



STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

NOTICE OF PUBLIC MEETING

September 23, 2023 – 9:00 a.m.

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

Zoom Access:

<https://us06web.zoom.us/j/86523017421?pwd=UmZGamVSeHJtOFBFTnpCWWNuRlJEZz09>

Meeting ID: **865 2301 7421**

Passcode: **613997**

Telephone Audio Only: **(253) 215-8782**

AGENDA

Public comment is welcomed by the Board in writing or in person. Persons wishing to provide public comments remotely may access the meeting by telephone at (253) 215-8782 or through the electronic link posted on the agenda. Public comment will be limited to five minutes per person and comments based on viewpoint will not be restricted. Public comment will be available at the beginning of the meeting and 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 at his/her sole discretion. (NRS 241.020, NRS 241.030)

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.

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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)
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3. Approval of the Minutes (for possible action)
 - August 5, 2023

4. Legislative Activities (informational)
 - Legislative Status Report – Belz & Case Legislative Affairs
5. Citation for Unauthorized Practice; Administrative Fine pursuant to NRS 640A.230 2(c) (for possible action)
 - Nicole Kohnert, OTA, License No. OTA-2242

Possible closed session for the Board to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030)

6. Disciplinary Matters – Consent Decree (for possible action)
 - Case No. C24-01: Nicole Kohnert, OTA, License No. OTA-2242

Possible closed session for the Board to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030)

7. Disciplinary Matters –Dismissal of Complaint(s) (for possible action)
 - Complaint Case No. C24-02
 - Complaint Case No. C24-03
 - Complaint Case No. C24-06

8. Review and Approval of Revised Fiscal Year 2024 Budget (for possible action)

- Contract Renewal – Belz & Case Government Affairs

9. PUBLIC WORKSHOP – Proposed Regulation (informational)

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

- New Section –General requirements regarding competence; and defines competence.
- New Section – Specialty practice requirements to include competence, documentation and written consent in certain circumstances.
- New Section - Qualifications for standard license by reciprocity.
- NAC 640A.030 – removes transcripts as a pre-requisite for licensure and adds reference to the National Board for Certification in Occupational Therapy.
- NAC 640A.041 – removes obsolete criteria for eligibility to obtain a standard license, and adds the requirement to pass the Nevada Occupational Therapy Jurisprudence examination.
- NAC 640A.062 – clarifies the expiration date of a standard license that was converted from a temporary license.
- NAC 640A.065 – removes obsolete language, clarifies the requirements for a provisional license and clarifies the expiration date of a standard license that was converted from a provisional license.
- NAC 640A.070 – removes requirement to re-take the Nevada Occupational Therapy Jurisprudence Examination; add new criteria for credit for continuing education if licensees holds current certification from the National Board for Certification in Occupational Therapy.
- NAC 640A.090 – restructures and creates new paragraph 7 on acceptable documentation for continuing education.
- NAC 640A.101 – removed restriction on date to submit request for waiver of continuing education.

- NAC 640A.130 – adds contact telephone and email address to information required to be updated with the Board.
- NAC 640A.155 – removes fee for returned payments and authorizes the Board to charge a convenience fee for credit and debit card payments.
- NAC 640A.160 – revises fees charged by the Board.
- NAC 640A.170 – revises administrative fines for practicing with an expired license and adds administrative citations and fines.
- NAC 640A.200 – removes unnecessary references to use of official titles or initials.
- NAC 640A.350 – adds failure to report and inappropriate touching to acts constituting unprofessional conduct.
- Repeals sections NAC 640A.060, NAC 640A.150 and NAC 640A.510.

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

10. Consideration of Proposed Regulation (for possible action)

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

11. Executive Director’s Report (for possible action)

12. Report from Deputy Attorney General (informational)

13. Board Activities & Reports from Members (for possible action)

- 2024 Meeting and Activities Schedule

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)

15. Adjournment (for possible action)

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 of Occupational Therapy Administrative Office, 6170 Mae Anne Ave., Reno, NV 89523, on the Board of Occupational Therapy website www.nvot.org; and may also be accessed at the following websites: <https://notice.nv.gov/> - State of Nevada Public Notices

This agenda has been sent to all members of the State of Nevada Board of Occupational Therapy and other interested persons who have requested an agenda from the Board. Persons who wish to continue to receive an agenda and notice must request so in writing on an annual basis.

Supporting materials relating to this public meeting of the Board of Occupational Therapy are available on the Board website www.nvot.org or by contacting the Board office at (775) 746-4101 or email board@nvot.org

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 3: APPROVAL OF MINUTES

The minutes of the meeting of August 5, 2023 of the State Board of Occupational Therapy are presented for approval.

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



**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.

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

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.

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

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.

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AGENDA ITEM 4: Legislative Activities
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Legislative Report

Lea Case of Belz and Case Government Affairs will provide an update on Legislative Issues.

Attachment
Written Legislative Report

Nevada State Board of Occupational Therapy
Legislative Interim Report – September 7th, 2023
Submitted by Belz & Case Government Affairs

As summer comes to an end and the school year starts up again, we anticipate the pace of interim activities to increase as agencies and the legislature strive to make progress on the implementation of policies and programs before the winter holiday season.

Legislative Interim Activity

The Interim Finance Committee (IFC) met on August 9th, 2023. This was a tense and riveting meeting that lasted 13 hours, during which the Governor's office went head to head with legislative democratic leadership over a [proposal to use Coronavirus dollars](#) to fund opportunity scholarships. This proposal was voted down. IFC meets again on October 11th at 9am.

