



**STATE OF NEVADA  
BOARD OF OCCUPATIONAL THERAPY**

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**NOTICE OF PUBLIC MEETING**

**February 15, 2025 – 9:30 am**

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

Zoom Access:

<https://us06web.zoom.us/j/83690529971?pwd=FtPO1NW86XnwMtptruLoUZU5qqvYrS.1>

Meeting ID: 836 9052 9971

Passcode: 746588

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

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**AGENDA**

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*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)*

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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)

3. Approval of the Minutes (for possible action)

- November 9, 2024

4. Appointment of Chair and Board Officers (for possible action)

- Chair, Vice Chair, and Financial Reviewer
- Authorized Signatories for Brokerage and Bank Accounts

5. Citation for Unauthorized Practice; Administrative Fine pursuant to NRS 640A.230 2(c) (for possible action)

Judith Ishibashi, OT

License No. 0001

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. Consideration of Application for Reinstatement of License pursuant to NRS 640A.200 (for possible action)

Duchess Menchavez Noble, OT

License No. 0796

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 – Recommendation for Dismissal (for possible action)

- Complaint Case No. C25-01

8. Legislative Activities (for possible action)

- Legislative Status Report – Cartwright NV Government Affairs
- Delegation of Authority to Represent the Board for Legislative Matters
- Nevada Occupational Therapy Association Day at the Legislature – March 28, 2025
- Board Member Legislative Tour – March 28, 2025

9. Work Session regarding Reform of State Licensing Boards (for possible action)

- SB 78

10. Executive Director's Annual Performance Evaluation (for possible action)

- Consideration of Adjustment to Compensation and /or Benefits

11. Consideration of Employee Performance Bonuses (for possible action)

12. Executive Director's Report (for possible action)

- Financial Statements 2<sup>nd</sup> Quarter FY 2025

13. Report from Deputy Attorney General (informational)

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

- FY 2025 Meeting and Activities Schedule

## 15. 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)

## 16. Adjournment (for possible action)

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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)

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**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.

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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](http://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](http://www.nvot.org) or by contacting the Board office at (775) 746-4101 or email [board@nvot.org](mailto:board@nvot.org)

**State of Nevada**  
**Board of Occupational Therapy**

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<b>AGENDA ITEM 3: Approval of Minutes</b>
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The minutes of the meeting of November 9, 2024 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

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### SUMMARY MINUTES PUBLIC BOARD MEETING November 9, 2024

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Members Present:	Christopher Liebl, Jocelyn Pereira
Members Absent:	Philip Seitz
Staff Present:	Heather Hartley, Executive Director Stacey Whittaker, Director of Licensing & Operations Henna Rasul, Sr. Deputy Attorney General
Public Present:	Lea Case, Connie Christiansen, Julia Graham, Kristen Neville, Matt Olivier

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#### **Call to Order, Confirmation of Quorum**

Chair Liebl called the Board meeting to order at 9:33 am. A roll call confirmed a quorum was present; there are currently two Board Member vacancies pending appointment by the Governor's Office.

#### **Public Comments**

Chair Liebl called for public comments. Kristen Neville, AOTA stated that she received an email from Nevada Medicaid regarding their upcoming workshop on December 2<sup>nd</sup>, Executive Director Hartley confirmed she received the email as well.

#### **Approval of Minutes**

Jocelyn Pereira made the motion, seconded by Chair Liebl to approve the minutes of the meeting of August 24, 2024. The motion passed.

#### **Disciplinary Matter – Consideration of Consent Decree, Case 24-06 Vanessa Piggot, OT 12-0243**

Executive Director Hartley confirmed that Board Members had received and reviewed the proposed Consent Decree for Vanessa Piggot, OT. Henna Rasul, Senior Deputy Attorney General summarized the terms of the Consent Decree.

Chair Liebl called for a motion. Jocelyn Pereira made the motion, seconded by Chair Liebl to approve the Consent Decree for Vanessa Piggot, OT in complaint case C24-06 as presented. The motion passed.

#### **Legislative Activities**

Lea Case with Belz and Case Government Affairs provided the Board with an update on Legislative Activities including the 2024 Election, Pending Legislative Seat Appointments,

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

Governor Actions, and the Nevada Office of Boards, Commissions & Council Standards – Business & Industry. The proposed restructuring of Nevada’s Occupational Licensing Boards under Business & Industry was discussed and highlights of their proposal were presented. Chair Liebl called for questions or comments, there were none.

### **Work Session regarding Dry Needling**

Executive Director Hartley opened the work session, stating that the Legislative Counsel Bureau has determined that Dry Needling must be authorized through Legislation. The Board of Occupational Therapy currently has a position statement on Dry Needling drafted in 2019. Both the Nevada Physical Therapy Board and the Nevada Athletic Trainer Board have passed legislation authorizing Dry Needling. The question is whether the Board of Occupational Therapy wishes to pursue legislation for the 2027 Session.

Stacey Whittaker, Director of Licensing and Operations, read into record two written public comments in support of Dry Needling submitted by Sarah Taing, UNLV Student and Althea Rivera, UNLV Student.

Matt Olivier with the Nevada Occupational Therapy Association (NOTA) expressed his excitement with this discussion and feels that it will open up services for Occupational Therapy practitioners. His research shows that other State’s efforts are varied with different avenues taken. Kristen Neville with AOTA stated that she has been following Dry Needling since 2017 and it has been codified in approximately 4 to 5 States. Ms. Neville further stated that AOTA’s position on Dry Needling is that it is within the scope of practice of Occupational Therapy but is certainly not an entry level modality. There is an upcoming webinar on Dry Needling being presented by AOTA.

Chair Liebl voiced his concern that it is difficult to make any decisions with only two Board Members in attendance and two Board Member vacancies; there needs to be more input and full transparency. Board Member Pereira agrees that the item should be tabled until more Board Members are present. There was no further discussion.

### **Approval of Biennial Audit Report for Fiscal Years 2023 and 2024**

Chair Liebl called on Connie Christiansen, CPA. Ms. Christiansen presented the Biennial Audit Report prepared by Christiansen Accounting Network for Fiscal Years ending June 30, 2023 and June 30, 2024. Ms. Christiansen stated she is pleased to report the Board received an overall clean report, very smooth and timely. Items of note were new accounting principles in place for this audit and the 2024 accrued leave payout to the outgoing Executive Director. There were no questions or comments.

Chair Liebl made the motion, seconded by Jocelyn Pereira to approve the Board’s Biennial Audit for the period ending June 30, 2023 and June 30, 2024 as presented. The motion passed.

### **Executive Director Report**

Executive Director Hartley provided updates on Board Office Administrative Activities to include Licensure Statistics as of September 30, 2024, FY 25 Financial Statements, Office Operations, Department of Business & Industry, Board Member Vacancies and Complaint Status.

Revised Policies and Procedures were also presented for review and approval to include:

*Operating Policies and Procedures, Board Policy Manual, Personnel Policies & Procedures, and Board Member Manual.*

Jocelyn Pereira made the motion, seconded by Chair Liebl to approve the policy and procedure changes as presented. The motion passed.

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

**Report from Deputy Attorney General**

Henna Rasul, Senior Deputy Attorney General had no report.

**Board Activities & Reports from Members**

Executive Director Hartley provided a Meeting and Activities Schedule for Calendar Year 2025. The next Board Meeting is scheduled for February 15, 2025 followed by the Board Retreat/Strategic Planning Session in Carson City, March 27-29.

**Public Comment**

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

**Adjournment**

Chair Liebl adjourned the meeting at 10:40 am.

**State of Nevada**  
**Board of Occupational Therapy**

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<b>AGENDA ITEM 4: Appointment of Chair and Board Officers</b>
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**Chair, Vice Chair, Financial Reviewer, and Bank Signers**

**Election of Board Chair Pursuant to NRS 640A.090**

**Chair:** The Chair of the Board must be elected at the first meeting of the Board annually. The Chair is responsible for leading the Board and facilitating Board meetings. The Chair serves a one-year term.

**Vice Chair:** The Vice Chair assumes the duties of the Chair in the absence of the Chair. The Vice Chair will assume the Chair position for the balance of the term/year, if for any reason the Chair is unable to continue in the position, such as long-term illness or resignation from the Board.

**Financial Reviewer:** 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 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.

The Board Financial Reviewer receives a 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, and completes the Attestation of Review.

**Authorized Signatories for Brokerage and Bank Accounts:** The Executive Director and two Board members are authorized signatories to the Board financial accounts. New Board signatories are needed as previous signers are no longer on the Board.

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<b>AGENDA ITEM 5: Citation - Administrative Fine</b>
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**Elkcvkp'hqt'Wpcwj qt k gf 'Rtcevleg'**  
**Cf o kplmtcvkxg'Hlpg'**

**Lwf kj 'Kj kdcuj k'QV''' " Nlegpug'P q02223**

On February 3, 2025, Ms. Ishibashi was issued a Citation for Unlicensed Practice during the period of June 8, 2023 to February 3, 2025 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 3, the Board will assess against a person practicing occupational therapy whose license has expired an administrative fine of:

(a) If the period of expiration of the license is less than 3 months, \$200.

(b) If the period of expiration of the license is 3 months or more but not more than 6 months, \$500.

