



STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

NOTICE OF PUBLIC MEETING

March 21, 2026 – 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/83806009648?pwd=9Kzz9wZB1LRLdD3neUEuVr8vsaXvYr.1>

Meeting ID: 838 0600 9648

Passcode: 351264

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

AGENDA

Public comment is welcomed by the Board in writing or in person. Persons wishing to provide public comments remotely may access the meeting by telephone at (253) 215-8782 or through the electronic link posted on the agenda. Public comment will be limited to three minutes per person and comments based on viewpoint will not be restricted. Public comment will be available at the beginning of the meeting and as the last item on the agenda. At the discretion of the Chairperson, additional public comment may be heard when that item is reached. The Chairperson may allow additional time to be given a speaker as time allows at his/her sole discretion. (NRS 241.020, NRS 241.030)

The State of Nevada Board of Occupational Therapy may: (a) address agenda items out of sequence, (b) combine agenda items, and (c) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.020, NRS 241.030) **Action** by the Board on an item may be to approve, deny, amend, or table.

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1. Call to Order, Confirmation of Quorum
 2. Public Comment

No vote may be taken upon a matter raised during a period devoted to public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
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3. Approval of the Minutes (for possible action)
 - January 24, 2026

4. Disciplinary Matters – Recommendation for Dismissal of Complaint (for possible action)

- Complaint Case No. C26-06

5. Public Hearing – R094-25 (informational)

- The purpose of the hearing is to receive comments from all interested parties regarding the adoption of regulations that pertain to LCB File No. R094-25, Chapter 640A of the Nevada Administrative Code.

A REGULATION relating to occupational therapy; requiring a licensee to provide notification to the Board of Occupational Therapy after certain actions are taken or filed against the licensee; eliminating certain requirements relating to temporary licensing; providing that failing to notify the Board of certain information constitutes unprofessional conduct; and providing other matters properly relating thereto.

Open Public Comments

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

Close Public Comments

6. LCB File No. R094-25 – Consideration of Public Comments (for possible action)

7. Consideration of Adoption of Regulations – LCB File. No. R094-25 (for possible action)

8. Executive Director’s Annual Performance Evaluation (for possible action)

9. Consideration of Employee Performance (for possible action)

- Consideration of Adjustment of Compensation and/or Benefits
- Consideration of Individual Bonus Payments

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

- Legislative Services Contract Proposals
- LCB File No. R074-25

11. Report from Deputy Attorney General (informational)

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

- FY 2026 Meeting and Activities Schedule

13. 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)

14. Adjournment (for possible action)

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. (NRS 233B.126)

Notice: Persons with disabilities who require special accommodations or assistance at the meeting should contact the Board office at (775) 746-4101; or fax (775) 746-4105 no later than 48 hours prior to the meeting. Requests for special accommodations made after this time frame cannot be guaranteed.

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

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

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

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AGENDA ITEM 3: Approval of Minutes

The minutes of the meeting of January 24, 2026 of the State Board of Occupational Therapy are presented for approval.

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



STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

SUMMARY MINUTES PUBLIC BOARD MEETING January 24, 2026

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

Members Absent: Vacant OT/OTA

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

Public Present: Allen Espelita, Julia Graham, Mariah Olivero-Chew, Matt Olivier

Call to Order, Confirmation of Quorum

Chair Liebl called the Board meeting to order at 9:32 am. A roll call confirmed a quorum was present.

Public Comment

Chair Liebl called for public comments, there were none.

Approval of Minutes

Chelsea Gonzalez made the motion, seconded by Scott Oakley, to approve the minutes of the meeting of November 8, 2025. Jocelyn Pereira abstained. The motion passed.

Appointment of Chair and Board Officers

Executive Director Hartley explained that pursuant to NRS640A.090, the Board shall elect a Chair at the first regular meeting of each year. As such, the Board will also need to elect a Vice Chair and Financial Reviewer.

Chair Liebl made the motion to nominate Chelsea Gonzalez as the new Board Chair, seconded by Scott Oakley. The motion passed.

Christopher Liebl volunteered to serve as Vice Chair of the Board. Chelsea Gonzalez made the motion, seconded by Scott Oakley to appoint Christopher Liebl as Vice Chair. The motion passed.

Jocelyn Pereira made the motion to appoint Scott Oakley as the new Financial Reviewer for the Board. Chelsea Gonzalez seconded the motion which passed unanimously.

Public Workshop – Proposed Regulations

Chair Gonzalez opened the Public Workshop on proposed regulations R094-25.

- New Section - adds requirement of licensees to notify the Board within 30 days after certain actions are taken or filed against the licensee.

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

- NAC 640A.062 - removes requirement for a person who has previously been issued a temporary license from applying for another temporary license until 6 months after the expiration of the initial or renewed temporary license.
- NAC 640A.350 - amends unprofessional conduct to include failing to report to the Board any judgment, settlement, or final disposition pursuant to section 1.

Chair Gonzalez opened the workshop for public comments. Hearing none, Chair Gonzalez closed the Public Workshop.

Consideration of Proposed Regulations

Vice Chair Liebl made the motion, seconded by Scott Oakley to approve the regulation as presented and move forward with the regulatory process. The motion passed unanimously.

Executive Director's Report

Executive Director Hartley provided a thorough report on Board Office Administrative Activities to include licensure statistics, FY26 financial statements, Department of Business and Industry, various legislative activities, and an update on current complaints.

Ms. Hartley updated the Board on investment of funds. A Money Market Account has been opened and is collecting interest. Western Alliance Bank is not authorizing the Board to purchase CDs at this time. Unexpected changes to the budget were presented by Ms. Hartley, including an increase in Attorney General rates from \$157 per hour to \$250 per hour retroactive to July 2025. A new mandate that Board's Workers Compensation Policies be held with the State was also enforced, increasing the annual premium from \$738.00 per calendar year to \$2,656.60.