The Legislative Commission met on August 21st. All **agenized** regulations were approved except for R148-22 a Board of Health Regulation relating to communicable disease reporting. Regulation R111-22, related to vital records reporting was passed with no Republican support. Assemblyman Delong noted that he was voting against the regulation because it included "multi gender language". Additionally, the Commission made appointments to the Nevada Youth Legislature and the Silver Hair Forum. Appointments to the joint interim committees were not made. Interim committee work will not start until those appointments are made.

The next meeting of the Legislative Commission has not been scheduled.

Legislation Implementation

[SB431](#)- Office of Boards and Commission-Business and Industry (B&I) withdrew an IFC agenda in August related to the hiring of a deputy director that would oversee that office. The B&I Director's office has started collecting information about board operations from licensing boards related to the number of licensee and software systems.

Elections:

If anything feels evergreen anymore it's election season and, believe it or not, it is already upon us. Assembly representatives (42) must run every two years, while the Senate (21) has four-year terms so only half run each election cycle. Constitutional offices, including the Governor, run every four years and are not up for election in 2024. The following are open seats, where no incumbent is running for re-election.

In the Assembly announcements have been made related to 3 seats:

AD2 – Heidi Kasama (R) is running for Congress.

AD10 – Sabra Newby (D) is resigning from the Assembly to take a position with the City of Las Vegas.

AD17 – Claire Thomas (D) is running for SD1 to succeed Pat Spearman (D) who is termed out.

Ten Senate districts (1, 3, 4, 5, 6, 7, 11, 15, 18, and 19) are up for election this cycle. Of those, four are open.

SD1 – Pat Spearman (D) termed out. Claire Thomas (D - AD17) announced her intention to run.

SD15 – Heidi Seevers Gansert (R) is not seeking re-election. Reno City Councilwoman Naomi Duerr has announced her candidacy.

SD18 – Scott Hammond (R) is termed out.

SD19 – Pete Goicoechea (R) is termed out.

Candidate filing happens in March 2024 at which time we will have a complete lay of the land including all open seats, primary races, and more.

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AGENDA ITEM 5. Citation; Administrative Fine

**Citation for Unauthorized Practice
Administrative Fine**

Nicole Kohnert, OTA License No. OTA-2242

On July 12, 2023, Ms. Kohnert was issued a **Citation for Unlicensed Practice** during the period **March 27, 2023 to July 6, 2023** and provided notice to appear before the Board for a determination of whether to assess an **administrative fine** for practicing without a valid license pursuant to NRS 640A.230 and NAC 640A.170.

NRS 640A.230 Unauthorized practice prohibited; penalties.

1. Except as otherwise provided in [NRS 629.091](#), a person shall not practice occupational therapy, or represent that he or she is authorized to practice occupational therapy, in this state unless he or she holds a current license issued pursuant to this chapter. A person who violates the provisions of this subsection is guilty of a gross misdemeanor.

2. In addition to any other penalty prescribed by law, if the Board determines that a person has violated the provisions of subsection 1, the Board may:

(a) Issue and serve on the person an order to cease and desist until the person obtains from the Board the proper license or otherwise demonstrates that he or she is no longer in violation of subsection 1. An order to cease and desist must include a telephone number with which the person may contact the Board.

(b) **Issue a citation to the person.** A citation issued pursuant to this paragraph must be in writing, describe with particularity the nature of the violation and inform the person of the provisions of this paragraph. Each activity in which the person is engaged constitutes a separate offense for which a separate citation may be issued. To appeal a citation, the person must submit a written request for a hearing to the Board not later than 30 days after the date of issuance of the citation.

(c) **Assess against the person an administrative fine of not more than \$5,000.**

(d) Impose any combination of the penalties set forth in paragraphs (a), (b) and (c).

(Added to NRS by [1991, 991](#); A [1995, 753](#); [2013, 279, 2243](#))

NAC 640A.170 Administrative fine for practicing with expired license; Board may waive fine under certain circumstances. (NRS 640A.110, 640A.230)

1. Except as otherwise provided by subsection 2, the Board will assess against a person practicing occupational therapy whose license has expired an administrative fine of:

(a) Not less than \$50 if the period of expiration of the license is 30 days or less.

(b) Not less than \$200 and not more than \$5,000 if the period of expiration of the license is more than 30 days.

2. The Board may waive an administrative fine assessed pursuant to subsection 1:

(a) For the first offense.

(b) If the period of expiration of the license is 30 days or less.

(c) Upon a finding of good cause by the Board. A person seeking waiver of an administrative fine on the grounds prescribed by this paragraph shall submit a written request to the Board which must include proof satisfactory to the Board that good cause exists for the Board to waive the administrative fine. As used in this paragraph, "good cause" includes, without limitation, circumstances under which a person suffers from an illness or disability, suffers an injury or experiences a family hardship.

(Added to NAC by Bd. of Occupational Therapy by R017-14, eff. 10-24-2014)

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AGENDA ITEM 6. Disciplinary Matters

Consent Decree

Case No. C24-01
Nicole Kohnert, OTA License No. OTA-2242

The above referenced Complaint Case is proposed to be settled by Consent Decree. The Consent Decree will be provided under separate cover for consideration of approval.

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AGENDA ITEM 7. Disciplinary Matters
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Recommendation for Dismissal

Complaint Case No. C24-02
Complaint Case No. C24-03
Complaint Case No. C24-06

After review of all documentation received regarding the above referenced complaints, it has been determined that there is insufficient evidence to file formal complaints 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. C24-02 alleged unlicensed practice of occupational therapy;
Case No. C24-03 alleged failure to pass a pre-employment drug screening in another state;
Case No. C24-06 alleged performance deficiencies in employment.

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 8: Fiscal Year 2024 Budget

Consideration of Contract Renewal – Belz & Case Government Affairs

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**. The next Legislative Session is January – June of 2025, interim committees will be meeting during 2024 and it is anticipated the reorganization of Board oversight under Business and Industry will require additional attention during the interim and into the next Legislative Session.

