



**STATE OF NEVADA**  
**BOARD OF OCCUPATIONAL THERAPY**

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**NOTICE OF PUBLIC MEETING**

**March 28, 2025 – Educational Session Only**

**Board Meeting**

**March 29, 2025 – 10:00 am**

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

Zoom Access:

<https://us06web.zoom.us/j/81192023898?pwd=cJl211FblsEwN8OL6h0aoBLXhKZeOZ.1>

Meeting ID: 811 9202 3898

Passcode: 592433

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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**Educational Session**

March 28, 2025 – Day at the Legislature

Legislative Tour / Observation of Committees and Floor Sessions (informational)

**Board Meeting Agenda**

March 29, 2025

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)
  - February 15, 2025
4. Citation for Unauthorized Practice; Administrative Fine pursuant to NRS 640A.230 2(c) (for possible action)  
Philip Lamoreaux, OT License No. OT-2039

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)
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5. Legislative Activities (for possible action)
  - Cartwright NV Government Affairs - Legislative Report
  - Recap - Nevada Occupational Therapy Association Day at the Legislature
6. Board Member Orientation (informational)
7. 2025/2026 Strategic Direction (for possible action)
  - Board Self-Assessment
  - 2025/2026 Strategic Direction
8. Executive Director's Report (for possible action)
9. Report from Deputy Attorney General (informational)
10. Board Activities & Reports from Members (for possible action)
  - 2025 Meeting and Activities Schedule
11. Public Comment

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
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12. Adjournment (for possible action)

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Public comment is welcomed by the Board. Public comment will be limited to five minutes per person and comments based on viewpoint will not be restricted. Public comment will be available prior to action items on the agenda and on any matter not specifically included on the agenda 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 and in his/her sole discretion. (NRS 241.020, NRS 241.030)

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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 February 15, 2025 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 February 15, 2025

Members Present: Christopher Liebl, Philip Seitz, Jocelyn Pereira, Chelsea Gonzalez, Scott Oakley

Members Absent: None

Staff Present: Heather Hartley, Executive Director  
Stacey Whittaker, Director of Licensing & Operations  
Henna Rasul, Sr. Deputy Attorney General

Public Present: Gabriella Bertolino, Lea Cartwright, Julia Graham, Judith Ishibashi, Kristen Neville, Matt Olivier, Rebecca Preddie, Jessika Savage

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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.

#### **Public Comments**

Chair Liebl called for public comments. Both Jessika Savage and Gabriella Bertolino provided positive testimony in support of Judith Ishibashi's License Reinstatement and Citation for Unlicensed Practice going before the Board.

#### **Approval of Minutes**

Chair Liebl made the motion, seconded by Jocelyn Pereira to approve the minutes of the meeting of November 9, 2024. The motion passed.

#### **Appointment of Chair and Board Officers**

Chair Liebl stated that he has enjoyed his role of Interim Chair and nominated himself to continue as Board Chair. Philip Seitz seconded the motion to elect Christopher Liebl as Board Chair. The motion passed.

Philip Seitz made the motion, seconded by Chair Liebl to elect Philip Seitz as Vice Chair of the Board. The motion passed.

Jocelyn Pereira made the motion, seconded by Chair Liebl to elect Jocelyn Pereira as the Board Financial Reviewer. The motion passed.

Executive Director Hartley stated that the Authorized Signatories for Brokerage and Bank Accounts would include the Board Chair, Chris Liebl, and one Board Member. Chelsea Gonzalez made the motion to nominate herself as an authorized signer on Board bank accounts, seconded by Chair Liebl. The motion passed.

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**Citations for Unauthorized Practice; Administrative Fine pursuant to NRS 640A.230 2(c)**

**Judith Ishibashi, OT License No. 0001**

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. Ms. Ishibashi's complete license reinstatement application and explanation of unlicensed practice was received and her Occupational Therapy License, 0001 was reinstated as of February 3, 2025. Ms. Ishibashi explained the circumstances that led to the lapse in her license and stated that she only treated one patient during the time in which her license was expired. The Board recommended that Ms. Ishibashi address the unlicensed practice with her employer and/or insurance provider during the period of time her services were billed without an active license.

Vice Chair Seitz made the motion, seconded by Jocelyn Pereira, to issue Ms. Ishibashi a \$500.00 fine for unlicensed practice. The motion passed.

**Consideration of Application for Reinstatement of License pursuant to NRS 640A.200;**

**Duchess Menchavez Noble, OT License No. 0796**

Director Hartley stated that 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 and is pending NBCOT reinstatement. Ms. Noble confirmed to Chair Liebl that everything has been submitted to NBCOT for reinstatement and that they are reviewing her continuing education content.

Vice Chair Seitz made the motion, seconded by Chair Liebl to approve the license reinstatement of Duchess Noble once her certification with NBCOT has been reinstated. The motion passed.

**Disciplinary Matters – Recommendation for Dismissal, Complaint Case No. C25-01**

Director Hartley explained that C25-01 was an administrative complaint regarding alleged failure to submit continuing education requirements and failure to comply with notice of citation and administrative fine. The requirements have since been met and the case is presented for dismissal.

Vice Chair Seitz made the motion, seconded by Chair Liebl to dismiss Case C25-01. The motion passed.

**Legislative Activities – Cartwright Nevada Government Affairs**

Lea Cartwright of Cartwright Nevada Government Affairs (formerly Belz & Case Government Affairs) provided a written Legislative Interim Report and an update on legislative activities and potential bills that may affect the occupational therapy profession and/or Board Administration. Most notably included SB78 which proposes Occupational Licensing Board Reform, and two proposed OT Licensure Compact Bills. Further discussions centered around Nevada Occupational Therapy Association Day and Board Member Tour at the Legislature on March 28, 2025.

Director Hartley stated that the Board is requested to formally approve delegation of authority to her to represent the Board for all legislative matters, submittal of fiscal notes, legislative presentations, and related matters.

Vice Chair Seitz made the motion, seconded by Jocelyn Pereira to delegate Heather Hartley authority to represent the Board on all Legislative activities. The motion passed.

**Work Session regarding Reform of State Licensing Boards**

Executive Director Hartley explained that 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 original language proposed to merge the Board of Occupational Therapy 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

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would be transferred to the Nevada Board of Healing and Rehabilitative Practice created by section 89 of the bill.

Further amendments to SB78 have since been suggested that would rename 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 eleven members appointed by the Governor. The proposed amendments were provided to the Board in the Reforming Nevada's Boards and Commissions document along with SB78 and the Reorganization Summary.