Scott Oakley made a motion, seconded by Vice Chair Liebl to approve the Board Financials as presented. The motion passed.

The Board's Semi-Annual January 2026 Newsletter was presented for review and approval.

Vice Chair Liebl made the motion, seconded Scott Oakley to approve the January 2026 Newsletter. The motion passed.

Executive Director Hartley discussed the process and terms for obtaining new contracts for bookkeeping/payroll services and audit services. Requests for proposals through an informal solicitation process were conducted in December. Proposed contract amounts and length of contracts were presented to the Board.

Vice Chair Liebl made the motion, seconded by Scott Oakley to authorize Heather Hartley, Executive Director, to complete the contracts for Numbers Inc. and Christiansen Accounting Network as presented to the Board. The motion passed.

Report from Deputy Attorney General

Henna Rasul, Senior Deputy Attorney General, had no report.

Board Activities & Reports from Members

Executive Director Hartley requested to change the next Board meeting from March 14, 2026, to March 21, 2026, followed by June 27, 2026. Subsequent meetings in September and November will be determined.

Vice Chair Liebl made the motion, seconded by Scott Oakley to approve the 2026 meeting schedule as presented, the motion passed.

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

Public Comment

Chair Gonzalez opened the floor for public comments. Matt Olivier expressed excitement for the Board Newsletter. There were no further comments.

Adjournment – Chair Gonzalez adjourned the meeting at 10:11 am.

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AGENDA ITEM 4: Disciplinary Matters
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Recommendation for Dismissal

Complaint Case No. C26-06

After review of all documentation received regarding the above referenced complaint, it has been determined that there is insufficient evidence to file a formal complaint for hearing before the Board and the facts set forth in the accusations are insufficient to establish a violation of Chapter 640A of the Nevada Revised Statutes or the Nevada Administrative Code.

- Case No. C26-06 alleging unprofessional conduct, and violation of the Code of Ethics and Standards of practice.

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AGENDA ITEM 5: Public Hearing

LCB File No. R094-25
NOTICE OF PUBLIC HEARING

The purpose of the hearing is to receive final comments from all interested parties regarding the adoption of regulations that pertain to LCB File No. R094-25, Chapter 640A of the Nevada Administrative Code. The regulation incorporates regulatory additions and revisions previously discussed by the Board.

A REGULATION relating to occupational therapy; requiring a licensee to provide notification to the Board of Occupational Therapy after certain actions are taken or filed against the licensee; eliminating certain requirements relating to temporary licensing; providing that failing to notify the Board of certain information constitutes unprofessional conduct; and providing other matters properly relating thereto.

- New Section - adds requirement of licensees to notify the Board within 30 days after certain actions are taken or filed against the licensee.
- NAC 640A.062 - removes requirement for a person who has previously been issued a temporary license from applying for another temporary license until 6 months after the expiration of the initial or renewed temporary license.
- NAC 640A.350 - amends unprofessional conduct to include failing to report to the Board any judgment, settlement, or final disposition pursuant to section 1.

Attachment

Proposed Regulation
LCB File No. R094-25

**PROPOSED REGULATION OF THE BOARD OF
OCCUPATIONAL THERAPY**

LCB File No. R094-25

December 18, 2025

EXPLANATION – Matter in *italics* is new; matter in brackets [~~omitted material~~] is material to be omitted.

AUTHORITY: §1, NRS 640A.110; §2, NRS 640A.110 and 640A.170; §3, NRS 640A.110 and 640A.200.

A REGULATION relating to occupational therapy; requiring a licensee to provide notification to the Board of Occupational Therapy after certain actions are taken or filed against the licensee; eliminating certain requirements relating to temporary licensing; providing that failing to notify the Board of certain information constitutes unprofessional conduct; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Board of Occupational Therapy to regulate the practice of occupational therapy in this State. (NRS 640A.110) Existing law authorizes the Board, after notice and a hearing, to suspend, revoke or refuse to issue or renew a license to practice as an occupational therapist or occupational therapy assistant, or impose conditions upon the use of that license, if the Board determines that the holder of or applicant for the license is guilty of unprofessional conduct which has endangered or is likely to endanger the public health, safety or welfare. Under existing law, “unprofessional conduct” includes the conviction of: (1) a felony or gross misdemeanor relating to the practice of occupational therapy; or (2) any crime involving moral turpitude. (NRS 640A.200) Existing regulations set forth certain other acts that constitute unprofessional conduct by occupational therapists and occupational therapy assistants, including failing to report or otherwise concealing certain information which could result in harm to the public health and welfare. (NAC 640A.350)

Section 1 of this regulation requires a licensee to notify the Board in writing not later than 30 days after: (1) an action is taken against any license, certification, registration or other credential held by the licensee relating to the practice of occupational therapy that was issued in any state or territory of the United States; (2) a criminal charge is filed against the licensee, excluding misdemeanor traffic violations which do not involve alcohol or controlled substances; (3) a civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of occupational therapy; or (4) a judgment, settlement, or final disposition is issued regarding any such action or charge. **Section 3** of this regulation provides that failure to comply with the reposting requirements in **section 1** constitutes unprofessional conduct.

Existing law and regulations prohibit the Board from renewing a temporary or provisional license more than once. (NRS 640A.170; NAC 640A.062, 640A.065) Existing regulations prohibit a person who has previously been issued a temporary license from applying for the renewal of the temporary license until 6 months after the expiration of the last original or renewed temporary license. (NAC 640A.062) **Section 2** of this regulation eliminates this prohibition.

