; the OT Action Exchange explaining the purpose and features; NBCOT Navigator practice analysis study and new tools; and the benefits of certification.

Ms. Williams stated their mission is to serve public interest, incorporate evidence-based standards and work with regulatory boards; NBCOT is accredited by NCCA and ANSI and is governed by a Board of Directors. They regularly review and update the content of the NBCOT certification examination; have a voluntary disciplinary process and provide early determination reviews of criminal convictions for eligibility for certification. Ms. Williams provided examples of testing cases highlighting breaches in testing protocols and ethics violations and provided an analysis of cases by type of behavior and sanctions imposed.

Mel Minarik stated the university is experiencing similar issues at the graduate level.

Ms. Williams explained the OT Action Exchange which is a national repository for reporting disciplinary actions as a partnership with regulatory boards. The action exchange includes state and NBCOT actions.

The NBCOT Navigator tool is available to all NBCOT certificants at no cost and provides learning tools for specific practice areas, CEs for renewals and addresses competency requirements; new courses include burns, ethics, oncology, spinal cord injuries and provides digital certificates and self-assessment tools.

Minutes have not yet been approved and are subject to revision at the next meeting.

Approval of the Minutes - Elizabeth Straughan asked if there were any corrections, revisions, or other discussion of the minutes of the May 29, 2021, board meeting.

No revisions were noted. Ms. Straughan called for a motion.

Allison Stone made the motion to approve the minutes of the Board meeting of January 16, 2021. Sol Magpantay seconded the motion.

Disciplinary Actions, Complaint Case C21-04 – Elizabeth Straughan called on Loretta Ponton.

Ms. Ponton stated that after review of all documentation received, it was determined that there is insufficient evidence to file a formal complaint for hearing before the Board and the facts set forth in the accusations are insufficient to establish a violation of Chapter 640A of the Nevada Revised Statutes or the Nevada Administrative Code.

Case No. C21-04 alleging unprofessional conduct, and violation of the Code of Ethics and Standards of Practice. Complainant alleged respondent documented treatments to clients/patients when not in attendance and/or which were not provided for the duration specified. It is recommended the Board approve dismissal of complaint case C21-04.

Liz Straughan called for a motion.

Mel Minarik made the motion, seconded by Allison Stone to dismiss complaint case C21-04. The motion carried.

Criminal History Petition - Pre-Determination of Eligibility for Licensure; Sonny Heng, OTR

Elizabeth Straughan called upon Loretta Ponton. Ms Ponton reported Mr. Sonny Heng has requested a pre-determination of eligibility for licensure due to a criminal conviction. Mr. Heng is currently licensed in California and has a misdemeanor conviction of Driving Under the Influence with property damage and is currently on probation. The details of the conviction have been provided to the Board. Mr. Heng is present to answer any questions by the Board.

Phil Seitz asked Mr. Heng to explain. Mr. Heng stated he was a traveling therapist; they were required to evacuate due to wildfires and he received notice he could return; he had had a few drinks which resulted in the accident. He stated he is still in California, but is not driving, he is walking to work; he made the decision not to drive.

Phil Seitz asked if Mr. Heng will work in Nevada. Mr. Heng responded he has conditionally accepted a position and found an apartment across the street from the facility, it's a full-time position with no travel. Phil Seitz asked if Mr. Heng has been working while on probation. Mr. Heng responded yes, consistently; he has learned to stay away from alcohol as there is a family history of alcohol abuse.

Mr. Heng was asked how long he will be on probation. Mr. Heng responded 3 years, August 2023; he has completed required DUI program and will have the Driver's Education program complete by the end of August 2021.

Minutes have not yet been approved and are subject to revision at the next meeting.

Sol Magpantay stated the circumstances of the fire evacuation is different than driving from a party.

Loretta Ponton explained this Board has been asked for a pre-determination on whether Mr. Heng would be eligible for licensure in Nevada or not based upon the criminal history.

Mel Minarik made a motion that Mr. Sonny Heng has been determined eligible for licensure in Nevada. Allison Stone seconded the motion. The motion carried.

Biennial Budget - Fiscal Year 2022 Budget – Loretta Ponton facilitated a review of the final FY 2022 Budget highlighting revisions and adjustments made as a result of more current financial information, licensing activity and anticipated expenses for the fiscal year.

Ms. Ponton explained revenue projections are budgeted at a conservative 2.27% increase in license fees based upon increased licensing activity at the end of FY 21. Also included in other income is the co-location revenue from the Board of Applied Behavior Analysis.

Ms. Ponton stated the contract for legislative services expires December 31st and is not funded for the remaining 6 months of the fiscal year as it is not anticipated a need for these services due to the lack of legislation impacting the Board at the 2021 session. The Budget does not contain any “set-asides” for legislative impacts. Funding is included for the costs of the Board Strategic Planning Session to be scheduled in April 2022.

Overall revenue is budgeted at a 2.46% increase and expenses are budgeted at a reduction of 11% from FY 2021.

Ms. Ponton directed the members to the budget vs prior years actual report and projected revenue, fee analysis, reserve funds report and explained the projected break-even point when Board funds will reach the planned level of \$500,000.

Mr. Seitz asked what Albertson Consulting was. Ms. Ponton responded the vendor for the licensing database program and website host. Mr. Seitz asked Ms. Ponton if she does the budget computations. Ms. Ponton responded yes that all financial information is prepared by herself.

Liz Straughan called for a motion to approve the Fiscal Year 2022 Budget.

Allison Stone made the motion, seconded by Sol Magpantay to approve the Fiscal Year 2022 Budget as presented. The motion carried.

Personnel Policies and Procedures – Elizabeth Straughan asked Loretta Ponton to facilitate.

Ms. Ponton presented revisions to the personnel policies and procedures to add a Remote Work option for employees, establish guidelines for remote work and update the compensation plan.

Ms. Ponton explained that remote work was required due to the state of emergency, there was no disruption to services and it has been found remote work can be efficient and cost effective.

Revisions are to the following Sections: 020 General Policies and Procedures – Added reference to remote work option; 040 Definitions – Added definition of “Remote Work”; 350 Remote Work – New Section; and Classification and Compensation Plan (pg 20).

Minutes have not yet been approved and are subject to revision at the next meeting.

Mel Minarik inquired whether the Board could operate totally remotely and close the office. Ms. Ponton responded that it is State law that requires a physical office location. It would be a possibility if the State legislature revised the law in the future. We have learned during the last year that traditional offices may not always be required.

The Classification and Compensation Schedule reflects a change in the Executive Director and Licensing Assistant Grade Equivalent and Salary Ranges. The Executive Director compensation range reflects the Executive Audit Committee Audit of Independent Boards, June 14, 2018, analysis of Executive Director salaries based upon their comparison of salary, qualifications, responsibilities, authority, and budget. The Executive Audit Committee report suggested top ranges for Executive Director Compensation should be between \$101,000 and \$132,000. The revised ED range reflects the recommendation of the EAC. The Licensing Assistant (vacant/part time) position wage range has been increased from a Grade 21 to Grade 23 to reflect competitive wage rates when the position is filled. With these two changes, a 10% deviation is established between the ending salary range and the beginning salary range of the next highest position: creating hierarchical equity between administrative positions.

Ms. Ponton stated the revision is to the authorized salary range, current positions remain within the range, no increases are requested at this time. The revision increases the starting and ending rates of pay for each position.

Phil Seitz asked when the ED retires, is it the Board's responsibility to hire or interview for a new Executive Director. Loretta Ponton responded the Board is responsible for the selection and hiring of their Executive Director. There would be a formal recruitment and the selection would be made by the entire Board at an open meeting of the Board. Ms. Ponton added that she would assist in the hiring process prior to her retirement.

Elizabeth Straughan called for a motion.

Phil Seitz made the motion, seconded by Allison Stone to approve the revised personnel policies and procedures and compensation schedules. The motion carried.

Strategic Direction 2020 – 2022 Review – Elizabeth Straughan requested Loretta Ponton facilitate the discussion.

Ms. Ponton stated the Board achievement of goals was significantly impacted by COVID-19; however, the Board should be proud of their efforts and achievements, under challenging conditions. Ms. Ponton directed the members to the summary of Strategic Priorities and explained each priority, action description and status of each priority.

Priority - Scope of Practice: *Survey & Data Collection for Specialties* – The OT Practice Survey was completed and issued in January 2020. A supplemental survey on Telehealth was conducted in April 2021.

Ethics – The Board sponsored seminars scheduled for April 2020 were cancelled due to COVID-19.

Access to Evidence Based Practice – On hold due to COVID-19.

Priority - Workforce Development: *Increase rural access to OT services* – The supplemental survey on Telehealth documented an increase to services delivered by telehealth.

Minutes have not yet been approved and are subject to revision at the next meeting.

Priority - Staff Initiatives: *Staff succession planning* – action to be determined; *Manage Risk of Government Over-regulation of Boards and Mitigate the Impact or Preempt Significant Changes* – Implemented the Administrative Collaborate of Professional and Occupational Licensing Boards, worked with Lobbyist to identify and address proposed legislation; *Develop and Implement new regulations or policies as a result of Legislation* – To be determined; SB 379 Data Collection Section 26 allows the Board to participate in the healthcare provider data collection system when developed.

Ms. Ponton stated Strategic Plans are fluid, the Board didn't just sit on their hands during this state of emergency; we remained pro-active and adjusted. Ms. Ponton asked for direction from the Board in planning for the April 2022 retreat; would the Board like to keep current priorities or build a new strategic direction for the future. Ms. Ponton made a recommendation for a theme for the April 2022 planning session: "Board Fiduciary Responsibilities" with emphasis on "protection of the public through regulation of practice". Additional sub-topics could include fiduciary responsibilities for internal operations, both financial and personnel and how an OT Compact may impact regulation of practice.

Allison Stone stated she liked the idea of board fiduciary responsibilities; including the responsibility to keep OTs and OTAs informed, there is still a lot of turmoil and confusion.

Phil Seitz agreed, stating newer licensees are not clear with regulations, more education is needed. There is also a public relations problem with the name of our profession, occupational therapy, when explaining to the public, what it is and what we do. More resources should be available such as on-line tools, to explain what OT is.

Sol Magpantay suggested more information should also be considered for clinical fellowships, level I and level II students, what are the supervising OT responsibilities such as billing w/students, and CMS. Loretta Ponton added supervision has been left to educational institutions to set guidelines, the Board may want to discuss this topic in more detail.

Elizabeth Straughan stated a program came out that provided training for clinical supervisors; AOTA/ULNV.

Mel Minarik suggested research/literacy on best practices for OT continuing education as a strategic initiative. Elizabeth Straughan suggested support for rural therapists is also needed.

Loretta Ponton asked whether the OT Compact should be included; the State Legislature has not been really open to compacts as evidenced by the Nursing and PT Compact failures. Should the Board include the OT Compact for discussion at the Planning Session or through on-going discussions at Board meetings.

Elizabeth Straughan asked whether the Board office has been contacted regarding the OT Compact. Loretta responded NBCOT and AOTA have provided support at the national level; 8 states have joined with 10 required for implementation. There are currently 2 compacts in Nevada, psychologists, and medical board. It is a long and drawn-out process requiring analysis of the benefits and costs, pros, and cons to compacts and necessary legislation required to become a compact member state.

Phil Seitz stated he would like to discuss the OT Compact at the strategic planning session; Allison Stone and Mel Minarik agreed.

Minutes have not yet been approved and are subject to revision at the next meeting.

Executive Director's Report - Loretta Ponton reported on licensure statistics with comparisons to prior year and current fiscal year by quarter.

FY 2021 Financial Statements: Ms. Ponton summarized the 4th Quarter Financial Statements reporting Revenue is 5.29% below budget due to a combination of fewer applicants and waiver of temporary license fees. Expenses are 9.62% below budget for the fiscal year due to cost savings in personnel and operating expenses. Net operating income/loss for the Fiscal Year is (\$37,096), 72.95% of budget.

Administrative Collaborative: - Ms. Ponton reported on the activities and meetings of the Administrative Collaborative and resource documents that have been developed and made available to all Administrative Collaborative participants.

ABA Board Co-location: Ms. Ponton reported the ABA Board has hired their Executive Director who will be physically on-site beginning October 1st.

Complaints: Ms. Ponton reported one open complaint case in the investigative process.

Elizabeth Straughan called for a motion to approve the Executive Director's report and 4th Quarter financial statements.

Allison Stone made the motion, seconded by Phil Seitz to approve the Executive Director's report and financial statements for 4th quarter, FY 2021. The motion carried.

Loretta Ponton directed the members to the Legislative Report prepared by Belz & Case Government Services; Lea Case is present to answer any questions the Board may have.

Phil Seitz asked what happened to the consolidation bill that would take fees from the Board. Loretta Ponton responded the bill was referred to Finance and never received a hearing and died in committee. Ms. Ponton reported two bills will revise NRS 640A; SB 196 will prohibit pelvic examinations; AB217 adds applied behavior analysts as providers of health care exempt from licensure by this Board. The composition of the Legislature will be changing with legislators terming out or not running for re-election.

Lea Case thanked the Board for allowing them to represent the Board this last session.

Report from Sr. Deputy Attorney General – Henna Rasul stated she had nothing to report.

Report from Board Chair and Members – Elizabeth Straughan stated she would like to somehow provide a CEU sponsored event. The Ethics seminar was cancelled but perhaps we could offer the Ethics CE on-line or by other means.

Meeting Schedule: Ms. Ponton stated the Board regulation will be on the November 6th agenda for hearing and adoption; November will also be Sol Magpantay's last official meeting. The meeting will most likely be moved to ZOOM with the April Strategic Planning Session in person in Las Vegas if circumstances allow.

Elizabeth Straughan recommended outreach for northern Nevada board member to replace Sol. Ms. Ponton stated a recruitment announcement has been posted to the Board website with a statement that ideally the position should represent northern or rural Nevada.

Minutes have not yet been approved and are subject to revision at the next meeting.

Loretta Ponton added, a request for proposal has been issued for biennial audit services for fiscal years 2021 and 2022; the contract will be on the November agenda for consideration. Ms Ponton also informed the Board of State Administrative Manual changes that would require a formal State Board of Examiners approved contract for the licensing data system when the current agreement expires. The change removes the exemption from State BOE approval for licensing systems. More information will be forthcoming.

For information, Ms. Ponton reported she has agreed to be the Contract Manager for several small boards that do not have contract managers as a service through the Administrative Collaborative.

Elizabeth Straughan asked if there were any other future agenda items. There were none.

Public Comment – Elizabeth Straughan asked for public comments. There were no public comments.

Adjournment – Elizabeth Straughan adjourned the meeting at 12:15 p.m.

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 4: LCB File No. R001-21

Consideration of Public Comments

The Board will consider public comments received on LCB File No. R001-21 and determine whether the regulation requires additional revisions or should be adopted without revision.

The reason for accepting or rejecting proposed revisions to the regulations as submitted through public comments must be identified.

AGENDA ITEM 5: Adoption of Regulation

The Board will consider adoption of LCB File No. R001-21; with or without revisions.

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 6 and 7: PUBLIC WORKSHOP

LCB File No. XXX-XX
NOTICE OF PUBLIC WORKSHOP

The proposed regulation is presented for public comment, consideration of any proposed revisions, additions or deletions.

The Board may discuss the content and intent of the proposed language, add and/or remove sections and consider public comments on the proposed regulation.

- NAC640A.030 paragraph 10 – removes reference to “standard” license and provides that any license renewal application will not be accepted after 30 days. This change will allow late renewal of a temporary or provisional license in addition to a standard license.

Current regulation establishes a late renewal period for a standard license only and does not provide for a late renewal period for a temporary or provisional license.

NRS 640A.180 (3.) provides authority to establish by regulation the late renewal of any license.

“3. The Board may adopt regulations providing for the late renewal of a license”

- NAC 640A.065 paragraph 2 – removes the requirement that a provisional licensee must obtain 640 hours of supervision practice if they were previously certified but have not practiced occupational therapy for 5 years prior to issuance of the provisional license.

This provision was added by R210-07, effective September 18, 2008. Since adoption, there has been only one (1) individual who met the criteria requiring 640 hours of supervision who opted to apply for a new license after reinstating their NBCOT. This provision is not deemed necessary.

- NAC 640A.070 and NAC 640A.090 – removes the requirement to submit a form and/or narrative statement in addition to documentation of completion of continuing education activities.

Improvements to on-line renewals and audits of continuing education are sufficient to ensure CE activities are directly related to the provision of OT practice. If a course/activity is questioned, justification is requested at the time of audit.

The Board will consider approval of proposed regulation for submittal to LCB for drafting.

Attachment

Notice of Workshop – Proposed Regulation



Steve Sisolak
Governor

STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

6170 Mae Anne Ave., Suite 1
Reno, Nevada 89523
Phone: (775) 746-4101 / Fax: (775) 746-4105
Email: board@nvot.org / Website: www.nvot.org

Loretta L. Ponton
Executive Director

Notice of Workshop to Solicit Comments on Proposed Regulation

The State of Nevada Board of Occupational Therapy is proposing the addition, amendment and/or repeal of regulations pertaining to Chapter 640A of the Nevada Administrative Code.

A Public workshop to solicit comments from interested persons has been set as follows:

November 6, 2021- 10:00 a.m.

Board of Occupational Therapy
Administrative Office
6170 Mae Anne Ave. Suite 1
Reno, NV 89523

ZOOM Access:

<https://us06web.zoom.us/j/89177871451?pwd=VWRZMENodUFZczZlQnczMjNoOUVtdz09>

Meeting ID: 891 7787 1451

Passcode: 192406

Telephone Audio Only: (253) 215-8782

The purpose of the Workshop is to solicit comments on the proposed revisions to NAC 640A. The proposed regulation may include the following and other matters properly relating thereto:

- NAC 640A.030 paragraph 10 – removes reference to “standard” license and provides that any license renewal application will not be accepted after 30 days. This change will allow late renewal of a temporary or provisional license in addition to a standard license.
- NAC 640A.065 paragraph 2 – removes the requirement that a provisional licensee must obtain 640 hours of supervision practice if they were previously certified but have not practiced occupational therapy for 5 years prior to issuance of the provisional license.
- NAC 640A.070 and NAC 640A.090 – removes the requirement to submit a form and/or narrative statement in addition to documentation of completion of continuing education activities.

A copy of the proposed regulations may be obtained by contacting the Board of Occupational Therapy, 6170 Mae Anne Ave., Reno, Nevada 89523. Copies of the proposed regulations are available for viewing or printing on the Board's website www.nvot.org. Written comments will be accepted in hard copy or by email addressed to board@nvot.org.

All licensees and interested parties are encouraged to participate in the regulatory review process.

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If special arrangements are necessary, please notify Loretta Ponton, Executive Director at (775) 746-4101 within 72 hours of meeting date and time.

This **Notice of Workshop to Solicit Comments on Proposed Regulation** has been sent to all licensed occupational therapists and occupational therapy assistants and persons on the agency's mailing list for administrative regulations.

This **Notice of Workshop to Solicit Comments on Proposed Regulation** has been posted on the Board's website www.nvot.org, the Board of Occupational Therapy Administrative Office, 6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523 and at the following locations:

LCB website: www.leg.state.nv.us ; State of Nevada Public Notice Website: www.nv.gov

Dated: October 15, 2021

**PROPOSED REGULATION OF THE
BOARD OF OCCUPATIONAL
THERAPY LCB File No. XXXX-XX**

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-5, NRS 640A.110, 640A.120; 640A.140 and 640A.180.

A REGULATION relating to occupational therapy; revising provisions relating to late renewal of a license; provisional licensure; continuing education requirements; and providing other matters properly relating thereto.

Sec 1. NAC 640A.030 is hereby amended to read:

1. In order to receive, renew, reinstate or convert the status of, as applicable, any type of license issued by the Board, an applicant must complete an application to be provided by the Board.

2. An application must be accompanied by payment of the appropriate fee or fees.

3. An application submitted to the Board must include a statement signed by the applicant certifying that the information provided in the application is accurate.

4. An application must be submitted to the Board by the applicable date, if any.

5. If an applicant is required to provide an official transcript from an educational program that is accredited by an agency approved by the Board or from an educational program in another country, the applicant must ensure that:

(a) A sealed, official transcript is attached to his or her application; or

(b) A sealed, official transcript is sent directly from his or her educational program to the Board.

6. If an applicant is required to provide proof of certification as an occupational therapist registered or a certified occupational therapy assistant, the applicant must ensure that proof of certification issued by the certifying agency is submitted to the Board.

7. If an applicant is required to provide proof of a license obtained in another state, territory or country, the applicant must ensure that proof of such a license issued by an official governmental entity is submitted to the Board for:

- (a) Any such license presently held; and
- (b) Any such license held within 5 years of the submission of the application.

8. If an applicant is required to provide proof of employment and supervision by an occupational therapist in this State, the applicant must ensure that proof of such employment and supervision is submitted to the Board, in a format approved by the Board, by the applicable date, if any.