**(c) If the period of expiration of the license is 6 months or more, not less than \$500 but not more than \$5,000.**

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

(a) For the first offense.

(b) 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.

(Amended to NAC by Bd. of Occupational Therapy by R113-23, eff. 4-19-2024)

**Attachments**

Reinstatement Application  
Letter to the Board  
Board Office Documentation



STATE OF NEVADA  
**BOARD OF OCCUPATIONAL THERAPY**

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Phone: (775) 746-4101 / Fax: (775) 746-4105  
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**LICENSE REINSTATEMENT APPLICATION**

Nevada License #: 0001

Date Expired: 06-08-2023

☒ Occupational Therapist

☐ Occupational Therapy Assistant

**Personal Data** (attach documentation of name change if different than name on previous license)

Legal Name: JUDITH T. ISHIBASHI

Mailing Address: [REDACTED] Street / P.O. Box [REDACTED] City [REDACTED] State [REDACTED] ZIP [REDACTED]

Social Security No. [REDACTED] Contact Phone [REDACTED]

E-mail Address: [REDACTED] Other Name(s) effective date(s): JUDITH T. ABC ISHIBASHI  
1973 to current

Veteran/Military Affiliation: ☐ Uniformed Military ☐ Military Spouse ☐ Veteran ☐ Veteran Spouse

**NBCOT Certification Status** (attach verification of current NBCOT certification status)

Are you currently certified by NBCOT? ☒ Yes Certification # AA094581

☐ No Date applied for reinstatement of your certification: \_\_\_\_\_

**Professional Licensing History** (attach verification of all licenses held in the previous 5 years)

Are you now or have you ever been licensed, certified or registered as an occupational therapist or occupational therapy assistant in any other jurisdiction? ☒ Yes ☐ No

State/Jurisdiction: California License #: ? Issue Date ? Expiration Date ? } This was in the 1960 or 1970  
State/Jurisdiction: New York License #: ? Issue Date ? Expiration Date ? } I'm not sure we even had state licensure then  
State/Jurisdiction: \_\_\_\_\_ License #: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Nevada Business License Information** – Check appropriate answer. An answer is mandatory.

- ☐ I do NOT have a Nevada business license number.  
☒ I have a Nevada Business License number assigned by the Secretary of State upon compliance with the provisions of NRS Chapter 76.

Name on business license: JUDITH A. ISHIBASHI

Business License #: R154001A-LIC

Board Use Only

Date Received: 1/23/25

Date Issued: \_\_\_\_\_

Fees Paid By: ☒ Credit Card ☐ Check/MO # \_\_\_\_\_ Amount \$ 500

☒ NBCOT Verification ☒ License Verification(s) N/A ☒ Jurisprudence Exam ☒ Continuing Education NBCOT

**Explanation of Reinstatement Request**

Have you been employed and practicing in Nevada since your license expired? ☒ Yes ☐ No

If yes, please attach a written explanation of the reasons and/or circumstances your license was not renewed on time. Please note that your application may require further review by the Board.

**Professional Employment History (5 years) – attach additional sheets if necessary**

1. Current Nevada Employer: Kiddo Therapy Start Date 11-18-2022  
Address: 1054 War Bonnet Way, Incline Village Phone: (513) 309-3905  
Street/PO Box, City, State, Zip NV, 89451
2. Employer: Self Dates (From/To) Jan. 2017 - Present  
Address: 3785 Casa Blanca Rd Phone: (775) 636-5208  
Reno, NV, 89502  
Street/PO Box, City, State, Zip
3. Employer: Self Dates (From/To) Jan 2004 - Jan 2017  
Address: 150 W. Huffer Lane, Suite 105 Phone: (775) 852-4342  
Reno, NV 89511  
Street/PO Box, City, State, Zip
4. Employer: \_\_\_\_\_ Dates (From/To) \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street/PO Box, City, State, Zip
5. Employer: \_\_\_\_\_ Dates (From/To) \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street/PO Box, City, State, Zip

**Legal Information – Explain any "YES" answers on a separate sheet of paper**

- Has there ever been a complaint filed, investigation or legal action taken against your professional license for any reason? ☐ Yes ☒ No
- Are there any pending legal actions, complaints, investigations or hearings in process? ☐ Yes ☒ No
- Have you ever had a professional license, certification or registration denied, restricted, suspended or revoked? ☐ Yes ☒ No
- Have you ever relinquished responsibilities, resigned a position or been fired while a complaint was pending against you? ☐ Yes ☒ No
- Have you ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? ☐ Yes ☒ No  
(Exclude minor traffic violations.)

**Child Support Information – Please check one appropriate answer. An answer is mandatory**

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

**Continuing Competency Information – Minimum 24 hours is required:**

List course(s)/presentation(s), dates of attendance and CE Hours awarded for continuing competency credit that was completed during the previous 24 months:

Course: Child, Youth, & Caregiver Dates 2/27/2023 CE Hours 2

Course: ADHD & CD Disorders - Live Session Dates 11/9+10/2023 CE Hours 1 1/2

Course: ADHD + Autism, Overview of Anatomy + Diff. Dates " CE Hours 1 1/2

Course: Dr. Codd + D. Anxiety - Live Session Dates " CE Hours 1 1/2

Course: Tick Tack Tactics to Utilize the Body Clock Dates " CE Hours 1 1/2

Course: to manage ADHD - Live Session Dates " CE Hours 1 1/2

Course: ADHD - At Risk for a Hidden Form of Abuse - Live Session Dates " CE Hours 1 1/2

Course: The ADHD, Anxiety, + Dishonesty Connection: Strategies for Accountability, Self-Acceptance, + Self-Regulation - Live Session Dates " CE Hours 1 1/2

Course: Translating to College w/ ADHD: Empowering Students through Evidence-Based Strategies - Live Session Dates " CE Hours 1 1/2 hrs

Course: ADHD in New Faces & Places - Live Session Dates " CE Hours 1 1/2 hrs

Course: Equitable Behavior + Classroom Management Practices for ADHD + Creating an Environment where Every Student Feels Seen, Valued + Empowered - Live Session Dates Nov 9-10, 2023 CE Hours 1 1/2 hrs

**Acknowledgement and Declaration of Applicant**

**Notice as Mandatory Reporter**

- ☒ I acknowledge I have been informed of my duty as a mandatory reporter of abuse or neglect of a child pursuant to NRS 432B.

I declare, under penalty of perjury, all the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to my training or experience or my fitness to practice occupational therapy.

Signature of Applicant

Date of Application

Print Name

JUDITH T. ISHIBASHI

Supported Decision-Making + Guardianship

Building Respectful Relationships

01-15-2025

02-03-2024

11-09-2024

2 hrs

2 hrs

continued

# OTR® & COTA® Credential Verification

Tuesday, 28 January 10:42:34 AM

Fullname	City	State/Province	Credential	Cert#	Initial Date	Expiration Date	Status
JUDITH ISHIBASHI	RENO	Nevada	OTR®	AA094581	01 Jan 1967	31 Mar 2026	Active - In good standing

Showing 1 entries

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Judy Ishibashi

[REDACTED] 1  
[REDACTED] 2

State of Nevada Board of Occupational Therapy  
6170 Mae Anne Avenue  
Suite 1  
Reno, Nevada 89523

Dear State of Nevada Board of Occupational Therapy Board Members,

I am writing to say that I have no definitive knowledge of why I have let my state licensure (and any other licensures) become delinquent this year - each one, for the first time ever in my life! When I recently realized the lapse of my OT license, I was completely flabbergasted and so embarrassed. Currently, only one possible (and admittedly very weird) reason comes to mind -- that I have long been overly dependent upon receiving always reliable, old fashioned, snail-mail reminders whenever my license renewals, or other bills are coming due. For more than a decade, I have had the same incredible mail carrier, Tony. In truth, I can't remember a time when Tony wasn't my mail carrier ... until Tony retired some time last year. I am just now realizing that since Tony retired, I haven't received any sample election ballots. Nor have I received reminders for the renewal of my driver's, business, or OT licenses - ALL of which have lapsed this year!!! I have become delinquent on other bills too! In addition, I am periodically having to deliver mail to my neighbors because I keep receiving other people's mail and they mine.

All this continues to be extremely frustrating; but one of my favorite Asian philosophies teaches that there is opportunity hidden within every disaster. Thus, this months-long period of lapsed payments has taught me a very practical lesson - to be more self-sufficient. As a result of this OT licensure lapse, I am currently reorganizing my financial record keeping system which includes entering ALL annual and quarterly due dates onto my paper and phone calendars.

Thus, my deepest and most sincere apologies for my first ever licensure lapse and for this long and very weird explanation.

Humbly and sheepishly,

Judy Ishibashi

(Hopefully soon to again be a proud, grateful, and forever activist OTR/L)

[REDACTED]

**January 28, 2025**

I spoke with Judy Ishibashi on 1.28.2025 regarding her License Reinstatement Application and the extent of unlicensed practice since her Nevada License expired on 6.8.2023.

Judy confirmed that she had treated one patient while employed at Kiddo Therapy from the time her license expired in June of 2023 through the fall of 2024. She indicated that she did not treat/see any other patients while employed and/or through her consulting business. She is very much interested in getting her license reinstated as soon as possible as she would like to continue to practice due to the shortage of OT's in the State of Nevada.