Section 1. Chapter 640A of NAC is hereby amended by adding thereto a new section to read as follows:

A licensee shall notify the Board in writing not later than 30 days after:

1. An action is taken against any license, certification, registration or other credential held by the licensee relating to the practice of occupational therapy that was issued in any state or territory of the United States;

2. A criminal charge is filed against the licensee, excluding misdemeanor traffic violations which do not involve alcohol or controlled substances;

3. A civil action, including, without limitation, an action for malpractice, is filed against the licensee for any act relating to the practice of occupational therapy; or

4. A judgment, settlement or final disposition is issued regarding any action or charge filed pursuant to this section.

Sec. 2. NAC 640A.062 is hereby amended to read as follows:

640A.062 1. A person who is currently certified as an occupational therapist registered or certified occupational therapy assistant and who holds a license that is active and in good standing as an occupational therapist or occupational therapy assistant issued in another state or territory of the United States may apply to the Board for a temporary license to practice in this state by meeting the requirements set forth in NAC 640A.030.

2. A temporary license expires 6 months after the date on which it is issued.

3. A temporary license may be renewed not more than once.

4. A temporary license may be converted to a standard license if the person:

- (a) Meets the requirements set forth in NAC 640A.030 and 640A.041; and
- (b) For a temporary license as an occupational therapy assistant, submits proof of employment and supervision by a licensed occupational therapist upon conversion of the license.

~~[5. A person who has previously been issued a temporary license may not apply for another temporary license until 6 months after the expiration of his or her last original or renewed temporary license, as applicable.]~~

Sec. 3. NAC 640A.350 is hereby amended to read as follows:

640A.350 In addition to those acts specified in subsection 4 of NRS 640A.200, the following acts, among others, constitute “unprofessional conduct”:

1. Engaging in the practice of occupational therapy when unable to do so with reasonable skill and safety to patients because of the licensee’s use of alcohol or any controlled substance, or because of any mental or physical condition or illness suffered by the licensee;
2. Being guilty of negligence in the performance of occupational therapy;
3. Allowing another person to use the license issued to the licensee;
4. Failing to report or otherwise concealing information related to a violation of this chapter or NRS 640A.200 which could result in harm to the public health and welfare;
5. Intentionally making or filing a false or misleading report;
6. Failing to file a report which is required by law or a third person or intentionally obstructing or attempting to obstruct another person from filing such a report;
7. Intentionally harassing, abusing or intimidating a patient, employer, employee, colleague or other person, either physically or verbally, including, without limitation, sexual harassment, abuse or intimidation;

8. Failing to notify the Board of disciplinary action imposed upon the licensee or applicant for licensure by a regulatory authority in another jurisdiction in which the licensee or applicant currently holds or held a license;
9. Divulging, without the consent of the patient, information gained within the context of the professional relationship with the patient, unless otherwise required by law;
10. Failing to obtain the informed consent of a patient before engaging in scientific research involving the patient;
11. Violating a provision of the *Occupational Therapy Code of Ethics and Ethics Standards* or the *Standards of Practice for Occupational Therapy*, adopted by reference in NAC 640A.205;
12. Referring or appearing to refer a patient to a third person to receive a fee or other consideration from the third person;
13. Recommending or prescribing therapeutic devices or modalities sold by a third person to receive a fee or other consideration from the third person;
14. Advertising in a manner that tends to deceive or mislead the public or advertising deceptive or misleading information;
15. Making false statements, providing false information or omitting pertinent information in connection with an application for licensure or renewal of a license;
16. Misrepresenting or falsifying credentials, including, without limitation, those relating to education, training, experience and areas of competency;
17. Practicing or offering to practice beyond the scope authorized by law; ~~or~~
18. Performing professional services which the occupational therapist knows he or she is not competent to perform ~~or~~; *or*

19. Failing to report timely to the Board any judgment, settlement or final disposition required to be reported pursuant to section 1 of this regulation.

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AGENDA ITEM 6: Consideration of Public Comments
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LCB File No. R094-25
NOTICE OF PUBLIC HEARING

The Board may discuss and consider public comments received in writing or verbally during the Hearing on LCB File No. R094-25.

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AGENDA ITEM 7: Consideration of Adoption of Regulations
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LCB File No. R094-25
NOTICE OF PUBLIC HEARING

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

The Board may discuss and consider adoption of regulations. The Board may take action to adopt the regulation, make revisions, or table the regulation for further action.

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AGENDA ITEM 8: Executive Director's Annual Performance Evaluation
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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 February 15, 2025. This will be the third performance review that the Board has conducted for Heather Hartley.

The last salary increase took into effective July 1, 2024, due to the State's salary ranges for cost of living being adjusted and 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's Performance Evaluation



Joe Lombardo
Governor

STATE OF NEVADA
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Heather Hartley
Executive Director

EVALUATION CRITERIA - SUMMARY OF ACTIVITIES
February 15, 2025 - March 21, 2026

Highlights of February - March

83rd (2025) Legislative Session
Semi- Annual Board Newsletters
CLEAR Annual Educational Conference
Proposed Regulation of LCB R094-25
Connie Christiansen Contract Approval
Numbers Inc. Contract Approval

Financial Investments and Reserves

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

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 NVOTA.
- Monthly meetings with Lea Cartwright from Cartwright NV Government Affairs.
- Meetings with Melissa Helgeson from Big Picture (licensing database).
- Participation in Professional and Occupational Licensing Boards Administrative Collaborative
- Working with numerous state agencies including the Department of Business and Industry, the Board of Examiners, Risk Management, Purchasing Division, and Legislative Counsel Bureau.
- Established investment of funds with Western Alliance Bank.