9. If an applicant is required to complete continuing education, the applicant must provide to the Board proof of completion of continuing education, when requested by the Board.

10. The Board will not accept an application for the renewal of a [standard] license if the application is submitted more than 30 days after the date on which the license expired.

Sec 2. NAC 640A.065 is hereby amended to read as follows:

NAC 640A.065 1. A provisional license may be granted to a person:

- (a) Who meets the requirements set forth in [NAC 640A.030](#);
- (b) Who has graduated from an educational program which is accredited by an agency approved by the Board and which includes a fieldwork program;
- (c) Who submits proof of employment and supervision by a licensed occupational therapist upon receiving the license; and
- (d) Who:

(1) Is not certified as an occupational therapist registered or a certified occupational therapy assistant; or

(2) Has not yet achieved a passing score on an examination provided by an agency approved by the Board but is eligible and scheduled to take such an examination, with the results to be sent directly to the Board.

~~[2.—If a person who was previously certified receives a provisional license and the person has not practiced occupational therapy within 5 years before receipt of the license, the person must, while holding the license, complete a minimum of 640 hours of supervised practice under a licensed occupational therapist.]~~

~~[3.]~~ 2. A provisional license expires 6 months after the date on which it is issued or renewed.

~~[4.]~~ 3. A provisional license may be renewed not more than once.

~~[5.]~~ 4. A provisional licensee may convert his or her provisional license to a standard license if, in addition to the requirements set forth in [NAC 640A.030](#) and [640A.041](#):

(a) The Board receives proof of the certification of the provisional licensee as an occupational therapist registered or a certified occupational therapy assistant; and

~~[(b) If applicable, the licensee has completed 640 hours of supervised practice under a licensed occupational therapist].~~

Sec 3. NAC 640A.070 as amended by LCB File No. R105-19 Sec 3. is hereby amended to read as follows:

640A.070 1. Except as otherwise provided in subsection 5 and NAC 640A.101, a person with a standard license shall complete, to the satisfaction of the Board, at least 24 hours of continuing education per biennial renewal cycle.

2. If the licensee obtains more 24 hours of continuing education during a biennial renewal cycle, he or she may carry over a maximum of 10 hours towards completion of his or her

requirement for continuing education for the following biennial renewal cycle.

3. A licensee must achieve a passing score on the Nevada Occupational Therapy Jurisprudence Examination at least once every 5 years.

4. A person may receive credit for fieldwork supervision, the completion of a particular continuing education course or the achievement of a passing score on the Nevada Occupational Therapy Jurisprudence Examination only once during a biennial renewal cycle.

5. A person who obtains a standard license within 12 months of graduation from an educational program which is accredited by an agency approved by the Board and which includes a fieldwork program is required to obtain 12 hours of continuing education in order to renew the license for the first time.

6. A licensee shall comply with the requirements for continuing education, including, without limitation, submitting to the Board ~~[a completed form to be provided by the Board and]~~ a list of any courses and activities that the licensee completed to satisfy the provisions of this section. The materials described in this subsection must be submitted at the time, as established by the Board, the licensee is required to submit to the Board the application for the renewal of his or her license.

7. To ensure compliance with the provisions of this section, the Board will conduct random audits of the continuing education completed by licensees.

Sec 4. NAC 640A.090 as amended by LCB File No. R105-19 Sec 4. is hereby amended to read as follows:

640A.090 1. The subject matter for continuing education activities includes, without limitation:

- (a) Research relating to occupational therapy;
- (b) Theoretical or practical courses relating to the practice of occupational therapy;
- (c) The development, administration, supervision or teaching of the clinical practice of occupational therapy;
- (d) Service delivery programs performed by an occupational therapist or occupational therapy assistant; and
- (e) Statutes and regulations in this State relating to occupational therapy.

2. Activities that qualify as continuing education include, without limitation:

- (a) Attendance and participation at a live presentation:
 - (1) Which includes, without limitation, a workshop, seminar, conference or in-service educational program; and
 - (2) Which is afterwards followed by the submission of a certificate of completion or other similar document ~~[and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy];~~
- (b) Participation in a course of self-study that requires a formal assessment of learning:
 - (1) Which includes, without limitation, self-study through an electronic or Internet-

based course, a self-paced clinical course or any other formalized self-administered course;
and

(2) Which is afterwards followed by the submission of a certificate of completion or other similar document ~~[and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy];~~

(c) Enrollment in an academic course:

(1) Which includes, without limitation, an on-site or distance learning course;
and

(2) Which is afterwards followed by the submission of a copy of a transcript indicating successful completion of the course ~~[and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy];~~

(d) Supervision of fieldwork:

(1) Which includes, without limitation, acting as a primary clinical fieldwork educator for level I fieldwork or level II fieldwork for occupational therapist or occupational therapy assistant students;

(2) Which is afterwards followed by the submission of ~~[a completed form to be provided by the Board and]~~ a document from the sponsoring educational program indicating the names of the students supervised, the name of the sponsoring educational program and the dates of the fieldwork; and

(3) Which may result in, for the biennial renewal cycle in which the fieldwork ends:

(I) A maximum of 4 hours of continuing education for level I fieldwork supervision;

or

(II) A maximum of 18 hours of continuing education for level II fieldwork supervision;

(e) Writing in a professional capacity:

(1) Which results in the publication of a peer-reviewed book, chapter of a book, or article regarding occupational therapy;

(2) ~~[Which is afterwards followed by the submission of a completed form to be provided by the Board; and]~~

~~(3)~~ Which may result in a maximum of 12 hours of continuing education for the renewal cycle within which the writing is published;

(f) Teaching an educational or academic course that is outside the normal scope of the professional employment of the licensee and:

(1) Which includes, without limitation, an in-person academic course, workshop, seminar, in-service course or electronic or Internet-based course; and

(2) Which is afterwards followed by the submission of a copy of the official program, schedule or syllabus of the course ~~[and a completed form to be provided by the Board]~~, which includes, without limitation, the title, dates, hours and objectives of the course, a description of the students enrolled in the course and the signature of an appropriate official of the sponsor of the course;

(g) Participation in an official meeting of the Board or a professional organization formed to promote and enhance the practice of occupational therapy:

(1) Which includes, without limitation, an official board or committee meeting of such

an organization;

(2) Which is afterwards followed by the submission of ~~[a completed form to be provided by the Board and]~~ a signed document from the organization that indicates the name of the organization, the purpose of the meeting and a description of the person's role in the organization and at the meeting; and

(3) Which may result in a maximum of 6 hours of continuing education per biennial renewal cycle; and

(h) Achievement of a type of certification, approved by the Board, from an agency approved by the Board:

(1) Which includes, without limitation, engaging in activities that are required for certification in an occupational therapy specialty by an agency approved by the Board;

(2) Which is afterwards followed by the submission of ~~[a completed form to be provided by the Board and]~~ a document from the agency showing achievement of the certification; and

(3) Which may result in a maximum of 5 hours of continuing education for the biennial renewal cycle in which the certification is achieved.

3. As used in this section:

(a) "Level I fieldwork" means fieldwork designed to enrich didactic course work through direct observation and participation in selected aspects of the occupational therapy process.

(b) "Level II fieldwork" means in-depth fieldwork in delivering occupational therapy services across a variety of settings.

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 8: Audit Services

Pursuant to NRS 218.825, the Board is required to have an independent audit of the financial statements either annually or biennial. The Board approved and adopted a biennial audit period on May 30, 2009.

A Solicitation for Audit Services was issued August 30, 2021 for the Biennial Audit of the Board Financial Statements for period Fiscal Years 2021 / 2022 with option to renewal for Fiscal Years 2023 / 2024.

Proposals have been received from the following firms:

- Christiansen Accounting Network
- Casey Neilon

Upon review and selection of an audit firm, an independent contract for Audit Services will be executed.

Attachments

Proposal – Christiansen Accounting Network
Proposal – Casey Neilon



CHRISTIANSEN
ACCOUNTING NETWORK

September 30, 2021

Board of Directors and Management
State of Nevada Board of Occupational Therapy
6170 Mae Anne Avenue, Suite 1
Reno, NV 89523

I appreciate the opportunity to provide a proposal for audit services for the State of Nevada Board of Occupational Therapy (Board) for the biennial periods ended June 30, 2022 and 2024.

In light of the current COVID-19 pandemic and its effect on all business enterprises, please be assured that I take health safety seriously. I am fully vaccinated and will adhere to your protocols while on-site. Also, I have engaged the latest technologies to be able to work remotely, if necessary, to complete your engagement in a timely manner.

Qualifications

Although Christiansen Accounting Network was formed in June 2020, I have been a CPA for more than 20 years in Reno, Nevada working with nonprofit organizations, small businesses, and local governmental entities providing assurance services, tax preparation services and consulting. In addition to being a CPA, I am also a Certified Fraud Examiner. I complete in excess of 80 hours of continuing education directly related to auditing and accounting, of which at least 24 hours is specific to governmental and non-profit accounting, every two years. My commitment to continuous learning ensures that I am knowledgeable about new accounting standards and regulatory changes that effect the Board. My approach as an auditor has always been to not only seek to identify material errors or misstatements, but to understand your operations and the risks that you face so that I am a trusted advisor and technical resource for you throughout the year. As an audit partner at Kohn and Company LLP and an audit senior manager at Eide Bailly, I have several years of experience with the Board, and I believe my experience enables me to provide quality services at a competitive fee.

My practice is properly licensed to conduct business in Nevada and Washoe County. I meet all independence and continuing education requirements to perform audits in accordance with Government Auditing Standards. I am also a member of CPAConnect, one of the largest associations of CPA firms in the United States that provides me with instant access to the expertise and resources of professionals across the county.

Services and Fees

This proposal encompasses the audit of your financial statements for the biennial period ended June 30, 2022, with an option to renew for the biennial period ended June 30, 2024. In connection with the audits, I may also issue a management letter and will provide a separate letter of required communications outlining responsibilities, significant accounting practices, audit adjustments, and other matters.

I utilize a risk-based approach in designing my audit procedures. This requires me to update my understanding of your programs and accounting processes to assess the risk of misstatement in your financial statements based on current circumstances. I will give you access to a secure online portal so that you may upload electronic copies of requested items directly to me to reduce the need for paper copies. I prefer to receive documents in electronic format whenever possible. I anticipate commencing the audit planning in May and the audit fieldwork at a mutually agreeable date in July after the year-end is closed. I will review any proposed adjustments and the draft audit report with management to answer any questions and make any necessary changes by October 20th to allow for issuance by November 1st.

I am a sole practitioner, and all audit work will be performed by me. When appropriate, I have connections with several qualified CPAs who I may engage with to consult on technical matters and engagement quality control reviews. Any such consultations are subject to independence and confidentiality standards of our profession. My practice and affiliations with CPAs and CPAConnect allow me to provide personalized services while ensuring that I am able to provide practical advice to assist you with navigating changes in accounting standards.

I estimate my fees for the biennial audits to not exceed \$9,600, which represents approximately 50-60 hours. The fee estimate assumes that unexpected circumstances will not be encountered. If such circumstances arise, I will discuss any changes to the scope of the engagement or fees with you prior to incurring any additional costs. I believe it is best to remain proactive in dealing with accounting issues. Accordingly, I am available prior to beginning the first audit and throughout the year to answer questions or provide technical advice. I do not bill separately for phone calls or emails. If an issue requires significant time or research, I will provide a fee estimate in advance.

Please do not hesitate to contact me if you have any questions or would like any additional information. I very much appreciate the opportunity to provide this proposal and (hopefully) work with the Board.

Best Regards,

A handwritten signature in black ink that reads "Connie Christiansen". The signature is written in a cursive, flowing style.

Connie Christiansen, CPA, CFE
Christiansen Accounting Network



CASEY NEILON

Tax Services, Captive Insurance,
Business Services, Trusts & Estates
Audit & Assurance

PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES

State of Nevada, Board of Occupational Therapy

September 29, 2021

503 N. Division St. • Carson City, NV • 89703
6770 S. McCarran Blvd, Ste. 200 • Reno, NV • 89509
775.283.5555



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September 29, 2021

State of Nevada
Board of Occupational Therapy
Loretta Ponton
Executive Director
6170 Mae Anne Ave., Suite 1
Reno, NV 89523

Dear Ms. Ponton:

We appreciate the opportunity to propose on the biennial audit of the State Board of Occupational Therapy fiscal years 2021 and 2022. The following brief summary offers key information needed to evaluate our firm against other firms that respond to your proposal. We believe that we are a good choice to perform your audit for the following reasons:

Experience - our team has been providing auditing services to local governments, special districts, boards and commissions since 1997. We take the time to get to know your organization, from internal controls, to operations and reporting systems; this in-depth knowledge allows us to complete your audit efficiently and effectively, and to provide a high-quality product with on time delivery.

Value - our experience, combined with the extensive use of technology allows us to provide high quality audit services at a reasonable cost. Our proposed fee for the biennium ended June 30, 2022 audit is \$11,000. This fee includes all out of pocket costs, and all state reporting requirements.

Continuity of staffing - we recognize that learning about your organization takes time, and that continual changes in engagement team members can be frustrating and inefficient. Our commitment to you is that we will keep our key engagement team members working on your audit for the length of the contract.

Education - we commit to the education of our staff, and all staff working on your audit will have extensive auditing and governmental continuing education.

Quality - we commit to high standards of quality. This is demonstrated by our commitment to an internal quality control review of your audit prior to report issuance, and by our participation in the AICPA's peer review program.

We look forward to the opportunity to work with you.

Sincerely,



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About Us

Casey Neilon, Inc. is a Nevada public accounting firm, with offices located in Reno and Carson City. The staff in each office work cooperatively, and the engagement would be staffed from employees of both the Reno and Carson City offices. The Company was formed in 2006 as the result of a demerger from a large regional accounting firm. From our inception, the Company has grown in size and experience and we currently have 22 staff members.

Women and minority owned – We are committed to a diverse workplace that values all employees. We actively seek to recruit, employee and promote top talent.

Education - The Company is committed to the education and technical growth of our staff, and all staff that would be assigned to your engagement have had significant accounting and auditing education in the form of in-house seminars, self-study, and attendance at local and national conferences. This dedication to continuing education is a focal point of our firm. All members of our proposed engagement team receive more than the minimum required education under professional standards, and all of our professional staff (including non licensed staff) receive in excess of 40 hours per year in total continuing education, which exceeds our requirements under state law and professional standards. We encourage our staff to obtain continuing professional education in fields appropriate to the type of accounting work that they are providing; therefore our senior staff have governmental and non profit specific education.

National resources - We provide national firm resources and capabilities through our affiliation with Allriott Group North America, an association of over 100 public accounting and legal firms worldwide. The Allriott Group is an exclusive worldwide association of independent accounting, legal and consulting firms founded to pursue excellence and quality in accounting and business consulting services. Management and staff from these firms work with us to provide the requisite industry and service expertise when required. These resources differentiate us from other proposers as we can provide the staffing and price of a local firm, but also have the resources of a national organization to assist with technical issues.

Independence - We are independent of the State Board of Occupational Therapy, and have no professional relationships that would constitute a conflict of interest. Additionally, we have no client relationships that may have a financial interest in the outcome of the audit, and we commit to provide you with written notice of any professional relationships entered into during the period of this engagement that may cause a conflict of interest.

Licensing - The firm and all key professional staff are properly licensed to provide accounting and auditing services in the State of Nevada.

Insurance - we carry the following coverage:

Commercial general liability \$2,000,000 each occurrence, \$4,000,000 aggregate

Workers' compensation statutory

Professional liability \$2,000,000 per claim, \$4,000,000 policy aggregate



Record retention - All records related to the engagement will be maintained in accordance with the Company's record retention policy of seven years and will be available to you or your designees for examination upon request.

Key performance parameters - We focus on the following key performance parameters:

- *Provide the most beneficial management comments possible* – The training provided to our upper level staff in management advisory skills is unique and valuable.
- *Provide excellent client service* – We are dedicated to the ongoing needs of our clients. We go to great lengths to customize our services to fit our client's specific needs.
- *Develop strong client relationships* – We have an excellent client retention record and our reputation in the State of Nevada is excellent.
- *Maintain efficiency* – We continue to strive to train our audit staff on audit efficiency principles.
- *Maximize partner involvement* – Our partners are involved in all aspects of our engagements, from planning to fieldwork and final review.

Firm Principals and Key Personnel

Darsi Casey, CPA, MST

Nicola Neilon, CPA, GGMA

Suzanne Olsen, CPA

Lucas Gonzalez, CPA

Leslie Kidd, CPA

Debra Vaughan



Scope of Services

Scope of Work

- The primary purpose of our audit is to express an opinion on the fairness of presentation of your financial statements for the biennium ended June 30, 2022.
- Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, as included in Statements on Auditing Standards published by the American Institute of Certified Public Accountants; the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and any other applicable rules, regulations, or accounting standards.

Deliverables

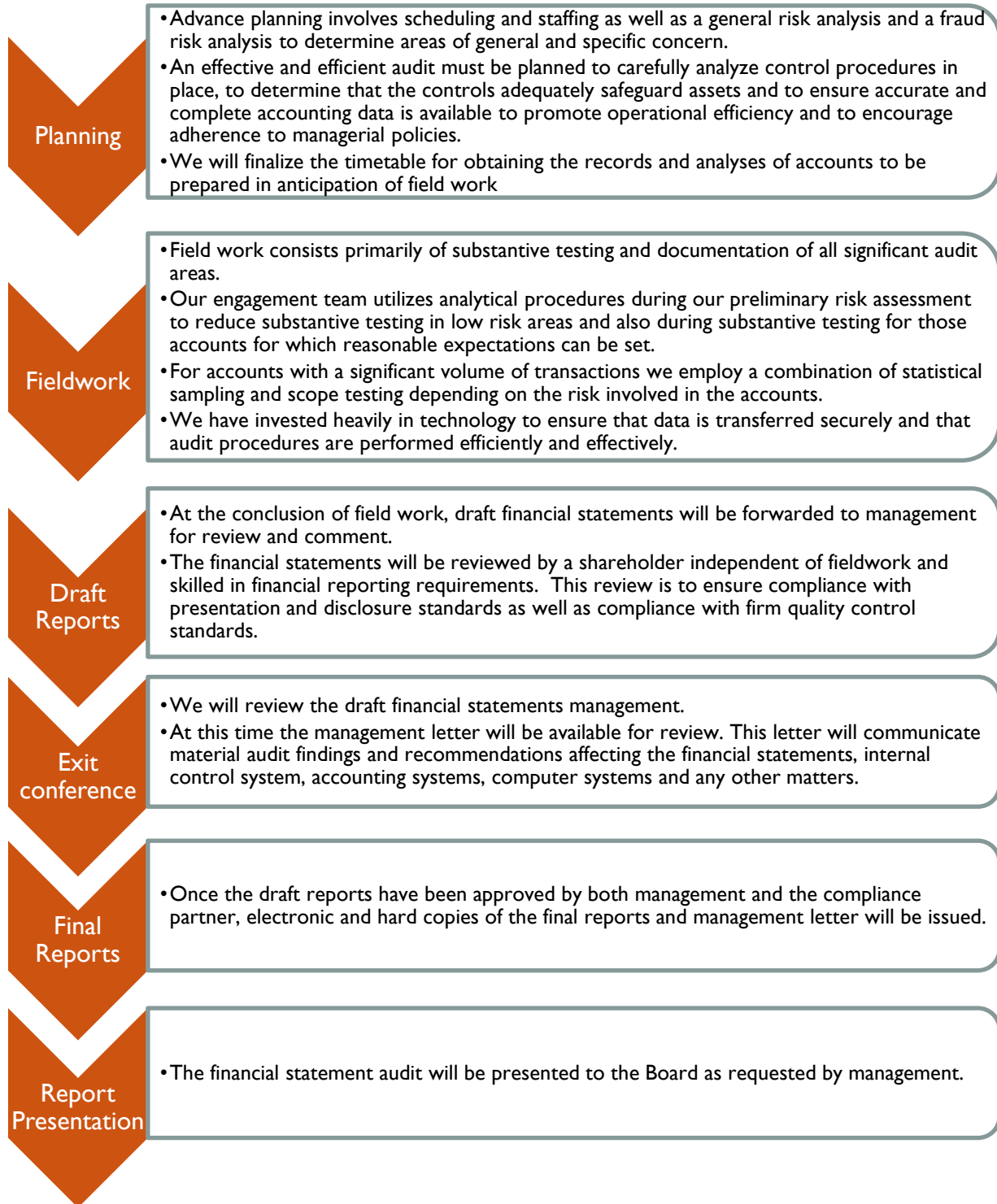
- The auditors' report on the financial statements, required supplementary information and supplementary information, government wide and fund financial statements, including required disclosures and compliance reports
- Written communication to those charged with governance as required by AU-C Section 260 that details the significant audit findings.

Timeline

- Final reports would be available prior to November 1st of each year. A preliminary draft of the audit would be presented or available to be presented to the Board for mid October.