The Work Session is intended to determine if the Board is in support of this Bill, in opposition or neutral. The Board discussed several factors including the new board composition, personnel, funding, and public protection. Based on the information provided and the fact that this is a Governor's priority, Chair Liebl made the motion, seconded by Vice Chair Seitz to currently remain neutral on Senate Bill 78, reforming Nevada's Boards and Commissions. The motion passed.

#### **Executive Director's Annual 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. Chair Liebl stated that the last performance review for Heather Hartley, Executive Director was completed by the Board at the meeting of March 2, 2024 which was the six (6) month Performance Evaluation. 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 were adjusted by 11% due to cost of living approved by the 2023 Legislature. The Board salary ranges are based upon the State compensation schedules. Chair Liebl and Executive Director Hartley went over the evaluation criteria and summary of achievements. Chair Liebl and Jocelyn Pereira provided feedback. Board members were provided with a Performance Evaluation to complete prior to the meeting.

There was no further discussion.

#### **Consideration of Employee Performance Bonuses**

Executive Director Hartley stated that pursuant to the Personnel Policies, the Board may award 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. The performance bonus for Executive Director Hartley would be determined by the Board, if warranted.

The Board discussed historical State Cost of Living Adjustments and what that will look like for FY26; reiterating that merit increases differ from cost-of-living adjustments.

Chair Liebl made the motion, seconded by Vice Chair Seitz, to approve a one-time 5% bonus for both Heather Hartley and Stacey Whittaker. The motion passed.

#### **Executive Director's Report**

Heather Hartley provided a report on Board Office Administrative Activities to include Licensure Statistics, FY25 Financial Statements, Board Member Appointments, Complaints Status, and Citations and Administrative Fines.

Vice Chair Seitz made the motion, seconded by Jocelyn Pereira to approve the FY25, 2<sup>nd</sup> Quarter ending December 31, 2024 Financial Statements. 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 presented the 2025 meeting and activities schedule to include a Strategic Planning Session and Legislative Visit to Carson City, March 27-29. Heather will work with Board Members to determine their availability for the June and August Board Meetings. There were no further comments.

**Public Comment**

Chair Liebl opened the floor for public comments. Judith Ishibashi expressed her appreciation and admiration of the Board and their current operations. Kristen Neville, AOTA encouraged attendance at their upcoming Aspire Conference in April 2025 to include a Compact Session. Matt Olivier, NOTA thanked the Board and Lea Cartwright for their work on SB78 and is excited to see everyone on Hill Day at the Nevada Legislature in March. There were no further comments.

**Adjournment** – Chair Liebl adjourned the meeting at 11:27 am



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<b>AGENDA ITEM 4: Citation - Administrative Fine</b>
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**Cf o lplut cvkqg'Hlpg'**

**Philip Lamoreaux.'QV'''      Nkpgug'Pq00T-2039**

On March 5, 2025, Mr. Lamoreaux was issued a Citation for Unlicensed Practice during the period of July 4, 2024 to March 4, 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  
Submitted Letter with Application  
Request to Waive Administrative Fine Letter



STATE OF NEVADA  
**BOARD OF OCCUPATIONAL THERAPY**

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**LICENSE REINSTATEMENT APPLICATION**

Nevada License #: OT-2039 Date Expired: 7/4/2024

☒ Occupational Therapist ☐ Occupational Therapy Assistant

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

Legal Name: Philip Lamoreaux

Mailing Address: [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): [REDACTED]

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 # 342612

☐ No Date applied for reinstatement of your certification: [REDACTED]

**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: Utah License #: 9428416-4201 Issue Date 06/03/2015 Expiration Date 05/31/2025 ✓

State/Jurisdiction: California License #: 20925 Issue Date 02/13/2020 Expiration Date 06/30/2025 ✓

State/Jurisdiction: [REDACTED] License #: [REDACTED] Issue Date [REDACTED] Expiration Date [REDACTED]

**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: [REDACTED]

Business License #: [REDACTED]

Board Use Only

Date Received: 3/3/25

Date Issued: 3/5/25

☒ Fees Paid By: ☒ Credit Card ☐ Check/MO # [REDACTED] Amount \$ 500.00

☒ NBCOT Verification ☒ License Verification(s) ☒ 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: University of Nevada - Las Vegas Start Date 06/05/2024  
Address: 4505 S Maryland Pkwy, Las Vegas, NV 89154 Phone: (702) 774-8658  
Street/PO Box, City, State, Zip
2. Employer: Utah Tech University Dates (From/To) Jan 2023 - March 2024  
Address: 225 S Univ Ave, St. George, UT 84770 Phone: (435) 652-7500  
Street/PO Box, City, State, Zip
3. Employer: Intermountain Health Dates (From/To) 12/2015 - 08/2023  
Address: 1380 E Medical Center Dr, St. George, UT 84790 Phone: (435) 251-1000  
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:

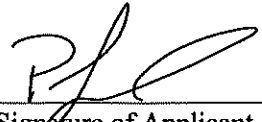
Course: <u>Mentorship Capstone</u>	Dates <u>01/22/24</u>	CE Hours <u>18</u>
Course: <u>Walk the Walk</u>	Dates <u>01/22/24</u>	CE Hours <u>35</u>
Course: <u>Doctorate of OT - UNLV</u>	Dates <u>01/22/24</u>	CE Hours <u>36</u>
Course: _____	Dates _____	CE Hours _____
Course: _____	Dates _____	CE Hours _____
Course: _____	Dates _____	CE Hours _____
Course: _____	Dates _____	CE Hours _____
Course: _____	Dates _____	CE Hours _____

**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

02/27/25  
\_\_\_\_\_  
Date of Application

Philip Lamoreaux  
\_\_\_\_\_  
Print Name

Dear Occupational Therapy Board,

I am writing to provide a detailed explanation regarding the circumstances that led to my Nevada occupational therapy license not being renewed on time and to request reconsideration for reinstatement respectfully.

During the period when my Nevada license renewal was due, I was managing significant administrative responsibilities, including the renewal of my National Board for Certification in Occupational Therapy (NBCOT) license, which I have maintained without interruption. Concurrently, I was launching my own business in Utah, where I teach nurses to mobilize clients ranging from total to maximal dependency. With these additional administrative duties, I inadvertently focused on the renewal of my NBCOT license but missed the renewal of my Nevada License. I thought I had renewed my Nevada License at the same time.

