



STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

SUMMARY MINUTES PUBLIC BOARD MEETING

August 5, 2023

Members Present: Phil Seitz, Jose Pablo Castillo, Melanie Minarik, Jocelyn Pereira, Allison Stone
Members Absent: None
Staff Present: Loretta L. Ponton, Executive Director
Stacey Whittaker, Director of Licensing & Operations
Henna Rasul, Sr. Deputy Attorney General
Public Present: Lea Case, Heather Hartley, Iris Kwan, Elyse Monroy, Jessica Walker

Call to Order, Confirmation of Quorum

Chair Seitz called the Board meeting to order at 12:03 pm. A roll call confirmed a quorum was present.

Public Comments

Chair Seitz opened public comments. There were no comments.

Legislative Activities

Lea Case and Elyse Monroy of Belz and Case Government Affairs provided an update on legislative activities for the 82nd Legislative Session. Discussion included the Governor's Executive Orders, the Nevada Occupational Therapy Licensure Bill, changes to the Nevada Open Meeting Law, and most notably SB431 creating the Office of Nevada Boards, Commissions, and Council Standards within the Department of Business and Industry.

Approval of Minutes

Chair Seitz called for approval of minutes.

Allison Stone made the motion, seconded by Vice Chair Castillo to approve the minutes of the meeting of May 13, 2023. The motion passed.

Executive Director's Report

Ms. Ponton provided a report on licensure statistics, FY23 financial reports, office operations and activities, Jurisprudence Exam, potential regulation revisions, and board complaint status. The FY23 Financial Statements and 4th quarter ending June 30, 2023 reports were presented.

Allison Stone made the motion, seconded by Vice Chair Castillo, to approve the Executive Director's Report. The motion passed.

Review and Approval of Fiscal Year 2024 Budget

Ms. Ponton presented the Fiscal Year 2024 Budget to the board including consideration of a Temporary Part-Time position to assist in the training of the new Executive Director. Ms. Ponton agreed to this position on a part-time temporary basis, not to exceed 6 months. Mel Minarik felt that 6 months was too long for training and that 3 months would be more appropriate.

Allison Stone made the motion, seconded by Vice Chair Castillo to approve the FY24 Budget including the Temporary Part-Time Position for Loretta Ponton for a maximum of 4 months. The motion passed.

Consideration of Contract Renewal with Belz & Case Government Affairs was also presented as part of the budget. The contract for Legislative services will expire December 31, 2023. Belz & Case has submitted a proposal to renew the contract for an additional 2 years through December 31, 2025.

After further discussion, Chair Seitz motioned to table consideration of contract renewal for Belz & Case to the next meeting. Vice Chair Castillo seconded the motion, Mel Minarik opposed. Motion carries.

Executive Director Applicant Interviews

Loretta Ponton summarized the final interview process, stating that preliminary interviews were conducted with four candidates, the top two being requested to interview before the Board. The Board Members were provided with a summary of education and experience for both candidates prior to the board meeting.

The interviews were conducted in an open meeting format and both candidates, Jessica Walker and Heather Hartley were given 15 minutes to provide a brief presentation to the Board, followed by standardized questions from the Board.

Consideration of Executive Director Candidates, Selection and Offer of Employment

Upon conclusion of the interviews, the board evaluated the candidates for the Executive Director position. After consideration, evaluation and discussion of each candidate, the Board agreed unanimously to offer the position to Heather Hartley.

The board reviewed and discussed proposed terms and conditions to be included in the offer of employment.

Phil Seitz made the motion, seconded by Allison Stone to extend an offer of employment to Heather Hartley for the Executive Director position with the Board of Occupational Therapy. The motion passed.

Report from Deputy Attorney General

Henna Rasul stated she had nothing to report.

Board Activities & Reports from Members

Loretta Ponton presented the remaining 2023 meeting and activities schedule and recommended that the September 23rd meeting be a Zoom Meeting with a Regulatory Workshop followed by an In-Person Las Vegas Meeting on November 4th. Future meetings may be necessary for complaints/disciplinary hearings. The board will set the 2024 Meeting Schedule at the November 4th meeting.

Public Comment

Chair Seitz opened the floor for public comments. Iris Kwan, OT introduced herself to the Board as a licensee and member of NOTA. She thanked the board for their efforts and asked if they would please forward her the legislative report presented at the meeting. There were no further comments.

Adjournment – Chair Seitz adjourned the meeting at 3:10 pm.