Audit Approach





Cost Proposal

June 30, 2022 Audit	Not to exceed fee	\$9,000
June 30, 2024 Audit	Not to exceed fee	\$9,500

Estimated hours for the audit are as follows:

Engagement partner – 10 hours
Compliance partner – 1.5 hours
Senior/staff accountants – 76 hours

We guarantee that this fee will not change unless the scope of the work changes, significant new accounting pronouncements need to be implemented, or additional time for special projects is required. The increase each year is to ensure that we can continue to keep staffing consistent and not have to rotate less experienced staff into the engagement.

There is a significant cost to onboard a new client as professional standards require that we review the predecessor's workpapers and ensure that the beginning balances were audited in accordance with generally accepted auditing standards. In order to facilitate the change in auditors, we have spread the anticipated cost over the audit period.

If the need arises for additional projects outside of the scope proposed, the following hourly rates would apply:

Shareholder	\$240 - \$375
Manager	\$160 - \$175
Senior	\$150 - \$155
Staff	\$ 80 - \$130

We understand that many clients need assistance throughout the year, and we encourage our audit clients to meet with us during the year to identify if there are new topics, issues or standards that need to be implemented. This meeting is considered part of the audit fee and is not separately billed. In addition, all phone calls during the year are included in our fixed price unless there is additional research or reporting required.



Engagement Team



NICOLA (NIKI) NEILON, CPA, CGMA

Engagement Shareholder

nneilon@caseyneilon.com

Niki is a founding shareholder and audit principal for Casey Neilon, she has over 22 years of experience in public accounting, and her areas of specialty include captive insurance companies and insurance funds, not for profits and local governments.

Licensure: NV CPA License 3279 6/30/1999

Niki is a graduate of the University of Nevada, Reno and has a graduate certificate in taxation from Golden Gate University.

Niki serves on the Board of Directors of the National Association of State Boards of Accountancy, and the Board of Examiners of the American Institute of Certified Public Accountants.



SUZANNE OLSEN, CPA

Compliance Shareholder

solsen@caseyneilon.com

Suzanne is a shareholder and audit principal for Casey Neilon, she has over 16 years of experience in public accounting, and her areas of specialty include captive insurance companies and insurance funds, and local governments.

Licensure: NV CPA License 5221 1/17/2012

Suzanne is a graduate of the University of Phoenix and completed the accounting licensure program at the University of Nevada, Reno.

Suzanne has served on the board of the Nevada Society of Certified Public Accountants.



References

Nevada State Board of Podiatry	
Address	1325 Airmotive Way, Ste. 175-I Reno, NV 89502
Contact	Carolyn J. Cramer, Esq. Executive Director
Phone	(775) 789-2605
Email	nvpodiatry@bop.nv.gov
Nevada State Board of Accountancy	
Address	1325 Airmotive Way, Ste. 220 Reno, NV 89502
Contact	Viki A. Windfeldt Executive Director
Phone	(775) 786-0231
Email	viki@nvaccountancy.com
Nevada State Board of Medical Examiners	
Address	9600 Gateway Drive Reno, NV 89521
Contact	Donya Jenkins Finance Manager
Phone	(775) 324-9354
Email	djnsbme@medboard.nv.gov



Peer Review Report

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

September 26, 2017

To the Members of Casey Neilon, Inc. (formerly known as Casey, Neilon & Associates LLC) and the Peer Review Committee of the Nevada Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Casey Neilon, Inc. (formerly known as Casey, Neilon & Associates LLC) (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Casey Neilon, Inc. (formerly known as Casey, Neilon & Associates LLC) in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Casey Neilon, Inc. (formerly known as Casey, Neilon & Associates LLC) has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



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State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 9: Operating Policies and Procedures

The Board Operating Policies and Procedures have been updated to reflect new and improved internal operating processes. The Board financial system has been enhanced by moving from a manual system of financial controls to the QuickBooks On-Line platform which allows continual review, processing and real-time reporting for Board finances.

A new section has been added to delineate the Internal Control structure of the Board documenting the segregation of financial responsibilities of staff and the Board. Also added are Administrative Collaborative Resources, Reporting Guidelines and Record Retention Summary.

Attachment

Operating Policies and Procedures R11.06.21



**State of Nevada
Board of Occupational Therapy**

**OPERATING
POLICIES AND PROCEDURES**

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**PROFESSIONAL AND OCCUPATIONAL LICENSING BOARDS
ADMINISTRATIVE COLLABORATIVE
RESOURCE DOCUMENTS**

Reporting Requirements Guidelines
Boards Records Retention and Disposition Summary Guidelines

SECTION 1.00: FINANCIAL MANAGEMENT SYSTEMS

1:01 SCOPE

The purpose of this section is to provide general information and procedures for the financial management system of the State of Nevada, Board of Occupational Therapy. It identifies the Board's authority over the financial processes and procedures, financial reports, [internal controls](#), and maintenance of budgetary compliance.

1:02 ACCOUNTING SYSTEM

The Board contracts for bookkeeping services with an external entity that records the Board's financial transactions in conformance with Generally Accepted Accounting Principles (GAAP) and provides records which accurately reflect financial activities, revenue, and expense classifications, and meets reporting requirements in conformance with State law, regulations, and policies. Additional internal worksheets are maintained ~~in the Board administrative office~~ and are utilized for [calculation of deferred revenue](#), contract tracking, inventory control and budgetary analysis.

[The Board and Bookkeeper utilize QuickBooks On-Line for recording and compilation of Board revenue, expense, and generation of financial reports.](#)

Copies of all bank statements, merchant service activities, [and deposits, are provided to the bookkeeping service on a regular basis, but not less than monthly.](#) Expenditures are entered as received or incurred ~~checks written~~ with supporting documentation [uploaded to the QuickBooks record.](#) ~~are provided to the bookkeeping service monthly.~~

The Board contracts with a certified public accountant/firm to perform biennial audits. The audit report is presented to the Board for approval at a public board meeting prior to December 1st following the audit period. All audit reports are submitted to the State of Nevada, Legislative Counsel Bureau [and Governor's Office of Finance](#) in accordance with NRS 218.825.

1:03 CHART OF ACCOUNTS

The General Ledger chart of accounts contains individual accounts for revenue, expenditure, and cash accounts. The balance sheet current asset accounts are segregated into Checking and Savings: cash accounts for operating checking, ~~money market~~ and investments, [and Other Current Assets and Fixed Assets.](#) ~~accounts receivable;~~ Revenue/income accounts are established for varied revenue sources, including but not limited to [application license fees, processing fees, legal reimbursements and charges for license verifications and mailing lists;](#) [Other Income is comprised of](#) ~~and~~ [interest earned and cost-sharing income.](#) The Executive Director has the authority over the Chart of Accounts. Accounts are established to reflect authorized budget categories, as approved from time to time by the Board.

1:04 REVENUE RECOGNITION

In accordance with GAAP, the Board recognizes revenue as it is earned, generally based on the term services are provided to the licensee. In general, the Board [receives](#) ~~has~~ four types of revenue ~~it receives:~~ one-time fees, legal or other fees, ~~annual~~ licensing fees, and cost-sharing fees. Each case is described below.

One-time fees: Fees are received for specific activities, such as verification of licensure and mailing lists and interest earned on investments. These items are recognized generally upon receipt of a request and appropriate payment, or as interest [is](#) credited to the Board accounts.

Legal or other fees: Monies are received for legal fees and cost reimbursements based upon administrative

orders. These items are recognized upon receipt of the order and are posted as Accounts Receivable if payment has not yet been received.

Licensing fees: Licensing fees include application processing, new licenses, license conversions and renewal of licenses. Most licenses, are renewed every 2 years. Temporary and Provisional licenses have a term of 6 months and may be ~~are~~ renewed one time. Revenue for licenses is recognized over the term period for which the license is valid.

Cost-Sharing fees: The Board has co-location cost sharing agreements with other Nevada regulatory boards. Costs are invoiced ~~twice a year~~ and recorded to the Other ~~Miscellaneous fees~~ Income category ~~upon receipt~~.

Deferred Revenue: All unearned revenue is shown on the Balance Sheet as “Deferred Revenue”. Deferred Revenue is reviewed and adjusted based upon actual licensee fees earned as of the end of the report period. The bookkeeper is provided a current listing of licensees each month for calculation of deferred revenue. ~~in detail quarterly, and any necessary adjustments are made at that time.~~

1:05 **JOURNAL ENTRIES**

Adjustments made to the general ledger that are part of the regular bookkeeping process may be made or requested by the Executive Director because of reclassification of expenditures and/or addition/deletion of expenditure or revenue accounts. Journal entries for balance sheet adjustments and other revenue or expense entries or adjustment are made by the bookkeeper. Additional adjustments integral to the completion of the ~~annual~~ audit of the Board records may be determined by the outside contract auditor. Documentation of journal entries is ~~to be~~ maintained by the bookkeeping firm as part of the accounting records.

1:06 **BANK FINANCIAL ACCOUNTS**

The Board is a member of the State of Nevada, Pooled Collateral Program. The program monitor’s collateral maintained by depositories for their public deposits and is governed by NRS 356 and NAC 356. The Nevada Collateral Pool is managed through the State of Nevada, Treasurer’s Office.

The Board maintains financial accounts at Wells Fargo Bank, an approved and participating Nevada Pooled Collateral Program institution. All funds are classified as public funds. The Executive Director and two (2) Board members are authorized signers on all banking accounts.

Deposits: Funds are received for licensing fees, processing fees, purchase of mailing lists, verification of licensure and miscellaneous charges such as return check fees and late fees and cost-sharing revenue. All revenue is deposited to the Board of Occupational Therapy bank accounts. Credit card payments are the preferred method of receipt of all funds.

Checks, money orders and cashier checks received in the Board office are deposited at a branch location or by mobile deposit within 7 days of receipt. ~~no less than monthly~~. Cash is not accepted.

Merchant Services:

The Board has established a merchant services account with Wells Fargo Bank to accept credit card payments for fees and charges. Credit card payments are made on-line through the Board website and are deposited and recorded to the Board checking account. A daily settlement report of all transactions processed is received at the Board office. Access to transaction details is also available through on-line accounts established by the Board with the credit card processing agency.

Credit Cards:

The Board maintains a Corporate Mastercard Account through Wells Fargo Bank. The Corporate Account has one authorized user, the Executive Director. The credit card may be used for payment of operating expenses, authorized travel including lodging, airfare, seminar registrations, board sponsored trainings and seminars and other meeting expenses.

1:07 BUDGET and REPORTS

The Executive Director is responsible for preparation of the annual Budget to be presented to and approved by the Board at a public Board meeting. ~~prior to June 30th of each year~~

The Executive Director will prepare a budget status report with supporting financial statements and transaction detail at least quarterly for Board review. Additional status reports may be requested by the Board as deemed necessary or appropriate.

1:08 INTERNAL CONTROLS

The Board has established a system of Internal Controls comprised of a segregation of duties in the financial and banking processes to ensure adequate safeguards are in place for the Board's financial systems.

Internal controls ensure that one person is not responsible for the entire financial management system including the receipt of funds and payment of expenses and that the Board is apprised regularly of the financial status and the processing of transactions necessary to operate the Board effectively and efficiently.

Internal controls include delineating responsibilities of the Executive Director, Board staff, Bookkeeper, Board Members and Auditors in the review and management of Board resources.

Executive Director: Develops budgets, analyzes financial status, reviews, and approves transactions, coordinates with Board members, Bookkeeper, and external Auditors. Makes entries to QuickBooks and/or to adjust or correct account classifications in the normal course of business; provides Bookkeeper payroll information and reviews payroll backup, reports, and benefit contributions; reviews and approves Board financial reviewer packets. Wherever possible, establishes on-line and auto-payment of Board reoccurring expenses of operations; writes checks for accounts payable as needed. Reviews and approves quarterly financial statements to be submitted for Board approval.

Staff: Receives bills and invoices for payments, verifies amounts, scans to electronic files and prepares for data entry; conducts internal reconciliations of merchant service and credit card receipts to bank accounts, prepares and transmits Board financial reviewer packets comprised of monthly financial statement, transaction reports, payroll reports and bank reconciliation reports.

Independent Bookkeeper: Processes payroll transactions and reports; enters personnel/payroll transactions into QuickBooks with upload of backup and confirmations; enters revenue and receipts from accounts receivable, deposits and credit cards; reviews accounts payable and transaction detail, reconciles monthly bank statements. Reviews and reconciles deferred revenue calculations, prepares, and enters necessary general entries; prepares quarterly financial statements for Board approval. Works with independent auditors in the performance of the audit of board financial statements.

Board Financial Reviewer(s): Receives monthly financial packet, reviews bank statements, bank reconciliations, verifies expenditure transaction detail, requests and reviews backup documentation as needed if discrepancies are identified or questions arise, completes Attestation of Review.

Independent Auditors: The Board contracts for a biennial audit of the Board’s financial statements pursuant to NRS 218.825. The independent auditors are provided access to the Board QuickBooks records and works directly with the bookkeeper and the Executive Director during the independent audit.

Board of Occupational Therapy: Establishes budget authority, receives, reviews, and approves quarterly financial statements and reports including but not limited to budget to actual profit & loss statements, balance sheet and transaction details.

The Board, during the annual budget approval process, reviews the Board reserve fund status and approves any adjustments or deviations from the Reserve Funds policy.

The Board reviews and approves the biennial audit of the financial statements prepared by the independent audit firm. The quarterly Financial Statements and the Biennial Audit Report are presented and approved in a public meeting of the Board.

Payment Processing and Approval: The Executive Director is responsible for ensuring the processing and payment of all Board expenses. ~~Payment of Board expenses may be made by check, credit card or through electronic payment. Board expenses are paid at a minimum monthly.~~

Payment of expenses more than 10% of the approved budget must be pre-approved by the Board Chair.

Payroll Processing: The independent bookkeeping firm processes all personnel payroll transactions. The Executive Director provides personnel information, pay rates, leave authorizations, and provides payroll deduction authority to the bookkeeper for processing.

The bookkeeping firm processes direct deposit of payroll to staff bank accounts, files state and federal payroll reports, 1099 and W-2 forms, and processes payroll contributions to appropriate benefit accounts. The bookkeeping firm enters payroll information into the QuickBooks records and uploads backup documentation and confirmations.

Board Member Reviews: ~~The Executive Director and/or staff prepare a Payment Approval Form, sample attached as Exhibit A, listing all expenses paid during the period/month.~~ A monthly financial packet is compiled to include copy of bank statements, ~~payment approval form~~ QuickBooks financial reports, bank reconciliation and transaction detail, with backup documentation accessible in QuickBooks online, merchant service statements and internal credit card reconciliations ~~check deposits~~. The monthly financial packet is reviewed and approved by the Executive Director prior to transmittal ~~and submitted~~ to a designated Board member(s) for review and approval. An attestation of review is signed by the Board financial reviewer and return to the Board office.

Reconciliation of Bank Accounts: Copies of all bank statements, deposits, and merchant service activity, ~~payment approval forms, checks written and expense documentation~~ is provided to the independent bookkeeping firm monthly. The bookkeeping firm confirms expenditures and reviews backup in QuickBooks and reconciles all receipts and payments to the bank accounts monthly.

SECTION 2.00 RECEIPTS FROM LICENSING AND OTHER FEES

2:01 SCOPE

This section is designed to provide general information and procedures required for the receipt and processing of licensing and other fees and services provided by the Board as authorized in NRS 640A.

2:02 INVOICING

The Executive Director will ~~process~~ initiate all agency invoicing. Each invoice will identify the licensee/vendor, fee assessed and the date the fee is to be received. Invoices for cost sharing are issued annually and reimbursement of expenses from co-located Nevada state boards are issued quarterly. ~~or at a minimum every six months.~~

All payment of fees is to be directed to the Executive Director, State Board of Occupational Therapy.

2:03 RECEIVING PAYMENT

~~The Licensing Coordinator is responsible for ensuring~~ All check and electronic receipts are recorded and deposited promptly and reconciled to the bank statements monthly.

Check Payments

All check payments / receipts are received by mail or delivery to the Board office. Cash is not accepted. Upon receipt, checks are to be endorsed for deposit only to the Board checking account. ~~Checks in payment of licensing fees are to be recorded on the Application as to date received, check number and amount.~~

Deposit slips are completed for manual deposits ~~in duplicate~~, listing each checks / receipt separately. Deposit of checks / receipts are made to the Board checking account ~~at least twice a month within 7 days of receipt~~, at a branch office of Wells Fargo Bank or by Mobile Deposit. Copies of all checks / receipts, ~~and~~ deposit slips or mobile deposit confirmations are uploaded to the QuickBooks system. ~~retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.~~

Merchant Services – Credit Card Payment Receipts

The State Board of Occupational Therapy accepts Mastercard, Visa, Discover Card and American Express payments on-line through the Board website, ~~Click to Pay link~~, and through on-line applications and renewal applications. Funds are direct deposited electronically to the Board checking account at Wells Fargo Bank.

Notification of merchant activity, credit card ~~receipts payments~~, is received by e-mail at the Board office ~~from Authorize.net~~. The notice provides identification of the payment type, i.e., initial license, renewal, mailing list, amount and date of payment and personal information regarding the payee. Electronic daily settlement reports are received by e-mail providing the total daily activity by number of payments and total amount received.

The reconciliation of merchant service activity is completed ~~at least~~ monthly. Reports are available ~~through the Authorize.net website~~ that identify by date all credit card activity processed for Board merchant services.

The report of all credit card transactions is reconciled to the merchant services and bank statements monthly. A copy of the monthly credit card activity report is ~~retained for submittal~~ provided to the outside bookkeeping firm for ~~classification of revenue received and entry into QuickBooks. preparation of the monthly financial statements of Board activities.~~ The credit card transaction report reconciliation is included in the Board financial reviewer packet.

Interest Income – Checking Account

The Board checking account is an interest earning account. Interest earned is credited monthly.

Wells Fargo Investments – Certificates of Deposit & Money Market Cash Account

Certificates of Deposit are held with Wells Fargo ~~Investment Brokerage~~ Advisors account services. Funds are invested in a tiered CDs from one (1) to five (5) years in length. Interest earned on investments is deposited to a ~~Money Market~~ cash account at Wells Fargo ~~Advisors Investments~~ for future investment. The Board has adopted an Investment Policy ~~08-06:01~~ Investment of Funds to provide guidance in the maintenance of the Investment accounts.

SECTION 3.00 PAYMENT PROCEDURES

3:01 SCOPE

This section is designed to provide general information and procedures for the payment process. ~~The Executive Director will process all payments, and~~ Payments will be made directly to vendors and/or payees by auto-pay, on-line payment, ACH debit, credit card, check payment or direct deposit for payroll transactions.

3:02 REQUIRED DOCUMENTS

Prior to payment all purchases will require appropriate contract; proof of delivery/receipt of goods/services and vendor invoicing/request for payment. Whenever possible a detailed receipt is the preferred documentation.

3:03 DOCUMENT PROCESSING

All vendor invoices, statements, and request for payments will be directed to the Board Office. Upon receipt of invoice/request for payment from contractors or vendors, ~~the Executive Director will verify~~ amounts and goods/services received are verified against the applicable billing documentation for accuracy and the invoice/bill is entered into QuickBooks and the invoice/bill is uploaded to QuickBooks for backup.

The Executive Director reviews, approves and generates payments in QuickBooks. Purchases approved for payment will be processed within thirty (30) days of receipt of invoice, unless otherwise specified by Vendor Terms or Contract Requirements.

3:04 CHECK WRITING & ELECTRONIC PAYMENTS

All payments will be drawn upon the State Board of Occupational Therapy checking account maintained at Wells Fargo Bank.

Payments will be processed at least monthly for Board operating expenses. Checks will ~~be completed in duplicate, and~~ identify the vendor/payee, account number, date of payment and appropriate invoice or reference number. Electronic payments will require payment confirmations.

Copies of all checks written and electronic payment confirmations, will be uploaded to the QuickBooks records for backup documentation. ~~with supporting documentation will be retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.~~

3:05 PAYROLL

The State Board of Occupational Therapy contracts for payroll services with an independent bookkeeping company. Payroll is processed through the bookkeeping company on a bi-weekly schedule for staff and monthly for the Executive Director. The payroll services will set up direct deposit for each employee and send password protected pay stubs upon each payment. ~~Payroll reports will be prepared quarterly by the bookkeeping service and reviewed quarterly by the Executive Director and authorized Board member.~~

Hourly employees must prepare timesheets for hours worked and any holiday pay and personal time off (PTO) hours taken each pay period. Once approved by the Executive Director, time information will be entered into the payroll system by the bookkeeping company for processing.

Salaried staff must provide any PTO used to the Executive Director and/or bookkeeping company prior to the payroll processing deadline.

PTO earned is tracked by the payroll system, and liability for earned PTO is shown on the Balance Sheet.