Board Meetings

Facilitated 6 Board meetings in compliance with open meeting law requirements, prepared agendas, approved minutes, and OML posting of notices.

March 28 – 29, 2025: Day at the Legislator and Board Meeting – Citation and administrative fine for unlicensed practice, Board Member Orientation, Board Self-Assessment, and 2025/2026 Strategic Direction.

May 3, 2025: Legislative Activities, Board Self-Assessment Summary, 2025/2026 Strategic Direction Summary, First Semi-Annual Board Newsletter, and Retention Incentive Draft.

July 19, 2025: 2 Consent Decrees, Hearing for determination of violation of disciplinary order, and approval of Fiscal Year 2026 Budget.

September 13, 2025: Criminal History Petition / Predetermination of Eligibility for Licensure, and Board Policy Manual Revisions.

November 8, 2025: Dismissal of Compliant, Work Session for Dry Needling, new and/ or Revision of Regulations, Revised Policies and Procedures, and Investment of Funds.

January 24, 2026: Public Workshop on LCB File No. R094-25 and Semi-Annual Board Newsletter.

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 = 2 cases
Cases Dismissed/Withdrawn = 1 case
Hearing = 1 case
Consideration of Application for License = 2 applications
Citations and Administrative Fines = 2
Pending complaint cases = 6

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

Regulation Revisions, Workshops, and Hearings

Proposed Regulation – LCB File R094-25; facilitated workshop on proposed language. Responded to questions and coordinated revisions with LCB staff, reviewed LCB drafted regulation, prepared notices for posting and facilitated the public workshop.

2025/2026 Legislative Interim

Participated in meetings virtually.
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, financials, insurance, and licensing software system. Attended meetings virtually and completed fiscal notes during the legislative session.

Administration / Licensing

State Reporting: All state reporting requirements were met and submitted in a timely manner including but not limited to:

- Veteran's Services Report 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

Co-Location in Board Office: Negotiated new co-location agreement with the Board of Examiners for Long Term Care Administrators effective July 16, 2025.

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

Completed the following Executive Director Training Activities:

September - 2025 NBCOT OT State Regulatory Leadership Forum, and Certified Contract Manager Certification

October - CLEAR Annual Educational Conference

January - Attorney General Boards and Commissions Training

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



Joe Lombardo
Governor

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Heather Hartley
Executive Director

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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AGENDA ITEM 9: Consideration of Employee Performance

Pursuant to the personnel policies, the Board may award individual bonus payments and salary advancements.

“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. Salary advancements shall not be automatic; it will be based on job performance, increased service value of the employee, and authority as provided in the budget.”

The Fiscal Year 2026 Budget approved at the July 19, 2025 Board meeting, indicates a \$10,000.00 budget for bonuses and merit increases.

It is requested that the Board consider the award of a salary increase for Heather Hartley. The requested salary increase would not affect the current Executive Director's 41 pay grade of the Classification and Compensation Plan. The increase would be 6.6% for the annual salary of \$104,713.20. The overall annual increase is \$6,465.42.

It is recommended that the Board consider 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

Attachments

FY 26 Approved Budget

Personnel Policies and Procedures - Classification and
Compensation Plan

State of Nevada

Board of Occupational Therapy

Fiscal Year 2026 Budget

July 1 2025 - June 30 2026

BUDGET	2026
Revenue	
Application Fees	\$ 44,660.00
Licensing Fees	\$ 233,972.83
List / Verifications	\$ 5,000.00
Sub-total Licensing Fees	\$ 283,632.83
Interest Income	\$ 500.00
Cost Sharing Income	\$ 16,280.78
Sub-Total Other Revenue	\$ 16,780.78
Total Revenue	\$ 300,413.61
Board Operations	
Personnel Expense	
Executive Director	\$ 97,846.50
Director Administration & Licensing	\$ 43,170.86
Investigator	\$ 1,750.00
Bonus/ Merit Increase Set Aside	\$ 10,000.00
Sub-Total Salary & Wages	\$ 152,767.36
Employer Taxes	\$ 11,686.70
Employer Paid Deferred Comp	\$ 18,402.77
Medical Stipend	\$ 1,800.00
Accrued PTO	\$ 3,500.00
Sub-Total Benefits	\$ 35,389.47
Total Personnel Expense	\$ 188,156.83
Operating Expense	
Audit Fees	\$ -
Bank Fees - Merchant Svcs	\$ 7,000.00
Equipment Purchase	\$ -
Equipment Rental	\$ 2,260.00
Insurance	\$ 3,636.00
Legal Fees	\$ 12,000.00
Licensing Data System	\$ 9,150.00
Amortization / Subscription	\$ 8,400.00
Technical Support	\$ 750.00
Board Compensation	\$ 4,500.00
Office Lease Expense	\$ 35,056.18
Depreciation / Lease	\$ 34,356.18
State Leasing Svcs Assessment	\$ 700.00
Office Supplies	\$ 1,200.00
Dues and Subscriptions	\$ 2,575.00
Office Expense	\$ 3,630.00
Records Recycling	\$ 130.00
Internet Service	\$ 2,400.00
Postage & Mailing	\$ 400.00
Telephone	\$ 700.00
Professional Fees	\$ 16,000.00
Bookkeeping Services	\$ 4,000.00
Legislative Services	\$ 12,000.00
Board Education / Planning	
Travel	\$ 5,000.00
In State Travel	\$ 2,500.00
Out of State Travel	\$ 2,500.00
Total Operating Expense	\$ 102,007.18
Total Personnel and Operating	\$ 290,164.01
Revenue Over / Under Expense	\$ 10,249.60