A Contract Amendment has been prepared for Board approval which incorporates Negotiated Terms and Costs over the interim and next Legislative session.

Consideration of Revision to Fiscal Year 2024 Budget

The FY 2024 Budget has been revised to include the authority for payment of the Legislative Services Contract Amendment as negotiated and adjust personnel expenses for the temporary position as approved at the August Board Meeting.

Attachments

Belz & Case Government Affairs Contract Amendment 1
FY 24 / 25 Revised Budget

CONTRACT SUMMARY

(This form must accompany all contracts submitted to the Board of Examiners (BOE) for review and approval)

I. DESCRIPTION OF CONTRACT

1. Contract Number: 25525	Amendment Number: 1	
Agency Name: BDC LICENSING BOARDS & COMMISSIONS	Legal Entity Name: J.K. Belz & Associates dba Belz & Case Government Affairs	
Agency Code: BDC	Contractor Name: J.K. Belz & Associates dba Belz & Case Government Affairs	
Appropriation Unit: B031 - All Categories	Address: 111 W. Proctor Street Suite 209	
Is budget authority available?: Yes	City/State/Zip: Carson City, NV 89703	
If "No" please explain: Not Applicable	Contact/Phone: Lea Case 775-329-0119	
	Vendor No.:	
	NV Business ID: NV200001427326	

To what State Fiscal Year(s) will the contract be charged? **2022-2026**

What is the source of funds that will be used to pay the contractor? Indicate the percentage of each funding source if the contractor will be paid by multiple funding sources.

General Funds	0.00 %	X	Fees	100.00 % License Fees
Federal Funds	0.00 %		Bonds	0.00 %
Highway Funds	0.00 %		Other funding	0.00 %

2. Contract start date:

a. Effective upon Board of Examiner's approval? **No** or b. other effective date **02/17/2022**

Anticipated BOE meeting date **10/2023**

Retroactive? **No**

If "Yes", please explain

Not Applicable

3. Previously Approved **12/31/2023**

Termination Date:

Contract term: **3 years and 318 days**

4. Type of contract: **Contract**

Contract description: **Legislative Services**

5. Purpose of contract:

This is the first amendment to the original contract for legislative services to extend the end date and increase total compensation due to the continued need for the services.

6. CONTRACT AMENDMENT

	Trans \$	Info Accum \$	Action Accum \$	Agenda
1. The max amount of the original contract:	\$48,000.00	\$48,000.00	\$48,000.00	Yes - Info
2. Amount of current amendment (#1):	\$51,000.00	\$51,000.00	\$99,000.00	Yes - Info
3. New maximum contract amount:	\$99,000.00			
and/or the termination date of the original contract has changed to:	12/31/2025			

II. JUSTIFICATION

7. What conditions require that this work be done?

NRS 640A.100 provides the Board's authority for staffing and to establish the duties and payment.

8. Explain why State employees in your agency or other State agencies are not able to do this work:

NRS 640A.100 - The Board must obtain its own services, there are no employees of the Board who can perform the services requested.

9. Were quotes or proposals solicited? Yes

Was the solicitation (RFP) done by the Purchasing Division? No

a. List the names of vendors that were solicited to submit proposals (include at least three):

b. Solicitation Waiver: **Not Applicable**

c. Why was this contractor chosen in preference to other?

The vendor has provided like kind services previously and services were satisfactory.

d. Last bid date: 12/09/2021 Anticipated re-bid date: 12/01/2025

10. a. Does the contract contain any IT components? No

b. Is the contract part of an IT investment project over \$50,000? No

III. OTHER INFORMATION

11. Is there an Indirect Cost Rate or Percentage Paid to the Contractor?

No If "Yes", please provide the Indirect Cost Rate or Percentage Paid to the Contractor

Not Applicable

12. a. Is the contractor a current employee of the State of Nevada or will the contracted services be performed by a current employee of the State of Nevada?

No

b. Was the contractor formerly employed by the State of Nevada within the last 24 months or will the contracted services be performed by someone formerly employed by the State of Nevada within the last 24 months?

No

c. Is the contractor employed by any of Nevada's political subdivisions or by any other government?

No If "Yes", please explain

Not Applicable

13. Has the contractor ever been engaged under contract by any State agency?

Yes If "Yes", specify when and for which agency and indicate if the quality of service provided to the identified agency has been verified as satisfactory:

Board of Occupational Therapy - services verified as satisfactory
Board of Cosmetology - services verified as satisfactory

14. Is the contractor currently involved in litigation with the State of Nevada?

No If "Yes", please provide details of the litigation and facts supporting approval of the contract:

Not Applicable

15. The contractor is registered with the Nevada Secretary of State's Office as a:
Nevada Corporation

16. a. Is the Contractor Name the same as the legal Entity Name?

Yes

17. a. Does the contractor have a current Nevada State Business License (SBL)?

Yes

18. a. Is the legal entity active and in good standing with the Nevada Secretary of State's Office?