Tax deposits are made as required by the bookkeeping company via the payroll system. [Benefit contributions and payroll withholding contributions to deferred compensation program are made by the Executive Director or bookkeeper.](#)

The bookkeeping company prepares quarterly, and annual payroll reports as required by law, and submits them to the government agencies along with any required payments. [Employee W-2 forms and 1099 forms are prepared and transmitted annually.](#)

3:06 REFUNDS

In most instances, all payments made to the Nevada State Board of Occupational Therapy are non-refundable. The following details exceptions:

Application fees are non-refundable; new license fees may be refunded if a request for withdrawal of the application is made within 30 days of submission and prior to the application being processed.

Refunds will be made in all cases of overpayment.

SECTION 4.00 PROCUREMENT PROCEDURES

4:01 SCOPE

This section is designed to provide general information and procedures for procurement of supplies and other expendable property, equipment, and services. The State of Nevada, contract vendors will be utilized for procurement of specified goods and services, as appropriate.

The State of Nevada procurement procedures are applicable to all Board authorized procurement activities.

4:02 PURCHASES UNDER \$5,000

Single purchases for under \$5,000 are authorized if contained in the Board approved budget.

4:03 PURCHASES OF \$5,000 - \$25,000 – (Small Purchase)

Single purchases for amounts of \$5,000 - \$25,000 are to be solicited through a comparative price/cost analysis.

A request for quote comparing costs from three (3) vendors is required. One purchase cannot be divided into several purchases to use small purchase policies/procedures.

4:04 PURCHASES OVER \$25,000

The Board will utilize a competitive proposal process, request for proposals, for purchase of commodities or services over \$25,000.

4:05 PROCUREMENT METHODS

Competitive Proposals: The competitive proposal process is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. The most common method of obtaining competitive proposals is the Request for Proposal (RFP). This method is generally used when the nature of the goods or services to be acquired require consideration of important factors other than price in the selection decision.

The RFP must contain a clear and accurate description of the technical requirements for the material, product, or service to be procured, and all requirements that the offerors must fulfill must be identified, including factors to be used in evaluating the bids or proposals.

Noncompetitive Procurement (Sole Source) is defined as procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. The use of sole source procurement shall be justified and documented.

A Solicitation Waiver Request must be submitted and approved by the State of Nevada Purchasing Division prior to executing a contract when non-competitive procurement is deemed necessary.

4:06 CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

All procurements for specialized services will be documented through execution of the State of Nevada approved Contract for Services of Independent Contractor. Contract forms are available on the State of Nevada Purchasing Division website.

Contracts for \$1,999.00 or less per fiscal year shall be approved by the Executive Director or an authorized representative of the Board of Occupational Therapy.

Contracts for \$2,000 to ~~\$50,000~~ \$100,000 require completion of the CETS Contract Summary and Contract for Services of Independent Contractor forms and appropriate documentation. Contracts are required to be approved by the Board of Occupational Therapy and signed by the Executive Director or an authorized representative of the Board of Occupational Therapy, Board legal counsel and approved by the Clerk of the Board of Examiners.

All contracts over ~~\$50,000~~ \$100,000 must be approved by the State of Nevada, Board of Examiners.

All contracts requiring the Clerk of the Board of Examiners, or the Board of Examiners approval are processed through the State of Nevada Contract Entry Tracking (CETS) electronic program. The Executive Director is the authorized contract ~~monitor~~ manager for all contracts.

SECTION 5.00 TRAVEL POLICIES

5:01 SCOPE

This section is designed to provide general information and procedures for staff and board member travel expenditures. Board members and staff who are on official business are entitled to reimbursement of allowable travel costs. It also specifies the procedure for travel related expenditures and identify allowable costs.

5:02 FORMS

Travel Expense Claim: A State of Nevada, Travel Expense Reimbursement Claim Form is required to be completed and submitted to the Board Office for reimbursement of travel expenditures. The appropriate receipts shall be attached to the Travel Expense Reimbursement Claim when required.

5:03 TRAVEL IN-STATE

Reimbursement for ordinary and necessary travel by Board and staff members for official Board business is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

5:04 TRAVEL OUT-OF-STATE

Reimbursements for travel expenses incurred by Board and staff members for official Board business to attend out-of-state meetings, seminars, conferences, and/or workshops is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

5:05 ALLOWABLE COSTS

Meals and Incidental Expenses: To receive reimbursement for meals and incidental expenses, the individual must be in official travel status. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. The first and last day of extended travel will be reimbursed at 75% of the M&IE allowance. Reimbursement for meals for travel of one day or less will be calculated as follows:

An individual in travel status prior to 7:00 a.m. and returning after 5:00 p.m. will be reimbursed at 75% of the M&MI allowance. When travel is by airline, travel status will be calculated beginning 2 hours prior to departure and 1 hour after arrival time.

Lunch will be provided or reimbursed during the conduct of Board business between the hours of 8:00 a.m. and 5:00 p.m. when an individual's principal location is within 50 miles.

Individuals must deduct the M&IE allowance for all meals that are provided by the Board and/or included in registration or conference fees. The M&IE allowance break-down for breakfast, lunch and dinner will be provided by the Executive Director, when necessary.

Lodging: To receive reimbursement for lodging, the individual must be on official business overnight. Lodging expenses will be reimbursed at the GSA maximum lodging allowance rate, including all taxes and fees. Lodging expenses for an individual's spouse or family are not reimbursable.

Lodging expenses incurred within 50 miles of an individual's principal location will be reimbursed when overnight stay is required for conduct of official board business.

Transportation: Transportation expenses shall be incurred at the least possible cost considering such factors such as total travel time, length of travel and convenience of the Board.

The allowance for the use of a private vehicle for business convenience shall be the standard mileage rate allowed for federal income tax purposes as periodically adjusted.

The allowance for the use of a private vehicle for personal convenience shall be reimbursed at one-half of the standard mileage reimbursement rate or comparable airfare, whichever is less.

When utilizing air transportation, travel shall be arranged at coach airfare, unless such service is unavailable. Round trip airfare shall not exceed the cost of a fully refundable airline ticket. Documentation of airline travel expense must be provided for reimbursement of airline travel expense.

Miscellaneous: Other travel expenses, such as convention registration fees, taxi, uber, lyft, air porter or limousine fares from airport to hotel and return, parking or vehicle storage fees will be reimbursed when receipts are obtained and submitted with the travel claim.

5:06 BOARD PAID LODGING, MEALS AND EXPENSES

Actual costs of lodging, meals and expenses incurred while on authorized travel status may be paid on behalf of the staff or board member by utilizing the Corporate Mastercard.

Actual costs may not exceed the state authorized rates as established for the location. If board-paid expenses exceed authorized rates, amounts more than authorized amounts will be deducted from requests for reimbursement submitted on the Travel Expense Claim.

SECTION 6.00: PROPERTY MANAGEMENT

6:01 SCOPE

This section is designed to provide general information and guidelines for the administration of property. All capital assets and equipment with an acquisition cost of \$1,000 or more and useful life of two (2) or more years are recorded in a fixed assets database.

The Board Inventory listing is provided to the State of Nevada, Purchasing Division upon request.

6:02 PROPERTY CUSTODIAN

The Executive Director is the Property Custodian for the Board of Occupational Therapy.

The Executive Director shall have knowledge at all times of the location and status of each item identified on the Fixed Asset Inventory Listing. A report of all acquisitions with a cost of \$5,000 or more will be reported to the State of Nevada, Purchasing Division for assignment of State of Nevada inventory control tag. All dispositions/losses of such assets, regardless of cause, will be submitted in writing to the State of Nevada, Purchasing Division, pursuant to the procedures of the State Purchasing Division.

6:03 INVENTORY

Physical inventory is conducted, and assets verified on an annual basis, or more frequently if requested. Each property item listed on the property inventory report is required to be physically verified as to location, property identification number, use and condition. The property inventory list is signed by the property custodian and provided to the State of Nevada, Purchasing Division to be updated to the master inventory list, when

applicable. The inventory list will have the following categories:

- a) Property tag number (if applicable)
- b) Description
- c) Make, model and serial number
- d) Acquisition cost
- e) Month/year acquired
- f) Condition

6:04 DISPOSITION OF INVENTORY

Prior to disposition of any fixed asset inventory item contained on the State master inventory list, the Executive Director will request disposition authority from the State of Nevada, Purchasing Division on forms provided by the State. Upon approval by the State, inventory tags shall be removed, if possible, prior to disposal or other authorized disposition.

Disposition of any other fixed asset inventory item will be determined by the Executive Director based upon the useful life of the asset and needs of the Board. Authorized disposition includes but is not limited to donation to another state agency or regulatory Board, sale at fair market value or disposal if no longer useful.

SECTION 7: RECORD RECOVERY SYSTEM

7:01 SCOPE

This section is designed to provide general information and procedures required to ensure access to and the safety and recovery of Board records and documents in the event of a disaster or unforeseen circumstances.

Historical hard copy records are retained in a secured records storage facility, currently Puliz Records Management and Storage in Reno, Nevada. On-line access to records is available 24 hours 7 days a week. Records are delivered to and picked up from the Board office as necessary. An on-going inventory of Board boxes/records is maintained by the records storage facility. A complete file inventory by box is maintained. ~~by the Executive Director on the Board computer.~~ Hard copy records are destroyed upon reaching the record retention expiration date. Electronic copies of hard copy records are retained in the Office 365 cloud account.

7:02 LICENSEE RECORDS

Licensee records are comprised of original applications and supporting documents, and subsequent renewal documents.

All licensee applications and supporting documents are retained in electronic format within the electronic licensing and data program, associated with the individual record file.

Record Retention: All records shall be maintained in accordance with the records retention schedules provided by the Administrator of the Nevada State Library and Archives in accordance with the Public Records Act (NRS 239.125). **Electronic copies of records meet the requirements for record retention.**

7:03 BOARD RECORDS

Board records are comprised of two distinct categories: (1) general operating records such as vendor statements, payment and deposit records, general correspondence, and information requests; (2) official Board records such as meeting agendas, minutes, public workshops, hearings, complaints, disciplinary actions, and audit reports.

Record Retention: All records shall be maintained in accordance with the records retention schedules provided by the Administrator of the Nevada State Library and Archives in accordance with the Public Records Act (NRS 239.125). [Electronic copies of records meet the requirements for record retention.](#)

Copies of official records may be retained on-site in the Board office for reference, if deemed appropriate or necessary for the conduct of Board activities.

Board meeting records are available to the public through the Board's website [for a minimum of 5 years.](#)

7:04 COMPUTER RECORDS

Computer records include but are not limited to general correspondence, financial information and budget worksheets, forms, reports and contracts, licensee information and lists, Board meeting agendas, minutes and supporting documentation, Board policies, operating policies, and procedures, working copies of statutes and regulations.

All records generated through computer programs are saved to the Board ~~computer system~~ [Office 365 cloud account](#). The Board computers ~~are is~~ protected from viruses and intrusions from out-side sources by virus protection software which is automatically updated when new definitions are available. The subscription to the software program is renewed on-line annually.

On-Line Access & Codes – Access to Board on-line accounts for the Board [Office 365 account](#), website, vendors, purchasing, and banking accounts is restricted to authorized Board personnel through use of security codes or access codes. A complete listing of all Board on-line accounts with access codes is maintained in hard copy. ~~and on the Board computer.~~

Website - The Board website is hosted off-site and is secure with SSL encryption. Website development and maintenance is provided by the contracted Data System vendor. Board meeting agendas and minutes, news and miscellaneous other information is uploaded and saved to the website administrative area.

Back-Up and Recovery System – The Board ~~computer data~~ is backed up to an independent external hard drive on a regular basis, ~~but not less than monthly~~. The external hard drive ensures the Board's ~~computer records data~~ will be secured to enable recovery of Board documents and records.

In case of computer failure or emergency or disaster, the Board may recover all computer data from the [Office 365 cloud account](#) or external hard drive.

7:05 OFF-SITE SECURITY

[Historical](#) Board original records are retained off-site at ~~Puliz Records Management and Storage~~ [a secured records storage facility](#) located in Reno, Nevada.

Access to Board records is secured through signature authorizations, and/or established on-line accounts requiring access codes. ~~Hard copies of Board policies, operating procedures and listing of accounts and access codes are retained in records storage.~~ The Executive Director and Board members are authorized to access the records storage.

Licensee information entered through the on-line application and renewal process [and website document uploads](#) ~~are is~~ linked directly through secured access hosted by the contract vendor in a secure Tier III facility.

Exhibit A—Payment Approval Form

State of Nevada

Board of Occupational Therapy

Expense/Purpose	Vendor/Contractor	Paid	Check #	Amount
IT/Internet Svs	Charter Spectrum		autopay	
Lease	Scott Cooley Trust			
Equipment Lease	Pitney Bowes			
Records Storage	Puliz Records Management			
Equipment Lease	Ricoh Copier			
Maintenance & Repairs	Ricoh Copies			
Legal Services	Attorney General			
Telephone	AT&T			
Telephone	AT&T One Net			
Telephone	DOIT Long Distance			
List Expenses:	Wells Fargo—Mastercard		online	
IT/Internet Svs		-		
IS Travel		-		
IS Travel		-		
Seminar Expense		-		
Meeting Expense		-		
Personnel—Payroll	Intuit Payroll—Staff Name		direct deposit	
Personnel—Payroll	Intuit Payroll—Staff Name		direct deposit	
Personnel—Payroll	Intuit Payroll—Staff Name		direct deposit	
Personnel—Payroll	Deferred Comp Employee Cont.		eft	
Personnel—Payroll	Deferred Comp Employee Cont.		eft	
Personnel—Payroll	Deferred Comp Employee Cont.		eft	
Personnel—Payroll	941 Payroll Tax Deposit		eft	
		-	-	
	Total Payments:	-	-	-\$

I certify that I have reviewed the bank statements and financial documents attached hereto:

_____ Board Member Signature _____ Date

**PROFESSIONAL & OCCUPATIONAL LICENSING BOARDS
ADMINISTRATIVE COLLABORATIVE**

**REPORTING REQUIREMENTS
GUIDELINES**



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**PROFESSIONAL & OCCUPATIONAL LICENSING BOARDS
ADMINISTRATIVE COLLABORATIVE**

OVERVIEW

These reporting guidelines are intended to provide a general overview of the various reporting requirements imposed by State and Legislative bodies pertaining to the administration and activities of the Board and its operations.

Not all reports may be pertinent to every Board and additional legislative or state reporting may be required of a Board overseeing a specific profession or occupation.

References to Nevada Revised Statute are provided for Legislative mandated reporting.

Each Board establishes their specific personnel and benefits structure specific to their needs and operations. Reporting for Personnel/Payroll and Benefits will vary by Board based upon its resources and personnel structure.

LCB Disciplinary Action and Licensure Reporting - NRS 622.100

Requires each regulatory body to report and provide to the Director of the Legislative Counsel Bureau a quarterly report that includes a summary of the following:

- Disciplinary action taken;
- Number of licenses issued;
- Total number of applications for licensure received;
- Number of applications rejected by the Board;
- Average number of days between the date of rejection of an application as incomplete and the resubmission by the applicant of a complete application;
- A list of each reason given by the regulatory body for the denial of an application and the number of applications denied by the regulatory body; and
- The number of applications reviewed on an individual basis by the regulatory body

Report Title: **Report of Occupational Licensing Boards****
 Reporting To: Legislative Counsel Bureau
 Time: Quarterly – Due the 20th day of January, April, July & October

Procedure: Website: <http://www.leg.state.nv.us/>
 General Info > Reports of Occupational Licensing Boards
 Administrator Log In

Enter the information for each tab titled Disciplinary Actions, Licensing Totals, Denial Totals. You must release all records upon completion of the data that has been entered.

Reports of Occupational Licensing Boards

Administrator Login
 Historic Data (2001-2008)

Select a board:

Quarters Reported by The Board of Occupational Therapy View all Records

Quarter End Date	Disciplinary Actions	Denials	Disqualifications	Licenses Added*	Licenses Removed*	Applications Received*	Applications Rejected*	Applications Reviewed*	Avg. Days From Rejected to Completed*	Report Year
12/31/2020	Not Reported	0	0	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	2020
9/30/2020	1	0	0	57	130	56	0	0	0	2020
6/30/2020	2	0	0	66	23	67	0	0	0	2020
3/31/2020	0	0	0	52	4	50	0	0	0	2020
12/31/2019	0	0	0	43	8	48	0	0	0	2019
9/30/2019	4	0	0	97	9	89	0	0	0	2019

* Total for all license types. The Board of Occupational Therapy has 2 license types.

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The Report of Occupational Licensing Boards required by NRS 622.100 is submitted by LCB to the Legislative Commission.

**Failure to Report – NRS 218G.400 Audits: . Failure to complete the Report of Occupational Licensing Boards will subject the Board to a mandatory Annual Audit in lieu of submittal of a Balance Sheet or Biennial Audit.

National Practitioners Data Bank (NPDB) Reporting (Health Care Boards)

Disciplinary actions taken by the Board against licensees must be reported to the National Practitioners Data Bank within 30 days of the date of the action. Administrative citations and actions are not reportable to the NPDB.

Report Title: NPDB Reporting
Reporting To: National Practitioners Data Bank
Report Period: **Within 30 days of Board Action**

Procedure: Log-in to the NPDB; complete the electronic on-line reporting format and submit. Retain a copy of the NPDB Report in the Complaint file and NPDB Report file.

Regulation Reviews – NRS 233B.050

In addition to other regulation-making requirements imposed by law, each agency shall:

- Review its rules of practice at least once every 3 years and file with the Secretary of State a statement setting forth the date on which the most recent review of those rules was completed and describing any revisions made as a result of the review.
- Review its regulations at least once every 10 years to determine whether it should amend or repeal any of the regulations. Within 30 days after completion of the review, the agency shall submit a report to the Legislative Counsel for distribution to the next regular session of the Legislature. The report must include the date on which the agency completed its review of the regulations and describe any regulation that must be amended or repealed as a result of the review.

Report Title: Board Review of Regulations Reporting
Reporting To: Secretary of State Legislative Counsel Bureau
Report Period: **Every 3 Years Every 10 Years**

Note: Rules of practice are operating procedures. Reports have not been requested or submitted.

Procedures: Maintain documentation of all Board actions, regulations reviewed and any law / bill requests developed. Upon request, compile and submit a report as appropriate.

Legislative Sunset Subcommittee Review - NRS 232B.040 (Interim Session)

The Legislative Commission shall conduct the review of agencies directed by the Legislature to determine whether each agency should be terminated, consolidated with another agency or continued.

Report Title: Sunset Review Reports
Reporting To: Sunset Subcommittee of the Legislative Commission
Report Period: **At the request of the Subcommittee**

Procedure: Sunset Review was last requested of Boards during the 2020 Interim Legislative Session. Boards responded with the information as requested and provided testimony at the scheduled hearings.

LCB Fiscal Note Analysis Division (Legislative Session)

Online fiscal note management system to help improve accessibility to legislative information and the timeliness and quality of fiscal note preparation.

Report Title: Fiscal Note Analysis
Reporting To: Legislative Counsel Bureau
Report Period: **Legislative Sessions**

Procedure: Complete the Fiscal Notes Contact Form for each Legislative Session. Once it has been approved you will be able to log into the Fiscal Note website. LCB will send an email requesting your fiscal analysis of any bill that might have an impact to the Board and/or the profession it regulates.

Executive Branch Audit Committee (EBAC) - NRS 353A.090

The Internal Audit Division of the EBAC may periodically request information of Boards to determine the adequacy of their system of accounting, administrative control and financial management systems.

Report Title: EBAC Report
Reporting To: Internal Audit Division of the Executive Branch Audit Committee
Report Period: **At the request of the Audit Committee**

Procedure: EBAC Audit was last conducted of Boards during the calendar year 2018, with follow-up in 2019. Upon notification of audit, prepare and submit all requested documentation.

EBAC Audits are in addition to any required annual/biennial outside audit or balance sheet audits and may be specific to an area or program.

Financial Audit / Balance Sheet Report - NRS 218G.400

Requires each regulatory board with revenue of \$200,000 or more to be audited **annually or biennially** by a certified public accountant (CPA). The audit report must be filed with the Legislative Auditor and the Chief of the Budget Division by December 1st of each year the audit is prepared.

Report Title: Board Financial Statement Audit
Reporting To: Legislative Counsel Bureau / Audit Division
Report Period: **Due by December 1st.**

Procedure: Once the Board's fiscal year end financial statements have been approved by the Board at a Board meeting, the finalized statements are then sent via email and US mail to the LCB Audit Division and Governor's Finance Office, Budget Division.

Regulatory boards with revenue under \$200,000 may submit the State Balance Sheet in lieu of an audit with supporting documentation to the Legislative Auditor and the Chief of the Budget Division by December 1st of each year, as stated above.