Board of Occupational Therapy Personnel Policies and Procedures



State of Nevada

BOARD OF OCCUPATIONAL THERAPY

CLASSIFICATION AND COMPENSATION PLAN

Position	Classification Title	Grade Equivalent	Wage Range	Full Time Annual
1	Executive Director	41	Unclassified	\$ 83,666.16 - \$ 125,760.24
Classified Positions				
2	Director Licensing & Operations	38	Salaried	\$ 73,309.68 - \$ 109,640.88
3	Licensing Assistant	25	\$ 20.42 – \$ 29.56	\$ 42,636.96 - \$ 61,721.28
4	Investigator – Temp PT		TBD	

**** As of 7/1/2024**

Nevada Employee/Employer PP01

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

AGENDA ITEM 10: Executive Director's Report
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Executive Director's Report

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

Attachments

Written Report

LCB File No. R074-25

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

EXECUTIVE DIRECTOR’S REPORT
March 21, 2026

Licensure Statistics - The following chart provides current licensing details and activity from January 1, 2026 to February 28, 2026. The number of practitioners increased by a net of 14 licenses.

Current Statistics

New Applications Received:	31	Licenses Issued:	31
Licenses Expired:	8	Licenses Renewed:	41

There are 1,435 OTs and 443 OTAs for a total of 1,878 licensees.

Office Operations & Activities - Correspondence has continued with NVOTA and AOTA. The SPOLR Report was submitted to the Office of the State Controller, Debt Collection.

Department of Business and Industry – Regulation LCB File No. R074-25 has been created under NRS 232.8415 to streamline boards and commissions. A public workshop for review of the draft regulations was held on November 25, 2025. Nikki Haag, Deputy Director, has provided notice that the 2nd public workshop to solicit comments on the proposed regulations has been scheduled for March 31, 2026, at 10:00 am.

Board Member Appointments – Adina Fitzgerald, Director of Boards and Commissions with the Governor’s Office, provided an update that Jocelyn’s reappointment was approved. Jocelyn’s second term is effective as of February 1, 2026 through January 31, 2029. There are currently no Board member vacancies. Katherine Varughese is the new OT member and was appointed by the Governor as of March 1, 2026.

Board Contracts – The new contracts for Numbers Inc., bookkeeping and payroll services, and for Connie Christiansen, audit services were approved on March 3, 2026 by the Governor’s Finance Office, Budget Division.

The process of obtaining a new contract for legislative services has begun. Request for proposals through an informal solicitation process were conducted in the middle of February. The contract would be for the 2027 Legislative Session with a possible start date of October 1, 2026 and end date of September 30, 2027 allowing for a couple months before the legislative session begins through a couple months after close of the legislative session. At the time of this report, Tri-Strategies and Strategies 360 have submitted a proposal for a new contract for legislative services. Close date to receive proposals is Monday, March 16th.

Office Lease - The Department of Administration, Leasing Services has approved the Letter of Intent which is the proposal to be sent to the lessor to begin negotiations for the new contract.

Complaints Status - There are currently six complaints in the investigation phase.

**THIRD REVISED PROPOSED REGULATION OF THE
DIRECTOR OF THE DEPARTMENT OF BUSINESS AND
INDUSTRY**

LCB File No. R074-25

February 23, 2026

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§ 1-21, NRS 232.8413.

A REGULATION relating to professional and occupational licensing boards; defining certain terms relating to the regulation of professional and occupational licensing boards; setting forth certain standards for each board relating to recordkeeping, officers of the board and attendance at board meetings; establishing certain requirements relating to the training of board members; establishing certain standards for the internal controls of a board; establishing certain requirements for the Internet website of a board; establishing certain requirements for a board relating to certain bills during a legislative session; authorizing a board to publish certain information for the public; setting forth certain standards relating to complaints to and investigations by or on behalf of a board; requiring a board to provide certain information to the Office of Nevada Boards, Commissions and Councils Standards within the Department of Business and Industry; providing for the Office to conduct performance evaluations of a board; providing for the Office to issue certain recommendations relating to a board; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law creates the Office of Nevada Boards, Commissions and Councils Standards within the Department of Business and Industry and charges the Office with certain duties relating to the regulation of professional and occupational licensing boards, including: (1) centralized administration; (2) establishing a uniform set of standards for investigations, licensing and discipline, internal controls and legal representation; (3) establishing a consistent set of structural standards for boards and commissions; (4) transparency and consumer protection; and (5) efficacy and efficiency. Existing law requires the Director of the Department to adopt regulations and procedures to administer the responsibilities of the Office. (NRS 232.8413, 232.8415) **Sections 3-10** of this regulation define certain terms relating to the regulation of professional and occupational licensing boards. **Section 2** of this regulation applies these definitions to the provisions of this regulation.

Section 11 of this regulation establishes certain structural standards for each board to: (1) maintain certain centralized records relating to each seat on the board, the board members filling

those seats, and the terms of the board members serving on the board; and (2) elect or appoint officers of the board. **Section 11** also sets forth certain attendance requirements for board members at meetings.

Section 12 of this regulation requires: (1) the executive director of each board to notify board members of certain training requirements and when such training is offered; and (2) the board to notify the Office that a board member has successfully completed such training.

Section 13 of this regulation requires each board to establish certain standards for internal controls including: (1) developing and implementing a budget; (2) maintaining and protecting information in the records of the board in a certain manner; (3) complying and cooperating with all statutory and regulatory reporting and auditing requirements; and (4) taking certain actions to respond to audits that recommend corrective action.

Section 14 of this regulation requires each board to maintain a publicly accessible Internet website of the board, which includes certain information and meets certain requirements.