I want to emphasize that my NBCOT license has remained current, and I hold active, non-lapsed licenses in both California and Utah. I am particularly encouraged by Nevada's recent adoption of NBCOT certification to fulfill professional development requirements. As stated by the state, "When it's time to renew your license in one of the states listed above, there is no need to do additional continuing education. You can simply provide proof of your current NBCOT certification which will then be recognized as meeting professional development requirements." Given that my NBCOT license has been maintained without lapse, I am hopeful that my Nevada license can be reinstated under these provisions.

Thank you for your time and consideration. I am available to provide any additional information or documentation you may require.

Sincerely,

Philip Lamoreaux  
[REDACTED]  
[REDACTED]

**Philip Lamoreaux**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

03/13/2025

Nevada Board of Occupational Therapy  
6170 Mae Anne Ave, Suite 1  
Reno, NV 89523

Dear Members of the Nevada Board of Occupational Therapy,

I'm writing to formally ask for a waiver of the administrative fine related to my license lapse between July 4, 2024, and March 4, 2025. As soon as I realized my license hadn't been renewed, I took immediate steps to fix the issue and have been upfront about everything from the start. This is my first offense—not just in Nevada, but in every state I've been licensed in during my ten-year career.

I want to explain what I believe happened. At the end of March 2024, I was blindsided by the loss of my higher education job. It was a position I had planned to stay in for the long haul, and it was taken from me under false pretenses. The director manipulated emails and situations to make it look like I hadn't been doing my job when I had clear proof that I had. I wasn't given a chance to defend myself or present my side. In Utah, higher education employees have no ability to appeal a termination if they are not tenured, so there was nothing I could do. Overnight, I lost the job I loved and the stability my family of 5 depended on.

That job loss sent me into a period of uncertainty, both professionally and personally. Mentally, I was struggling to process what had just happened and how I was going to rebuild my confidence and career moving forward. I had a wife and four kids to support, a mortgage to pay, and I lived in a small town with very few job opportunities. I scrambled to figure out my next steps, which led me to start two businesses: one focused on training nurses and CNAs in safe patient handling and another providing high-intensity therapy for individuals recovering from stroke, iSCI, and TBI. I also picked up part-time teaching at UNLV to bring in some income while I worked to build something sustainable.

In the middle of all that chaos, I got the renewal notices for both my NBCOT certification and my Nevada OT license. I did renew my NBCOT certification,

but with everything going on—processing my job loss, trying to regain my footing, and figuring out how to move forward—I mistakenly thought I had renewed my Nevada license at the same time. It wasn't until much later that I realized I hadn't. I take full responsibility for that oversight, and the moment I found out, I took action to make it right.

I'm asking the Board to consider waiving the fine under the "good cause" clause in NAC 640A.170. Losing my job was a massive hardship for my family and me, and it directly contributed to this mistake. The mental and emotional toll of that experience left me in survival mode, trying to keep my head above water while figuring out my next steps. It was never intentional, and I have no history of licensing issues in any state.

If you need any additional information, I'm happy to provide personal statements, or anything else that could help. I take my role as an occupational therapist seriously and have always operated with integrity. This situation was an incredibly difficult chapter in my life, but I've worked hard to rebuild and ensure something like this doesn't happen again. I have input reminders and safe guards to fix this from happening again.

Thank you for taking the time to consider my request. I appreciate everything you do for our profession and for giving me the opportunity to share my situation.

Sincerely,

**Philip Lamoreaux, OTD, OTR/L, CLCP, LCP-C, CPT, NFS**



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<b>AGENDA ITEM 5: 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.

**Nevada Occupational Therapy Association Day at the Legislature**

Board members will discuss their experiences at the Legislature.

**Attachments**

Written Legislative Report  
OT Board Bills of Interest  
B & I SB 78 Amendments Document

**Nevada State Board of Occupational Therapy**

Legislative Report – March 19, 2025

Submitted by Cartwright NV Government Affairs

**Governor Actions**

On February 26, Governor Lombardo [sent a letter](#) to legislative leadership and our federal delegation outlining the priorities and need for Medicaid in Nevada. On the same day, Lombardo [responded](#) to Attorney General Ford's release of [model immigration policies](#) as required by NRS 228.

**2025 Legislative Session**

We are just over 1/3 of the way through the legislative session. The deadline for individual bill introductions was Monday, March 17. Committee bills are due on Monday, March 24.

We are tracking 28 bills for the Board of Occupational Therapy as well as several budget accounts related to the Department of Business and Industry (B&I) and the Office of Boards, Commissions and Council Standards (BCCS). The bill report is sent to Executive Director Hartley weekly in addition to our regular meetings and impromptu communications as needed during the legislative session.

[SB78](#) continues to be a major piece of legislation for boards as it seeks to consolidate, merge, and move boards fully under BCCS. A full draft of the legislation has not been released, but Nikki Haag and Kris Sanchez have indicated that the advisory committees, boards, and councils will not be included in this bill as originally intended. This should decrease the size of the bill substantially. In a presentation [on March 19](#) to the joint money committee, Director Sanchez outlined the cost-allocation process that boards would follow under B&I. He further discussed the potential liability to the state with the current makeup of our boards dominated by licensees (North Carolina vs. Board of Dental Examiners). Once under B&I, staff will ensure board membership is made up of no more than 50% of licensees to avoid the dominance issue. SB78 has not yet been scheduled for a hearing.

[AB106](#) ratifies the occupational therapy compact. It has not yet been scheduled for a hearing, though the chair has heard three other compact bills in her committee this session so far. Compacts continue to be popular among both parties and have not had any opposition.

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

Name	Description	Sponsor(s)	Status	Past Meetings	Past Action	Future Meetings	Notes for Item
AB33	Creates the Nevada Office of the Inspector General. (BDR 18-435)	Committee on Government Affairs	Government Affairs	Assembly Committee on Government Affairs 3/3/2025 8:00 AM	Heard		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	Government Affairs	Senate Committee on Legislative Operations and Elections 2/6/2025 3:15 PM	Mentioned No Jurisdiction		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	Government Affairs	Assembly Committee on Government Affairs 2/26/2025 8:00 AM	Heard		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	Commerce and Labor				OT Compact
AB115	Authorizes certain state buildings to be used for certain purposes. (BDR 27-864)	Karris	Government Affairs	Assembly Committee on Government Affairs 2/25/2025 8:00 AM	Heard		Allows rooms in state buildings to be rented for special events. 2/2 EMM
AB120	Provides for the review of certain regulations by the Legislature. (BDR 18-882)	Kasama	Government Affairs				Requires economic impact statement of all regs, if over \$500k must be approved by Govs finance office and legislature. 2/2 EMM