****See exception for Failure to Report – LCB Licensing Report: Report of Occupational Licensing Boards**

NEVADA STATE BOARDS	
BALANCE SHEET	
June 30, 2019	
ASSETS	
1. Cash - Checking Account	\$ 34,897.75
2. Cash - Savings Account	132,814.26
3. Short-term Investments (See instructions)	
4. Other Assets (Attach schedule) Fixed Assets: \$ 2,836.00, Prepaid Expense \$ 2,402.03	5,238.03
5. TOTAL ASSETS	\$ 172,950.04
LIABILITIES AND FUND BALANCE	
6. Accounts Payable	\$ 215.20
7. Other Liabilities (Attach schedule) Deferred Revenue \$ 68,428.63; Payroll Liability 475.12; Paid Time Off Liability 352.95; Payroll Tax Liability 36.11	69,292.81
8. TOTAL LIABILITIES	69,508.01
9. Fund Balance: Beginning of Year	\$ 116,795.19
9a. Revenue (Attach schedule)	156,604.34
9b. Expenditure (Attach schedule)	169,957.50

Military/Veterans Information Reporting - NRS 622.120

Annual report to Interagency Council on Veterans Affairs on Military and veteran status of applicants for license is required. A regulatory body shall collect information regarding the number of veterans and service members who have:

- Applied for a license from the regulatory body
- Been issued a license by the regulatory body
- Renewed a license with the regulatory body

The forms used by the regulatory body must include the following language:

- Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?”
- Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?”
- Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?”

Report Title: Veteran/Military Information
Reporting To: Interagency Council on Veterans Affairs and
Nevada Department of Veterans Services
Report Period: **Annually – Due by November 30th**

Procedure: Create an excel spreadsheet with the collected information. Email the information to both agencies as noted above.

BOARD MEETINGS / PUBLIC WORKSHOPS / REGULATORY HEARINGS

Agenda & Public Notice Posting – NRS 241.015(4)

All public bodies in the state who are required to post public notices must post their notices on the Public Notice Website. The Department of Administration maintains a central location/website for the posting of public notices.

Report Title: Public Notice Posting Website
Reporting To: Nevada Public Notice / Department of Administration
Report Period: **No later than third 3rd working day prior to meeting**

Procedure: Login at <https://notice.nv.gov>
Enter the information relating to the agenda or public notice such as date, time, location and the Boards website where the agenda or notice is posted.

The screenshot shows the 'Post New Notice' form on the Nevada Public Notice website. The form is organized into several sections:

- Title:** A text input field with the placeholder 'Title of Notice' and a note: 'Enter a title that describes the notice'.
- Notice URL or Email Address:** A text input field with the placeholder 'Example: http://yourwebsite.gov/notice/' and a note: 'Enter the URL of the notice location or email address of a contact person if no website exists'.
- Date Selector:** A date input field with a note: 'Click the above box to select a date'.
- Time Selector:** A time input field with a note: 'Click the above box to select a time'.
- AM PM Selector:** A dropdown menu with the placeholder '--Select AM or PM--' and a note: 'Click the above box to select a AM or PM'.
- Public Body:** A dropdown menu with the placeholder '--Select Public Body--' and a note: 'Choose the Public Body which best describes the nature of this notice'.
- Notice Type:** A dropdown menu with the placeholder '--Select Notice Type--' and a note: 'Choose a Notice Type which best describes the nature of the notice'.
- Notice Status:** A dropdown menu with the placeholder '--Select Notice Status--' and a note: 'Choose a Status for the notice. *Draft status will not display on the public site'.

At the bottom left of the form is a blue button labeled 'Post Notice'.

Public Workshop and Hearing Posting - Nevada Legislative Website

All public bodies in the state are required to post public notices of regulatory workshops and hearings on the State Legislatures, Meetings and Workshops Website.

Report Title: Administrative Regulations Notices
Reporting To: Legislative Council Bureau
Report Period: **Workshops - 15 days prior to meeting**
Hearings - 30 days prior to hearing date

Procedure: Login at <https://www.leg.state.nv.us> and select Administrative Regulation Notices. Enter the information relating to the agenda or public notice such as date, time, location and the Boards website where the agenda or notice is posted.

The screenshot displays the 'Administrative Regulation Notices' page on the Nevada Legislative Website. The page is titled 'Administrative Regulation Notices' and 'Meetings and Workshops' for the 'AB252 of the 77th Session'. It lists several notices with their dates, times, and descriptions. The notices include:

- 10/22/2019 9:00AM Meeting Notice:** Office of the Labor Commissioner, Notice of Intent to Act Upon Regulations and Hearing Agenda, 1810 College Parkway Carson City, NV 89706 - Division Of Insurance Conference Room -1st Floor, 3300 W. Sahara Avenue Las Vegas, NV 89102 -Nevada Business Center Office of the Labor Commissioner, Nevada Room - 4th Floor.
- 10/23/2019 10:00AM Meeting Notice:** Employment Security Division, 20201 U Ta. Pate Small Business Workshop, 401 S. Carson Street, Room 3137 Carson City NV 89701 | 555 E Washington Ave, Room 4412 Las Vegas, NV 89101
- 10/28/2019 8:00AM Meeting Notice:** Division of Public and Behavioral Health, Notice of Public Workshop LCB File R021-19, 4150 Technology Wy, Carson City, NV 89706 - Division of Public and Behavioral Health Room 303 with viaconference to 2080 East Flamingo Rd, Suite 219, Las Vegas NV 89119.
- 10/28/2019 10:00AM Meeting Notice:** Public Utilities Commission of Nevada, Workshop, Department of Business and Industry, Division of Insurance, Regulation Workshop R007-19, 1818 E. College Pkwy, Suite 103, Carson City, NV 89706, and videoconferenced to 3200 W. Sahara Avenue, 4th Floor, Nevada Room, Las Vegas NV 89102
- 10/29/2019 9:30AM Meeting Notice:** Government Employer-Management Relations Board, Notice of Second Workshop to Solicit Comments for New Regulations or Changes to Existing Regulations of the EMRB - Proposed Regulation R056-19, Nevada State Business Center, 3300 W. Sahara Ave., Fourth Floor Nevada Room, Las Vegas, NV 89102 with video-conference to Business & Industry Director's Office Conference Room, 1850 College Parkway, Suite 100, Carson City, NV 89706.
- 10/30/2019 10:00AM Meeting Notice:** Department of Motor Vehicles, AB 345 - Automatic Voter Registration Initiative, State Legislative Building, 401 S. Carson St. Carson City, Nv 89701 Room 2135 (Video Conference Access): Grant Sawyer Building, 555 E. Washington Ave. Las Vegas Nv 89101, Room 4411
- 10/30/2019 10:00AM Meeting Notice:** Nevada Secretary of State, Workshop to Solicit Public Comment on Proposed Regulations Related to Automatic Voter Registration, Room 2135 of the Legislative Building, 401 S. Carson Street, Carson City, NV Videoconferenced to Room 4401 of the Grant Sawyer State Office Building, 555 E. Washington Ave, Las Vegas, NV.
- 10/31/2019 1:00PM Meeting Notice:** Board of Public Commissioners.

The page also includes a navigation bar with 'Home', 'MELIS', 'Search', and 'View Scheduled Meetings'. The footer shows 'PAGE 7 OF 11', '2398 WORDS', and the system tray with the date '10/21/2019' and time '3:01 PM'.

MISCELLANEOUS REPORTS TO STATE

Report of Employee/Salary Information

The Department of Administration requires all regulatory boards to provide personnel information that includes the number of full-time employees, the salary and benefit costs associated with each position for rate and assessment determination.

Report Title: Licensing Board Log for Rate Assessment
 Reporting To: Department of Administration – Budget Division
 Report Period: Biennial Budget Period

Procedure: Complete the provided spreadsheet and email back to the assigned budget analyst.

Licensing Board Log for Rate and Assessment Determination											
B/A	NV STATE BOARD OF:	Request for Information	Received	Budgeted		Projected		Budgeted		Projected	
				FTE FY16	FTE FY17	FTE FY18	FTE FY19	FY16 funding	FY17 Funding	FY18 Funding	FY19 Funding
B001	Accountancy	4/11/2016		2	2	2	2	\$ 173,200	\$ 173,200	\$ 210,200	\$ 210,200
B002	Architecture, Interior Design & Residential Design	4/11/2016		7	7			\$ 425,741	\$ 434,256		
B003	Audiology & Speech Pathology	4/11/2016		0	0			\$ -	\$ -		
B004	Barber's Health & Sanitation	4/11/2016		0	0			\$ -	\$ -		
B005	Chiropractic Examiners	4/11/2016		2.5	2.5			\$ 157,500	\$ 165,375		
B006	Cosmetology	4/11/2016		19	19			\$ 1,284,350	\$ 1,340,255		
B007	Dental Examiners	4/11/2016		7	7			\$ 545,000	\$ 610,000		
B008	Engineers & Land Surveyors	4/11/2016		7	7			\$296,982	\$305,891		
B009	Funeral Board	4/11/2016		1	1			\$ 43,200	\$ 43,200		
B010	Hearing Aid										

Fines/Penalties Remittance Report

Unless specifically allowed to be retained by Board statute, fines/penalties imposed from disciplinary hearings are to be deposited with the State Treasurer for credit.

Fines/Civil Penalties **do not include** legal and investigative costs reimbursements imposed through a disciplinary process.

Reporting To: Office of the State Treasurer
 Reporting Period: **Quarterly**

Procedure: Determine if any fines/civil penalties were imposed and verify the amount of Fines/Civil Penalties for the Quarter. Prepare a listing of fines/penalties and issue check payment to the State Treasurer. Retain a copy for administrative files.

Fee Revenue Information Report

The Governor's Finance Office / Budget Division requires all agencies to update the database to record and track state fee revenues each fiscal year. Note: specific citation for requirement could not be found.

Report Title: Fee Revenue Information
 Reporting To: Governor's Finance Office / Budget Division
 Report Period: **Annually**

Procedure: The Board receives an email that indicates it is time to provide updated fee revenue. Boards must request the specific spreadsheet to be sent to them via email. Enter the amount of fees for each fee designated in the spreadsheet. The fee revenue received will be for the requested prior fiscal year. Once the spreadsheet has been completed, it is then sent to the Budget Analyst designated to update the Boards information.

Note: Boards do not have access to the State Fee Database system and therefore sends the information directly to the State

Budget Account Description	RGL Code	RGL Description	Fee Name	Fee Desc/Calc	Authority	Authority Reference	Amount	Notes
1 OCCUPATIONAL THERAPY-NON-EXEC			License Fees	Fixed	Regulatory	NAC 640A.160	\$ 131,801	Standard, Temporary, Provisional License
3 OCCUPATIONAL THERAPY-NON-EXEC			Miscellaneous Fees	Fixed	Regulatory	NAC 640A.160	\$ 13,843	Lists, Verifications, Reimbursed Expenses
4 OCCUPATIONAL THERAPY-NON-EXEC			Processing Fee	Fixed	Regulatory	NAC 640A.160	\$ 37,425	Application Processing Fee
5 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Application Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 5,250	All Applicants
6 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Re-examination Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 250	All Registrants
7 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Registration Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 3,500	All Registrants
8 REGISTERED ENVIRONMENTAL HEALTH SPECIALISTS-NON-EX			Renewal Fee	Fixed Amount	Regulatory	NAC 625A.070	\$ 21,500	All Registrants

Consultants Reporting - NRS 333.705(7)*

Requires each regulatory board to submit to the Interim Finance Committee, at least once **every 6 months**, a report concerning each consultant employed by the entity.

Report Title: Consultant Report
Reporting To: Interim Finance Committee
Deputy Fiscal Analyst / Fiscal Division
Report Period: **January 1st – June 30th / July 1st – December 31st**

Procedure: The reporting form is provided by LCB by email. Compile the consultant information and complete the Consultants Reporting form, save for your records and return to LCB charvey@lcb.state.nv.us

*Independent contractors: NRS 333.705 Contracts for services: Limitations and requirements; approval by State Board of Examiners; emergencies; reports to Interim Finance Committee; exceptions.

NRS 333.705(7) Consultant Reporting by Board or Commission to IFC

Board or Commission: Board of Environmental Health Specialists
Reporting Period: January 1, 2019 through June 30, 2019
Number of Consultants Contracted by the Board or Commission: 1

EXAMPLE REPORT

	Consultant Name	Purpose for Contracting with the Consultant	Length of Time the Consultant Has Been Employed	Amount Paid to Consultant from Board or Commission
1	Lorylynn Ltd.	Independent Contract; Board Administration, Executive Director Services	5 years	\$ 12,000
			TOTAL	\$ 12,000

State Inventory Report - NRS 333.220 (SAM Manual)

Requires all “using agencies” to conduct an annual physical inventory of their personal property and report the disposition of property to the Department of Administration, Purchasing Division. Agencies are required to report inventory over \$5,000. Boards should maintain a separate list for items under the \$5,000 cap as well.

Report Title: State Inventory Listing
Reporting To: Nevada State Purchasing Division
Report Period: **Annually**

Procedure: Provide updated list of inventory items that are over the required \$5,000 cap for reporting to the State.

CETS Summary Report - Contract Approvals – NRS 333.030 (SAM manual)

State Administrative Manual provides that all contracts for outside services over a certain amount must be approved by the State Board of Examiners. The contracts also require Attorney General review and signature prior to submission.

- Contracts less than \$2,000 require approval of the Board/agency only and are not submitted to the State for approval;
- Contracts \$2,000 - \$50,000 require State approval and may be approved by the Clerk of the Board of Examiners (Short Form Contract Form)
- Contracts \$50,000 and more must be approved by the Board of Examiners (Long Form Contract for Services of Independent Contractor).

Report Title: CETS Summary Reports
Reporting To: Board of Examiners / Budget Division
Report Period: Submission by BOE Deadline Date based on Meeting Schedule.

Procedure: All contracts must be entered into the State CETS system by a Certified Contract Manager. The contracts are entered into the system and a Contract Summary page is generated by the system for inclusion with the 3 original signed contracts. The contracts are then submitted to the Budget Division for processing/approval.

Special Requirements:

Only a “Certified Contract Manager” may access the CETS contracting system. Access requires a State issued VPN if outside the State IT system.

State Controller – SPOLR Report - NRS 353C.1965 (SB21 Reporting)

The State Controller’s Office implemented SB21 (2013) effective January 1, 2021 which amended NRS 353c.1965. The report will be utilized to assist the Controller’s Office in Debt Collection of amounts due to the State.

Requires a licensing agency to provide to the State Controller the following information:

- The name, address and social security number or employer identification number, as applicable, of each licensee; and
- The business identification number of the licensee, if the licensee has a state business license.

Report Title: SPOLR - Business License Reporting
Reporting To: State Controller’s Office
Report Period: January – June Renewals - Due August 1st
July – December Renewals – Due January 31

Procedure: The State Controller’s Office has provided an Instruction Manual for submitting the SPOLR reports electronically to the State Controller’s Office. Reports are in excel format and are uploaded directly to the Controllers Debt Collection Division.

Note: Capturing Nevada State Business License information during the licensing process is useful as a resource listing when developing small business impact statements related to regulation development.

Secretary of State – SilverFlume

SilverFlume is the website for customers to find out all of the business licensing, permitting and registration steps that are required across all agencies in Nevada. Boards are required to set-up and maintain the various industry codes associated with licensure for your agency. Included is information of what is required for each of the types of licensure. **Periodic** maintenance is required by the Board.

BOARD FINANCIAL REPORTS

Board Expenditure Review and Financial Statements - NRS 622.234

It is the Boards' fiduciary responsibility to oversee the financial status and detailed expenditures of funds necessary to conduct the business of the Board and to ensure funds are utilized strictly in accordance with policies, procedures and within the authority of the Board.

Report Title: Board Financial Statement / Expenditure Review
Reporting To: Board Members
Report Period: Quarterly / Board Meetings

Procedure: Establish written internal controls regarding any withdrawals from the Board's account. The policy/procedure at a minimum must require two or more members of the Board to review expenditures on a regular basis, preferably on a monthly basis. It is recommended the Board Chair and another member be designated as financial reviewers.

A listing of all expenditures for the period shall be provided to a designated financial reviewer. Upon completion of the review, the reviewer shall attest to the completion of the review by signature, date and return of the listing to be retained in the administrative files.

At a minimum, quarterly financial statements shall be provided to the Board at a regularly scheduled Board meeting. The Board's financial statements shall be comprised of Profit and Loss Statement, Balance Sheet and detailed schedule of disbursements.

Financial Budget Report

It is recommended a Budget vs. Actual report for the fiscal year be included in the quarterly Financial Statement Report to the Board.

Reserve Funds Report

At least annually, a Board should review its operating reserve funds in accordance with the Board's established reserve funds policy.

It is recommended the reserve funds report be included as a resource in the fiscal year budgeting processes.

BOARD ADMINISTRATIVE, PAYROLL AND BENEFITS REPORTS

Federal Payroll Reporting

Quarterly and annual payroll reports are required to be filed with the Internal Revenue Service. (Form 941 and 940) and deposit of withheld and employer taxes is required. Year end W-2 and W-3 reports are submitted to the Social Security Administration.

Report Title: Form 941 Quarterly Payroll Report
Form 940 Federal Annual Unemployment Tax Return
Form(s) W-2/W-3 Wage Report
Form(s) 1099/1096 Non-employee Compensation

Reporting to: Internal Revenue Service / Social Security Administration

Report Period: Quarterly in April, July, October, January
Annual FUTA by March 30th
W-2's/1099's by January 31st to staff; W-3/1096 by March 30th

Procedure: Reports may be prepared and submitted electronically by a payroll service or may be completed and submitted in hard copy by the due dates.

Quarterly, Annual and 1099/1096 reports are filed with the IRS; payroll taxes are submitted by EFTP as required by filing status. W-2/W-3 reports are submitted to the Social Security Administration.

Nevada Deferred Compensation Program - Payroll Contributions - (Voya)

Boards may elect, but are not required, to participate in the Nevada Deferred Compensation Program. Both employee and employer contribution options are available.

Payroll Administration requires contributions to the Nevada Deferred Compensation Program through the plan Administrator, VOYA.

Report Title: VOYA Deferred Compensation Reporting
Reporting To: VOYA, Deferred Compensation Program
Report Period: **Bi-Weekly or Payroll Period**

Procedure: Verify the deferred compensation contributions as reported on bi-weekly payroll reports. Sign in to VOYA, payroll administration, enter by employee contributions for the pay period, submit for payment.

Nevada Deferred Compensation Contributions Audit

The Office of Deferred Compensation periodically audits contributions to the Nevada Deferred Compensation Program.

Report Title: Deferred Compensation Reporting
Reporting To: Administrative Office, Deferred Compensation Program
Report Period: **Upon Request**

Procedure: Verify the contributions submitted for the indicated period as notified by email from the Deferred Compensation administrative office and respond by email.

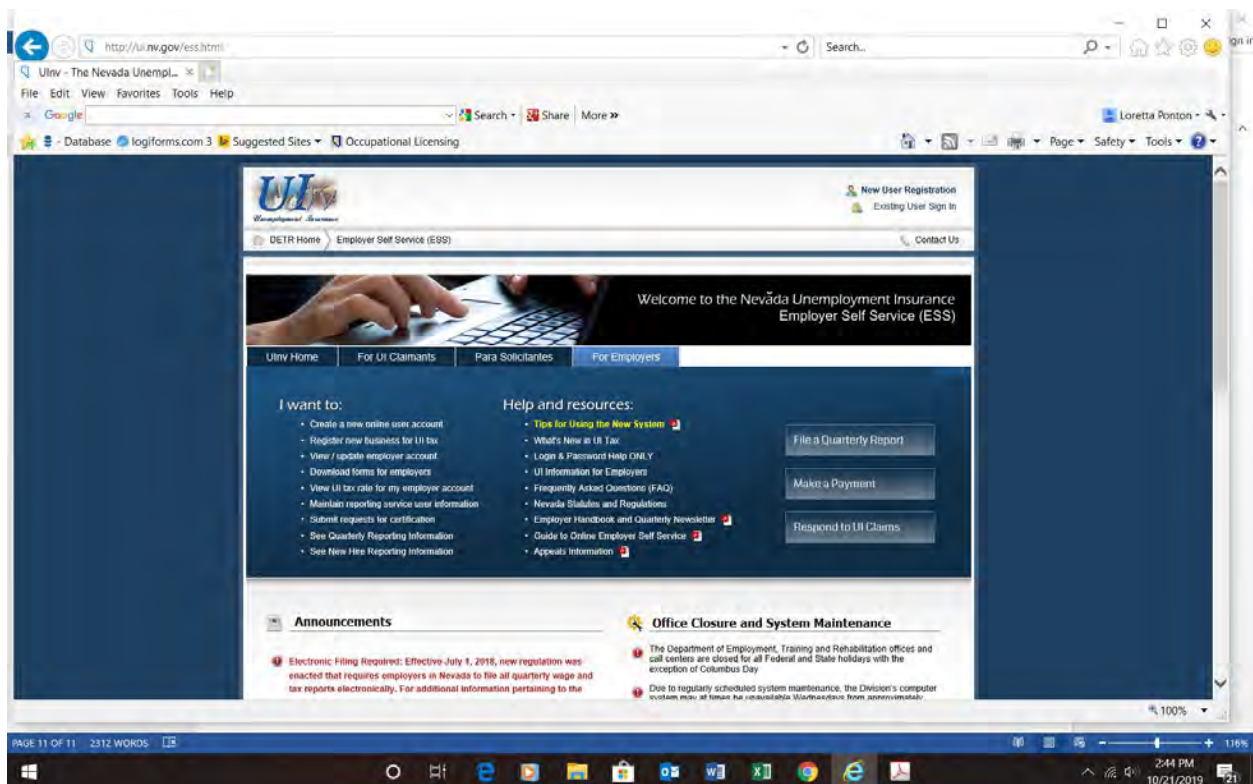
Unemployment Insurance - Quarterly Reporting

Boards may choose to pay unemployment insurance on the contributory basis or optional reimbursement basis. The reimbursement basis does not require quarterly contributions, any unemployment claims paid will be billed to the Board on an actual claims paid basis.