Yes

19. Agency Field Contract Monitor:

20. Contract Status:

Contract Approvals:

Approval Level	User	Signature Date
Budget Account Approval	lp310000	08/23/2023 13:33:10 PM
Division Approval	lp310000	08/23/2023 13:33:19 PM
Department Approval	lp310000	08/23/2023 13:33:29 PM
Contract Manager Approval	lp310000	08/23/2023 13:34:13 PM

CETS #:	
Solicitation #:	

AMENDMENT # 1

TO CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

Between the State of Nevada
Acting By and Through Its

Agency Name:	State of Nevada, Board of Occupational Therapy
Address:	6170 Mae Anne Ave., Suite 1
City, State, Zip Code:	Reno, NV 89523
Contact:	Heather Hartley
Phone:	775-746-4101
Fax:	775-746-4105
Email:	board@nvot.org

Contractor Name:	J. K. Belz & Associates, Inc. dba Belz & Case Government Affairs
Address:	111 W. Proctor Street, Suite 209
City, State, Zip Code:	Carson City, NV 89703
Contact:	Lea Case
Phone:	775-329-0119
Fax:	775-329-6448
Email:	lc@belzcase.com

1. **AMENDMENTS.** For and in consideration of mutual promises and other valuable consideration, all provisions of the original Contract resulting from Solicitation for Services #1 and dated 12/30/2021, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

A. Provide a brief explanation for contract amendment.

This is the first amendment to the contract to extend the end date to December 31, 2025 and increase compensation from \$ \$48,000.00 to \$ 99,000.00 for the term of the contract due to the continued need for these services.

B. Current Contract Language:

1. CONTRACT TERM. This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 7, Contract Termination*. Contracts requiring approval of the Nevada Board of Examiners or the Clerk of the Board are not effective until such approval has occurred, however, after such approval, the effective date will be the date noted below.

Effective from:	Upon Approval	To:	December 31, 2023
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CETS #:	
Solicitation #:	

3. SCOPE OF WORK. The Scope of Work is described below, which is incorporated herein by reference:

DESCRIPTION OF SCOPE OF WORK:
Legislative Services will include assisting the Board with monitoring legislative initiatives related to professional and occupational licensing Boards in Nevada; attending and/or representing the Board's interests in interim committee meetings; analyzing proposed bill draft requests; tracking legislation applicable to Boards, conducting outreach activities with stakeholders, legislators, state agencies, professional licensing boards and organizations and other activities deemed appropriate by the Board.

4. CONSIDERATION. The parties agree that Contractor will provide the services specified in *Section 3, Scope of Work* at a cost as noted below:

\$ 2,000.00	per	Month
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Total Contract or installments payable at:	Monthly upon invoice for services provided
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Total Contract Not to Exceed:	\$ 48,000.00
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The State does not agree to reimburse Contractor for expenses unless otherwise specified in the Scope of Work or incorporated Attachments (if any). Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

C. Amended Contract Language:

1. CONTRACT TERM. This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 7, Contract Termination*. Contracts requiring approval of the Nevada Board of Examiners or the Clerk of the Board are not effective until such approval has occurred, however, after such approval, the effective date will be the date noted below.

Effective from:	Upon Approval	To:	December 31, 2025
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3. SCOPE OF WORK. The Scope of Work is described below, which is incorporated herein by reference:

DESCRIPTION OF SCOPE OF WORK:
Legislative Services will include assisting the Board with monitoring legislative initiatives related to professional and occupational licensing Boards in Nevada; attending and/or representing the Board's interests in interim committee meetings; analyzing proposed bill draft requests; tracking legislation applicable to Boards, conducting outreach activities with stakeholders, legislators, state agencies, professional licensing boards and organizations and other activities deemed appropriate by the Board.
Attachment A – Renewal Proposal and Negotiated Items

CETS #:	
Solicitation #:	

4. CONSIDERATION. The parties agree that Contractor will provide the services specified in *Section 3, Scope of Work* at a cost as noted below:

January 1, 2021 – December 31, 2023 =	\$ 2,000.00	per	Month
January 1, 2024 – June 30, 2024 =	\$ 1,000.00		
July 1, 2024 – June 30, 2025 =	\$ 3,500.00		
July 1, 2025 – December 31, 2025 =	\$ 2,000.00		

Total Contract or installments payable at:	Monthly upon invoice for services provided
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Total Contract Not to Exceed:	\$ 99,000.00
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The State does not agree to reimburse Contractor for expenses unless otherwise specified in the Scope of Work or incorporated Attachments (if any). Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

2. **INCORPORATED DOCUMENTS.** Exhibit A (original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

ATTACHMENT A

Belz & Case Government Affairs

Negotiated Items

Renewal Proposal

Belz & Case Government Affairs

Negotiated Terms

Amendment 1: Scope of Work Addendum

Contractor will monitor and provide a monthly written and/or verbal report of activities and/or meetings attended, to the Executive Director, to include, as applicable:

- Interim Legislative Committee Meetings
- Legislative Commission
 - Sunset Subcommittee of the Legislative Commission
- State Board of Examiners
- State Interim Finance Committee
- Department of Business and Industry
 - Office of Boards Commissions and Council Standards
- Governor’s Office actions or activities related to Boards and Commissions.
- Title 54 - Nevada Regulatory Boards meetings, workshops, hearings, and other activities related to administration or regulation of occupational and professional Boards in Nevada

Contractor will provide guidance to the Executive Director in the Legislative process, when requested.

Contractor will provide a written and oral Legislative Report for the Board at each of it’s regularly scheduled Board meetings.

Amendment 1 - Consideration

Consideration: Total Contract Not to Exceed \$99,000 payable as follows:

Original Contract:	January 1, 2022 – December 31, 2023:	\$ 48,000
Amendment 1:	January 1, 2024 – December 31, 2025	<u>\$ 51,000</u>
	Total Contract Not to Exceed	\$ 99,000

Amendment 1: Payable in Monthly Installments:

January 1, 2024 – June 30, 2024:	\$ 1,000	\$ 6,000	2024/2025 Interim
July 1, 2024 – December 31, 2024	\$ 2,000	\$ 12,000	2024/2025 Interim
January 1, 2025 – June 30, 2025	\$ 3,500	\$ 21,000	2025 Session
July 1, 2025 – December 31, 2025	\$ 2,000	<u>\$ 12,000</u>	2025/2026 Interim
Total Amendment 1:		\$ 51,000	

Board of Occupational Therapy Fiscal Year

FY 2024	\$ 6,000
FY 2025	\$ 33,000
FY 2026	<u>\$ 12,000</u>
	\$ 51,000

Proposal for Continuation of Legislative Services
Submitted to the Nevada State Board of Occupational Therapy
July 2023

i Philosophy – Tailored professional service to meet your unique needs.