AB125	Revises provisions relating to public bodies. (BDR 18-909)	Flanagan	Government Affairs	Assembly Committee on Government Affairs 2/26/2025 8:00 AM	Heard		Requires a the Department of Adminsitration to post the schedule of public meetings. 2/2 EMM
AB143	Enacts the Dentist and Dental Hygienist Compact. (BDR 54-877)	Marzola	Commerce and Labor				
AB152	Revises provisions relating to public records. (BDR 19-209)	Gray	Government Affairs			Assembly Committee on Government Affairs 3/18/2025 8:00 AM	2/7 SS- exclusion to public records if outside retention schedule.
AB163	Enters into the Counseling Compact. (BDR 54-129)	Hafen	Commerce and Labor	Assembly Committee on Commerce and Labor 2/26/2025 1:30 PM	Heard	Assembly Committee on Commerce and Labor - Work Session Item 3/17/2025 1:30 PM	1/31 LC - Enacts the counselor compact in Nevada (NRS 641A)
AB248	Ratifies the Physical Therapy Licensure Compact. (BDR 54-566)	Marzola	Commerce and Labor	Assembly Committee on Commerce and Labor 3/14/2025 11:30 AM	Heard		
AB264	Revises provisions relating to the issuance of professional and occupational licenses. (BDR 19-926)	Miller	Government Affairs	Assembly Committee on Government Affairs 3/5/2025 8:00 AM	Heard		2/20 SS- Licensing board must produce written notice within 10 days if they deny a license based in criminal history or moral character. Licensee can file appeal with district court for review within 30 days.
AB371	Enacts the Cosmetology Licensure Compact. (BDR 54-835)	Torres-Fossett	Commerce and Labor			Assembly Committee on Commerce and Labor 3/17/2025 1:30 PM	
AJR4	Revises provisions relating to the legislative process. (BDR C-22)	Kasama	Legislative Operations and Elections				

SB34	Revises provisions relating to certain providers of health care. (BDR 54-449)	Committee on Commerce and Labor	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	Government Affairs	Senate Committee on Government Affairs 3/5/2025 3:30 PM	Mentioned Not Agendized	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	Growth and Infrastructure	Senate Committee on Growth and Infrastructure 2/19/2025 3:30 PM	Heard, No Action	
SB113	Revises provisions relating to parking privileges for persons with disabilities. (BDR 43-660)	Steinbeck	Growth and Infrastructure	Senate Committee on Growth and Infrastructure 2/19/2025 3:30 PM	Heard, No Action	2/22 SS- Adds PT and OT to list of providers who can certify someone as disabled for handicap license plates.
SB129	Revises provisions governing occupational and professional licensing. (BDR 54-221)	Stone	Commerce and Labor			2/7 SS- Grant license by endorsement to those in U.S. territories who live here now. □
SB265	Revises provisions relating to governmental administration. (BDR 19-918)	Senator Rogich; Assemblymembers Nguyen and Edgeworth	Government Affairs			3/6 SS- expands race and ethnicity choices on government agency forms.

SB270	Revises provisions relating to governmental administration. (BDR 28-778)	Nguyen	Government Affairs	3/6 SS- Contractors must make available any bid, executed contract, and record of work performed with public money. Redacting all personal info. Defines public money.
SB296	Revises provisions relating to governmental administration. (BDR 19-944)	Ohrenschall	Government Affairs	3/10 SS- Governmental entities cannot enter NDA unless the info would otherwise be made confidential under other laws.

STATE OF NEVADA

JOE LOMBARDO  
Governor



DR. KRISTOPHER SANCHEZ  
*Director*

PERRY FAIGIN  
NIKKI HAAG  
MARCEL F. SCHAEERER  
*Deputy Directors*

DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF THE DIRECTOR

3/14/2025

**SB 78 Amendments:**

**1. Removal of Prior Bill Language regarding New Advisory Bodies within the Executive Branch Departments, Reversion to Original Statutes, Elimination of Consolidated Advisory Bodies, and Affected Provisions in Blue Text:**

- Strike all sections introducing new advisory bodies within the Executive Branch of the State Government,
- Remove any sections proposing the modification of existing advisory bodies are reverted to the original statutory language
- Remove all new provisions introduced in the bill that are denoted in blue text and refer to the creation, modification, or consolidation of advisory bodies
- Remove provisions consolidating existing advisory councils into new entities unless otherwise stated:
- Ensure all references to new advisory councils, committees, or boards throughout the bill are removed or amended to revert to pre-existing structures or statutory conditions unless otherwise stated:
  - Section 1
  - Section 17-22
  - Section 24 (3) (a-yyy)
  - Section 26
  - Section 27
  - Section 28
  - Section 29
  - Section 30-78
  - Section 85
  - Section 90
  - Section 95-96

**2. Schedule Reviews and Automatic Termination Provisions:**

- Remove Section 29

**3. Consolidate Advisory Bodies:**

- Keep provisions consolidating existing advisory councils into new entities:
  - Section 25: Commission on Minority Affairs, 1 FT- Management Analyst II who

supports the Commission to the Department of Health and Human Services Office of Minority Health and Equity.

4. **Revision to Title 54 Occupational Licensing Board Memberships:** Existing requirements for board members will remain unchanged in the updated language unless otherwise stated in this amendment.
  - **Section 80:**
    - Remove the **Nevada Board of Professional Design and Environmental Specialist**
  - **Section 82:**
    - **The Commission on Construction Education**
    - Members would be appointed by the Director of the Department of Business and Industry based off of recommendations from the board.
    - 7 member board
      - 1 member who is a member of the Board
      - 4 members who are representatives of the construction industry evenly distributed throughout the state
      - 2 members who have knowledge of construction education programs.
  - **Section 86:**
  - **The Nevada Medical Board** name will change back to **The Board of Medical Examiners**
  - 11 members to 13 members
    - New Board Make-up
    - 4 licensed medical doctors
    - 2 licensed osteopathic doctors
    - 1 licenses physician assistant
    - 1 licensed respiratory care practitioner
    - 2 chiropractic Physicians
    - 1 podiatrists
    - 1 general public member
    - 1 member representing Indigent or Uninsured Healthcare Interests: This member must be a resident of Nevada for at least 5 years and represent the interests of persons or agencies that regularly provide healthcare to indigent, uninsured, or low-income patients. They must not be licensed under the provisions of either chapter (Medical or Osteopathic).
  - **Section 89:**
    - **The Nevada Board of Healing and Rehabilitative Practice** changed to **The Nevada Board of Rehabilitative Practice and Therapy**
    - 13 members
      - New Board make-up:
        - 2 Licensed Physical Therapist,
        - 1 Licensed Physical Therapist Assistant
        - 2 Licensed Occupational Therapist,
        - 1 Licensed Occupational Therapist Assistant
        - 2 Licensed Athletic Trainers
        - 2 Licensed Speech-Language Pathologist
        - 1 Licensed Audiologist
        - 1 Hearing Aid Specialist