An electric filing, on-line quarterly report of wages paid by employee is filed with the State Department of Employment, Training and Rehabilitation, Employment Security Unemployment Division.

Report Title: Unemployment Insurance Reporting
Reporting to: State Unemployment Insurance Division
Report Period: **Quarterly - April; July; October and January** for previous quarter

Procedure: Log into the Employer Reporting site and enter the quarterly payroll by employee. Select -0- taxable wages when prompted if on reimbursement basis, and submit or enter taxable wages and submit. If applicable, select payment and enter payment information.



Worker's Compensation Insurance Payroll Audit (ProGroup)

Boards are required to have worker's compensation insurance coverage which may be procured from any authorized insurance carrier. Several Boards use ProGroup as their WC insurance carrier. For informational purposes, ProGroup process is as follows which is similar to all insurance carrier processes.

Worker's Compensation Insurance is procured through ProGroup as a member of the Nevada Retail Association. Worker's Compensation Assessment is invoiced annually. An annual audit of payroll is required to be submitted upon request.

Report Title: Worker's Compensation Payroll Audit
Reporting To: ProGroup
Report Period: **Annually, Upon Request in January or February.**

Procedure: Obtain annual payroll information and documents from bookkeeper by individual and in total; access the electronic on-line reporting site, complete the audit form and upload required documents.

Secretary of State – Nevada State Business License

Annual filing with Secretary of State's office is required to claim exemption from the Nevada State Business License requirements.



Public Employees Retirement System Reporting (PERS)

Boards may elect, but are not required, to participate in the Public Employees Retirement System (PERS). Once a Board has joined PERS as a participating Board, the election cannot be reversed or rescinded.

Participating Boards are required to submit information relating to the Board's employees that are enrolled in PERS for retirement contributions. In addition, information must also be submitted that includes staff, investigators, and Board Members that are not enrolled in the retirement system due to non-qualifying factors.

Report Title: PERS Monthly Statement
Reporting To: Public Employees Retirement System (PERS)
Report Period: Monthly

Procedure: A monthly report of wages and contributions must be submitted to PERS per instructions received from PERS. Deposit of contributions must coincide with the monthly reports.

Elected Officials Listing Report - NRS 286.421(3)

States that persons chosen by election or appointed to service in elected offices shall not have their salary adjusted under the Employer-Pay Contribution Plan. To ensure that benefits are calculated accurately, the Public Employees Retirement System requires a list of names and other pertinent information of the board appointed members.

Report Title: Elected Officials Listing
Reporting To: Public Employees Retirement System (PERS)
Report Period: Annually

Procedure: Respond with spreadsheet of requested information and send via email to the person in charge of collecting the information.

Public Employees Benefit Program (PEBP) Reporting

Board may elect, but are not required, to participate in the Public Employees Benefit Program (PEBP). A participating Board is required to submit information relating to the Board's employees that receive health care benefits through the State. The reporting includes a calculation for both the AEGIS & REGI Assessments.

Report Title: AEGIS Remittance / REGIS Remittance
Reporting To: Public Employees Benefit Program (PEBP)
Report Period: Monthly

Procedure: In order to calculate the monthly amount to be sent to PEBP the Board must complete the monthly calculation spreadsheet for both the AEGIS & REGI assessments. The calculation forms are submitted by mail with the check for payment.

Professional & Occupational Licensing Boards Administrative Collaborative

State of Nevada General Records Retention and Disposition Schedule November 17, 2020

Record Retention and Disposition Guidelines Summary

The following Records Retention and Disposition Guidelines Summary has been extracted from the State of Nevada General Records Retention and Disposition Schedule as published November 17, 2020. Board Specific Record Retention Schedules supplement and/or supersede specific sections of the General Record Retention Schedule.

This chart is intended to provide a snapshot of the applicable retention and disposition schedule for Professional & Occupational Licensing Boards and may not list all pertinent Board documents. For further detail, please refer to the full General Records Retention and Disposition Schedule published by the Nevada State Library, Archives and Public Records, Records Management Program, and supplemental Board Specific Record Retention Schedules.

Retention period begins upon the completion, expiration, termination or supersede date of the record, as applicable; Disposition may be completed at the end of the Retention Period.

PER NRS 239.051 Electronic Records are an Acceptable Format in which to retain records.

Once verified as complete and accurate, hard copy records can be disposed of.

Professional & Occupational Licensing Boards Record Retention and Disposition Guidelines Summary

Description		Years to Be Retained							Disposition	
Code	Title	1	3	4	5	6	7	10	Destroy	Archive
	ADMINISTRATIVE, FISCAL & LEGAL									
2015008	Administrative: Agency Special Event Files	X								X
2015022	Administrative: Calendars Agency Staff	X							X	
2004234	Administrative: Complaint Files		X						X	
2010033	Administrative: Correspondence Files Routine Business	X							X	
2009023	Administrative: Correspondence Files Transitory	X							X	
2010034	Administrative: Correspondence Files Official			X						X
1998165	Administrative: Delegation of Authority		X						X	
2012047	Administrative: Executive Reports		X							X
2006138	Administrative: Insurance Policies					X			X	
2013047	Administrative: Internal Procedures	X							X	
1995120	Administrative: Logs	X							X	
2002106	Administrative: Organizational Charts (retain until superseded)									X
2015013	Administrative: Public Records Requests		X						X	
2005112	Administrative: Strategic Plan Files (retain until superseded)									X
2005105	Administrative: Surveys		X							X
2005095	Audits: Audit Records		X						X	
2004023	Budget: Budget Files		X						X	

Description		Years to Be Retained							Disposition	
Code	Title	1	3	4	5	6	7	10	Destroy	Archive
2000042	Budget: Mission Statement (retain until superseded)								X	
2003100	Employee Service Jacket							X	X	
2020003	Fiscal: Boards and Commissions Financial Transactions					X			X	
2009027	Fiscal: Unclaimed Property						X		X	
2001036	Fiscal Vendor Files		X						X	
1998151	Fiscal: W-9 Tax ID Files		X						X	
19988245	IRS Tax Documentation			X					X	
1995086	Legal: Contracts and Agreements				X				X	
2000032	Legal: Declaratory Orders							X		
2006002	Legal: Legal Files (Board Copy)					X				
2000044	Legal: Opinions and Letters of Advice (retain until superseded)									X
2000047	Legal: Rule Making Files (Regulations)					X				X
1995141	Legal: Summons and Subpoenas (received)	X							X	
	LICENSING									
2006053	Licensing: Applications Denied, Incomplete or Withdrawn		X						X	
2002086	Licensing: Child Support Questionnaire (standalone document not included with Applications)	X							X	
2014216	Licensing: Enforcement actions against unlicensed activities							X	X	
2006058	Licensing: Examination Development and Validation Files (until superseded)		X						X	
2006057	Licensing: Examination Files		X						X	
1998110	Licensing: Index and List of Licensees	X								X
2006059	Licensing: Professional and Occupational Licensing – Applications							X	X	

Description		Years to Be Retained							Disposition	
Code	Title	1	3	4	5	6	7	10	Destroy	Archive
2018025	Licensing: Professional and Occupational Licensing – Disciplinary (retain for thirty (30) calendar years)								X	
2006054	Licensing: Professional and Occupational Licensing – Investigations							X	X	
2014205	Licensing: Professional and Occupational Licensing – Renewals (retain 3 most recent from end of renewal period)		X						X	
	OPEN MEETING LAW / BOARD MEETINGS & HEARINGS									
2014206	Open Meeting Law: Meeting Notification Requests	X							X	
2005140	Open Meeting Law: Minutes of Public Bodies				X					X
2008032	Open Meeting Law: Posting Documentation				X				X	
2006001	Open Meeting Law: Recordings of Meetings		X						X	
2014174	Open Meeting Law: Supplemental Materials	X							X	
	PAYROLL, PERSONNEL & PROPERTY MANAGEMENT									
1996113	Payroll Reports (administrative files)		X						X	
2004218	Personnel Actions: Alcohol and Drug Testing				X				X	
2004233	Personnel Actions: Disciplinary Records		X						X	
1998153	Personnel: Application Files (unsolicited & board members)	X							X	
2002074	Personnel: Employee Benefit Records		X						X	
2008014	Personnel: Employee Insurance and Benefit Claim Files		X						X	
2003156	Personnel: Employee Records Hired by Independent Boards							X	X	

Description		Years to Be Retained							Disposition	
Code	Title	1	3	4	5	6	7	10	Destroy	Archive
2013046	Personnel: Internal Study Findings		X						X	
2005098	Personnel: IRS Tax Documentation			X					X	
2007028	Personnel: Payroll Records		X						X	
2005097	Personnel: Unemployment Insurance Records			X					X	
2012042	Occupational Safety: Accident Reports		X						X	
2003010	Property Management: Asset Files		X						X	
1998160	Property Management: Fixed Asset Inventory		X						X	

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 10: Executive Director's Report
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Attachments

Written Report
Fiscal Year 2022 – 1st Quarter Financial Statements

State of Nevada
Board of Occupational Therapy

6170 Mac Anne Ave, Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

EXECUTIVE DIRECTOR'S REPORT
November 6, 2021

Licensure Statistics - The following chart provides current and prior year licensing details and activity as of September 30, 2021. The number of practitioners increased by 80 licensees over the previous year, with an increase of 83 licensees for those holding active standard licenses.

Comparison to Prior Year

Description	2022	2021	% +	OTR's	2021	COTA's	2021
Total Current Licensees	1642	1562	5.1%	1246	1187	396	375
Standard Licensees (active)	1594	1511	5.5%	1211	1150	383	361
Provisional Licensees	7	4		4	2	3	2
Temporary Licensees	6	11		5	9	1	2
Inactive Licensees	35	36		26	26	9	10

Fiscal Year 22 by Quarter

Fiscal Year 2022	Total Licensees	OT	OTA
July 1, 2021	1587	1204	383
September 30, 2021	1642	1246	396

FY 21 Financial Statements – 1th Quarter ending September 30, 2021

Revenue/Other Income: Revenue totaled \$54,960.35 in licensing and other fees, 22.62% of budget. New applicant processing fees exceed budget at end of first quarter.

Other Income is comprised of \$ 955.52 in interest income and cost share income of \$ 2,508.13. Other Income totals \$ 3,463.65 which is 26.58% of budget.

Total Revenue and Other Income combined is \$ 58,424.00 There is no Unrealized Investment Loss (current market value of investments less than face value) at September 30, 2021.

Expense: Expenses totaled \$ 61,102.18 which is 25.09% of budget. Expense items which deviate from budget (higher than 25%) are due to one-time/period payments; Board Education conference registration, office supplies ordered as needed, and legislative services contract ending in December. All other line items are at or below budget levels. Total expenses are at 22.84%.

Net Ordinary Income/Loss: Net revenue less expense from operations for the first quarter is at 25.09% of budget for a total of (\$ 6,152.18). Net Total Income is (\$ 2,678.53) or 23.40% of Budget when including Other Income and Expense.

Balance Sheet: Total cash at September 30, 2021 is \$ 693,789.43; deferred revenue is \$186,940.24, reflecting cash receipts for licenses and renewals not yet earned which will be recognized as revenue as it is earned.

Cash in the operating checking account is \$ 170,989.11; Investments total \$ 271,844.23 in certificates of deposit and \$250,951.09 in MM Cash available for investment.

Investment Account – The Board holds approximately \$522,795 in Wells Fargo Advisors investments. Two CD’s matured this quarter; and have been reinvested in one (1) year CD’s with the hope rates will improve. The remaining 5-year CD will mature in FY 23.

Investment funds will continue to be placed in the highest yield CD’s on a rolling basis but will be limited to no more than a 1 year in hopes that rates will rise in the near future and to keep the funds fluid and available to react to any increase in market rates.

Deferred Renewal Fee Status – There are two (2) COTA licensees who have not paid the deferred renewal fee. Their license records have been flagged which will not allow them to renew their license on-line; they will be required to contact the Board and pay the deferred fee prior to releasing their record for renewal. Numerous attempts have been made to contact these individuals with no response.

Administrative Collaborative – The Administrative Collaborative met on September 8; discussions included implementation of AB 253 which revised posting requirements for public meetings; COVID office protocols including remote work impacts to office operations, communications, and staffing; and review of State Administrative Manual revisions requiring formal contracts for licensing data systems which were previously exempt from the State contracting process.

National Compact Discussions – Stacey and I participated in a webinar on September 29th hosted by the Council of State Governments: Compacts in Action; OT, Audiology and SLP Compacts.

Panelists included representatives of AOTA for the OT Compact and ASLP-IC for the Audiology/SLP Compact. Presented was the structure, function and current status of these two interstate agreements to expand license portability. Panelists highlighted each compact’s benefits to practitioners, the general public, and military families.

Nevada Jurisprudence Exam – Board regulation requires completion of the jurisprudence exam every five years. Licensees who have not completed the exam are being notified of this requirement; there are approximately 850 licensees who will be receiving notices; the deadline for completion is May 2023.

Co-Location – The ABA Board officially moved into the office mid-September. Wendy Knorr has been hired as the ABA Board Executive Director.

Complaints Status - There are two (2) complaint cases pending and under investigation.

State of Nevada Board of Occupational Therapy

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July - September, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Fees	11,225.00	30,000.00	-18,775.00	37.42 %
License Fees	42,035.35	208,243.00	-166,207.65	20.19 %
List Fee	1,700.00	4,750.00	-3,050.00	35.79 %
Total Income	\$54,960.35	\$242,993.00	\$ -188,032.65	22.62 %
GROSS PROFIT	\$54,960.35	\$242,993.00	\$ -188,032.65	22.62 %
Expenses				
Attorney General / Legal Fees	1,026.90	11,000.00	-9,973.10	9.34 %
Bank Service/Merchant Charges	1,109.81	5,500.00	-4,390.19	20.18 %
Board Education	725.00	2,500.00	-1,775.00	29.00 %
Equipment Purchase	169.99	3,000.00	-2,830.01	5.67 %
Equipment Rental	391.97	2,100.00	-1,708.03	18.67 %
Insurance	83.34	1,100.00	-1,016.66	7.58 %
Licensing - Data System	1,433.34	8,850.00	-7,416.66	16.20 %
Meeting Expenses		500.00	-500.00	
Office Expense				
Dues & subscriptions	339.87	2,300.00	-1,960.13	14.78 %
Internet Service	448.92	1,920.00	-1,471.08	23.38 %
Postage and Delivery	-77.40	750.00	-827.40	-10.32 %
Printing and Reproduction		200.00	-200.00	
Records Storage	90.00	600.00	-510.00	15.00 %
Telephone	162.19	1,000.00	-837.81	16.22 %
Total Office Expense	963.58	6,770.00	-5,806.42	14.23 %
Office Lease	7,725.00	32,125.00	-24,400.00	24.05 %
Office Supplies	303.75	600.00	-296.25	50.63 %
Payroll Expenses	0.00		0.00	
Deferred Compensation	3,193.36	12,362.00	-9,168.64	25.83 %
Employer Taxes	2,880.46	11,987.00	-9,106.54	24.03 %
Medical Benefit	1,096.80	4,362.00	-3,265.20	25.14 %
PTO Expense	-377.11	2,745.00	-3,122.11	-13.74 %
Salaries and Wages	33,356.34	139,971.00	-106,614.66	23.83 %
Total Payroll Expenses	40,149.85	171,427.00	-131,277.15	23.42 %
Professional Fees				
Accounting	750.00	3,000.00	-2,250.00	25.00 %
IT / Technical Support	270.00	2,500.00	-2,230.00	10.80 %
Legislative Services	6,000.00	12,000.00	-6,000.00	50.00 %
Total Professional Fees	7,020.00	17,500.00	-10,480.00	40.11 %
Travel				
Out of State Travel	0.00	3,000.00	-3,000.00	0.00 %
Travel - in state		1,500.00	-1,500.00	
Total Travel	0.00	4,500.00	-4,500.00	0.00 %

State of Nevada Board of Occupational Therapy

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July - September, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Expenses	\$61,102.53	\$267,472.00	\$ -206,369.47	22.84 %
NET OPERATING INCOME	\$ -6,142.18	\$ -24,479.00	\$18,336.82	25.09 %
Other Income				
Interest Income	955.52	3,000.00	-2,044.48	31.85 %
Sublease Income	2,508.13	10,033.00	-7,524.87	25.00 %
Total Other Income	\$3,463.65	\$13,033.00	\$ -9,569.35	26.58 %
NET OTHER INCOME	\$3,463.65	\$13,033.00	\$ -9,569.35	26.58 %
NET INCOME	\$ -2,678.53	\$ -11,446.00	\$8,767.47	23.40 %

State of Nevada
BOARD OF OCCUPATIONAL THERAPY
Balance Sheet
As of September 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Bank - Checking	170,989.11
Wells Fargo Bank - Investments	271,844.23
Wells Fargo Bank - Money Market	250,951.09
Total Bank Accounts	\$ 693,784.43
Accounts Receivable	
Accounts Receivable	7,105.00
Total Accounts Receivable	\$ 7,105.00
Other Current Assets	
Prepaid Expenses	11,367.58
Undeposited Funds	0.00
Total Other Current Assets	\$ 11,367.58
Total Current Assets	\$ 712,257.01
Fixed Assets	
Net Fixed Assets	0.00
Total Fixed Assets	\$ 0.00
TOTAL ASSETS	\$ 712,257.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1.04
Total Accounts Payable	\$ 1.04
Credit Cards	
WF Mastercard	-497.93
Total Credit Cards	-\$ 497.93
Other Current Liabilities	
Accrued PTO	27,576.61
Deferred Compensation Payable	1,466.78
Deferred Revenue	186,940.24
Direct Deposit Liabilities	0.00
Due to State Treasurer	410.23
Other Current Liabilities	7,524.39
Payroll Liability	212.27
Payroll Tax Liability	136.28
Total Other Current Liabilities	\$ 224,266.80
Total Current Liabilities	\$ 223,769.91
Total Liabilities	\$ 223,769.91
Equity	
Retained Earnings	491,165.63
Net Income	-2,678.53
Total Equity	\$ 488,487.10
TOTAL LIABILITIES AND EQUITY	\$ 712,257.01