Section 15 of this regulation requires each board to: (1) track bills during a regular or special legislative session which may impact the operations of or licensees regulated by the board; (2) report certain information to the Office relating to such bills; and (3) take certain steps to implement bills which became law.

Section 16 of this regulation authorizes a board to publish certain materials to inform the public of information relating to the board and licensees of the board.

Section 17 of this regulation sets forth certain requirements relating to complaints to and investigations conducted by or on behalf of a board. **Section 18** of this regulation requires a board to provide certain quarterly information to the Office relating to complaints, investigations, disciplinary actions, licensees and other board operations.

Section 19 of this regulation requires a board to submit certain financial information to the Office on a quarterly and annual basis.

Section 20 of this regulation requires the Office to evaluate the performance of each board using the reports and other information required to be submitted to the Office.

Section 21 of this regulation provides that if the Office identifies: (1) certain concerns with a board, the Office may provide the board with written recommendations to address such concerns; or (2) certain conduct of a board member that may constitute malfeasance or nonfeasance, the Office may refer the board member to the Governor for possible removal.

Section 1. Chapter 232 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 21, inclusive, of this regulation.

Sec. 2. *As used in sections 2 to 21, inclusive, of this regulation, unless the context otherwise requires, the words and terms defined in sections 3 to 10, inclusive, of this regulation have the meanings ascribed to them in those sections.*

Sec. 3. *“Board” means any professional or occupational licensing body, including, without limitation, a board, commission or council, that has been created by the Legislature and which is under the purview of the Office.*

Sec. 4. *“Board member” means a person appointed to serve on a board.*

Sec. 5. *“Disciplinary action” means any final action taken by a board against a licensee, including, without limitation, a public reprimand, probation, a fine, the suspension or revocation of a license or the voluntary surrender of a license in lieu of discipline.*

Sec. 6. *“Executive director” means a person appointed or employed by a board to oversee the daily operations of the board.*

Sec. 7. *“License” means any professional or occupational authorization, including, without limitation, a license, permit, registration or certificate, that is issued by a board.*

Sec. 8. *“Licensee” means any person who holds a license issued by a board.*

Sec. 9. *“Office” means the Office of Nevada Boards, Commissions and Councils Standards within the Department.*

Sec. 10. *“Purview” means administrative oversight.*

Sec. 11. 1. *For the purposes of establishing a consistent set of structural standards pursuant to NRS 232.8415:*

(a) Each board shall:

(1) Maintain a centralized record of:

(I) Each seat on the board, including, without limitation, whether the seat is required by statute to represent certain interests or to serve a certain role;

(II) Each board member who is filling a seat on the board; and

(III) The terms of each board member, including, without limitation, the date on which each term begins and expires.

(2) Elect or appoint the officers of the board in accordance with the applicable statutes and regulations governing the board. Except as otherwise provided by specific statute or regulation adopted by the board, the board shall elect the officers of the board on an annual basis.

(b) Board members are required to attend and participate in meetings of the board. If, within a 12-month period, a board member has three or more consecutive unexcused absences or has unexcused absences from 50 percent or more of the meetings of the board, the board member has failed to meet this attendance requirement and the board or the Office may submit a recommendation to the Governor for the removal of the board member pursuant to NRS 232A.030.

2. As used in this section, “unexcused absence” means an absence that is not:

(a) Caused by illness, family emergency or other extenuating circumstance;

(b) Approved by the chair of the board; or

(c) Otherwise authorized by statute.

Sec. 12. *1. The executive director of each board shall notify the board members of any training that the board members are required to complete pursuant to NRS 622.200 and when such training will be offered.*

2. Not more than 30 days after a board member successfully completes any training required pursuant to NRS 622.200, the board shall provide written notice to the Office, in a format prescribed by the Office, confirming that the board member has successfully completed the required training.

Sec. 13. *For the purpose of establishing a uniform set of standards for internal controls pursuant to NRS 232.8415, each board shall:*

- 1. Develop a budget for the board and monitor the implementation of the budget.*
- 2. Maintain any information in the records of the board relating to licensees, finances and complaints in a manner that ensures the information is accurate, complete and verifiable.*
- 3. Protect the confidential and personally identifiable information in the records of the board.*
- 4. Comply and cooperate with all reporting and auditing requirements:*
 - (a) Set forth by any applicable statute or regulation, including, without limitation, the governing statutes of the board and the requirements of title 54 of NRS or NRS 218G.400, 331.110, 333.705, as amended by section 8 of Assembly Bill No. 506, chapter 153, Statutes of Nevada 2025, at page 859, or NRS 622.100, as amended by section 3 of Senate Bill No. 274, chapter 83, Statutes of Nevada 2025, at page 444; or*
 - (b) Established by any state entity authorized to conduct audits or require reports pursuant to any applicable statute or regulation, including, without limitation, the Legislative Auditor or the Budget Division of the Office of Finance,*
↳ in a timely and accurate manner and in accordance with any deadline set forth in statute or regulation or established by the applicable state entity.
- 5. Respond to all audits of the board that are required or authorized by statute or conducted by a state entity that is authorized to conduct audits of the board pursuant to statute. Except as otherwise provided by specific statute, each board shall, not more than 90 days after receiving a final written report of an audit that recommends corrective action:*

(a) Prepare a written plan for corrective action that addresses all recommendations for the corrective action; and

(b) Submit evidence to the auditing entity that the corrective action set forth in the written plan prepared pursuant to paragraph (a) has been taken.