## 1 General Public Member

- **Section 91:**
- **The Nevada Board of Vision, Speech and Mobility Professions changed to The Nevada Optometry and Dispensing Opticians Board.**
  - 11 members to 7 members
    - New Board make-up
    - 3 licensed Optometrist
    - 1 General Public Members
    - 2 Licensed Ophthalmic Dispenser (Optician)
    - 1 Member representing Indigent or Uninsured Healthcare Interests, This member must be a resident of Nevada for at least 5 years and represent the interests of persons or agencies that regularly provide healthcare to indigent, uninsured, or low-income patients. They must not be licensed under the provisions of either chapter.

### Add New Board

- **Name of Board: The Nevada Board of Engineering, Surveying, and Environmental Health**
- Merged boards are The State Board of Professional Engineers and Land Surveyors and The Board of Environmental Health Specialists.
- 9 members
- New Board Make-Up
  - 4 professional engineers
  - 1 land surveyor
  - 2 environmental health specialists
  - 1 general public member
  - Chief Medical Officer
- **Name of Board: The Nevada Board of Architecture, Design, and Landscapes**
- Merged board are: The State Board of Architecture, Interior Design and Residential Design and the Nevada State Board of Landscape Architecture
- 9 members
- New Board Make-up
  - 3 registered architects
  - 2 landscape architectures
  - 1 registered residential designer
  - 1 interior designer
  - 1 general public member
  - 1 specialized public member (Industry Expert in construction, engineering, environmental planning, or real estate development. Member may not represent a covered industry of the board, but are highly relevant to the board's work)
- This bill in current form eliminates the **Nevada Board of Homeopathic Medical Examiners** (Sec. 85 (a)) and transfers the **Nevada State Board of Oriental Medicine** (Sec. 89) into The Nevada Board of Healing and Rehabilitative Practice. Instead, the

Office of Nevada Boards, Commissions, and Councils Standards will be responsible for **Licensing and Regulation**

- The Office of Nevada Boards, Commissions, and Councils Standards will oversee the licensure, renewal, and regulation of practitioners previously regulated by both boards.
- Licensing Requirements:
  - Oriental Medicine Practitioners must meet all qualifications established under Chapter 634A of NRS.
  - Homeopathic Physicians must obtain initial licensure through the Office and maintain an active license as a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) to remain in practice.
- All administrative functions, disciplinary actions, and enforcement responsibilities will be managed by the Office to ensure consistent oversight and regulatory compliance.

### **Establishment of the Oriental and Homeopathic Medicine Advisory Committee**

- A five-member advisory committee will be created within the Office of Nevada Boards, Commissions, and Councils Standards to provide expertise on modern practices, licensing standards, and regulatory updates for both Oriental Medicine and Homeopathic Medicine.
- The committee will:
- Advise the Office on professional and regulatory matters related to Oriental and Homeopathic Medicine.
- Assist in the development and grading of licensing examinations for practitioners.
- Review and provide recommendations on disciplinary matters and professional standards.

**Committee Composition:** The Committee will be appointed by the Director of Business and Industry

- **The Oriental and Homeopathic Medicine Advisory Committee** will consist of:
- One (1) member licensed to practice allopathic (M.D.) or osteopathic medicine (D.O.), with experience in integrative or complementary medicine.
- Two (2) members licensed as an Oriental Medicine practitioner.
- Two (2) members who are advanced practitioners of homeopathy and hold a valid certification granted by the Office.

### **Oversight and Reporting**

- The Advisory Committee will report directly to the Office of Nevada Boards, Commissions, and Councils Standards, ensuring continued expertise in these specialized fields while maintaining efficiency and regulatory consistency.

### **Boards that have dominance and require restructure:**

- **Name of Board: Nevada State Board of Accountancy**
- New Board Makeup

- 4 licensed certified public accountants
- 1 tax attorney or compliance expert (e.g., expert attorney specializing in tax law, financial regulations, or corporate fraud prevention)
- 2 general public members
- **Name of Board: State Barbers' Health and Sanitation Board**
- New Board Makeup
  - 2 licensed barbers, one from Clark County and one from Washoe County
  - 2 general public members
  - The Chief Medical Officer
- **Name of Board: Certified Court Reporters Board**
- New Board Makeup
  - 2 certified court reporters
  - 1 attorney (State Bar of Nevada)
  - 1 general public member
  - 1 consumer representative or business professional (e.g., retired judge, law enforcement, or neutral stakeholder who works with court reporters)
- **Name of Board: Nevada State Contractors Board**
- New Board Makeup
  - 4 licensed contractors, 2 who reside in Clark County, 1 who resides in Washoe County, and 1 who resides from any Rural County in the State
  - 3 general public members, 1 who resides in Clark County, 1 who resides in Washoe County, and 1 who resides from any Rural County in the State
  - 1 legal/consumer protection expert (e.g., business leader, construction law attorney, or compliance expert)
  - 1 financial/business expert (e.g., accountant, real estate developer, or construction finance expert)
- **Name of Board: Nevada State Board of Cosmetology**
- New Board Makeup
  - 3 licensed cosmetologists, 1 must reside in a Rural County
  - 1 licensed nail technologist
  - 1 licensed esthetician
  - 1 general public member
  - 1 health and safety representative (e.g., sanitation and infection control expert, medical professional, or public health professional)
- **Name of Board: Nevada State Board of Dental Examiners**
- New Board Makeup
  - 4 licensed dentists, 1 must reside in a rural county in this State
  - 2 licensed dental hygienists or therapists
  - 3 general public members
  - 1 health and safety representative (e.g., public health expert, compliance officer, or infection control specialist)
  - 1 representative for indigent/uninsured healthcare