State of Nevada Board of Occupational Therapy

Transaction Report
July - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Wells Fargo Bank - Checking								
	Beginning Balance							176,273.90
07/01/2021	Journal Entry	CCR		Renewal processed June 30, deposited July 1	Wells Fargo Bank - Checking	-Split-	-175.00	176,098.90
07/01/2021	Check	5400	Information Technology	Telephone expense	Wells Fargo Bank - Checking	Accounts Payable	-3.45	176,095.45
07/01/2021	Check	5402	Scott Cooley	July-Sep rent	Wells Fargo Bank - Checking	Prepaid Expenses	-7,725.00	168,370.45
07/01/2021	Check	DD1344	Loretta L Ponton	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	168,370.45
07/01/2021	Check		Voya	Payroll expense	Wells Fargo Bank - Checking	Payroll Liability	-2,166.67	166,203.78
07/01/2021	Check	5399	Numbers Inc.	Bookkeeping services	Wells Fargo Bank - Checking	Prepaid Expenses	-750.00	165,453.78
07/01/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,750.00	167,203.78
07/01/2021	Bill Payment (Check)	5418	Vital Records Storage		Wells Fargo Bank - Checking	Accounts Payable	-45.00	167,158.78
07/02/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,000.00	168,158.78
07/02/2021	Check	5401	JK Belz & Associates	Lobbyist	Wells Fargo Bank - Checking	Professional Fees:Legislative Services	-2,000.00	166,158.78
07/03/2021	Deposit		Christina Panasci	Deposit	Wells Fargo Bank - Checking	Undeposited Funds	25.00	166,183.78
07/05/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	350.00	166,533.78
07/06/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	100.00	166,633.78
07/07/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 07/06/2021	Wells Fargo Bank - Checking	-Split-	-532.60	166,101.18
07/07/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,225.00	167,326.18
07/07/2021	Deposit		EnvHealth	Deposit	Wells Fargo Bank - Checking	-Split-	650.00	167,976.18
07/08/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	300.00	168,276.18
07/08/2021	Check	DD1345	Stacey Whittaker	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	168,276.18
07/08/2021	Check		Voya	Payroll expense	Wells Fargo Bank - Checking	Payroll Liability	-608.64	167,667.54
07/09/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,000.00	168,667.54
07/09/2021	Check	5403	Vital Records Storage		Wells Fargo Bank - Checking	Accounts Payable	-45.00	168,622.54
07/10/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	525.00	169,147.54
07/11/2021	Deposit		Kenya Richey	Deposit	Wells Fargo Bank - Checking	Undeposited Funds	400.00	169,547.54
07/11/2021	Deposit		CompHealth	Deposit	Wells Fargo Bank - Checking	List Fee	25.00	169,572.54
07/12/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	2,075.00	171,647.54
07/13/2021	Check		WF Merchant Services	Service Charge	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-326.57	171,320.97
07/13/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	925.00	172,245.97
07/14/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	412.50	172,658.47
07/15/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	375.00	173,033.47
07/15/2021	Check	5404	Attorney General	Legal fees	Wells Fargo Bank - Checking	Accounts Payable	-2,577.80	170,455.67
07/16/2021	Deposit		Jonathan Legarte	Deposit	Wells Fargo Bank - Checking	Undeposited Funds	250.00	170,705.67
07/17/2021	Deposit		Emily Ward Emily Ward	Deposit	Wells Fargo Bank - Checking	Undeposited Funds	325.00	171,030.67
07/18/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	900.00	171,930.67
07/19/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,000.00	172,930.67
07/20/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	975.00	173,905.67
07/21/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 07/20/2021	Wells Fargo Bank - Checking	-Split-	-532.42	173,373.25
07/21/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,125.00	174,498.25
07/22/2021	Check	DD1346	Stacey Whittaker	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	174,498.25
07/22/2021	Deposit		Tonja Gilmore	Deposit	Wells Fargo Bank - Checking	Undeposited Funds	400.00	174,898.25
07/22/2021	Deposit		Speech Board	Deposit	Wells Fargo Bank - Checking	-Split-	3,403.09	178,301.34
07/22/2021	Check		Voya	Payroll expense	Wells Fargo Bank - Checking	Payroll Liability	-611.16	177,690.18
07/23/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	650.00	178,340.18
07/24/2021	Check		Wells Fargo		Wells Fargo Bank - Checking	-Split-	-533.92	177,806.26
07/24/2021	Deposit		Rebecca L Werner Rebecca L Werner	Deposit	Wells Fargo Bank - Checking	Undeposited Funds	25.00	177,831.26
07/25/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	225.00	178,056.26
07/26/2021	Check		A T & T	Telephone expense	Wells Fargo Bank - Checking	Office Expense:Telephone	-44.49	178,011.77
07/27/2021	Check	E-pay	US Treasury	Payroll expense QB Tracking # -673806338	Wells Fargo Bank - Checking	-Split-	-3,316.80	174,694.97
07/27/2021	Check		Charter	Internet services	Wells Fargo Bank - Checking	Office Expense:Internet Service	-104.97	174,590.00
07/27/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	925.00	175,515.00

State of Nevada Board of Occupational Therapy

Transaction Report
July - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
07/28/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	375.00	175,890.00
07/29/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	1,425.00	177,315.00
07/29/2021	Deposit		ATB	Deposit	Wells Fargo Bank - Checking	-Split-	650.00	177,965.00
07/30/2021	Deposit			Deposit	Wells Fargo Bank - Checking	-Split-	450.00	178,415.00
07/30/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 07/27/2021	Wells Fargo Bank - Checking	-Split-	-5,413.83	173,001.17
07/31/2021	Deposit			Interest	Wells Fargo Bank - Checking	Interest Income	1.53	173,002.70
08/01/2021	Deposit		Tracy Anderson	Verify Tracy Anderson	Wells Fargo Bank - Checking	List Fee	25.00	173,027.70
08/01/2021	Deposit		Reymore	List Andria Reymore	Wells Fargo Bank - Checking	List Fee	50.00	173,077.70
08/02/2021	Check	DD1347	Loretta L Ponton	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	173,077.70
08/02/2021	Check	eft	Voya		Wells Fargo Bank - Checking	Payroll Liability	-2,166.67	170,911.03
08/02/2021	Deposit		Ciera Steckling	New Ciera Steckline	Wells Fargo Bank - Checking	License Fees	300.00	171,211.03
08/02/2021	Deposit		Taylor McKeever	Renew Taylor McKeever	Wells Fargo Bank - Checking	License Fees	250.00	171,461.03
08/03/2021	Deposit		Jennifer Vandehey	New Jennifer Vandehey	Wells Fargo Bank - Checking	License Fees	300.00	171,761.03
08/03/2021	Deposit		Kurt Freischlag	Verify Kurt Freischlag	Wells Fargo Bank - Checking	List Fee	25.00	171,786.03
08/04/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 08/03/2021	Wells Fargo Bank - Checking	-Split-	-532.41	171,253.62
08/04/2021	Deposit		Tamara Sines	New Tamara Sines	Wells Fargo Bank - Checking	License Fees	400.00	171,653.62
08/04/2021	Deposit		Patrick Napouk	New Patrick Napouk	Wells Fargo Bank - Checking	License Fees	325.00	171,978.62
08/04/2021	Deposit		Shana Boyle	New Shana Boyle	Wells Fargo Bank - Checking	License Fees	300.00	172,278.62
08/04/2021	Deposit		Aram Shadoyan	Renew Aram Shadoyan	Wells Fargo Bank - Checking	License Fees	175.00	172,453.62
08/04/2021	Deposit		Erica Pereszlenyi	Renew Erica Pereszlenyi	Wells Fargo Bank - Checking	License Fees	250.00	172,703.62
08/04/2021	Deposit		Laurie Ciasullo	List Laurie Ciasullo	Wells Fargo Bank - Checking	License Fees	50.00	172,753.62
08/04/2021	Deposit		Donna Jo Sander	Renew Donna Jo Sander	Wells Fargo Bank - Checking	License Fees	250.00	173,003.62
08/04/2021	Deposit		Marlena Mosbacher	Verify Marlena Mosbacher	Wells Fargo Bank - Checking	List Fee	25.00	173,028.62
08/05/2021	Check	DD1348	Stacey Whittaker	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	173,028.62
08/05/2021	Check	eft	Voya		Wells Fargo Bank - Checking	Payroll Liability	-611.16	172,417.46
08/05/2021	Deposit		Raelynn Jensen	New Raelynn Jensen (Perez)	Wells Fargo Bank - Checking	License Fees	300.00	172,717.46
08/05/2021	Deposit		Michelle A Davis	Renew Michelle Davis	Wells Fargo Bank - Checking	License Fees	250.00	172,967.46
08/05/2021	Deposit		Jamie Trevino	Convert Jamie Trevino	Wells Fargo Bank - Checking	License Fees	100.00	173,067.46
08/05/2021	Deposit		Jaykel Benitez Acosta	Renew Jaykel Benitez Acosta	Wells Fargo Bank - Checking	License Fees	250.00	173,317.46
08/05/2021	Deposit		Patricia LeBrun	List Patricia Lebrun	Wells Fargo Bank - Checking	List Fee	50.00	173,367.46
08/06/2021	Deposit		Kelsey Hales	Verify Kelsey Hales	Wells Fargo Bank - Checking	List Fee	25.00	173,392.46
08/06/2021	Bill Payment (Check)	5408	One Net		Wells Fargo Bank - Checking	Accounts Payable	-3.45	173,389.01
08/06/2021	Bill Payment (Check)	5407	JK Belz & Associates	Lobbyist	Wells Fargo Bank - Checking	Accounts Payable	-2,000.00	171,389.01
08/06/2021	Bill Payment (Check)	5405	Information Technology	Telephone expense	Wells Fargo Bank - Checking	Accounts Payable	-4.05	171,384.96
08/06/2021	Check	5406	Vital Records Storage		Wells Fargo Bank - Checking	Office Expense:Records Storage	-45.00	171,339.96
08/06/2021	Deposit		Lauren Eastburn	New Lauren Eastburn	Wells Fargo Bank - Checking	License Fees	400.00	171,739.96
08/07/2021	Deposit		Siron-Loughery	fine Karen Siron-Loughery	Wells Fargo Bank - Checking	Accounts Receivable	1,600.89	173,340.85
08/07/2021	Deposit		Shenicki Moore	New Shenicki Moore	Wells Fargo Bank - Checking	License Fees	400.00	173,740.85
08/08/2021	Deposit		Melanie moskowitz	Renew Melanie Moskowitz	Wells Fargo Bank - Checking	License Fees	250.00	173,990.85
08/09/2021	Deposit		Cherie Pert	New Cherie Pert Luciano	Wells Fargo Bank - Checking	License Fees	400.00	174,390.85
08/09/2021	Bill Payment (Check)	5409	Information Technology	Telephone expense	Wells Fargo Bank - Checking	Accounts Payable	-17.62	174,373.23
08/10/2021	Deposit		Danielle Homokay	Renew Danielle Homokay	Wells Fargo Bank - Checking	License Fees	250.00	174,623.23
08/11/2021	Expense			BANKCARD FEE - 0227295150	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-153.09	174,470.14
08/11/2021	Deposit		Devon Brand	Verify Devon Brand Devon Brand	Wells Fargo Bank - Checking	List Fee	25.00	174,495.14
08/11/2021	Expense			BANKCARD DISCOUNT FEE - 0227295150	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-0.15	174,494.99
08/11/2021	Expense			BANKCARD INTERCHANGE FEE - 0227295150	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-284.39	174,210.60
08/12/2021	Deposit		Rachel Taylor	New Rachel Taylor	Wells Fargo Bank - Checking	License Fees	400.00	174,610.60
08/12/2021	Deposit		Ashley Marquez	Renew Ashley Marquez	Wells Fargo Bank - Checking	License Fees	250.00	174,860.60
08/12/2021	Deposit		Patag	Renew Maria C Patag	Wells Fargo Bank - Checking	License Fees	250.00	175,110.60
08/13/2021	Deposit		Alyssa Snow	Renew Alyssa N Snow Alyssa N Snow	Wells Fargo Bank - Checking	License Fees	250.00	175,360.60
08/13/2021	Deposit		Audrey Pumphrey	New Audrey Pumphrey	Wells Fargo Bank -	License Fees	400.00	175,760.60

State of Nevada Board of Occupational Therapy

Transaction Report
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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
08/13/2021	Deposit		Shaylee Ewing	New Shaylee Ewing	Checking Wells Fargo Bank - Checking	License Fees	300.00	176,060.60
08/13/2021	Deposit		Chie Yang	New Chie Yang	Wells Fargo Bank - Checking	License Fees	400.00	176,460.60
08/14/2021	Deposit		Jacob Aquino	New Jacob Aquino	Wells Fargo Bank - Checking	License Fees	325.00	176,785.60
08/16/2021	Deposit		Joana Pineda Joana Pineda	Renew Joana Pineda	Wells Fargo Bank - Checking	License Fees	75.00	176,860.60
08/16/2021	Deposit		Jennifer Danowski	Renew Jennifer Danowski	Wells Fargo Bank - Checking	License Fees	250.00	177,110.60
08/16/2021	Deposit		Richard Ching	Verify Richard Ching	Wells Fargo Bank - Checking	List Fee	25.00	177,135.60
08/17/2021	Check	E-pay	US Treasury	Payroll expense QB Tracking # 343188662	Wells Fargo Bank - Checking	-Split-	-3,317.16	173,818.44
08/17/2021	Deposit		Alyssa Wilson	New Alyssa Wilson	Wells Fargo Bank - Checking	License Fees	400.00	174,218.44
08/17/2021	Deposit		Patrick H Lemieux	Verify Patrick H Lemieux	Wells Fargo Bank - Checking	List Fee	25.00	174,243.44
08/18/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 08/17/2021	Wells Fargo Bank - Checking	-Split-	-532.43	173,711.01
08/18/2021	Deposit		Lalisa Nopkars	Renew Lalisa Nopkars	Wells Fargo Bank - Checking	License Fees	250.00	173,961.01
08/18/2021	Deposit		Aubrie Riley	Verify Aubrie Riley	Wells Fargo Bank - Checking	List Fee	25.00	173,986.01
08/19/2021	Deposit		Julie Brahen Julie Brahen	Renew Julie Brahen Julie Brahen	Wells Fargo Bank - Checking	License Fees	250.00	174,236.01
08/19/2021	Check	DD1349	Stacey Whittaker	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	174,236.01
08/19/2021	Check	eft	Voya		Wells Fargo Bank - Checking	Payroll Liability	-611.16	173,624.85
08/19/2021	Bill Payment (Check)	5410	Attorney General	Legal fees	Wells Fargo Bank - Checking	Accounts Payable	-65.20	173,559.65
08/19/2021	Deposit		Justina Selim	New Justina Selim Justina Selim	Wells Fargo Bank - Checking	License Fees	400.00	173,959.65
08/19/2021	Expense		Pitney Bowes		Wells Fargo Bank - Checking	Equipment Rental	-157.80	173,801.85
08/19/2021	Deposit		Lisa Czosek	Verify Lisa Czosek	Wells Fargo Bank - Checking	List Fee	25.00	173,826.85
08/20/2021	Transfer				Wells Fargo Bank - Checking	WF Mastercard	-1,390.56	172,436.29
08/20/2021	Deposit		Sherwood	Verify Meg Sherwood	Wells Fargo Bank - Checking	List Fee	25.00	172,461.29
08/21/2021	Deposit		Ferleo Pasia	New Ferleo Pasia	Wells Fargo Bank - Checking	License Fees	300.00	172,761.29
08/21/2021	Deposit		Emelda Ngum	New Emelda Ngum	Wells Fargo Bank - Checking	License Fees	400.00	173,161.29
08/23/2021	Deposit		Carlos	Renew Monica Carlos	Wells Fargo Bank - Checking	License Fees	175.00	173,336.29
08/23/2021	Expense		A T & T		Wells Fargo Bank - Checking	Office Expense:Telephone	-42.47	173,293.82
08/23/2021	Deposit		My Linh	New My Linh Huynh	Wells Fargo Bank - Checking	License Fees	400.00	173,693.82
08/23/2021	Deposit		Sheama Krishnagiri	New Sheama Krishnagiri	Wells Fargo Bank - Checking	License Fees	400.00	174,093.82
08/23/2021	Deposit		Samantha Hilbish	Renew Samantha Hilbish	Wells Fargo Bank - Checking	License Fees	250.00	174,343.82
08/23/2021	Deposit		Caroline Smith	Verify Caroline Smith	Wells Fargo Bank - Checking	List Fee	25.00	174,368.82
08/23/2021	Deposit		Woods	Verify Emily Woods	Wells Fargo Bank - Checking	List Fee	25.00	174,393.82
08/24/2021	Deposit		Amanda Kilpatrick	New Amanda Kilpatrick	Wells Fargo Bank - Checking	License Fees	325.00	174,718.82
08/24/2021	Deposit		Jensen	Verify RaelLynn Jensen	Wells Fargo Bank - Checking	List Fee	25.00	174,743.82
08/24/2021	Deposit		Tina Bhakta	Renew Tina Bhakta	Wells Fargo Bank - Checking	License Fees	250.00	174,993.82
08/25/2021	Deposit		Duchess Menchavez Noble	fine Duchess Noble	Wells Fargo Bank - Checking	Accounts Receivable	200.00	175,193.82
08/25/2021	Expense		Charter		Wells Fargo Bank - Checking	Office Expense:Internet Service	-104.97	175,088.85
08/25/2021	Deposit		Sonny Heng	New Sonny Heng Sonny Heng	Wells Fargo Bank - Checking	License Fees	400.00	175,488.85
08/25/2021	Deposit		Chris Daulton	New Chris Daulton	Wells Fargo Bank - Checking	License Fees	300.00	175,788.85
08/26/2021	Deposit		Alyssa Adams	New Alyssa Adams	Wells Fargo Bank - Checking	License Fees	400.00	176,188.85
08/26/2021	Deposit		Sherilyn Wheeler	New Sherilyn wheeler Sherilyn wheeler	Wells Fargo Bank - Checking	License Fees	325.00	176,513.85
08/26/2021	Deposit		Ana Redd	Verify Ana Redd	Wells Fargo Bank - Checking	List Fee	25.00	176,538.85
08/26/2021	Deposit		Ashley Kaufman	Verify Ashley Kaufman	Wells Fargo Bank - Checking	List Fee	25.00	176,563.85
08/26/2021	Deposit		Kristie McWhorter	New Kristie McWhorter	Wells Fargo Bank - Checking	License Fees	400.00	176,963.85
08/27/2021	Bill Payment (Check)	5411	Nevada Rubber Stamp		Wells Fargo Bank - Checking	Accounts Payable	-59.00	176,904.85
08/27/2021	Deposit		Amanda Staley	New Amanda Staley	Wells Fargo Bank - Checking	License Fees	400.00	177,304.85
08/30/2021	Deposit		Kristen Armstrong	Verify Kristen Armstrong Kristen Armstrong	Wells Fargo Bank - Checking	List Fee	25.00	177,329.85
08/31/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 08/26/2021	Wells Fargo Bank - Checking	-Split-	-5,413.83	171,916.02
08/31/2021	Deposit		Jillian Campbell	New Jillian Campbell	Wells Fargo Bank - Checking	License Fees	162.50	172,078.52
08/31/2021	Deposit		Kelsey Pinkham	Verify Kelsey Pinkham	Wells Fargo Bank - Checking	List Fee	25.00	172,103.52
08/31/2021	Deposit		Duclos	Renew Marie Duclos	Wells Fargo Bank - Checking	License Fees	250.00	172,353.52
08/31/2021	Deposit			INTEREST PAYMENT	Wells Fargo Bank - Checking	Interest Income	1.49	172,355.01