**Stacey Whittaker, Director of Licensing & Operations**

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<b>AGENDA ITEM 6: Consideration of Application for Reinstatement of License</b>
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Duchess Menchavez Noble, OT      License - 0796

Ms. Noble entered into a Consent Decree with the Board on May 29, 2021. Ms. Noble's license (#0796) was then revoked on August 15, 2022 for not completing the terms of her probation and failure to submit 24 hours of continuing education. Ms. Noble was eligible for reinstatement of her license as of August 15, 2024.

The Board will consider approval of the application for reinstatement of license pursuant to NRS 640A.200.

The Board may discuss and deliberate on Ms. Noble's application. The Board will make a determination for licensure.

**Attachment**

Reinstatement Application



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](mailto:board@nvot.org) / Website: [www.nvot.org](http://www.nvot.org)

**LICENSE REINSTATEMENT APPLICATION**

Nevada License #: 0796 Date Expired: 8/15/22

☒ Occupational Therapist ☐ Occupational Therapy Assistant

**Personal Data** (attach documentation of name change if different than name on previous license)

Legal Name: Duchess Mendez Noble

Mailing Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
Street / P.O. Box City State ZIP

Social Security No.: [REDACTED] Contact Phone ( [REDACTED] ) [REDACTED]

E-mail Address: [REDACTED] Other Name(s) effective date(s): dee (nickname)

Veteran/Military Affiliation: ☐ Uniformed Military ☐ Military Spouse ☐ Veteran ☐ Veteran Spouse

**NBCOT Certification Status** (attach verification of current NBCOT certification status)

Are you currently certified by NBCOT? ☐ Yes Certification # 1071297  
☒ No Date applied for reinstatement of your certification: \_\_\_\_\_

**Professional Licensing History** (attach verification of all licenses held in the previous 5 years)

Are you now or have you ever been licensed, certified or registered as an occupational therapist or occupational therapy assistant in any other jurisdiction? ☐ Yes ☒ No

State/Jurisdiction: NV License #: 0796 Issue Date 7/5/05 Expiration Date 8/15/22

State/Jurisdiction: \_\_\_\_\_ License #: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

State/Jurisdiction: \_\_\_\_\_ License #: \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Nevada Business License Information – Check appropriate answer. An answer is mandatory.**

- ☒ I do NOT have a Nevada business license number.  
☐ I have a Nevada Business License number assigned by the Secretary of State upon compliance with the provisions of NRS Chapter 76.

Name on business license: \_\_\_\_\_

Business License #: \_\_\_\_\_

**Board Use Only**

Date Received: 12/2/24 Date Issued: \_\_\_\_\_

☒ Fees Paid By: ☐ Credit Card ☒ Check/MO # [REDACTED] Amount \$ 500.00  
☐ NBCOT Verification ☐ License Verification(s) ☐ Jurisprudence Exam ☒ Continuing Education  
N/A

**Explanation of Reinstatement Request**

Have you been employed and practicing in Nevada since your license expired? ☐ Yes ☒ No

If yes, please attach a written explanation of the reasons and/or circumstances your license was not renewed on time. Please note that your application may require further review by the Board.

I was late in submitting my CEU's. I originally requested an extension which was granted but ended up submitting my CEU's late.

**Professional Employment History (5 years) – attach additional sheets if necessary**

1. Current Nevada Employer: Parkway Assisted Living (PCA) Start Date 10/17/24  
Address: 1050 E. Lake Mead Pkwy, Henderson, NV 89015 Phone: (702) 564-771  
Street/PO Box, City, State, Zip
2. Employer: Luning of Las Vegas (Med Technician) Dates (From/To) Nov. 2023 - May 2024  
Address: 2710 W. Charleston Blvd., LV NV 89102 Phone: (725) 252-0006  
Street/PO Box, City, State, Zip
3. Employer: Furling Ridge Senior Living (CMT) Dates (From/To) June 2023 - Nov. 2023  
Address: 4205 Spencer St., LV NV 89119 Phone: (702) 732-0652  
Street/PO Box, City, State, Zip
4. Employer: Brookdale Las Vegas (CMT/caregiver) Dates (From/To) Feb. 2023 - May 2023  
Address: 3025 E. Russell Rd., NV 89120 Phone: (702) 451-7896  
Street/PO Box, City, State, Zip
5. Employer: Oakmont of Las Vegas Dates (From/To) Nov. '22 - Feb. '23  
Address: 3165 E. Flamingo Rd., LV NV 89121 Phone: (702) 829-7413  
Street/PO Box, City, State, Zip

**Legal Information – Explain any “YES” answers on a separate sheet of paper**

- Has there ever been a complaint filed, investigation or legal action taken against your professional license for any reason? ☐ Yes ☒ No
- Are there any pending legal actions, complaints, investigations or hearings in process? ☐ Yes ☒ No
- Have you ever had a professional license, certification or registration denied, restricted, suspended or revoked? ☒ Yes ☐ No
- Have you ever relinquished responsibilities, resigned a position or been fired while a complaint was pending against you? ☐ Yes ☒ No
- Have you ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) ☐ Yes ☒ No

**Child Support Information – Please check one appropriate answer. An answer is mandatory**

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

**Continuing Competency Information – Minimum 24 hours is required:**

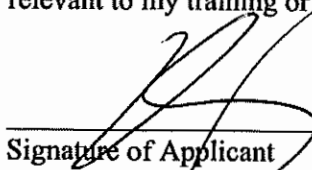
List course(s)/presentation(s), dates of attendance and CE Hours awarded for continuing competency credit that was completed during the previous 24 months:

Course: <u>Treating Medically Fragile Patients</u>	Dates <u>11/10/24</u>	CE Hours <u>1</u>
Course: <u>Rehabilitation for Parkinson's Disease</u>	Dates <u>9/18/24</u>	CE Hours <u>2</u>
Course: <u>Autism, Asperger's, Sensory, &amp; ADHD</u>	Dates <u>8/27/24</u>	CE Hours <u>2</u>
Course: <u>Differentiating Sensory from Behavior</u>	Dates <u>9/05/24</u>	CE Hours <u>2</u>
Course: <u>Nutrition Mgmt. for Patients with ADHD</u>	Dates <u>8/31/24</u>	CE Hours <u>2</u>
Course: <u>Home Modifications</u>	Dates <u>8/27/24</u>	CE Hours <u>2</u>
Course: <u>Oncology Rehabilitation</u>	Dates <u>8/20/24</u>	CE Hours <u>1</u>
Course: <u>Functional Geriatrics</u>	Dates <u>8/26/24</u>	CE Hours <u>2</u>

**Acknowledgement and Declaration of Applicant****Notice as Mandatory Reporter**

- ☒ I acknowledge I have been informed of my duty as a mandatory reporter of abuse or neglect of a child pursuant to NRS 432B.

I declare, under penalty of perjury, all the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to my training or experience or my fitness to practice occupational therapy.

  
Signature of Applicant

11/24/24  
Date of Application

Duchess Henderson Noble  
Print Name

**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](http://www.nvot.org)

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<b>AGENDA ITEM 7: Disciplinary Matter</b>
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**Recommendation for Dismissal - Complaint Case No. C25-01**

- Failure to submit continuing education requirements.
- Failure to comply with notice of citation and administrative fine.

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**Board of Occupational Therapy**

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<b>AGENDA ITEM 8: Legislative Activities</b>
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**Legislative Report**

Lea Cartwright of Cartwright NV Government Affairs will provide an update on legislative activities and potential bills that may affect the occupational therapy profession and/or Board administration.

**Delegation of Authority to Represent the Board**

The Board is requested to formally approve delegation of authority to represent the Board by the Executive Director, for all legislative matters, submittal of fiscal notes, presentations before the Committees, preparation and submittal of comments on bills potentially affecting the Board, and related legislative matters.

**Nevada Occupational Therapy Association Day**

March 28, 2025 has been designated Nevada Occupational Therapy Association Day at the Legislature. NOTA will be in attendance and will have a table with information on Occupational Therapy.

**Board Member Legislative Tour**

On Friday, March 28, 2025, a tour of the Legislature, viewing of Committees, and possible Floor Session will be facilitated by Lea Cartwright and her staff; and will support the NOTA day at the Legislature.

**Attachments**

Written Legislative Report  
OT Board Bills of Interest

## **Nevada State Board of Occupational Therapy**

Legislative Interim Report – January 29, 2025

Submitted by Cartwright NV Government Affairs

### **Governor Actions**

Governor Lombardo [gave](#) his State of the State address on January 15th. He highlighted five policy priorities: accessible housing, safe streets and neighborhoods, healthcare access, economic development, and education. The Governor announced plans to restructure the Department of Health and Human Services into two departments, the Department of Human Services (DHS) and the Nevada Health Authority (NHA). The current budget includes a consolidation of the Division of Health Care Financing and Policy, the Silver State Health Insurance Exchange and the Public Employee's Benefit Program under the NHA. The restructure also includes the move of the Governor's Council on Developmental Disabilities, and the bureau of Health Care Quality and Compliance (HCQC). Some of the details around the new NHA are still vague but we know the new department will be led by Stacie Weeks, current Administrator of the Division of Health Care Financing and Policy. Currently Director of the Department of Health and Human Services will lead the Department of Human Services which will include the Division of Public and Behavioral Health, Division of Child and Family Services, Division of Welfare and Supportive Services, and Aging and Disability Services.