- **Name of Board: The Nevada State Board of Massage Therapy**
- New Board Makeup
  - 4 licensed Massage Therapists, 2 members must be residents of Clark County, 1 member must be a resident of Washoe County, and 1 member must reside in a Rural County in this State.
  - 1 licensed reflexologist
  - 1 licensed structural integration practitioner
  - 2 general public members
  - 1 human trafficking prevention advocate (e.g., victims' rights advocate, anti-trafficking nonprofit leader, or legal expert in trafficking crimes)
  - 1 Advisory (Non-Voting) law enforcement member (same requirements as NRS 640C.160)
- **Name of Board: Nevada State Board of Pharmacy**
- New Board Makeup
  - 4 registered pharmacists
  - 1 healthcare professional (e.g., physician, nurse, or hospital administrator with experience in medication safety and drug policy)
  - 2 general public members
- **Name of Board: Private Investigators Licensing Board**
- New Board Makeup
  - 2 licensed private investigators
  - 1 licensed security professional or licensed repossession agent
  - 2 general public members
- **Name of Board: Nevada State Board of Veterinary Medical Examiners**
- New Board Makeup
  - 4 licensed veterinarians
  - 1 licensed veterinary technician
  - 2 general public members

## 5. Staffing and Administration

To authorize the Department of Business and Industry (Department) in coordination with DHRM to transition existing classified staff from independent boards and commissions to the Department. Additionally authorized the Department to coordinate with State Purchasing on the administration of all contracts.

1. Notwithstanding any other provision of law, as the Title 54 Occupational and Licensing boards and commissions are merged into the Department pursuant to this chapter or other applicable provisions of law:
  - (a) Qualified existing staff of the affected boards may be transferred to the Department to continue performing their respective duties under the oversight and direction of the Department, with classification alignment for classified and employees to ensure roles and responsibilities are accurately reflected.
  - (b) The Department shall ensure that such staff:
    - (1) The Department of Business and Industry to determine their qualifications and whether they meet the needs of the Department. Employees may or may not be hired by the Department,

depending on their qualifications and the Department's operational requirements. Employees currently working out of class will transfer to the Department in positions that align with their qualifications if selected by the Department. All hiring and positions assignments shall adhere to NRS/NAC 248 to remain consistent with standard state processes for hiring new positions.

(2) Retain benefits that meet the needs and benefits of the position in accordance with state personnel laws and regulations;

(3) Are provided with training and resources necessary to integrate into the Department's administrative structure; and

2. The Department may adopt regulations necessary to facilitate the orderly transition of staff from independent boards to the Department.

3. The Department in coordination with State Purchasing and the Attorney General shall evaluate and determine contractual compliance with but not limited to NRS 333, 334, and 338 and their related regulations. In addition to any contract not in compliance with NRS 333.810 being void and the responsibility of the signatory and head of the contracting entity (such as contracts without required approvals, no competition, or missing required contract language), the Department shall terminate any contract determined not to be in the State's best interest. Where a contract is validly entered into and does not have appropriate termination without cause language for use by the Department, this language shall operate as a non-appropriation for the existing contract.

4. The Department of Business and Industry is authorized to recruit, hire, and onboard new staff as needed to support its expanded responsibilities under this Act. This authority includes creating and filling new positions necessary to meet operational demands, ensure the effective integration of transferred boards and commissions, and maintain the delivery of services to the public. The Department shall ensure that all hiring complies with applicable state personnel laws and regulations. The Department may, within the limits of available funds, employ such persons as he or she deems necessary to provide an appropriate staff for the Office of Nevada Boards, Commissions, and Councils Standards. Such staff and employees include, without limitation:

- a. Executive Staff
- b. Administrative and clerical staff
- c. Research and analytical staff,
- d. And other persons the Deputy Director with approval of the Director determines are necessary to effectively fulfill the duties, responsibilities and obligations of the Office of Nevada Boards, Commissions, and Councils Standards.

5. Except as otherwise provided by specific statute, the Deputy Director with approval of the Director shall:

- a. Determine the salaries and benefits of the persons employed pursuant to subsection 4, within limits of money available for the purpose; and
- b. Adopt such rules and policies as he or she deems appropriate to establish the duties and employment rights of the persons employed pursuant to subsection 4.

## **6. The Commission on Postsecondary Education:**

- o **Section 50:** Leave the Commission on Postsecondary Education within the Employment Security Division of the Department of Employment, Training, and Rehabilitation.
- o **Section 73:** Leave the Administrator responsible for the administration, through the

## **7. Transfer of Funds to Merged Board Accounts**

1. Notwithstanding any other provision of law, all monies currently held by independent occupational and licensing boards that are subject to merger under Senate Bill 78 shall be transferred to the accounts of the newly established merged boards as designated by this legislation.
2. The transfer of funds shall include, but not be limited to, all fees, fines, assessments, grants, and other revenues, along with any reserve funds and assets held in trust or designated for board operations.
3. The Department of Business and Industry, in collaboration with the State Treasurer's Office, shall oversee the transfer process to ensure the accurate and complete reallocation of funds to the appropriate accounts of the merged boards.
4. Any contractual obligations or liabilities tied to the funds of the independent boards shall transfer to the merged boards along with the associated funds, maintaining continuity of financial responsibilities.
5. The Department of Business and Industry shall promulgate any necessary regulations to facilitate the smooth and efficient transfer of funds and address any issues arising during the implementation of this provision.

# 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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## AGENDA ITEM 6: Board Member Orientation

### Structure of the Board:

- 3 Occupational Therapists; 1 Occupational Therapy Assistant; 1 Public Member
- 3 Year Terms; can serve maximum of 2 terms

### Board Administration:

- Staff: Executive Director
  - Director of Licensing & Operations
- Contract for Bookkeeping Services
- Board Investigator – Board pays hourly rate
- Deputy Attorney General assigned to Board – Board pays cost

### Administrative Requirements:

- Must operate within state administrative requirements – SAM Manual
  - Purchasing
  - Contracting
  - Travel Reimbursement
  - Record Retention
- Must comply with Open Meeting Law
- Exempt from State Budget Act; funded by licensing fees
- Audit of financial records must be conducted at least biennially

### Board Policies:

- Practice Policies - operating guidelines for licensing/regulation of practice
  - Licensing Forms
  - Practice Resources
  - Complaint Forms
  - Publications
- Operating Policies and Procedures – Specific to Board Operations
- Personnel Policies

### Data Collection and Reporting System:

- Albertson Consulting / Big Picture
  - Database system
  - Board website
  - Designed to Board specifications and needs
  - Includes Licensing; Monitoring and Complaint Modules
  - Documents are uploaded and stored within each individual record
  - Monthly subscription fee; additional cost for major enhancements

### Board Meetings:

- Historically held 4 times per year
- Typically via Zoom, one meeting a year in person
- Regulation reviews and Public Hearings may require additional meetings