Belz & Case Government Affairs (Belz & Case) provides personalized attention to clients large and small. Professional assistance in government relations is not about “one size fits all” but rather should consist of a thoughtful and tailored approach based upon each client’s strengths and needs.

Belz & Case is very careful to minimize conflict among clients by studying and understanding each prospective client and purposefully maintaining the overall number of clients to a level that will allow for the most effective representation of each. We have reviewed our client base and see no conflicts with submitting this proposal for continued services.

i Team – Lea Case, Elyse Monroy-Marsala, and Jeanette Belz

Our team brings a wealth of knowledge and experience in the Nevada state political and policy realm to elevate your legislative and interim goals. From concrete tasks, like committee and bill tracking, to abstract creations, like strategy development, our team wraps a variety of individual skills and abilities into one personalized service package. Our team members are registered lobbyists, in compliance with all reporting requirements of the state of Nevada. Resumes available on request.

Primary - Lea Case, the corporation’s Vice-President, has been lobbying with Jeanette since 2015. Her ability to connect and build relationships throughout the legislative and executive branches serves clients in the interim and legislative sessions by extending the reach and influence of client voices. Lea’s ability to research and analyze legislative history, as well as state and federal data, creates an informational foundation for success and client achievement.

Secondary – Elyse Monroy-Marsala joined our staff in 2023 after working on the Opioid Data to Action (OD2A) program with the state. Elyse brings her years of experience from the Governor's office (Sandoval administration) as well as her passion for public policy and transparent processes to our team.

As Needed Consulting - Jeanette Belz, the corporation’s President, has been lobbying in the state of Nevada since 1995. A trained mediator, Jeanette’s experience in conflict resolution assists in the identification of common ground and solutions that will be acceptable to parties on opposite sides of an issue. Jeanette excels at identifying stakeholders, synthesizing views, and helping build consensus. Her leadership and diplomacy have guided lobbying efforts for clients.

For more information about our firm, please refer to www.BelzCase.com

i Qualifications and Experience – A Proven Track Record

Belz & Case has represented the Nevada State Board of Occupational Therapy since 2020. Please see the reports submitted to the Board for work accomplished over the course of this relationship. In addition to shepherding a bill (AB343) on behalf of the Board of Occupational Therapy through the legislative process in 2023, our team was able to amend the board out of a last minute bill (AB503) that would have placed significant burden on the board and license applicants.

This will be the first interim where licensing boards will be subject to additional oversight by the newly created Office of Nevada Boards, Commissions, and Council Standards under the Department of Business and Industry. Our team will monitor announcements of staffing (Deputy Director) and introduce ourselves to this new office. We will also monitor and engage with any regulation development which we anticipate will include board processes, licensee discipline and oversight, administrative penalties, and other transparency and consumer protection issues.

Beyond regular committee monitoring and attendance, our team closely monitors the daily Nevada news and activities of legislators. We keep up to date regarding conversations in the media and on social media related to boards, licensees, and any other relevant issues. We maintain constant connection with the legislative policy and regulatory sphere across multiple platforms to bring you the most current information.

i Monthly service fee remains \$2000 until 2025

Belz & Case will maintain the current rate of \$2,000.00/month for the period from January 1, 2024 to December 31, 2024. Beginning January 1, 2025 the rate will increase to \$2,500/month for the period from January 1, 2025 to December 31, 2025. The fee will be billed and paid in monthly installments.

Services include the following, in partnership with, and at the direction of the Board and Executive Director:

- Monitoring legislative initiatives related to professional and occupational licensing Boards in Nevada
- Attending and/or representing the Board's interests in interim committee meetings
- Analyzing proposed bill draft requests
- Tracking legislation applicable to Boards
- Conducting outreach activities with stakeholders, legislators, state agencies, professional licensing boards and organizations
- Attending Board meetings and/or submitting regular reports as requested by the Board and executive director

This fee includes expenses related to travel within the Reno/Carson City area. Expenses incurred for travel outside the Reno/Carson City area will be billed separately and will require the prior approval of the Executive Director.