When the Legislative Commission's budget subcommittee met to review the budget on January 21<sup>st</sup>, it was announced that the Governor's budget included a [structural deficit](#) of over \$300M. This was a result of \$1.8B in proposed new spending with no revenue to offset the new spending. This budget was submitted for legislative consideration and was in violation of the balanced budget requirements in the state Constitution. Senate Majority Leader, Nicole Cannizzaro, requested Governor Lombardo to submit a new budget by January 29<sup>th</sup>. Amendments from the Governor's Finance Office have decreased the deficit to \$85 million, but as of the writing of this report, the Governor's office is still adjusting the budget to eliminate the deficit.

### **2025 Legislative Session**

The legislative session begins February 3rd. There are more than 986 BDR topics posed on NELIS and 277 bills have language the week before session. We have attached a bill tracking report with curated bills relevant to this Board. The bill tracking report also

includes notes from our team on those bills. The next [BDR filing deadline](#) is February 10th for all legislators.

## **2024 Election**

Since our last report, 2024 election results were finalized and showed a similar picture to last session. The assembly is made up of 27 Democrats, 15 Republicans, and 11 freshmen. The senate is made up of 13 Democrats, 8 Republicans, and 15 freshmen. Recently, calculated voter tallies showed the [most Nevada Republicans](#) registered to vote since 2007. There will be no supermajorities, and we expect dozens of vetoed bills to return this session.

## **Executive Branch Actions**

### *Nevada Office of Boards, Commissions & Council Standards*

The Department of Business and Industry provided new details on the restructuring plans during their pre-session budget hearing on January 22nd. Director Sanchez said the 37 boards and commissions will consolidate into four new boards, moving all fees to the merged board overseen by the Office of Boards Commission and Council Standards. The four boards will keep their licensing fees and can contract for services. The department does not intend to change the authority granted to the boards in NAC codes or NRS. [Here's a clip on the discussion.](#)

Under the current proposal, the boards will still be able to hire experts to support investigations or other work, but all contracts and hiring would have to be approved through the Office of Boards Commission and Council. The Occupational Therapy Board is proposed to be combined into one board of “Rehabilitative Practice and Therapy” with the following professions: Athletic Trainers, Physical Therapists, Speech-Language Pathologist, Audiologist, and Hearing Aid Specialist.

### *Division of Health Care Financing and Policy (DHCFP aka NV Medicaid)*

The state held a third workshop on December 2<sup>nd</sup> to discuss their proposed State Plan Amendment incorporating activities of daily living into ABA-billed services. Between the August and December workshop, Medicaid added more complex skills, like shopping and communication, and created a section on functional skills, safety goals, and a quick sentence that said, “all services must be within the scope of practice for the certified professional.”

More than a dozen people made public comments at the December meeting to note that the ADL skills were within OT scope of practice and RBTs and BCBA do not have appropriate training for these services. OTs practicing in Nevada, the American OT Association, and NOTA all gave comment. Additional public comment can be sent to [abaservices@dncfp.nv.gov](mailto:abaservices@dncfp.nv.gov). A fourth workshop has not been scheduled.

#### *Patient Protection Commission*

The Patient Protection Commission approved their [semi-annual report](#) and [10 broad recommendations](#) on healthcare workforce diversity, occupational licensing, and increasing access to primary care and graduate medical education. During their January 17<sup>th</sup> meeting, Malinda Southard from DncFP presented AB7 from 2023 and the new regulation made by Medicaid, [R173-24](#), requiring health care providers to make, maintain, and transmit electronic health information. The waiver application is available now and DncFP has made one-time grant funding available for providers who do not have the infrastructure to upload online under this program. The grant application is on DncFP's website. Providers eligible for a waiver do not have to comply until 2030.

## Bills of Interest to OT Board - 83rd (2025) Session

Content	Description	Sponsor	Subscription Note
AB33	Creates the Nevada Office of the Inspector General. (BDR 18-435)	Committee on Government Affairs	12/11 LC - See section 12 for impact to non-profits. Compare to Miller BDR 500 when released. Creates the Office of the Inspector General within controllers office. Office of OIG will be responsible for maintaining full time auditing, investigations, and inspections of state agencies, local government and nonprofit organizations. OIG will report to LCB, and to report findings quarterly.
AB51	Revises provisions relating to public records. (BDR 19-430)	Committee on Government Affairs	12/11 LC - Makes changes to public records requests and allows fees to be charged. Section 3(1)c2 requires public to reasonably assist the government entity
AB64	Revises provisions relating to public meetings. (BDR 19-445)	Committee on Government Affairs	12/11 LC - OML Task Force bill. Revises the definition of to exclude gatherings solely for the purpose of receiving legal advice. The bill also revises public comment provisions. It requires a 3 min for comment, and allows a public body to refuse public comment if related to ongoing/open investigations. The bill prohibits remote meetings in certain circumstances, Sec. 4(4).
AB106	Ratifies the Occupational Therapy Licensure Compact. (BDR 54-233)	Marzola	
AB115	Authorizes certain state buildings to be used for certain purposes. (BDR 27-864)	Karris	
AB120	Provides for the review of certain regulations by the Legislature. (BDR 18-882)	Kasama	
AB125	Revises provisions relating to public bodies. (BDR 18-909)	Flanagan	
AJR4	Revises provisions relating to the legislative process. (BDR C-22)	Kasama	
SB34	Revises provisions relating to certain providers of health care. (BDR 54-449)	Committee on Commerce and Labor	12/11 LC - PPC omnibus compact bill Bill, includes PA, RN, OT, SLP, PT enacts - PA Licensure Compact for physician assistants, Joins the Nurse Licensure Compact for registered nurses and licensed practical nurses, Adopts the Audiology and Speech-Language Pathology Interstate Compact. Joins the Physical Therapy Licensure Compact for physical therapists and assistants and Occupational Therapy Licensure Compact

SB78	Revises provisions relating to boards, commissions, councils and similar bodies. (BDR 18-301)	Committee on Revenue and Economic Development	Big B&I Boards & Commissions Bill. Bill consolidates the BME and the DO Board in to the Nevada Medical Board
SB91	Establishes provisions relating to the use of diacritical marks in certain governmental records. (BDR 40-43)	Senator Doñate; Assemblymember González	
SB128	Makes changes related to health care. (BDR 57-87)	Neal	
SB129	Revises provisions governing occupational and professional licensing. (BDR 54-221)	Stone	
BDR 19-209	Revises provisions relating to the Open Meeting Law.	Assemblymember Gray	
BDR 227	Revises provisions regarding professional licensure.	Senator Titus	
BDR 18-239	Revises provisions relating to governmental administration.	Senator Scheible	
BDR 40-354	Establishes priority review for certain applicants for licensure to practice health professions.	Joint Interim Standing Committee on Health and Human Services (NRS 218E.320)	
BDR 480	Revises provisions relating to governmental administration.	State Treasurer	
BDR 481	Revises provisions concerning governmental administration.	State Treasurer	
BDR 54-566	Enacts the Physical Therapy Licensure Compact.	Assemblymember Marzola	
BDR 718	Revises provisions relating to government affairs.	Assembly Committee on Government Affairs	
BDR 719	Revises provisions relating to government affairs.	Assembly Committee on Government Affairs	

BDR 720	Revises provisions relating to government affairs.	Assembly Committee on Government Affairs	
BDR 721	Revises provisions relating to government affairs.	Assembly Committee on Government Affairs	
BDR S-732	Revises provisions relating to governmental administrative regulations.	Senator Rogich	
BDR 778	Revises provisions relating to governmental administration.	Senator Nguyen	
BDR 54-835	Enacts the Cosmetology Licensure Compact.	Assemblymember Torres-Fossett	
BDR 54-877	Enacts the Dental and Dental Hygienist Compact.	Assemblymember Marzola	
BDR 918	Revises provisions relating to governmental administration.	Senator Rogich	
BDR 944	Revises provisions relating to governmental administration.	Senator Ohrenschall	

**State of Nevada**  
**Board of Occupational Therapy**

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<b>AGENDA ITEM 9: Work Session – SB 78</b>
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**Potential Legislative Items - Requires a bill to be approved by the Nevada Legislature**

Senate Bill of 83<sup>rd</sup> (2025) Session – SB 78

The State of Nevada Department of Business and Industry is proposing legislation to reform Nevada's Boards and Commissions. The proposed bill would reorganize independent state licensing boards. The plan is to eliminate the OT Board as an independent board in order to then merge with five (5) other Boards including the Physical Therapy Board, Athletic Trainers Board, Massage Therapy Board, Chiropractic Physicians' Board, and Oriental Medicine Board. The duties of those boards would be transferred to the Nevada Board of Healing and Rehabilitative Practice created by section 89 of the bill. Proposed Board member allotments were also indicated as the OT Board would have 2 Board member representatives, Physical Therapy Board would have 3, Athletic Trainers Board would have 1, Massage Therapy Board would have 3, Chiropractic Physicians' Board would have 2, and Oriental Medicine would have 1. One member would be appointed who represents the general public. The Nevada Board of Healing and Rehabilitative Practice would consist of a total of 13 members appointed by the Governor.