Sec. 14. 1. *Each board shall maintain a publicly accessible Internet website of the board which is accessible to persons with disabilities, including, without limitation, persons who are blind or visually impaired and, in addition to any other information required by statute or regulation of the board, post on the Internet website of the board:*

(a) A citation and link to the enabling statutes of the board and any regulations adopted by the board, including, without limitation, emergency regulations, temporary regulations and permanent regulations of the board which have been adopted and filed with the Secretary of State pursuant to chapter 233B of NRS but not yet codified in the Nevada Administrative Code.

(b) The mission statement of the board.

(c) For all current board members:

(1) The name of each board member;

(2) If the board member was appointed to represent certain interests or serve a certain role that is required by statute, the interests or role which the board member represents or serves; and

(3) The dates on which the term of each board member begins and expires.

(d) The name and title of the executive director of the board.

(e) The contact information for the board, including, without limitation, the electronic mailing address, mailing address, physical address and telephone number for the board.

(f) Any upcoming meeting of the board or a subcommittee of the board, which must include, without limitation, the date, time, location, agenda, when available, and any other information required for notice of an upcoming meeting pursuant to NRS 241.020 or 622.340, as applicable.

(g) An archive consisting of all agendas and minutes of meetings of the board prepared pursuant to NRS 241.035 for a period of not less than the immediately preceding 5 years. All other agendas and minutes of meetings of the board outside of such 5-year period must be made available upon request in accordance with the provisions of chapter 239 of NRS.

(h) Clear instructions for applying for initial licensure, renewing a license and the reinstatement of a license and any applicable deadlines set forth in statute or regulation for applying for, renewing or reinstating a license.

(i) A system for verifying licenses, which must be accessible from the homepage of the Internet website with one click and, for each licensee, must include, without limitation, the full name of the licensee, the type and status of the license, the license number, the date of issuance and the date of expiration of the license and a yes-or-no-indication of whether the licensee has any history of disciplinary actions.

(j) A system for reviewing the history of disciplinary actions of a licensee, which must:

- (1) Be accessible from the homepage of the Internet website;*
- (2) Be searchable;*
- (3) Be updated not more than 15 days after any new disciplinary action is finalized;*
- (4) Include, without limitation, the full name of the licensee, the type and status of the license, the license number of the licensee, the type of disciplinary action and the date of the disciplinary action; and*

(5) Unless otherwise declared confidential by statute or court order, provide access to the final order or settlement agreement for any disciplinary action issued in the immediately preceding 5 years. All other final orders or settlement agreements for any disciplinary action not otherwise declared confidential outside of the immediately preceding 5-year period must be made available upon request in accordance with the provisions of chapter 239 of NRS.

(k) Clear instructions on how to file a complaint with the board, accompanied by forms that may be downloaded for filing a complaint or an online system on the Internet website that enables a person to file a complaint electronically.

(l) A copy of the most recent quarterly update submitted to the Office pursuant to section 19 of this regulation and a copy of all financial audits or balance sheets filed pursuant to NRS 218G.400 within the immediately preceding 5 years.

(m) A copy of any review, evaluation, report or audit of the board conducted or prepared within the immediately preceding 5 years by or on behalf of:

(1) The Sunset Committee of the Legislature;

(2) The Division of Internal Audits of the Office of Finance;

(3) The Fiscal Analysis Division of the Legislative Counsel Bureau; or

(4) Any other entity authorized by statute to conduct or prepare a review, evaluation report or audit of the board.

(n) A link to the Internet website of the Office which must be accessible from the homepage of the Internet website of the board.

(o) Any other report required to be published by statute or submitted annually by the board.

(p) Any performance data prepared by the board.

2. The Internet website of each board must comply with any applicable regulations, policies, standards and guidelines adopted by the Chief Information Officer of the Governor's Technology Office within the Office of the Governor pursuant to NRS 242.111, as amended by section 19 of Senate Bill No. 467, chapter 513, Statutes of Nevada 2025, at page 3565, and section 15 of Assembly Bill No. 1, chapter 4, Statutes of Nevada 2025, 36th Special Session, at page 42, and NRS 242.115.

3. As used in this section:

(a) "Emergency regulation" has the meaning ascribed to it in NRS 233B.033.

(b) "Performance data" means information or metrics prepared by a board to measure or report on the operations, workload or compliance with the statutory duties of the board, including, without limitation, data or metrics prepared by the board during the ordinary course of business or that is required by statute or regulation.

(c) "Permanent regulation" has the meaning ascribed to it in NRS 233B.036.

(d) "Temporary regulation" has the meaning ascribed to it in NRS 233B.0385.

Sec. 15. 1. During each regular or special legislative session, each board shall track any bills introduced in the Legislature which may impact the operations of or licensees regulated by the board.

2. Not later than 60 days after the adjournment of each regular or special legislative session, each board shall submit a report to the Office, in a format prescribed by the Office, identifying, for each bill tracked pursuant to subsection 1:

(a) The bills tracked by the board and whether the bills became law;

(b) The potential impact of each bill on the operations of or licensees regulated by the board;

(c) Any actions required by the board to implement any bills which became law during the legislative session; and

(d) The estimated timeline for the board to implement any bills which became law during the legislative session.

3. For any bill tracked by the board pursuant to subsection 1 for which a board is required to take action to implement, the board shall:

(a) Update the regulations of the board consistent with the bill;

(b) Ensure that the bank accounts and the records of the board are consistent with the requirements of the bill; and

(c) Notify the Office, in a format prescribed by the Office, once the board has implemented the bill.

Sec. 16. To provide outreach and education to the public, each board may publish newsletters, alerts or bulletins to inform the public of the activities of the board, professional standards of and ethical requirements for the licensees regulated by the board, the rights of the public and the procedures for reporting the misconduct of a licensee to the board.

Sec. 17. 1. To ensure transparency and access to the public, each board shall make available to any person who wishes to file a complaint with the board a form for filing the complaint or a method to file the complaint electronically.

