

**NEVADA STATE BOARD OF
PHYSICAL THERAPY EXAMINERS**

BOARD MEETING MINUTES SEPTEMBER 4, 2017

- Item 1- Call to order / roll call to determine the presence of a quorum. The meeting was called to order at by Chairman Baum at 6:00 pm. Board members present in the Northern Board office: Sherise R. Smith, PT, MSPT, CBIS, Vice Chairman; Brian Fearnley, PT, MPT. Non-members Sara Bradley, senior deputy attorney general was also present. Board members present in the Southern Board office: none. Non-members Muriel Morin-Mendez, licensing coordinator and Chelsea Venturino, office assistant. Board members present telephonically: Chairman Tina Baum, PT, DPT, WCS, ATC, CLT, Andrea Menicucci, MS, CCC-SLP, Jim McKivigan, DC, PT, MPA, MA, who joined late.
- Item 2- Pledge of Allegiance.
- Item 3- Public comment. No public comment. Board member Menicucci joined the call after the public comment period.
- Item 4- Outstanding Issues with License Renewal Applications. The Board discussed having a Board member to review, make recommendations to Board staff, and decide outstanding license renewal applications, as needed. Muriel Morin-Mendes reported that there are no more outstanding license renewal applications. Discussion regarding the application data entry that still need to be hand entered, which have been sent by Board member Smith to Muriel in the Las Vegas office. InLumon is starting to work on the application for new applicants. Discussed having Carol Woods, the bookkeeper, assist us as needed with data entry if needed as long as we keep it under \$2,000 for the year. Discussed having Carol also train Muriel and Chelsea so there is more cross training. Sherise will continue to be on the calls with Muriel, Chelsea and inLumon. Motion made to authorize Sherise to make decision between this meeting and the next Board meeting related to inLumon: Menicucci.
Second: Fearnley.
Passes unanimously.
- Item 5- Interim Board Operations were discussed. The Board discussed assigning tasks to Board members and/or staff, as needed, to ensure that the Board Office is able to operate until a new Executive Director is hired. It was discussed that the ACCE Committee Meeting minutes have not been completed for quite some time and these need to be caught up. It was discussed that Board meeting minutes are more of a top priority right now and will be addressed first. Board member McKivigan joined the meeting telephonically at this time. Board member Menicucci stated she will call Loretta to see if she may know someone to help us with the minutes. Board member Smith also stated she would be willing to help if needed.

Motion made to task Andrea to speak to Loretta to seek out options she may have to get our Board minutes and ACCE Committee Meeting minutes up to date:

Smith

Second: McKivigan.

Passes unanimously.

Email accounts were discussed. Muriel is unable to get into the ED email as the password is not working. Muriel will contact EITS (Enterprise IT Services). Board member Smith relayed that she was able to get the group email set up in about 20 minutes earlier today and that is now ready to go and can be used to group mail licensees. Chairman Baum reported that Ms. Cooper's credit card has been disabled and she has been removed from all bank accounts. Chairman Baum discussed option of sending another staff member to the annual FSBPT meeting. It was discussed that it would be appropriate to send Muriel if she is interested in going to help out in her position as licensing coordinator. Muriel said she would be interested in going. It was also discussed that we need to get the recording off of Ms. Cooper's recorder from the last meeting. Deputy Bradley stated she would contact Ms. Cooper to ask for the recording. Muriel will check with the FSBPT on the registration for those going to the national meeting. Sherise will continue to get the mail in the North Board office once a week and distribute as needed. Discussed that Vice Chairman Smith will be acting as Chair in Chairman Baum's absence while she is on vacation. Discussed Board member Menicucci finalizing the Executive Director performance evaluation document. Vice Chairman Smith brought up the question of if we can compensate Muriel and Chelsea for all the extra work they have been doing and the way they have stepped up to handle things since the executive director resigned. Deputy Bradley stated that we should agendaize this for the October meeting or at a sooner meeting if we have one. The Board thanked Muriel and Chelsea for the great job that they are doing. Andrea will also check with Loretta Ponton if she knows someone who might be willing to work as an interim executive director until we hire someone.

Motion made regarding above discussion items, that includes: tasking Andrea to speak with Loretta Ponton regarding the above and Hal Taylor's contract writing up; that we send Muriel to the FSBPT national meeting as the administrative member; Board member Smith will get the mail and disseminate as needed; the interim complaint handling team will be Debby Dieter, inspector, and Deputy Bradley; discussing compensation for Muriel and Chelsea by putting it on the next meeting's agenda: Baum.

Second: McKivigan.

Passes unanimously.

- Item 6- Executive Director Recruitment. The Board discussed when and how to post the Executive Director position, as well as, final due date for applications, application requirements, and where applications should be sent. The Board discussed the contents for the Executive Director job announcement and utilizing the previous one done by Loretta Ponton when we hired the previous executive director as a template with added information as discussed. The Board also discussed

recruitment options and/or posting locations for the job announcement, to include the state website, Board website, FARB website and Indeed.

Motion by Vice Chairman Smith that Sherise will create the job posting, have it approved by Deputy Bradley, and have it posted by September 6, 2017.

Motion made by Vice Chairman Smith to create a sub-committee to review applications received to determine which applications meet the required qualifications and/or which applicants should be interviewed, to consist of Board Member Fearnley and Board member Menicucci. The timeline for the recruitment process includes keeping the job opened until September 30, 2017, and having the subcommittee meeting on October 2, 2017, at 6:30 pm to decide which candidates will be interviewed and conduct the interviews at the October 17, 2017, Board meeting.

Second: McKivigan.

Passes unanimously.

It was discussed that an additional meeting may be called if Loretta is able to provide us with the name of someone who would be willing to work for us as an interim executive director.

Item 7- Public comment. No public comment.

Item 9- Adjournment. The meeting was adjourned by Chairman Baum at 8:06 pm.