Proposed amendments to SB 78 have been suggested that will change the composition of the new board. The proposed amendments may include renaming the combined board to the "Rehabilitative Practice and Therapy" Board with the following professions: Occupational Therapy (2), Athletic Trainers (2), Physical Therapists (2), Physical Therapy Assistants (1), Speech-Language Pathologist (1), Audiologist (1), and Hearing Aid Specialist (1). One member would be appointed who represents the general public. The Nevada Board of Rehabilitative Practice and Therapy would consist of a total of 11 members appointed by the Governor. The proposed amendments are indicated in the Reforming Nevada's Boards and Commissions document. The full document can be found at -

[https://business.nv.gov/uploadedFiles/businessnv.gov/content/Boards\\_and\\_Commissions/Reforming%20Nevada's%20Boards%20and%20Commissions%20policy%20paper%20\(revised%201-16-25\).pdf](https://business.nv.gov/uploadedFiles/businessnv.gov/content/Boards_and_Commissions/Reforming%20Nevada's%20Boards%20and%20Commissions%20policy%20paper%20(revised%201-16-25).pdf)

**Action Item-** Does the Board support, oppose, or are neutral in regard to SB 78

**Attachments**

Reorganization Summary  
SB 78 - Section 89  
Reforming Nevada's Boards and Commission (p.59-61)



# State of Nevada DEPARTMENT OF BUSINESS AND INDUSTRY

## **Nevada Department of Business and Industry to introduce legislation REORGANIZING NEVADA'S BOARDS AND COMMISSIONS**

Recognizing that Nevada must restructure its boards and commissions to better serve the public interest, Governor Joe Lombardo directed the Department of Business and Industry ("B&I") to develop a framework for modernization.

Nevada's regulatory, advisory, and occupational boards are a form of participatory state government where citizens can volunteer to serve their community and profession. Since the state's founding in 1864, boards and commissions have expanded to over 315 executive department entities with over 1,700 appointees appointed by the Governor. The last significant effort to address boards and commission reform in Nevada took place in 1976 by Governor Mike O'Callaghan who commissioned a study. No legislative action to implement the study's recommendations followed.

Nevada's government is comprised of an executive, legislative, and judicial branch. However, the size and scope of the state's boards and commissions constitute a fourth branch of appointed representatives that have minimal oversight and wide-ranging authorities that impact the state's economy and the livelihood of thousands of residents.

The goals of the proposed reorganization include:

- 1) Increase board and commission accountability and transparency
- 2) Enhance operations and reduce redundancy
- 3) Reduce administrative cost burdens to licensees
- 4) Provide excellent service delivery
- 5) Enhance Nevada's economic competitiveness

Understanding that Nevada's occupational licensing and advisory boards perform an essential function, B&I staff have sought to preserve the operational integrity of the boards while reorganizing their administrative functions. B&I is a fee-based department comprised of eleven regulatory agencies with merely 1.3 percent of its \$700 million budget derived from the general fund. It is therefore uniquely positioned to understand the similar frameworks of licensing and advisory boards. The statutory authorities granted to the department along with its cost allocated budget philosophy provide a road map for administrative board restructuring.

Department staff propose that the administrative functions of Nevada's occupational licensing boards be aggregated under the authorities vested in the Nevada Office of Boards, Commissions and Councils Standards (BCCS). Such an approach would eliminate redundancy, reduce costs to licensees, ensure consistency across all occupational licensing and advisory boards, mitigate anti-trust exposure through adequate supervision, and allow board members to focus on essential functions instead of duplicative administrative activities.

The Department will streamline all processes pertaining to board audits, compliance with Nevada Revised Statutes, Nevada Administrative Code, Nevada's open meeting laws and will develop one fully integrated website. It is estimated that the operation of Nevada's boards and commissions cost \$39 million annually. Through reorganization and streamlining operations, operating costs could be reduced by approximately 50 percent.

Through research of the historical record, surveys conducted with occupational licensing boards, department boards and commissions, and consultations with other states and national organizations, the department will be introducing legislation during the 2025 Legislative session addressing the current structure, organization, and composition of boards and commissions in the State of Nevada.

### **RECOMMENDATIONS**

The legislation will address the following areas:

- Regular reviews and sunset clauses for boards and commissions
- Term limits, appointment provisions, and strengthening the legislative process
- Eliminate the existing meeting requirements stipulated in each board's statute, and permit boards and commissions to convene only when necessary
- Centralize the operations of boards and commissions to enable the implementation of clear, consistent and effective standards that enhance the health and safety of Nevadans while also reducing barriers to workforce
- Consolidate, merge, and eliminate entities to allow the boards and commissions to better serve the citizens of Nevada

(3) Does not have a pecuniary interest in any matter pertaining to the professions and occupations regulated by the Board, except as a patient or potential patient.

**Sec. 87.** Chapter 631 of NRS is hereby amended by adding thereto a new section to read as follows:

*The Board may, by regulation, defer the expiration of a license issued pursuant this chapter of a person who is on active duty in any branch of the Armed Forces of the United States upon such terms and conditions as it may prescribe. The Board may similarly defer the expiration of a license of the spouse or dependent child of that person if the spouse or child is residing with the person.*

**Sec. 88.** NRS 632.060 is hereby amended to read as follows:

632.060 1. Each year at a meeting of the Board, to be held in accordance with NRS 632.070, the Board shall elect from its members a President, a Vice President and a Secretary.

2. The ~~[Board]~~ *Director of the Department of Business and Industry* may appoint an Executive Director *of the Board* who need not be a member of the Board. ~~[The Executive Director appointed by the Board must be a professional nurse licensed to practice nursing in the State of Nevada.]~~ The Executive Director ~~[shall]~~ :

(a) *Is in the unclassified service of the State and serves at the pleasure of the Director.*

(b) *Shall perform such duties as ~~[the Board may direct and]~~ are directed by the Deputy Director of the Office of Nevada Boards, Commissions and Councils Standards of the Department of Business and Industry, as advised by the Board.*

3. *The Executive Director* is entitled to receive compensation as set by the ~~[Board]~~ *Deputy Director of the Office of Nevada Boards, Commissions and Councils Standards.* The Executive Director is entitled to receive a per diem allowance and travel expenses at a rate fixed by the ~~[Board,]~~ *Deputy Director* while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.

**Sec. 89.** Chapter 634 of NRS is hereby amended by adding thereto a new section to read as follows:

1. *The Nevada Board of Healing and Rehabilitative Practice, consisting of 13 members appointed by the Governor, is hereby created.*

2. *The Governor shall appoint to the Board:*

(a) *One member who is licensed as an athletic trainer pursuant to chapter 640B of NRS and who has engaged in the practice of athletic training or taught or conducted research concerning the practice of athletic training for the 5 years immediately preceding his or her appointment.*



(b) *Three members who are licensed as physical therapists pursuant to chapter 640 of NRS.*

(c) *Three members who are licensed as massage therapists pursuant to chapter 640C of NRS, one of whom must be a resident of Clark County, one of whom must be a resident of Washoe County and one of whom must be a resident of a county other than Clark County or Washoe County.*

(d) *Two members who are licensed as occupational therapists pursuant to chapter 640A of NRS.*

(e) *Two members who are licensed as chiropractic physicians pursuant to this chapter.*

(f) *One member who is licensed pursuant to chapter 634A of NRS and engaged in the practice of Oriental medicine in this State.*

(g) *One member who represents the interests of the general public and who:*

(1) *Does not hold a license issued by the Board;*

(2) *Is not the spouse or the parent or child, by blood, marriage or adoption, of a person who holds a license issued by the Board; or*

(3) *Does not have a pecuniary interest in any matter pertaining to the professions and occupations regulated by the Board, except as a patient or potential patient.*

**Sec. 90.** NRS 634B.100 is hereby amended to read as follows:

634B.100 1. The Naprapathic Practice Advisory ~~{Board}~~ *Subcommittee of the Board* is hereby created.

2. The ~~{Governor}~~ *Board* shall appoint to the Advisory ~~{Board}~~ *Subcommittee:*

(a) Three members who are licensed as naprapaths in this State or any other state; and

(b) Two members who are representatives of the public.

3. Each member of the Advisory ~~{Board}~~ *Subcommittee:*

(a) Must be a resident of this State; and

(b) May not serve more than two consecutive terms.

4. After the initial terms, the members of the Advisory ~~{Board}~~ *Subcommittee* must be appointed to terms of 4 years. A member:

(a) Serves until a replacement is appointed; and

(b) May not serve more than two full terms.

5. A vacancy on the Advisory ~~{Board}~~ *Subcommittee* must be filled in the same manner as the original appointment for the remainder of the unexpired term.

6. The ~~{Governor}~~ *Board* may remove a member of the Advisory ~~{Board}~~ *Subcommittee* for incompetence, neglect of duty, moral turpitude or malfeasance in office.