State of Nevada

Board of Occupational Therapy

FY 24 / FY 25 Budget

July 1 2023 - June 30 2024 / July 1 2024 - June 30 2025

BUDGET	2024	2025	Difference	% Change
Revenue				
Application Fees	\$ 34,942.75	\$ 35,991.03		
Licensing Fees	\$ 202,823.36	\$ 208,908.06	\$ 6,084.70	
List / Verifications	\$ 6,798.00	\$ 7,005.00		
Sub-total Licensing Fees	\$ 244,564.11	\$ 251,904.09	\$ 7,339.98	3.00%
Interest Income	\$ 4,750.00	\$ 5,500.00	\$ 750.00	
Cost Sharing Income	\$ 14,278.79	\$ 14,278.79	\$ -	
Sub-Total Other Revenue	\$ 19,028.79	\$ 19,778.79	\$ 750.00	3.94%
Total Revenue	\$ 263,592.90	\$ 271,682.88	\$ 8,089.98	3.07%
Board Operations				
Personnel Expense				
Executive Director	\$ 112,660.37	\$ 88,150.00		
Director Administration & Licensing	\$ 38,892.67	\$ 40,448.38		
Temporary Position	\$ 20,000.00	\$ -		
Employer Taxes	\$ 13,982.29	\$ 11,102.70		
Employee Benefits	\$ 11,221.95	\$ 16,535.02		
Sub-Total Personnel Expense	\$ 196,757.28	\$ 156,236.10	\$ (40,521.18)	-20.59%
Operating Expense				
Audit Fees	\$ -	\$ 9,600.00	\$ 9,600.00	
Bank Fees - Merchant Svcs	\$ 6,114.10	\$ 6,297.53	\$ 183.42	
Equipment Purchase	\$ 1,500.00	\$ -	\$ (1,500.00)	
Equipment Rental & Maintenance	\$ 2,100.00	\$ 2,100.00	\$ -	
Insurance	\$ 1,200.00	\$ 1,200.00	\$ -	
Legal Fees	\$ 12,000.00	\$ 12,000.00	\$ -	
Licensing Software Subscription	\$ 8,500.00	\$ 8,700.00	\$ 200.00	
Board Compensation	\$ 2,250.00	\$ 4,500.00	\$ 2,250.00	
Office Lease	\$ 34,055.49	\$ 34,465.24	\$ 409.75	
Office Supplies	\$ 800.00	\$ 800.00	\$ -	
Dues and Subscriptions	\$ 3,050.00	\$ 3,050.00	\$ -	
Office Expense	\$ 3,980.00	\$ 3,980.00	\$ -	
Records Recycling	\$ 130.00	\$ 130.00	\$ -	
Internet Service	\$ 2,400.00	\$ 2,400.00	\$ -	
Postage & Mailing	\$ 500.00	\$ 500.00	\$ -	
Telephone	\$ 750.00	\$ 750.00	\$ -	
Printing	\$ 200.00	\$ 200.00	\$ -	
Professional Fees	\$ 21,500.00	\$ 36,500.00	\$ 15,000.00	
Bookkeeping Services	\$ 3,000.00	\$ 3,000.00	\$ -	
Legislative Services	\$ 18,000.00	\$ 33,000.00	\$ -	
IT Support Services	\$ 500.00	\$ 500.00	\$ -	
Board Education / Planning	\$ -	\$ -	\$ -	
Travel	\$ 3,500.00	\$ 3,500.00	\$ -	
In State Travel	\$ 3,500.00	\$ 3,500.00	\$ -	
Out of State Travel	\$ -	\$ -	\$ -	
Sub-Total Operating Expense	\$ 100,549.59	\$ 126,692.77	\$ 26,143.17	26.00%
Total Personnel and Operating	\$ 297,306.88	\$ 282,928.87	\$ (14,378.01)	-4.84%
Revenue Over / Under Expense	\$ (33,713.98)	\$ (11,245.98)	\$ 22,467.99	

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 9: Public Workshop

LCB File No. XXX-XX
NOTICE OF PUBLIC WORKSHOP

The purpose of the Workshop is to solicit comments on the proposed revisions to NAC 640A.

The regulation incorporates regulatory revisions previously discussed by the Board on July 16, 2022, recommendations for regulatory revisions and deletions submitted to the Governor's in the Executive Order 23-003 report and revisions/additions required as a result of passage of AB343 at the 2023 Legislative Session. The regulation also clarifies other sections and addresses Board fees.

- New Section –General requirements regarding competence; and defines competence.
- New Section – Specialty practice requirements to include competence, documentation and written consent in certain circumstances.
- New Section - Qualifications for standard license by reciprocity.
- NAC 640A.030 – removes transcripts as a pre-requisite for licensure and adds reference to the National Board for Certification in Occupational Therapy.
- NAC 640A.041 – removes obsolete criteria for eligibility to obtain a standard license, and adds the requirement to pass the Nevada Occupational Therapy Jurisprudence examination.
- NAC 640A.062 – clarifies the expiration date of a standard license that was converted from a temporary license.
- NAC 640A.065 – removes obsolete language, clarifies the requirements for a provisional license and clarifies the expiration date of a standard license that was converted from a provisional license.
- NAC 640A.070 – removes requirement to re-take the Nevada Occupational Therapy Jurisprudence Examination; add new criteria for credit for continuing education if licensees holds current certification from the National Board for Certification in Occupational Therapy.
- NAC 640A.090 – restructures and creates new paragraph 7 on acceptable documentation for continuing education.
- NAC 640A.101 – removed restriction on date to submit request for waiver of continuing education.
- NAC 640A.130 – adds contact telephone and email address to information required to be updated with the Board.
- NAC 640A.155 – removes fee for returned payments and authorizes the Board to charge a convenience fee for credit and debit card payments.
- NAC 640A.160 – revises fees charged by the Board.

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AGENDA ITEM 10: Consideration of Proposed Regulation

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

Presented for Board consideration are proposed revisions to biennial licensing fees and adding the authority provided in NRS 622.233 to recapture costs of credit card fees through assessment of a convenience fee. The Board pays in excess of \$6,000 per fiscal year in credit card bank fees.

NAC 640A.155 – removes fee for returned payments and authorizes the Board to charge a convenience fee for credit and debit card payments.

NRS 622.233 Acceptance of credit cards, debit cards and electronic transfers of money: Prerequisites; fees for use.

2. If the issuer or operator charges the regulatory body a fee for each use of a credit card or debit card or for each electronic transfer of money, the regulatory body may require the cardholder or the person requesting the electronic transfer of money to pay a **convenience fee. The total convenience fees charged by the regulatory body in a fiscal year must not exceed the total amount of fees charged to the regulatory body by the issuer or operator in that fiscal year.**

NAC 640A.160 – revises fees charged by the Board.

The regulation revises fees for biennial licenses, temporary and provisional licenses and associated fees for renewals, reinstatement and conversion of certain license types.

The Board moved from an annual license to a biennial license on 3/24/18, with no increase in fees. Renewal fees and related reinstatement and conversion fees only were increased by \$25 in 12/30/19, there were no increases to new applications.