State of Nevada Board of Occupational Therapy

Transaction Report
July - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
09/01/2021	Check	5412	Stonebridge ITS		Wells Fargo Bank - Checking	Professional Fees:IT / Technical Support	-270.00	172,085.01
09/01/2021	Check	DD1350	Loretta L Ponton	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	172,085.01
09/01/2021	Expense		QB Online		Wells Fargo Bank - Checking	Office Expense:Dues & subscriptions	-40.00	172,045.01
09/01/2021	Deposit		Levi	Levi, Mari - Verify	Wells Fargo Bank - Checking	List Fee	25.00	172,070.01
09/01/2021	Check		QuickBooks Payroll Service	Created by Payroll Service on 08/31/2021	Wells Fargo Bank - Checking	-Split-	-532.41	171,537.60
09/02/2021	Expense		Voya	NEVADA DEFERRED ACH DEBITS 210901 625031 2006 STATE OF NEVADA DEFERR	Wells Fargo Bank - Checking	Payroll Liability	-2,166.67	169,370.93
09/02/2021	Check	DD1351	Stacey Whittaker	Direct Deposit	Wells Fargo Bank - Checking	-Split-	0.00	169,370.93
09/02/2021	Deposit		gail vaughn	Vaughn, Gail - Renew	Wells Fargo Bank - Checking	License Fees	250.00	169,620.93
09/02/2021	Deposit		Calabro	Calabro, Nicole - Verify	Wells Fargo Bank - Checking	List Fee	25.00	169,645.93
09/04/2021	Deposit		Stuart	Stuart, Andrew - Renew	Wells Fargo Bank - Checking	License Fees	250.00	169,895.93
09/07/2021	Deposit		Chen	Chen, Lazara - Renew	Wells Fargo Bank - Checking	License Fees	250.00	170,145.93
09/08/2021	Deposit		Bell	Bell, Tikera - New	Wells Fargo Bank - Checking	License Fees	162.50	170,308.43
09/08/2021	Deposit		Hillary Crawford	Crawford, Hillary - Renew	Wells Fargo Bank - Checking	License Fees	250.00	170,558.43
09/09/2021	Deposit		Gibson	, Nathan Josiah Gibson - New	Wells Fargo Bank - Checking	License Fees	400.00	170,958.43
09/09/2021	Deposit		Gunderson	Gunderson, Randelle - New	Wells Fargo Bank - Checking	License Fees	400.00	171,358.43
09/09/2021	Deposit		Roberts	Roberts, Brittney - New	Wells Fargo Bank - Checking	License Fees	400.00	171,758.43
09/10/2021	Check	5413	JK Belz & Associates		Wells Fargo Bank - Checking	Professional Fees:Legislative Services	-2,000.00	169,758.43
09/10/2021	Deposit		Post	Post, Alex - New	Wells Fargo Bank - Checking	License Fees	400.00	170,158.43
09/10/2021	Deposit		Paredes	Paredes, Emily - New	Wells Fargo Bank - Checking	License Fees	325.00	170,483.43
09/10/2021	Deposit		Arnold	Arnold, Danielle - New	Wells Fargo Bank - Checking	License Fees	325.00	170,808.43
09/11/2021	Deposit		Chris Daulton	Daulton, Chris - Convert	Wells Fargo Bank - Checking	License Fees	100.00	170,908.43
09/13/2021	Expense			BANKCARD DISCOUNT FEE - 0227295150	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-0.10	170,908.33
09/13/2021	Expense			BANKCARD FEE - 0227295150	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-101.94	170,806.39
09/13/2021	Expense			BANKCARD INTERCHANGE FEE - 0227295150	Wells Fargo Bank - Checking	Bank Service/Merchant Charges	-227.82	170,578.57
09/13/2021	Deposit		Eric Giddings		Wells Fargo Bank - Checking	List Fee	25.00	170,603.57
09/13/2021	Deposit		Garcia	Garcia, Alexys - New	Wells Fargo Bank - Checking	License Fees	400.00	171,003.57
09/13/2021	Deposit		Antonopoulos	Antonopoulos, Alexa - New	Wells Fargo Bank - Checking	License Fees	300.00	171,303.57
09/13/2021	Deposit		Shaylee Ewing	Ewing, Shaylee - Convert	Wells Fargo Bank - Checking	License Fees	100.00	171,403.57
09/14/2021	Deposit		Board of Osteopathic Medicine		Wells Fargo Bank - Checking	Office Expense:Postage and Delivery	8.55	171,412.12
09/14/2021	Deposit		Amanda schwegel	schwegel, amanda - Convert	Wells Fargo Bank - Checking	License Fees	300.00	171,712.12
09/14/2021	Deposit		Ciera Steckling	Steckline, Ciera - Convert	Wells Fargo Bank - Checking	License Fees	100.00	171,812.12
09/14/2021	Deposit		Inna Feldman	Feldman, Inna - Renew	Wells Fargo Bank - Checking	License Fees	175.00	171,987.12
09/14/2021	Deposit		Alyssa Gremban	Gremban, Alyssa - Verify	Wells Fargo Bank - Checking	List Fee	25.00	172,012.12
09/15/2021	Expense		QuickBooks Payroll Service	BUSINESS TO BUSINESS ACH INTUIT PAYROLL S QUICKBOOKS 210915 XXXXX5765 STATE OF NEVADA BOARD	Wells Fargo Bank - Checking	Payroll Liability	-532.42	171,479.70
09/15/2021	Deposit		Haggar	Haggar, Lauren - List	Wells Fargo Bank - Checking	List Fee	50.00	171,529.70
09/15/2021	Deposit		Amber Ferguson	Ferguson, Amber - Renew	Wells Fargo Bank - Checking	License Fees	250.00	171,779.70
09/15/2021	Deposit		Looney	Looney, Christina - Renew	Wells Fargo Bank - Checking	License Fees	175.00	171,954.70
09/16/2021	Expense		Voya		Wells Fargo Bank - Checking	Payroll Liability	-611.16	171,343.54
09/18/2021	Deposit		Brynn Butzman	Butzman, Brynn - Renew	Wells Fargo Bank - Checking	License Fees	250.00	171,593.54
09/18/2021	Deposit		Jakobsson	Jakobsson, Amy - New Vet	Wells Fargo Bank - Checking	License Fees	200.00	171,793.54
09/19/2021	Deposit		Alysha Arrington	Arrington, Alysha - Renew	Wells Fargo Bank - Checking	License Fees	175.00	171,968.54
09/19/2021	Deposit		Brent Giacchetti	Brent Giacchetti, Brent Giacchetti - Renew	Wells Fargo Bank - Checking	License Fees	175.00	172,143.54
09/19/2021	Deposit		Wright	Wright, Craig - Renew	Wells Fargo Bank - Checking	License Fees	250.00	172,393.54
09/20/2021	Deposit		Bruno	Bruno, Jeff - Renew	Wells Fargo Bank - Checking	License Fees	250.00	172,643.54
09/20/2021	Deposit		Samantha Thao	Thao, Samantha - Renew	Wells Fargo Bank - Checking	License Fees	250.00	172,893.54
09/20/2021	Deposit		Samantha Ekiert	Ekiert, Samantha - Renew	Wells Fargo Bank - Checking	License Fees	250.00	173,143.54
09/20/2021	Deposit		Esther Lee	Lee, Esther - Renew	Wells Fargo Bank - Checking	License Fees	250.00	173,393.54
09/21/2021	Bill Payment (Check)	5414	Attorney General		Wells Fargo Bank - Checking	Accounts Payable	-961.70	172,431.84
09/21/2021	Deposit		Joseph Sandoval	Sandoval, Joseph - Verify	Wells Fargo Bank - Checking	List Fee	25.00	172,456.84
09/21/2021	Deposit		Allison Moore	Moore, Allison - Renew	Wells Fargo Bank - Checking	License Fees	250.00	172,706.84
09/21/2021	Bill Payment	5415	Information Technology		Wells Fargo Bank - Checking	Accounts Payable	-6.21	172,700.63

State of Nevada Board of Occupational Therapy

Transaction Report
July - September, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
09/22/2021	(Check) Deposit		Cassell	, Evan Cassell - New	Checking Wells Fargo Bank - Checking	License Fees	400.00	173,100.63
09/22/2021	Deposit		Ng	Ng, Shirley - New	Wells Fargo Bank - Checking	License Fees	400.00	173,500.63
09/22/2021	Deposit		Maria Martino	Martino, Maria - Verify	Wells Fargo Bank - Checking	List Fee	25.00	173,525.63
09/22/2021	Deposit		Jo	Jo, Victoria - New	Wells Fargo Bank - Checking	License Fees	400.00	173,925.63
09/22/2021	Deposit		Headley	Headley, Brittney - New	Wells Fargo Bank - Checking	License Fees	400.00	174,325.63
09/23/2021	Expense		A T & T		Wells Fargo Bank - Checking	Office Expense:Telephone	-43.48	174,282.15
09/23/2021	Deposit		Breeann Whiting	, Breeann whiting - Verify	Wells Fargo Bank - Checking	List Fee	25.00	174,307.15
09/23/2021	Deposit		Gibson	Gibson, Nathan - Verify	Wells Fargo Bank - Checking	List Fee	25.00	174,332.15
09/24/2021	Deposit		Daniel Forro	Forro, Daniel - Verify	Wells Fargo Bank - Checking	List Fee	25.00	174,357.15
09/24/2021	Deposit		Jason Thompson	Thompson, Jason - Verify	Wells Fargo Bank - Checking	List Fee	25.00	174,382.15
09/24/2021	Deposit		Shields	Shields, Emma - New	Wells Fargo Bank - Checking	License Fees	400.00	174,782.15
09/24/2021	Deposit			Smith, Rachel - New	Wells Fargo Bank - Checking	License Fees	400.00	175,182.15
09/24/2021	Deposit		Forro	Forro, Amanda - Verify	Wells Fargo Bank - Checking	List Fee	25.00	175,207.15
09/25/2021	Expense		Charter		Wells Fargo Bank - Checking	Office Expense:Internet Service	-238.98	174,968.17
09/26/2021	Deposit		Mouangchee	Lor, Mouangchee - New	Wells Fargo Bank - Checking	License Fees	162.50	175,130.67
09/28/2021	Deposit		Rachel Marks	Marks, Rachel - Verify	Wells Fargo Bank - Checking	List Fee	25.00	175,155.67
09/28/2021	Deposit		ABA Board		Wells Fargo Bank - Checking	-Split-	5,372.33	180,528.00
09/29/2021	Expense		US Treasury	BUSINESS TO BUSINESS ACH IRS NEVADA BOARD	USATAXPYMT 092921 225167205031935 STATE OF	Payroll Tax Liability	-3,657.90	176,870.10
09/29/2021	Deposit		Shawn Castle		Wells Fargo Bank - Checking	List Fee	25.00	176,895.10
09/29/2021	Expense		QuickBooks Payroll Service	BUSINESS TO BUSINESS ACH INTUIT PAYROLL S QUICKBOOKS 210929 NEVADA BOARD	XXXXX5765 STATE OF	Payroll Liability	-532.41	176,362.69
09/30/2021	Expense		Voya		Wells Fargo Bank - Checking	Deferred Revenue	-611.16	175,751.53
09/30/2021	Expense		QuickBooks Payroll Service	BUSINESS TO BUSINESS ACH INTUIT PAYROLL S QUICKBOOKS 210930 NEVADA BOARD	XXXXX5765 STATE OF	Payroll Liability	-5,413.83	170,337.70
09/30/2021	Deposit		Olivero	Olivero-Chew, Shannon - Renew	Wells Fargo Bank - Checking	License Fees	250.00	170,587.70
09/30/2021	Deposit		Meneely	DeGarmo, Meneely - New	Wells Fargo Bank - Checking	License Fees	400.00	170,987.70
09/30/2021	Deposit			INTEREST PAYMENT	Wells Fargo Bank - Checking	Interest Income	1.41	170,989.11
Total for Wells Fargo Bank - Checking							\$ -	5,284.79
TOTAL							\$ -	5,284.79

State of Nevada
Board of Occupational Therapy

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523
Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 11: Executive Director Performance Review
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Pursuant to the employment agreement entered into between the Executive Director and the Board, the Board is to conduct an annual performance review. A raise in salary and change in benefits, may be considered at the time of the performance review.

The last performance review was completed by the Board at the meeting of November 14, 2020. No salary or benefit adjustments were made at that time.

At the November 2018 Board meeting, the salary of the Executive Director was increased to the top of the range effective July 1, 2018 in recognition of outstanding performance and years of service to the Board. Current salary is \$100,161.36.

The personnel policies compensation wage range for the Executive Director was updated at the August 14, 2021 meeting to reflect comparable wage range as recommended by the Governor's Executive Audit Committee in their audit of board executive director salaries.

It is proposed the Board consider the following salary and benefit changes:

Salary:

- an increase in salary to \$128,586.50, retroactive to July 1, 2021; and
- a 3% increase in salary to \$132,442, top of the range, effective July 1, 2022 (FY 23)

The proposed 2021 salary equals the average of the FY 2021 legislative approved salary of Executive Directors identified as equivalent positions in the Governor's Executive Audit Report.

Benefits:

- Adjust PTO paid upon severance to \$65 per hour not to exceed \$19,500.

The Executive Director Employment Agreement would be amended to reflect the actions of the Board.

Attachments

Performance Evaluation Form
Summary of Activities
Comparable Salary Computations



Steve Sisolak
Governor

STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

6170 Mae Anne Ave, Suite 1
Reno, Nevada 89523
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Email: board@nvot.org / Website: www.nvot.org

Loretta L. Ponton
Executive Director

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

The Executive Director is the chief administrative officer for the Board of Occupational Therapy. The position is responsible for the overall management of the Board's office, activities and functions.

The following represent the duties/responsibilities of the position - on a scale of 1 - 5 with 5 being the highest and 1 being the lowest, complete an evaluation of how well the individual met or exceeded the criteria. A score of 3 = met criteria.

_____ Preparation and administration of the Board's annual budget; agency accounting and reporting.

_____ Promoting the Board's functions through written publications; maintaining the Board website; coordinating Board sponsored activities; and presenting at meetings, workshops, and other educational settings;

_____ Facilitate Board meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives.

_____ Serve as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organizations such as NBCOT, AOTA, NOTA.; applicants, licensees, and the public.

_____ Oversee all aspects of the licensing, monitoring and compliance functions including but not limited to maintenance of the Board electronic licensing and regulatory data collection system; final review and approval of applications for licensure; and performance of monitoring of licensee compliance with law and regulations;

_____ Manage the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, initial determine of merit and recommendations for hearing; negotiate consent decrees, facilitate disciplinary hearings and monitor probationary licensees.

_____ Maintain and manage NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board.

_____ Total Score

Maximum Points 35



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Loretta L. Ponton
Executive Director

Comments:

Other factors considered in evaluating performance, recommendations for improvement, etc.:

Signature: _____

Date: _____



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Loretta L. Ponton
Executive Director

EVALUATION CRITERIA - SUMMARY OF ACTIVITIES
December 1, 2020 - November 30, 2021

The year has been challenging with COVID-19 restrictions, remote work and office closures. Throughout the year, the Board activities and functions continued without interruptions and licensee and applicants were provided excellent services and response times remained exceptional.

Processes and protocols have been fluid, mitigations measures implemented ensuring the health and safety of the public and staff during unprecedented times. Remote work protocols and processes were developed and incorporated as updates to the Board personnel policies and operating policies and procedures.

Budgeting, Accounting and Financial Reporting

Biennial Budget FY 20 / FY 21; Updates
FY 2022 Budget Development / Reserve Funds Policy Analysis
Monthly Accounting Reviews and Financial Reports
Investment Analysis and Reinvestment Strategies

Continuation of electronic or automatic payment of bills; transmittal of financial data, and mobile deposit of checks received, shortening processing time and limiting physical contacts.

Implemented QuickBooks on-line accounting and financial reporting, established new internal controls, payment processing and financial reviewer procedures reflected in the updated Operating Policies and Procedures.

Written Publications, Website, Board Activities

Created new Board Resource documents and updated existing policies and procedures:

- Model Board Member Manual – Administrative Collaborative
- Board Reporting Requirements Guidelines
- Boards Record Retention Guidelines Summary
- Operating Policies and Procedures Manual updated November 6, 2021
- Personnel Policies and Procedures updated August 21, 2021;
- Remote Work Guidelines; and
- Website Continually Updated with News and Activities

Board Meetings

Calendar Year 2021 – January through November COVID-19 State of Emergency

January 16, 2021:

Criminal History Petition, Proposed Regulation Revisions, Legislative Reports, Administrative Collaborative activities

May 29, 2020:

Disciplinary Actions, Reserve Funds Analysis and 2022 Budget Draft; Emergency Provisions Revisited; New co-location recruitment of ABA Board, Administrative Collaborative activities

August 21, 2021:

NBCOT Presentation, Complaint Dismissal, Criminal History Petition, Final FY2022 Budget Approval; Updated Personnel Policies – Remote Work and Compensation Schedule; Board Strategic Direction Review and Planning for 2022 Planning Session.

November 6, 2021:

Regulatory Hearing and Approval of LCB File #01-2021; Regulation Workshop, Disciplinary Hearing, ED Performance Review, Updated Operating Policies and Procedures; Audit Services Contract Approval

Board Liaison - Governor's Office, NBCOT, AOTA, NOTA, Applicants & Licensees

Governor's Office: Board member recruitment and reappointment follow up with Boards and Commission staff. *Governor's Office of Finance:* Contracting and Reports; *Controller's Office* new debt collection reporting.

Department of Health, Public Health Preparedness Program, UNR Research on study of impact of Governor's Directive 11 (licensure) on professionals; the meeting was to include myself the Medical Board, and Nursing Board. The meeting was canceled at the last minute to be rescheduled.

Council of State Governments, Compacts in Action; participated in OT and SLP Compact webinar.

Legislative Counsel Bureau: Corresponded regarding regulation review and drafting of LCB file #R001-21.

NBCOT: Presentation to Board; Board training Virtual Regulatory Conference and reporting of disciplinary actions.

AOTA: AOTA representative participation in Board meetings; correspondence on AOTA documents.

NOTA: Representatives participate in Board meetings; discussion on regulations and legislation.

Applicants/Licensees: On-going responses by email and telephone to practice questions; provide guidance on specific practice issues.

Oversee Licensing Functions, Monitoring and Compliance

Oversee the licensing activities of the Licensing Coordinator and perform licensing functions in absence of licensing coordinator, review/approve non-conforming applications for licensure and license renewals; ensure CE and Supervisory Audits are conducted, reviewed and compliance determined.

One licensee failed to complete CE and was brought before the Board for disciplinary action.

Manage Complaint and Disciplinary Action Process

Received, reviewed and conducted informal investigations of complaints and made determinations as to actions, if any.

Board Orders = 1 case: Unlicensed Practice, License Reinstatement

Formal Hearings = 2 case: C21-03; failure to complete CE requirements; C22-01
unprofessional conduct

Cases Dismissed = 3 cases

Pending Cases = 2 in process of investigation

Maintain & Manage NRS and NAC Revisions, Workshops and Hearings

Proposed Regulation – LCB File 01-2021; Workshop November 2020 and January 2021; Hearing and Adoption November 2021. Proposed Regulation Workshop November 2021.

Legislative Liaison – Respond, Present and Correspond with Legislators and Legislative Committees

2021 Legislative Session

Worked closely with Board lobbyist during and after the 2021 Legislative Session. Daily during Session, monitored Legislative Committees, bill drafts and Bill status; completed fiscal notes as necessary and provided written testimony on applicable bills.

The Legislative Session did not result in any significant bills affecting Boards; Board consolidation efforts did not surface except with one bill draft which was not heard.

Through the Administrative Collaborative, distributed and informed participating Boards of potential impacts of bills and kept Boards' staff informed of pending bill issues.

Corresponded with Legislative Sponsors of data collection bills which resulted in amendments incorporating recommendations made for better data collection and less impact on Boards.

Board Office / Administration / Personnel

State Reporting: All state reporting requirements were met and submitted in a timely manner including but not limited to:

- Veteran's Services submitted to Nevada Department of Veteran's Services
- Consultant Reports and annual Revenue & Fees report submitted to the Budget Division
- Licensing and Disciplinary Actions quarterly reports submitted to the Legislative Counsel Bureau.
- Legislative Committee Reports
- **NEW Debt Collection Reporting, due every 6 months**

National Reporting: Disciplinary actions reported to the National Practitioners Databank, NBCOT and AOTA.

Board Office: Negotiated new co-location agreement with Board of Applied Behavior Analysis, assisted ABA Board in ED recruitment and interviews, provided technical assistance in Board operations for their new independent Board. Co-located as of October 1, 2021.

Established COVID protocols and remote work parameters, ensuring office coverage and no disruptions to services.

Personnel Administration: Oversee Licensing Coordinator activities; perform licensing functions when Licensing Coordinator is not available. Manage time and leave reporting, prepare and report wage and contributions for deferred compensation, unemployment and file all required state and federal payroll reports. Coordinate payroll processing with bookkeeper.

Financial Investments and Reserves: Manage and review financial investments, operating cash and reserves on an ongoing basis.

COVID-19 State of Emergency

Deferral of fees for license renewal and temporary licenses tracked; Remote work on hybrid schedule implemented in compliance with State Directives; ensured continued operations under restricted measures and continuation of services without undo delays.

Other Accomplishments and Activities

On-going assistance to other Board Executive Directors (i.e. Board of Applied Behavior Analysis, Marriage & Family Therapy, Board of Osteopathic Medicine) in administrative requirements; sharing of information and responding to general questions on administrative and regulatory responsibilities.

Professional and Occupational Licensing Boards Administrative Collaborative was implemented with 12 licensing boards signing the Administrative Collaborative Agreement. All licensing Boards are invited to attend meetings of the collaborative. The first meeting was held in December 2020 and a total of 5 meetings have been held in 2021. I facilitate all meetings and

developed Resource documents for the Collaborative. I also serve as the Contract Manager and perform contract manager functions for five (5) member Boards.

Summary Highlights of Accomplishments

- **Board Manuals and Procedures**
- **Regulations Finalized and Adopted**
- **Complaint and Disciplinary Actions Addressed**
- **Legislative Outreach – Legislative Session**
- **Administrative Collaborative**
- **Effective & Efficient Board Office Operations**

Comparable Salary Computation

EOB Audit Report Equivalent Boards	Leg Authorized July 1 2021	Audit Report FY 2017
Taxicab	\$ 128,613.00	\$ 117,699.00
Real Estate	\$ 110,211.00	\$ 100,858.00 *
Public Utilities	\$ 131,743.00	\$ 120,564.00
B & I	\$ 143,779.00	\$ 131,578.00 *
	\$ 514,346.00	\$ 470,699.00
Average Salary	\$ 128,586.50	\$ 117,674.75

2017 Audit Range *	\$ 101,000.00	\$ 132,000.00
2022 Equiv Range	\$ 110,362.70	\$ 144,236.40
Board Appvd Range	\$ 87,320.16	\$ 132,441.84

7/1/2021 **Proposed Salary** **Avg Salary 2022 \$ 128,586.50**

7/1/2022 **Proposed FY 23** **3% COLA FY 23 \$ 132,444.10**

July 1, 2018 **Current Salary \$ 100,161.36**
 November 2018 Board Approved Top of Range plus Medical Stipend

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AGENDA ITEM 13: Report from Board Chair & Members

Reports

FARB Conference – Mel Minarik

Future Agenda Items

Review of NRS 640A & NAC 640A

AOTA Model Language – Definition of Occupational Therapy

AOTA Standards of Practice (2020)

AOTA Code of Ethics (2020)

2022 Meeting Schedule

Regularly Scheduled Meetings

Calendar Year 2022	Topics/Comments
January 29	Regulation Hearing / Regular Meeting
<i>April 29-30</i>	<i>Strategic Planning Retreat – Las Vegas</i>
August 20	Biennial Budget
November 5	Audit Report Approval

Comments from Board Members