



STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

MINUTES BOARD TRAINING AND PLANNING SESSION

August 12 and 13, 2022

Members Present: Allison Stone, Elizabeth Straughan, Jose Pablo Castillo, Phil Seitz, Mel Minarik
Members Absent: None
Staff Present: Loretta L. Ponton, Executive Director
Stacey Whittaker, Licensing Coordinator
Public Present: None

Call to Order, Confirmation of Quorum

Chair Stone, called the Board meeting to order at 2:06 p.m. A roll call confirmed a quorum was present.

Public Comments – Chair Stone opened public comments. There was no public present.

Board Training Session – Loretta Ponton, Executive Director presented the Board Training Session on the following topics: Board Member duties and responsibilities, conflict of interest, board liability, decision making and Board members and officers; overview of Board Law with a presentation entitled The Life of a Legislative Bill; overview of Board regulations with presentation entitled Creation of a Regulation; overview of the Complaint and Hearing Processes; Open Meeting Law summary; and the Role of the Board and Executive Director. The Training Session was concluded with a Board Self-Assessment completed by each Board Member.

Chair Stone recessed the meeting at 5:00 p.m.

Reconvene – August 13, 2022 – 8:00 a.m.

Chair Stone confirmed a quorum of Board members was present.

Public Comment – Chair Stone noted there was no public present to make comments.

Chair Stone turned the planning session over to Loretta Ponton to facilitate.

Strategic Direction 2020 – 2022 – Ms. Ponton reviewed the 2020 – 2022 Strategic Direction highlighting accomplishments and challenges faced by the Board in completing all Goals.

The theme of 2023 / 2024 Planning Session is Protection of the Public through Regulation of Practice. The Mission Statement was reviewed; and Board Fiduciary Responsibilities were explained as two-fold; to

protect the public in accordance with laws, regulations, and disciplinary proceedings; and oversight of Board functions and operations.

Fiduciary Objectives were outlined in the two areas: (1) to Protect the Public and (2) Board Oversight.

Ms. Ponton led the members in discussions of Objective **(1), Protect the Public** in the sub-topics:

- establish a communication system wherein the public and practitioners are informed about OT services available, complaints process, supervision requirements, and roles in clinical training of OT students,
- establish laws and regulations that address barriers to licensure, the provision of services, maintenance of practice competency, and ethical and profession conduct.

Communication System – Members concurred on the concept of developing an annual presentation - Orientation to Occupational Therapy in Nevada to be made available to students at OT educational institutions, Touro University, UNLV, PIMA University and any other OT/OTA educational providers and to make the presentation available for Continuing Education Credit to current and new licensees on the Board website. The annual presentation could be over ZOOM with a question and answer format. Discussion also included an annual newsletter, email blast and/or to engage NOTA to send out information. It was discussed that more outreach was needed to licensees to clarify CE requirements and biennial renewals.

Laws and Regulations – Members concurred that the Board has adequately addressed reasonable fees, licensure equity and licensure of military and veterans. It was noted a NRS revision might be considered to authorize a representative of the Board to sign subpoenas.

The members concurred the primary fiduciary focus for 2022 / 2023 should be Professional Conduct. The members directed staff to research options for providing CE seminars or sessions on ethics and professional conduct.

Ms. Ponton facilitated discussions on fiduciary objective **(2) Board Oversight** in the following sub-topics:

- ensure effective and efficient Board administrative systems that address board and staff training, finances, licensing, complaint processing, reporting, board policies and resource collaboration.
- ensure personnel oversight by implementing fair and equitable employment practices, staff training and documented personnel policies
- address transition planning for Executive Director retirement, recruitment, hiring and training/mentoring.

Board Administration – Members identified a need for Board training in the Hearing process and requested feedback from legal counsel on previous hearings and how they can be improved. Members identified a need for more in-person communication during a complaint hearing with a request to group members and legal counsel together, north and south, if possible, when hearings are by ZOOM. There was consensus that on-going Board training be added to each board meeting as topic specific educational sessions.

Personnel Oversight – Members identified possible travel/automobile stipends as an additional employment benefit and directed staff to research other employment benefit options.

Personnel Policies – Members identified a need to update and review job specifications and responsibilities for possible realignment of duties and reclassification of some current authorized positions. Staff was directed to review and propose revised job specifications, to research salary and benefit packages and prepare recommendations for position reorganization, salary, and benefit proposals.

Transition Planning – Members established a tentative transition schedule with consideration of job specifications and staff reorganization at the November 2022 meeting; consideration of personnel budget, benefits, and comparative cost analysis in January 2023; recruitment efforts to begin in February/March for a target hire date of July 1, 2023, with a 2-month transition/mentoring period through August 2023.

The 2023 / 2024 Strategic Plan summary and action items will be compiled and presented for Board approval at the November Board meeting.

Public Comment – There was no public present.

Adjournment – 2:00 p.m.