### Roles and Responsibilities of Board Members:

- Nevada Board and Commission Manual
  - Attorney General's Office provides training, tools, and resources
  - Questions should be directed to Board Office
- Nevada Open Meeting Law Manual
  - All meetings must comply with Open Meeting Law
  - Board members are not to communicate amongst themselves regarding Board business.
  - Email correspondence to members from Board office will be BCC only
  - Questions and inquiries should be directed to Board Office
- Administrative Rule Making
  - Process for changing regulations
  - Regulation review required every 3 years
  - Full review required every 10 years

### NRS 640A; NAC 640A:

- Nevada Revised Statutes – This is the LAW
  - Legislative Action to create the Board of Occupational Therapy
  - Establishes legal authority and limitations
  - Law Revision AB 343 passed in 2023
- Nevada Administrative Code – This is our REGULATIONS
  - Codified format for Regulations of the Board
  - Format established by Legislative Counsel Bureau
  - Last Revisions approved 04/18/24



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

6170 Mae Anne Ave., Suite 1, Reno, Nevada 89523  
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<b>AGENDA ITEM 7: 2025 / 2026 Strategic Direction</b>
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The Board may complete and discuss the Board Self-Assessment. The Board may deliberate and discuss the objectives and descriptions presented for the 2025 / 2026 Strategic Direction. The Board may indicate and discuss action items for the 2025 / 2026 Strategic Direction.

**Attachments**

Board Self-Assessment  
2025 / 2026 Strategic Direction

## Board Self-Assessment

A Board assessment process can help Board Members:

- Reflect on their experience.
- Explore how comfortable, enjoyable, and meaningful participation on the Board is to the Board Member
- Understand individual expectations for preparation time, how the meetings are run, and how decisions are made.
- Identify different perceptions and opinions among Board Members about the Board's role.
- Identify and remove obstacles to increased Board effectiveness.

The self-assessment points to issues that need Board discussion and clarification.

Mark with an "x" the column that best represents your agreement or disagreement with the statement.

	Statement	Strongly agree	Agree	Disagree	Strongly disagree	Not sure or can't rate
1.	I feel the meetings focus on important Board of Occupational Therapy matters.					
2.	I am clear about my responsibilities as a member of the Board.					
3.	Materials related to significant decisions are given to the Board far enough in advance of the meeting.					
4.	The amount of material I need to read prior to the meetings is reasonable.					
5.	I feel that my opinions matter and are heard by other Board Members.					
6.	I feel I have a clear understanding of the mission and activities of the Board of Occupational Therapy.					
7.	When I was new to the Board, I was given sufficient information to allow me to make a contribution to the Board of Occupational Therapy quickly.					
8.	The Board has a clear process for making important decisions.					

Please list the three areas where you would like to see the Board improve its **performance focus** in the next two (2) years. Be as specific as possible.

Please list the three areas where you would like to see the Board **focus its attention** in the next two (2) years. Be as specific as possible.

Please provide any other comments, concerns or other topics you feel the Board should address or consider.

# ***Board of Occupational Therapy STRATEGIC DIRECTION 2025 - 2026***

## **Mission Statement**

*To protect the public health, safety, and welfare by ensuring that only competent occupational therapy practitioners are licensed in the state and that those licensed practitioners maintain the highest level of professional conduct. This includes ensuring the competency of occupational therapy practitioners and / or providing the public with a means by which they can pursue administrative legal recourse.*

## **Strategic Priorities**

Priority	Description / Action	Status
Scope of Practice	SURVEY & DATA COLLECTION FOR SPECIALITIES: Identify demographics, specialties, interests, and ethical concerns at current setting.	
	Supplemental Survey – OT Compact	July 2024
	ETHICS: Increase awareness of ethical practice to decrease the number of ethical complaints resulting in disciplinary actions.	
	SCOPE OF PRACTICE: OT's have access to evidence-based practice to help the public.	
Workforce Development	RURAL ACCESS: Increase access to occupational therapy throughout the State of Nevada.	Access by Telehealth
Staff Initiatives	Manage the impact of State Board Reform initiatives and state administration of boards —mitigate the impact of significant changes.	Administrative Collaborative
	Development and implementation of new regulations and policies as required by Legislature.	LCB R113-23 Adopted 4/19/2024

***Board of Occupational Therapy  
STRATEGIC DIRECTION 2025 - 2026  
PLANNING SESSION  
March 29, 2025***

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***STRATEGIC DIRECTION 2025 - 2026***

***Protection of the Public through Regulation of Practice***

**Mission Statement**

*To protect the public health, safety, and welfare by:*

- *ensuring that only competent occupational therapy practitioners are licensed in the state;*
- *that those licensed practitioners maintain the highest level of professional conduct;*
- *ensuring the competency of occupational therapy practitioners; and*
- *providing the public with a means by which they can pursue administrative legal recourse.*

**BOARD FIDUCIARY RESPONSIBILITIES**

**What is the meaning of fiduciary responsibility?**

Fiduciary responsibility is the **legal obligation that a person or organization has to act in the best interests of another person or organization**. A fiduciary is any person or group that is legally responsible for controlling and managing another person or group's assets or other interests.

***Board Fiduciary Responsibilities are two-fold:***

- *To protect the public in accordance with laws, regulations, and disciplinary proceedings; and*
- *Oversight of Board functions and operations.*

***Board of Occupational Therapy***  
***STRATEGIC DIRECTION 2025 - 2026***

***Protection of the Public through Regulation of Practice***

**Fiduciary Objectives**

**(1) To Protect the Public**

- To establish a communication system wherein the public and practitioners are informed
- To establish laws and regulations that address:
  - barriers to licensure
  - the provision of services
  - maintenance of practice competency, and
  - ethical and professional conduct

**(2) Board Oversight**

- To ensure effective and efficient Board administrative systems
- Personnel Oversight

**Fiduciary Objectives**  
**(1) To Protect the Public**

To establish a communication system where the public and practitioners are informed		
Objective	Description	Action
Services	The public is knowledgeable of occupational therapy and what services are available.	
Complaints	The public and practitioners have administrative recourse for addressing sub-standard, unethical or illegal practices.	
Supervision	Practitioners are knowledgeable of the supervision requirements for OT practice and provision of services.	