The proposed \$50 fee increase would generate on average \$55,000 in additional revenue per fiscal year which would be utilized to support the regulatory functions and operations of the Board which are increasing due to inflationary costs of personnel and operations.

Due to the biennial licensing cycle, any fee increase would be gradually realized over a two-year period and could not be implemented until after approval of the proposed regulation by the Legislative Commission. July 1, 2024 is the target implementation date with full impact realized the 3rd year; Fiscal Year 2027.

An analysis of various fee structures was conducted utilizing actual licensing numbers from the FY 22 / FY 23 biennial period.

Attachment
Proposed Fee Schedule Comparison
Fee Increase Comparisons

Biennial License Fee Schedule – Comparison

Description	Status	Application Fee	License Fee	Total Fee	Application Fee	License Fee	Total Fee
Occupational Therapist	Annual License - Standard	Current			FY 2025 Proposed		
	Initial - Standard	\$ 150.00	\$ 250.00	\$ 400.00	\$ 200.00	\$ 300.00	\$ 500.00
	Annual Renewal		\$ 250.00			\$ 300.00	
	Renewal Inactive		\$ 150.00			\$ 150.00	
	Renewal Inactive Retired		\$ 50.00			\$ 50.00	
	Convert Inactive to Standard		\$ 100.00			\$ 150.00	
	Convert Retired to Standard		\$ 250.00			\$ 300.00	
	Reinstate Expired	\$ 150.00	\$ 250.00	\$ 400.00	\$ 200.00	\$ 300.00	\$ 500.00
	6 – Month License						
	New - Provisional or Temporary	\$ 150.00	\$ 150.00	\$ 300.00	\$ 200.00	\$ 150.00	\$350.00
	Renewal		\$ 100.00			\$ 150.00	
	Convert to Standard		\$ 100.00			\$ 150.00	
Occupational Therapy Assistant	Annual License - Standard						
	New - Standard	\$ 150.00	\$ 175.00	\$ 325.00	\$ 200.00	\$ 225.00	\$425.00
	Renewal		\$ 175.00			\$ 225.00	
	Renewal Inactive		\$ 125.00			\$ 125.00	
	Renewal Inactive Retired		\$ 50.00			\$ 50.00	
	Convert Inactive to Standard		\$ 50.00			\$ 100.00	
	Convert Retired to Standard		\$ 175.00			\$ 225.00	
	Reinstate Expired	\$ 150.00	\$ 175.00	\$ 325.00	\$ 200.00	\$ 225.00	\$425.00
	6 – Month License						
	New - Provisional or Temporary	\$ 150.00	\$ 100.00	\$ 250.00	\$ 200.00	\$ 100.00	\$300.00
	Renewal		\$ 75.00			\$ 125.00	
	Convert to Standard		\$ 75.00			\$ 125.00	
	General						
	Late Renewal Fee			\$ 125.00			\$ 125.00
	Written License Verification			\$ 25.00			\$ 25.00
	Returned Payment Fee			\$ 25.00			-0-

\$ 50.00 increase across the board with the exception of Provisional and Temporary Licenses which are maximum 1 year currently.

FISCAL IMPACT OPTIONS COMPARISON

The attached charts provide a general overview of fiscal impact of fee increases utilizing actual number of new licensees and license renewals during the biennial period FY 22 / 23.

Due to biennial license terms, the average of the 2-year receipts was utilized for comparison to the different fee increase options.

Option	Amount of Increase	Average Revenue Increase Per Fiscal Year
Option 1	\$ 50.00	\$ 54,425.00
Option 2	\$ 15%	\$ 41,098.75
Option 3	\$ 25.00	\$ 27,212.50
Option 4	20%	\$ 46,825.00
Option 5	Revert to Annual License	\$ 79,037.50

Any increase or decrease in numbers of actual licensees during a fiscal year will impact the actual amount realized.

The Board is funded exclusively by Licensing fees and no funds are received from the State general fund.

Actual Receipts FY 22 / FY 23

Revenue Sources	Fee	Licenses		FY 22	FY 23	Biennial
		FY 22	FY 23			
Application Fees	150.00	228	220	\$ 34,200.00	\$ 33,000.00	\$ 67,200.00
New OTR	250.00	167	168	\$ 41,750.00	\$ 42,000.00	\$ 83,750.00
New OTA	\$ 175.00	62	52	\$ 10,850.00	\$ 9,100.00	\$ 19,950.00
Renewal OTR	\$ 250.00	619	359	\$ 154,750.00	\$ 89,750.00	\$ 244,500.00
Renewal OTA	\$ 175.00	162	140	\$ 28,350.00	\$ 24,500.00	\$ 52,850.00
Total Licensing Fees	2,177	1,238	939	\$ 269,900.00	\$ 198,350.00	\$ 468,250.00
						Averaged Per Year \$ 234,125.00

Projected \$ 50.00 Increase

Revenue Sources	Fee	Licenses		FY 25	FY 26	Biennial
		FY 22	FY 23			
Application Fees	\$ 200.00	228	220	\$ 45,600.00	\$ 44,000.00	\$ 89,600.00
New OTR	\$ 300.00	167	168	\$ 50,100.00	\$ 50,400.00	\$ 100,500.00
New OTA	\$ 225.00	62	52	\$ 13,950.00	\$ 11,700.00	\$ 25,650.00
Renewal OTR	\$ 300.00	619	359	\$ 185,700.00	\$ 107,700.00	\$ 293,400.00
Renewal OTA	\$ 225.00	162	140	\$ 36,450.00	\$ 31,500.00	\$ 67,950.00
Total Licensing Fees	2,177	1,238	939	\$ 331,800.00	\$ 245,300.00	\$ 577,100.00
						Averaged Per Year \$ 288,550.00