2. When responding to a complaint filed with a board, the board shall comply with all requirements for confidentiality.

3. Before initiating an investigation, a board shall determine whether a complaint falls within the jurisdiction of the board.

4. For any matter under an investigation conducted by or on behalf of a board, the file of the complaint documenting the investigation must include, without limitation:

(a) Any statutory or regulatory deadlines applicable to the investigation and resolution of the complaint by the board;

(b) Whether the board met all the deadlines identified pursuant to paragraph (a); and

(c) If the board did not meet a deadline identified pursuant to paragraph (a), the reason the board did not meet the deadline.

5. For the purposes of subsection 4, the steps of an investigation may include, without limitation, the receipt or acknowledgment of a complaint, the issuance of a notice to a licensee, the determination of reasonable doubt, the filing of a formal complaint, the scheduling of a hearing and the issuance of a final decision by the board.

6. Upon the request of the Office and to the extent permitted by law, a board shall provide to the Office any files, documents, data or other information relating to an investigation conducted by the board, including, without limitation, any disciplinary action instituted as a result of an investigation.

Sec. 18. *On or before the 20th day of January, April, July and October, each board shall submit to the Office, in a format prescribed by the Office:*

1. All information required to be submitted to the Director of the Legislative Counsel Bureau pursuant to NRS 622.100, as amended by section 3 of Senate Bill No. 274, chapter 83, Statutes of Nevada 2025, at page 444. A board may submit a copy of the report submitted to the Director of the Legislative Counsel Bureau pursuant to NRS 622.100, as amended by section 3 of Senate Bill No. 274, chapter 83, Statutes of Nevada 2025, at page 444, to satisfy this requirement.

2. A summary of all complaints filed with the board during the immediately preceding calendar quarter, which must include, without limitation:

(a) All complaints received, pending and resolved by the board for the calendar quarter; and

(b) The number of complaints resolved by the board at each stage of the process for resolving a complaint, consistent with the statutory procedures of the board.

3. Any other information requested by the Office that is reasonably related to the administrative, fiscal or investigative operations of the board.

Sec. 19. 1. *All money in the possession of a board must be deposited and used in accordance with any applicable statutes governing the board.*

2. On or before December 1 of each year, each board shall submit to the Office:

(a) A copy of the balance sheet or the report of an audit, as applicable, required to be filed with the Legislative Auditor and the Chief of the Budget Division of the Office of Finance pursuant to NRS 218G.400; and

(b) A form, in the format prescribed by the Office, summarizing the information provided pursuant to paragraph (a), which must include, without limitation:

(1) The total revenue of the fiscal year;

(2) The total expenditures of the board at the end of the fiscal year;

(3) The cash balances of the board at the end of the fiscal year;

(4) A statement from the board identifying any significant financial or structural concerns identified by the board; and

(5) A review of the adequacy of the existing fees which the board is authorized to charge under statute.

3. Not later than 30 days after the close of each fiscal quarter, each board shall submit to the Office a quarterly update summarizing the finances of the board for that fiscal quarter, in a format prescribed by the Office, which must include, without limitation:

- (a) The total revenue of the board at the end of the fiscal quarter;*
- (b) The total expenditures of the board at the end of the fiscal quarter; and*
- (c) The cash balances of the board at the end of the fiscal quarter.*

Sec. 20. *1. The Office shall evaluate the performance of each board using the reports and information submitted to the Office pursuant to sections 2 to 21, inclusive, of this regulation to assess the administrative efficiency, internal controls, transparency, responsiveness to the public and compliance with statutory reporting requirements of a board.*

2. If the Office identifies any issues during a performance evaluation conducted pursuant to subsection 1, the Office shall notify the board in writing and the board shall have 60 days to submit a written response addressing the issues identified by the Office. The Office shall evaluate the written response of the board, if any, before completing the performance evaluation of the board. The Office is not required to modify its findings or conclusions based on the written response of the board.

3. After completing a performance evaluation conducted pursuant to subsection 1, the Office may issue written recommendations to a board pursuant to section 21 of this regulation.

4. Nothing in this section shall be construed to authorize the Office to direct the financial or operational activities of a board or to require a board to take corrective action beyond what is required by statute.

Sec. 21. *1. If the Office identifies concerns regarding the compliance of a board with the requirements of statute or with the administrative practices, internal controls or reporting*

compliance of the board, the Office shall provide the board with written recommendations to promote improved performance, administrative consistency or compliance with statutory and regulatory requirements.

2. Not more than 60 days after receiving written recommendations provided pursuant to subsection 1, a board shall review such recommendations and provide the Office with a written response describing the actions the board intends to take to address the written recommendations of the Office, if any.

3. If the Office identifies any conduct by a board member in the performance of his or her duties that may constitute malfeasance or nonfeasance, including, without limitation, neglect of duty, incompetence or inefficiency, the Office may refer such conduct to the Governor to consider whether the board member should be removed from the board pursuant to NRS 232A.030.

State of Nevada
Board of Occupational Therapy

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Phone (775) 746-4101 / Fax (775) 746-4105 / Website www.nvot.org

AGENDA ITEM 11: Report from Legal Counsel

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

AGENDA ITEM 12: Board Activities & Reports from Members

Meeting and Activities Schedule

Activity	Calendar Year 2026	Topics/Comments
Board Meeting	May 9, 2026	Board Member Orientation Disciplinary Matters
Board Meeting	July 18, 2026	FY 27 Budget Approval
Board Meeting	September 26, 2026	Policies and Procedures Revisions
Board Meeting	November 14, 2026	FY 25/26 Audit Approval

Future Agenda Items

Reports and Comments from Board Members