## THE NEVADA BOARD OF REHABILITATIVE PRACTICE AND THERAPY

**Merge** the following occupational boards:

- The Board of Athletic Trainers – NRS 640B.170
- The Nevada Board of Physical Therapy – NRS 640.030
- The Board of Occupational Therapy – NRS 640A.080
- Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board– NRS 367B.100

These four boards, the Board of Athletic Trainers, the Nevada Board of Physical Therapy, the Board of Occupational Therapy, and the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board, share several commonalities based on their respective Nevada Revised Statutes (NRS) and board duties:

### KEY SIMILARITIES ACROSS THE BOARDS

1. **Regulation of Health Professions:** Each board is responsible for regulating a specific health profession within Nevada. They establish standards for practice, oversee licensure, and ensure that practitioners meet the necessary qualifications to provide safe and effective care.
2. **Licensing Authority:** These boards have the authority to issue, renew, and, if necessary, revoke licenses for professionals in their respective fields. They set the criteria for licensure, which may include educational requirements, examinations and continuing education mandates.
3. **Disciplinary Actions:** They are empowered to investigate complaints against practitioners and take disciplinary actions when violations of professional standards or ethical codes occur. This helps maintain the integrity of the profession and protects public health and safety.
4. **Public Protection Mandate:** A primary duty of each board is to protect the public by ensuring that practitioners adhere to established standards of practice and ethics. This includes setting regulations, monitoring compliance and addressing any breaches through appropriate disciplinary measures.
5. **Dry Needling:** In Nevada, the boards authorized to perform dry needling include the Board of Athletic Trainers, the Nevada Board of Physical Therapy and the Chiropractic Physicians Board. Each of these boards mandates that licensed practitioners complete rigorous, additional training in dry needling techniques, often requiring at least 150 hours of didactic education and a substantial in-person component, including practical examinations. These measures ensure that only professionals with verified competencies are allowed to perform dry needling, safeguarding patient safety and maintaining high standards within each profession. Merging these boards under a unified structure could enhance regulatory consistency, streamline training standards and facilitate cross-professional collaboration. Given that athletic trainers, physical therapists and chiropractors share similar requirements and perform dry needling within overlapping health domains, a merged board would benefit from shared resources and could establish uniform standards for dry needling practices. This alignment would not only improve regulatory efficiency but also strengthen Nevada's healthcare system by fostering

coordinated efforts in patient care, safety protocols and professional education across these interrelated fields.

### NEW BOARD MAKE-UP (11 MEMBERS)

- **2 Licensed Physical Therapists:** 3,420 licensees and 16 complaints required an investigation.
- **1 Licensed Physical Therapist Assistant** in the State of Nevada
- **2 Licensed Occupational Therapists:** 1,810 licensees and 5 complaints required an investigation.
- **2 Licensed Athletic Trainers:** Must have 5 years experience or taught or conducted research concerning the practice of Athletic Trainers. 331 licensees and no complaints required an investigation.
- **1 Licensed Speech-Language Pathologist (SLP):** Representing the Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board with 1,606 licensees and 6 complaints required an investigation. Each SLP should practice in a different setting (e.g., university, public school, hospital, or private practice) to maintain diversity in representation.
- **1 Licensed Audiologist:** Representing the same board. At least one of these members must be a dispensing audiologist who has practiced for at least three years preceding the appointment.
- **1 Hearing Aid Specialist:** Representing the Speech-Language Pathology, Audiology & Hearing Aid Dispensing Board. This member must have practiced, taught, or conducted research in the field for at least three years and cannot be a stakeholder in a manufacturer of hearing aids.
- **1 General Public Member:** Must not be related to or involved in any of the above practices; must represent the general interest of the public.

### OTHER STATES

The structure of regulatory boards for Athletic Trainers, Physical Therapists, Occupational Therapists, and Speech-Language Pathology, Audiology, and Hearing Aid Dispensing varies by state.

A few states have moved toward consolidation, merging multiple professions under a single regulatory entity. For example:

- In **Georgia**, the licensing and oversight of physical therapists, athletic trainers, and other related professions are handled under unified systems within the state's Professional Licensing Boards Division. This centralization allows for better coordination and management of licensure and regulatory processes for multiple professions, such as chiropractic care, massage therapy, and occupational therapy.
- **Colorado** has a single Office of Occupational Therapy and Physical Therapy. Colorado follows a similar approach, with its Department of Regulatory Agencies overseeing various health professions. These kinds of integrations help in ensuring uniform standards and facilitate collaboration between related health services, enhancing public safety and service quality across professions.
- **North Carolina** has a combined Board of Physical Therapy Examiners that also oversees athletic trainers. Similarly, in North Carolina, the Board of Physical Therapy Examiners oversees not just

physical therapists but also manages regulations that impact related professions. These boards function under the state government's regulatory framework, emphasizing integration to reduce administrative overhead.

- **California:** The Department of Consumer Affairs oversees various health-related boards, including those for physical therapy, occupational therapy, and chiropractic care.
- **Florida:** The Department of Health houses multiple boards, such as the Board of Massage Therapy, Board of Physical Therapy Practice, and Board of Chiropractic Medicine.
- **Texas:** The Texas Department of Licensing and Regulation manages several health profession boards, including those for massage therapy and athletic trainers.

## CONCLUSION

Yes, the boards can be merged into one regulatory body, if there is careful planning to address the distinct needs of each profession, ensure representation and maintain high standards of practice and consumer protection. This approach could improve efficiency and reduce administrative burdens, while still allowing each profession to maintain its identity and standards within a unified structure.

## JUSTIFICATION AND BALANCING CONSIDERATIONS

- **Maintaining Core Professional Expertise:** The board should include licensed professionals from all represented fields to ensure comprehensive oversight and expertise in all key areas.
- **Strengthening Public Representation:** Including multiple general public members helps maintain public trust and accountability, ensuring the board's decisions reflect community needs and perspectives.
- **Public and Community Representation:** Including a member who represents public interests maintains transparency, fairness, and accountability.

## References:

[Georgia Secretary of State](https://sos.ga.gov/page/faq-georgia-state-board-physical-therapy) <https://sos.ga.gov/page/faq-georgia-state-board-physical-therapy>  
[Federation of State Boards of Physical Therapy](https://www.fsbpt.org/Free-Resources/Licensing-Authorities-Contact-Information) <https://www.fsbpt.org/Free-Resources/Licensing-Authorities-Contact-Information>

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<b>AGENDA ITEM 10: Executive Director's Annual Performance Evaluation</b>
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**Performance Evaluation**

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 March 2, 2024.

At the March 2, 2024 Board meeting, the Board discussed the six (6) month Performance Evaluation for Heather Hartley, Executive Director. The Board then approved regular employment status and increase in salary effective March 5, 2024 pursuant to the initial employment agreement.

Effective July 1, 2024, the State's salary ranges due to cost of living were adjusted by 11% approved by the 2023 Legislature, the Board salary ranges are based upon the State compensation schedules.

**Attachments**

Executive Director's Summary of Achievements  
Executive Director Performance Evaluation



Joe Lombardo  
Governor

STATE OF NEVADA  
**BOARD OF OCCUPATIONAL THERAPY**

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Heather Hartley  
Executive Director

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**EVALUATION CRITERIA - SUMMARY OF ACTIVITIES**  
**March 2, 2024 – February 15, 2025**

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Highlights of March - February

Adoption of LCB R113-23  
OT Compact Survey  
Language Access Plan Survey  
FY 23/24 Biennial Audit  
Ricoh Contract Approval

**Financial Investments and Reserves**

Manage and review financial investments, operating cash and reserves on an ongoing basis. Updated banking authority and signatories requiring multiple meetings.

**Accounting and Financial Statements**

Record expenses, review reports and modify financial information in coordination with contract bookkeeper; review and approve payroll entries and benefit contributions. On an ongoing basis, review budget and actual expenses to track revenue.

**Written Publications and Website**

Reviewed Board website. Updated manuals, policies, procedures, resources, and documents.

**Board Activities**

- Correspondence with NBCOT, AOTA, and NOTA
- Monthly meetings with Lea Cartwright from Cartwright NV Government Affairs
- Monthly Meetings with Melissa Helgeson from Big Picture (licensing database)
- Participation of Professional and Occupational Licensing Boards Administrative Collaborative
- Working with numerous state agencies including the Department of Business and Industry, the Board of Examiners, Purchasing Division, and Legislative Counsel Bureau
- Working with Wells Fargo and Wells Fargo Advisors
- Established licensee login secure passwords

## **Board Meetings**

Facilitated 7 Board meetings in compliance with open meeting law requirements, prepared agendas, approved minutes and OML posting of notices.

**March 2, 2024:** Regulatory Hearing on LCB File No. R113-23, Dismissal of Complaint C24-04 A, B, & C, Dismissal of Complaint C24-05. 2 citations and administrative fines for unlicensed practice.

**April 5, 2024:** Board approval and adoption of revised LCB File No. R113-23.

**April 13, 2024:** Consideration of application for license, Hearing for determination of violation of Consent Decree.

**June 1, 2024:** Board Member Orientation, FY 2025 Budget, Work Session of Specialty and Advanced Areas of Practice.

**August 1, 2024:** Consideration of submitting Public Comments from the Board of Occupational Therapy regarding the proposed changes to the Medicaid Services Manual (MSM) Chapter 3700 – Applied Behavior Analysis (ABA) Provider type 85.