**Fiduciary Objectives**  
**(1) To Protect the Public**

**To establish laws and regulations that address:  
barriers to licensure; the provision of services; maintenance of practice competency, and ethical and professional conduct.**

<b>Objective</b>	<b>Description</b>	<b>Action</b>
<b>Fees</b>	Fees are reasonable and established based upon current Board operations and future liabilities.	
<b>Licensure Equity</b>	Eliminates barriers to licensure, facilitates electronic access for licensure, communications and information, and utilizes recognized national standards for competency achievement.	
<b>Military &amp; Veterans</b>	Recognizes active duty and veterans' service by expedited licensure for military affiliated practitioners at reduced fees.	
<b>Professional Conduct</b>	Ensures practitioners are aware of ethical and professional boundaries in the provision of services and interactions with clients, interdisciplinary professionals, and the public.	



## Fiduciary Objectives

### (2) Board Oversight

To ensure effective and efficient Board administrative systems

Objective	Description	Action
Training	Board members and staff are knowledgeable of their roles and responsibilities.	
Finances	Financial systems reflect accurate information and are compliant with financial reporting requirements.	
Licensing	Licensing systems provide accurate and expeditious processing, tracking, and reporting.	
Complaints	Complaint and disciplinary systems are fair, equitable and compliant with NRS 233B, Nevada administrative procedures.	
Reporting	Reporting systems provide timely, accurate data reports and information as required by State and legislative actions.	
Policies	Internal Board operating policies and procedures reflect current practices, requirements, and Board directives.	
Resources Collaboration	External resources and collaborations are encouraged and utilized: <ul style="list-style-type: none"><li>• Administrative Collaborative</li><li>• Co-Locations &amp; Cost Sharing</li></ul>	

## Fiduciary Objectives

### (2) Board Oversight

Personnel Oversight		
Objective	Description	Action
Personnel	Personnel systems reflect fair and equitable employment practices.	
Training	Staff are knowledgeable of their roles and responsibilities: <ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Director of Licensing and Operations</li> <li>• Investigator</li> <li>• Administrative Assistant (vacant)</li> </ul>	
Policies	Personnel policies are reviewed and updated regularly: <ul style="list-style-type: none"> <li>• Job Descriptions / Responsibilities</li> <li>• Staffing Levels are Reasonable and Appropriate</li> <li>• Salary and Benefit Package               <ul style="list-style-type: none"> <li>○ Deferred Compensation (Employer Contributions)</li> <li>○ *Public Employees Retirement System (PERS)</li> <li>○ *Public Employees Benefit Program (PEBS Medical)</li> <li>○ Medical Insurance Stipend</li> <li>○ Leave Accrual Rates</li> </ul> </li> </ul> <p style="text-align: center;">* PERS and PEBS are not currently offered</p>	

What we currently know about SB 78	<i>What is unknown if SB 78 is passed</i>
Make-Up of the Merge	<i>Current Staffing</i>
Cost Allocations – B & I will bill for services	<i>Transition Period and Timeline to start 2 Quarter FY 26</i>
B & I Administrative Oversight	<i>Transition of Board Members – How</i>
Staffing will be done by B & I	<i>Transition of Board Funds – How</i>
Will Impact Systems and Licensees	<i>How will it impact systems and licensees</i>

## **SEVERENCE OPTIONS**

### **Legislative Action with staffing transfers to B & I**

Effective Upon Passage of Reform Bill

#### **Retention Incentive – Continued employment through transition**

##### **Incentive Package**

1. Normal Salary/Wage merit increases throughout the transition period.
2. Plus 10% Bonus upon passage of Reform Bill and every 6 months of employment thereafter through transition period. ( equivalent to 20% retention bonus per year)
3. Non-Voluntary Termination Severance Pay = to 25% of annual salary
4. Unlimited PTO Carryover plus 100% paid accrued PTO upon termination

#### **Termination of Employment Prior to Full Transition**

1. Voluntary Termination – No Severance Pay
2. Normal Salary/Wage merit increases throughout the transition period.
3. Payment of accrued PTO per current personnel policies

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

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<b>AGENDA ITEM 8: Executive Director's Report</b>
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**Executive Director's Report**

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

**Attachment**

Written Report

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**EXECUTIVE DIRECTOR'S REPORT**  
**March 29, 2025**

***Licensure Statistics*** - The following chart provides current licensing details and activity as of January 1, 2025 through February 28, 2025.

***Current Statistics***

New Applications Received:	31	Licenses Issued:	31
Licenses Expired:	17	Licenses Renewed:	98

There are 1,410 OTs and 421 OTAs for a total of 1,831 licensees.

***Wells Fargo Advisors*** - The Board received notice dated February 27, 2025 that Wells Fargo Advisors will be discontinuing service of the investment account. All funds will be transferred to the Board's checking account with Wells Fargo.

***Office Operations & Activities*** – Correspondence has continued with NOTA regarding the legislative session and preparation for Hill Day. Staff have held monthly update meetings with Cartwright NV Government Affairs.

***Department of Business and Industry*** – Deputy Director Nikki Haag sent notice that the amendment to SB 78 regarding the composition of The Nevada Board of Rehabilitative Practice and Therapy will now also include one member who is an OTA, so total Board member allotments will be indicated as 2 OTs and 1 OTA which will provide equal representation as the Physical Therapy Board.

Nikki Haag provided notice that all boards and commissions under the Department of Business and Industry will be required to use the official Department letterhead for all formal correspondence.

Nikki Haag and staff have requested a number of items in the past few weeks. Request for information has included the Board's Audit Report, available funds in reserves, update of legislative actions regarding Executive Order 2023-004, copies of all active contracts and subscriptions, and FY24 disciplinary case data.

Heather Hartley has submitted 30 fiscal note responses to date since the start of the legislative session.

***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 is working with Big Picture to add 30 day renewal notices and late renewal notices.

***Numbers Inc.*** - Carol Woods, Board bookkeeper, notified the Board of updated payroll services cost. The cost will be shared between 12 boards for the remainder of FY 25 as a one time annual fee of \$316.58. An amendment to the budget and contract will occur reflecting this change in preparation for FY 26.

***Complaints Status*** – There is currently one administrative complaint pending.

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<b>AGENDA ITEM 9: Report from Legal Counsel</b>
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Joseph Ostunio, Deputy Attorney General will report on legal matters.

<b>AGENDA ITEM 10: Board Activities &amp; Reports from Members</b>
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**Meeting and Activities Schedule**

Activity	Calendar Year 2025	Topics/Comments
Board Retreat In Person	March 27-29	Strategic Planning Session Legislature Visit - Carson City
Board Meeting	July 19	FY 26 Budget Approval Legislative Review
Board Meeting	September 20	
Board Meeting	November 15 or 22	

**Future Agenda Items**

**Reports and Comments from Board Members**