



STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

SUMMARY MINUTES PUBLIC BOARD MEETING

December 21, 2023

Members Present: Phil Seitz, Jose Pablo Castillo, Jocelyn Pereira, Melanie Minarik
Members Absent: Allison Stone
Staff Present: Heather Hartley, Executive Director
Loretta L. Ponton, Executive Director – Outgoing
Henna Rasul, Sr. Deputy Attorney General
Public Present: Christopher Liebl, Elyse Monroy, Sarah C.

Call to Order, Confirmation of Quorum

Chair Seitz called the Board meeting to order at 11:04 am. A roll call confirmed a quorum was present.

Public Comments

Heather Hartley read the instructions for providing public comment during a virtual meeting per AB219. Ms. Hartley announced that Christopher Liebl has been appointed to the Board effective January 1, 2024, and is attending the meeting today as a member of the public. Chair Seitz then called for public comments, there were none.

Appointment of Executive Director, Heather Hartley, as Administrator and Contact for Board Banking and Investment Accounts and all transactions related there to.

Chair Seitz made the motion, seconded by Jose Pablo Castillo to appoint Heather Hartley, Executive Director as Administrator and Contact for all financial transactions including bank accounts, investment accounts, merchant services, and all related financial and accounting activities. Upon approval, former Executive Director, Loretta Ponton, will be removed from the accounts. The motion passed.

Public Comment

Chair Seitz opened the floor for public comments, there were none.

Adjournment

Chair Seitz adjourned the meeting at 11:12 am