**August 24, 2024:** Consideration of Application for License, Work Session for OT Compact, NBCOT Presentation.

**November 9, 2024:** Consent Decree, Work Session for Dry Needling, Biennial Audit Report for FY 23/24.

## **Complaint and Disciplinary Action Process**

Received, reviewed and conducted preliminary informal investigations, assigned to and coordinated cases with Board investigator, in consultation with legal counsel made determinations and recommendations as to actions, if any.

Consent Decree = 1 case

Cases Dismissed/Withdrawn = 4 cases

Hearing = 1 case

Consideration of Application for License = 2 applications

Citations and Administrative Fines = 5

Disciplinary actions reported to the National Practitioners Databank, NBCOT, AOTA and Nevada Legislative Counsel Bureau.

## **Regulation Revisions, Workshops, and Hearings**

Proposed Regulation – LCB File R113-23; Responded to questions and coordinated revisions with LCB staff, reviewed LCB drafted regulation, prepared notices for posting and facilitated the public hearing and adoption of regulation.

## **2024 Legislative Interim**

Participated in meetings virtually.

## Legislative Meetings

Jan 22            Legislative Commission, Budget Subcommittee  
Feb 5            Senate Committee on Commerce and Labor

In coordination with Board lobbyist, monitored interim committee activities.

## **Business and Industry – Office of Boards, Commission and Counsel Standards**

Responded to requests for information, documents and reports from the Director's Office of Business and Industry to include policies and procedures, internal controls, number of licensees, licensing software system, reciprocity. Attended three meetings to include in person, one-on-one in person, and virtually. Completion of fiscal notes.

## **Administration / Licensing**

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 submitted to the Budget Division
- Licensing and Disciplinary Actions quarterly reports submitted to the Legislative Counsel Bureau
- Debt Collection Reporting, due every 6 months

Licensing: Oversee Director of Licensing & Operations activities; perform licensing functions when Director is not available; respond to licensee practice questions. Oversee general office operations.

## **Other Accomplishments and Activities**

Submitted Public Comments from the Board of Occupational Therapy regarding the proposed changes to the Medicaid Services Manual (MSM) Chapter 3700 – Applied Behavior Analysis (ABA) Provider type 85.

## Completed the following Executive Director Training Activities

April - AOTA webinar pertaining to the Occupational Therapy Licensure Compact  
September - 2024 NBCOT OT State Regulatory Leadership Forum  
November – AOTA webinar regarding Dry Needling

## **Continued Areas of Management**

- Administrative Rule Making, Postings, Regulatory Workshop, Timelines
- Accounting / QuickBooks On-Line / Reports
- Licensing Database; Big Picture Administration Site
- Open Meeting Law; Board Meeting Prep
- Contracts
- Complaint Process; LCB Quarterly Report, National Databank Reporting
- Budgeting, Accounting Principles, Audits



Joe Lombardo  
Governor

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Heather Hartley  
Executive Director

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## EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

The Executive Director is the chief administrative officer for the Board of Occupational Therapy.

The position is responsible for the management of all Board activities and functions including, but not limited to, strategic planning, Board training, continuous improvement, liaison with agencies and organizations, Board meetings, budgeting and financial management, disciplinary action and complaint process, law and regulatory compliance, legislative and lobbying activities, professional licensing, general operational, personnel and administrative requirements for State regulatory Boards.

The following represent the general duties/responsibilities by category for the position. Refer to the Position Specification for additional detail of each category.

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.

- \_\_\_\_\_ 1. 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
- \_\_\_\_\_ 2. Facilitating and/or conducting Board Member Training
- \_\_\_\_\_ 3. Develop concepts and innovations for Board consideration that will improve the Board's effectiveness and efficiency
- \_\_\_\_\_ 4. 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
- \_\_\_\_\_ 5. Facilitating Board meetings, prepare agendas and supporting documents in compliance with the Nevada Open Meeting law NRS 241
- \_\_\_\_\_ 6. Managing the Board's financial management system including preparation and administration of the Board's annual budget; agency accounting, and reporting

- \_\_\_\_\_ 7. 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 determination of merit and recommendations for hearing; negotiate consent decrees, facilitate disciplinary hearings and monitor probationary licensees
- \_\_\_\_\_ 8. Maintain and manage NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings
- \_\_\_\_\_ 9. Performing legislative activities on behalf of the Board. Review and respond to legislative actions, bills and requests for information
- \_\_\_\_\_ 10. Overseeing personnel and agency operations such as policies and procedures
- \_\_\_\_\_ 11. Ensuring adherence to general administrative requirements for State Regulatory Boards

\_\_\_\_\_ Total Score

Maximum Points 55

Comments:

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

\_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

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<b>AGENDA ITEM 11: Consideration of Employee Performance Bonuses</b>
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Pursuant to the personnel policies, the Board may award individual bonus payments.

“The Board may approve award of individual bonus payments and will determine the amount and method of payment. Bonus payments are considered one-time payments and will not be carried into normal compensation for the next year.”

It is requested that the Board consider the award of individual performance bonuses for staff:

For outstanding service and in recognition of willingness to take on additional responsibilities while continuing exceptional support to the Board, a 5% performance bonus is recommended for Stacey Whittaker.

Stacey Whittaker - based on outstanding performance - \$2,158.55

Executive Director - as determined by the Board, if warranted

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<b>AGENDA ITEM 12: Executive Director's Report</b>
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**Executive Director's Report**

Heather Hartley will provide a report on Board Office Administrative Activities.

**Attachments**

Written Report

FY 2025 Financial Reports  
2nd Quarter Ending December 31, 2024

**State of Nevada**  
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**EXECUTIVE DIRECTOR'S REPORT**  
**February 15, 2025**

**Licensure Statistics** - The following chart provides current and prior year licensing details and activity as of December 31, 2024. The number of practitioners increased by a net of 26 licenses in the first quarter.

**2nd Quarter Statistics**

New Applications Received:	59	Licenses Issued:	59
Licenses Expired:	33	Licenses Renewed:	129

**Comparison to Prior Year at December 31**

Description	FY 2025	FY 2024	% +	OT's 2025	OT's 2024	OTA's 2025	OTA's 2024
Total Current Licensees	1821	1810	1%	1400	1380	421	430
Standard Licensees (active)	1762	1749	1%	1356	1336	406	413
Inactive Licensees	41	31		28	22	13	9
Inactive - Retired	10	13		8	11	2	2
Provisional Licensees	5	12		5	7	0	5
Temporary Licensees	3	5		3	4	0	1

**Fiscal Year 25 by Quarter**

Fiscal Year 2024	Total Licensees	OT	OTA
July 1, 2024	1746	1337	409
September 30, 2024	1795	1384	411
December 31, 2024	1821	1400	421
March 31, 2025			
June 30, 2025			

**FY 25 Financial Statements**

**2nd Quarter, Period ending December 31, 2024**

**FY 25 Budget vs Actuals - Period ending December 31, 2024** reflects a net income of \$14,307.94. Net operating income, revenue less expenses, is \$580.40.

**Licensing Revenue** - Licensing revenue is slightly above budget at 53.18%. Total License fees exceeded budget at 62.50%.

**Other Income** - Other income is 52.71% of the budget. Interest income on investments exceeded budget at 56.42% due to higher rates of return on short term CD's.

**Operating Expenses** - Expenses are under budget at 48.48%. Payroll budget is at 48.04%.

**Balance Sheet and Investments** - Total Cash as of December 31, 2024 was \$665,849.51; with \$296,153.62 in operating, \$344,450.19 in investments and \$25,245.70 in money market funds. Total Equity is \$348,338.69.

**Wells Fargo Advisors** - Currently, all CD's have matured. The most recent CD matured in September. Funds have all been reinvested into the money market account which has the highest available rates at this time.

**Office Operations & Activities** – Correspondence has continued with AOTA and NOTA. Heather Hartley attended an AOTA webinar regarding Dry Needling. Staff have held monthly update meetings with Cartwright NV Government Affairs. Board Staff attended varied legislature subcommittee meetings virtually. Heather Hartley attended a meeting held by the Nevada Department of Health and Human Services (DHHS), Division of Health Care Financing and Policy (DHCFP) regarding the proposed changes to the Medicaid Services Manual (MSM) Chapter 3700 – Applied Behavior Analysis (ABA) Provider type 85. Heather Hartley and Lea Cartwright met with Joseph Filippi, Executive Director of the Patient Protection Commission regarding SB 34. Staff met and corresponded with newly appointed Board members. Heather Hartley attended a meeting held by the Governor's Office for New Americans. Staff attended the quarterly meeting of the Administrative Collaborative.

State reporting has been submitted to the Legislative Counsel Bureau (Disciplinary and Registration Report). Disciplinary reporting has been submitted to NBCOT, AOTA, and NPDB. The Audit report was submitted to the Legislative Counsel Bureau - Audit Division. The Consultant Report was sent to the Interim Finance Committee.

**Department of Business and Industry** – All Board Chairs were requested to attend a virtual meeting with Director Kris Sanchez and Deputy Director Nikki Haag. The meeting provided an update regarding the proposed bill to reform independent state licensure boards and an opportunity to discuss any questions.

Proposed amendments to SB 78 will impact the OT Board as changes may include renaming the combined board to the "Rehabilitative Practice and Therapy" Board with the following professions: Athletic Trainers, Physical Therapists, Speech-Language Pathologist, Audiologist, and Hearing Aid Specialist.