Increase in Receipts	\$ 61,900.00	\$ 46,950.00	\$ 108,850.00
\$ 50.00 Fee	Increase Averaged Per Year		\$ 54,425.00

Projected 15% Increase

Revenue Sources	Fee	Licenses		FY 25	FY 26	Biennial FY 25 / FY 26
		FY 22	FY 23			
Application Fees	\$ 172.50	228	220	\$ 39,330.00	\$ 37,950.00	\$ 77,280.00
New OTR	\$ 287.50	167	168	\$ 48,012.50	\$ 48,300.00	\$ 96,312.50
New OTA	\$ 230.00	62	52	\$ 14,260.00	\$ 11,960.00	\$ 26,220.00
Renewal OTR	\$ 287.50	619	359	\$ 177,962.50	\$ 103,212.50	\$ 281,175.00
Renewal OTA	\$ 230.00	162	140	\$ 37,260.00	\$ 32,200.00	\$ 69,460.00
Total Licensing Fees	2,177	1,238	939	\$ 316,825.00	\$ 233,622.50	\$ 550,447.50
Averaged Per Year						\$ 275,223.75

Increase in Receipts	\$ 46,925.00	\$ 35,272.50	\$ 82,197.50
15% Increase	Increase Averaged Per Year		\$ 41,098.75

Projected \$ 25.00 Increase

Revenue Sources	Fee	Licenses		FY 25	FY 26	Biennial FY 25 / FY 26
		FY 22	FY 23			
Application Fees	\$ 175.00	228	220	\$ 39,900.00	\$ 38,500.00	\$ 78,400.00
New OTR	\$ 275.00	167	168	\$ 45,925.00	\$ 46,200.00	\$ 92,125.00
New OTR	\$ 200.00	62	52	\$ 12,400.00	\$ 10,400.00	\$ 22,800.00
Renewal OTR	\$ 275.00	619	359	\$ 170,225.00	\$ 98,725.00	\$ 268,950.00
Renewal OTA	\$ 200.00	162	140	\$ 32,400.00	\$ 28,000.00	\$ 60,400.00
Total Licensing Fees	2,177	1,238	939	\$ 300,850.00	\$ 221,825.00	\$ 522,675.00
Averaged Per Year						\$ 261,337.50

Increase in Receipts	\$ 30,950.00	\$ 23,475.00	\$ 54,425.00
\$25 Increase	Increase Averaged Per Year		\$ 27,212.50

Projected	20%	Increase
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Revenue Sources	Fee	Licenses	Licenses	FY 25	FY 26	Biennial
		FY 22	FY 23			FY 25 / FY 26
Application Fees	\$ 180.00	228	220	\$ 41,040.00	\$ 39,600.00	\$ 80,640.00
New OTR	\$ 300.00	167	168	\$ 50,100.00	\$ 50,400.00	\$ 100,500.00
New OTA	\$ 210.00	62	52	\$ 13,020.00	\$ 10,920.00	\$ 23,940.00
Renewal OTR	\$ 300.00	619	359	\$ 185,700.00	\$ 107,700.00	\$ 293,400.00
Renewal OTA	\$ 210.00	162	140	\$ 34,020.00	\$ 29,400.00	\$ 63,420.00
Total Licensing Fees	2,177	1,238	939	\$ 323,880.00	\$ 238,020.00	\$ 561,900.00
					<u>Averaged Per Year</u>	<u>\$ 280,950.00</u>

Increase in Receipts	\$ 53,980.00	\$ 39,670.00	\$ 93,650.00
20% Increase		Increase Averaged Per Year	\$ 46,825.00

Projected Annual License

Revenue Sources	Fee	Licenses		FY 25	FY 26	Biennial FY 25 / FY 26
		FY 22	FY 23			
Application Fees	\$ 150.00	228	220	\$ 34,200.00	\$ 33,000.00	\$ 67,200.00
New OTR	\$ 200.00	167	168	\$ 33,400.00	\$ 33,600.00	\$ 67,000.00
New OTA	\$ 150.00	62	52	\$ 9,300.00	\$ 7,800.00	\$ 17,100.00
Renewal OTR	\$ 200.00	619	359	\$ 123,800.00	\$ 71,800.00	\$ 195,600.00
Renewal OTA	\$ 150.00	162	140	\$ 24,300.00	\$ 21,000.00	\$ 45,300.00
Total Licensing Fees	2,177	1,238	939	\$ 225,000.00	\$ 167,200.00	\$ 392,200.00
					<u>Annually</u>	<u>\$ 392,200.00</u>

Increase Compared to Actual Average Annual Receipts FY 22/23	\$ 158,075.00
Increase Averaged Per Year	\$ 79,037.50

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 11: Executive Director's Report
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Heather Hartley and Loretta Ponton will provide a brief verbal report on Board Office Administrative activities.

The Board 1st Quarter Financial Reports will be provided at the November Board meeting.

State of Nevada
Board of Occupational Therapy

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AGENDA ITEM 12: Report from Legal Counsel

Henna Rasul, Sr. Deputy Attorney General will report on legal matters.

AGENDA ITEM 13: Board Activities & Reports From Members

Meeting and Activities Schedule

Activity	Calendar Year 2023	Topics/Comments
Board Meeting	September 23	First Meeting New ED Regulatory Workshop
Board Meeting Las Vegas	November 4	Set 2024 Meeting Schedule
Activity	Calendar Year 2024	Topics/Comments
	Early March	Regulation Hearing & Approval Appointment of Chair ED Interim Evaluation
	June	FY 25 Budget
	September	ED Annual Evaluation
	November	Audit Approval

Future Agenda Items

Reports and Comments from Board Members