**Legislative Items** – Bills of Interest of 83rd (2025) Session – AB 106 Assemblywoman Marzola ratifies the Occupational Therapy Licensure Compact. SB 34 The Nevada Patient Protection Commission (PPC) enacts Nevada to join five (5) Interstate Licensure Compacts: 1) Audiology and Speech Language Pathology Interstate Compact, 2) Nurse Licensure Compact, 3) Occupational Therapy Licensure Compact, 4) Physical Therapy Licensure Compact and 5) Physician Assistant Compact. SB 78 is the proposed bill to reform independent state licensure boards.

**Big Picture/Albertson Consulting** - Board staff has a standing monthly update meeting. Board staff continues to assist with the new secure login process with licensees. Future meetings will continue working on streamlining the continuing education audit process.

**Board Member Vacancies** – There are currently no Board member vacancies. Chelsea Gonzalez is the new OT member, and Scott Oakley is the new public member. Both Chelsea and Scott were appointed by the Governor as of December 1, 2024.

***Complaints Status*** – There is currently 1 complaint pending in the investigation stage.

***Citations and Administrative Fines*** - There were two (2) Citations and Administrative Fines issued since the Board's last meeting. The first citation was for failure to submit continuing education requirements, and the licensee was issued a \$200.00 fine. The second citation was for six months of unlicensed practice and the licensee was issued a \$500.00 fine.

# State of Nevada Board of Occupational Therapy

## Budget vs. Actuals FY25

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Fees	27,500.00	44,000.00	-16,500.00	62.50 %
Fines and Legal Fees	3,576.36		3,576.36	
License Fees	116,138.49	230,515.10	-114,376.61	50.38 %
List Fee	2,275.00	6,600.00	-4,325.00	34.47 %
<b>Total Income</b>	<b>\$149,489.85</b>	<b>\$281,115.10</b>	<b>\$ -131,625.25</b>	<b>53.18 %</b>
GROSS PROFIT	<b>\$149,489.85</b>	<b>\$281,115.10</b>	<b>\$ -131,625.25</b>	<b>53.18 %</b>
Expenses				
Attorney General / Legal Fees	4,648.38	12,000.00	-7,351.62	38.74 %
Audit fees	9,600.00	9,600.00	0.00	100.00 %
Bank Service/Merchant Charges	3,196.44	7,000.00	-3,803.56	45.66 %
Board Compensation	1,350.00	4,500.00	-3,150.00	30.00 %
Board Education		3,000.00	-3,000.00	
Dues & subscriptions	1,787.76	2,080.00	-292.24	85.95 %
Equipment Rental	939.03	2,100.00	-1,160.97	44.72 %
Insurance	1,222.51	1,650.00	-427.49	74.09 %
Licensing - Data System	225.00		225.00	
Amortization	3,686.50	8,200.00	-4,513.50	44.96 %
Data System expense	5,249.83		5,249.83	
Data System Interest	534.50		534.50	
System Support	135.00	750.00	-615.00	18.00 %
<b>Total Licensing - Data System</b>	<b>9,830.83</b>	<b>8,950.00</b>	<b>880.83</b>	<b>109.84 %</b>
Meeting Expenses	65.00		65.00	
Office Expense	153.00		153.00	
Internet Service	963.29	2,400.00	-1,436.71	40.14 %
Postage and Delivery	526.22	300.00	226.22	175.41 %
Records Storage/Recycling	65.00	130.00	-65.00	50.00 %
Telephone	304.94	700.00	-395.06	43.56 %
<b>Total Office Expense</b>	<b>2,012.45</b>	<b>3,530.00</b>	<b>-1,517.55</b>	<b>57.01 %</b>
Office Lease				
Depreciation	13,751.50	33,766.00	-20,014.50	40.73 %
Lease Expense	-0.38	700.00	-700.38	-0.05 %
Office Lease Interest	1,542.50		1,542.50	
<b>Total Office Lease</b>	<b>15,293.62</b>	<b>34,466.00</b>	<b>-19,172.38</b>	<b>44.37 %</b>
Office Supplies	364.65	1,200.00	-835.35	30.39 %
Payroll Expenses				
Deferred Compensation	5,988.88	14,092.19	-8,103.31	42.50 %
Employer Taxes	5,954.81	10,921.70	-4,966.89	54.52 %
Medical Benefit	969.22	1,800.00	-830.78	53.85 %
PTO Expense	1,437.53	7,500.00	-6,062.47	19.17 %
Salaries and Wages	70,713.50	142,767.36	-72,053.86	49.53 %
<b>Total Payroll Expenses</b>	<b>85,063.94</b>	<b>177,081.25</b>	<b>-92,017.31</b>	<b>48.04 %</b>

# State of Nevada Board of Occupational Therapy

## Budget vs. Actuals FY25

July - December, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Professional Fees				
Accounting	1,500.00	4,500.00	-3,000.00	33.33 %
Legislative Services	12,000.00	33,000.00	-21,000.00	36.36 %
<b>Total Professional Fees</b>	<b>13,500.00</b>	<b>37,500.00</b>	<b>-24,000.00</b>	<b>36.00 %</b>
Travel				
Travel - in state	34.84	2,500.00	-2,465.16	1.39 %
<b>Total Travel</b>	<b>34.84</b>	<b>2,500.00</b>	<b>-2,465.16</b>	<b>1.39 %</b>
<b>Total Expenses</b>	<b>\$148,909.45</b>	<b>\$307,157.25</b>	<b>\$ -158,247.80</b>	<b>48.48 %</b>
NET OPERATING INCOME	<b>\$580.40</b>	<b>\$ -26,042.15</b>	<b>\$26,622.55</b>	<b>-2.23 %</b>
Other Income				
Interest Income	6,206.48	11,000.00	-4,793.52	56.42 %
Sublease Income	7,521.06	15,042.16	-7,521.10	50.00 %
<b>Total Other Income</b>	<b>\$13,727.54</b>	<b>\$26,042.16</b>	<b>\$ -12,314.62</b>	<b>52.71 %</b>
NET OTHER INCOME	<b>\$13,727.54</b>	<b>\$26,042.16</b>	<b>\$ -12,314.62</b>	<b>52.71 %</b>
NET INCOME	<b>\$14,307.94</b>	<b>\$0.01</b>	<b>\$14,307.93</b>	<b>143,079,400.00 %</b>

# State of Nevada Board of Occupational Therapy

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Wells Fargo Bank - Checking	296,153.62
Wells Fargo Bank - Investments	344,450.19
Wells Fargo Bank - Money Market	25,245.70
<b>Total Bank Accounts</b>	<b>\$665,849.51</b>
Accounts Receivable	
Accounts Receivable	4,108.68
<b>Total Accounts Receivable</b>	<b>\$4,108.68</b>
Other Current Assets	
Prepaid Expenses	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$669,958.19</b>
Fixed Assets	
Net Fixed Assets	0.00
<b>Total Fixed Assets</b>	<b>\$0.00</b>
Other Assets	
Accum Depr - Right of Use Asset	-139,806.50
Accumulated Amortization of SAAS Asset	-9,830.50
Right of Use Asset	192,521.00
SAAS Asset	29,492.00
<b>Total Other Assets</b>	<b>\$72,376.00</b>
<b>TOTAL ASSETS</b>	<b>\$742,334.19</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	131.17
<b>Total Accounts Payable</b>	<b>\$131.17</b>
Credit Cards	
WF Mastercard	0.00

# State of Nevada Board of Occupational Therapy

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
Accrued PTO	8,679.96
Deferred Compensation Payable	1,149.69
Deferred Revenue	296,307.68
Direct Deposit Liabilities	0.00
Due to State Treasurer	0.00
Lease Liabilities - Current	28,556.00
Other Current Liabilities	7,521.10
Payroll Liability	0.00
Payroll Tax Liability	1,308.40
SAAS Liability - Current	5,765.00
<b>Total Other Current Liabilities</b>	<b>\$349,287.83</b>
<b>Total Current Liabilities</b>	<b>\$349,419.00</b>
Long-Term Liabilities	
Lease Liabilities - Non Current	31,091.50
SAAS Liability - Non Current	13,485.00
<b>Total Long-Term Liabilities</b>	<b>\$44,576.50</b>
<b>Total Liabilities</b>	<b>\$393,995.50</b>
Equity	
Invested in Capital Assets	-7,973.00
Retained Earnings	342,003.75
Net Income	14,307.94
<b>Total Equity</b>	<b>\$348,338.69</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$742,334.19</b>

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<b>AGENDA ITEM 13: Report from Legal Counsel</b>
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Henna Rasul, Sr. Deputy Attorney General will report on legal matters.

<b>AGENDA ITEM 14: Board Activities &amp; Reports from Members</b>
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**Meeting and Activities Schedule**

Activity	Calendar Year 2025	Topics/Comments
Board Meeting	February 15	Appointment of Chair & Board Officers Executive Director's Performance Evaluation
Board Retreat In Person	March 27-29	Strategic Planning Session Legislature Visit - Carson City
Board Meeting	June 2025	FY 26 Budget Approval
Board Meeting	August 2025	Legislative Review

**Future Agenda Items**

**Reports and Comments from Board Members**