



State of Nevada  
**Board of Physical Therapy Examiners**

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**April 11, 2016**

**Board Meeting Minutes**

**1. Call to order / roll call to determine the presence of a quorum.**

After determining the presence of a quorum, the meeting was called to order by Chairman Baum at 9:03 am. Members present: Tina Baum, PT, DPT, WCS, ATC, CLT, Chairman; Sherise R. Smith, PT, MSPT, CBIS, Vice Chairman; Andrea Menicucci, MS, CCC-SLP, Public Member; Brian Fearnley, PT, MPT, Board Member; James McKivigan, DC, PT, MPA, MA, Secretary/Treasurer; Non-members present: Sarah Bradley, Deputy Attorney General; Hal Taylor Legal Counsel; Loretta Ponton, Interim Executive Director; for all others in attendance, refer to the sign-in sheet.

**2. Pledge of Allegiance**

**3. Public Comment – No public comment**

**4. Consideration of Board Administrative Items (For possible action)**

**a. Las Vegas Board Office Lease and/or Options**

**Loretta Ponton, Interim Executive Director** – I got the financials back from Carol, looking at your revenue, at this point you have approximately \$500,000.00 in the bank as of now. A conservative reserve amount would be to save 12 months of operating costs. This is about \$340,000.00 and I got that number from the previous years. That means the Board will be using \$40,000.00 from the reserve per year going forward.

**b. Additional Office location(s) in northern Nevada**

**Loretta Ponton, Interim Executive Director** – Your budget does have the ability to support a location in northern Nevada.

**c. Personnel Structure and Needs**

Discussion of structure of the Inspection Department vs. Investigative Department, hiring the Executive Director and make these decisions; discussion of citation authority and the possibility of adding it to our bill draft.

**e. Financial Resources and Obligations, Financial Review**

**Loretta Ponton, Interim Executive Director** – With my analysis I feel you have sufficient funding you have enough money to operate for 4 years without making any changes, as high as the costs are.

**f. Recruitment Efforts - Executive Director Position**

**Tina Baum, Board Chairperson** – Concerns with advertising of the Executive Director position. Discussion of recruiting or hiring a Physical Therapist

**Sarah Bradley, Deputy Attorney General** – Per NRS 622.220 – **NRS 622.220 Conditions and limitations regarding employment of person as executive director or executive secretary or in similar position.** If a regulatory body employs a person as an executive director or executive secretary or in a position with powers and duties similar to those of an executive director or executive secretary, the person:

1. Must possess a level of education or experience, or a combination of both, to qualify the person to perform the administrative and managerial tasks required of the position; and
2. Must not be the immediate relative of:
  - (a) A member or employee of the regulatory body; or
  - (b) A licensee of the regulatory body.(Added to NRS by [2003, 1186](#))

**Tina Baum, Board Chairperson** – Another group of people that I wanted to access is Public Administrator or Health Care administrators.

**Sherise Smith, Vice Chairperson**– There were some applicants that applied from those areas.

**Loretta Ponton, Interim Executive Director** – I agree, you need to get the best candidate for the job, however, you are still a very small Board and for someone to relocate to Nevada for a position which is this hands and you cannot offer a full benefits package.

**Sherise Smith, Vice Chairperson** – In reviewing the applications, I wasn't paying attention to the location of each of candidates. Are we having the issue with not enough from Las Vegas?

**Tina Baum, Vice Chairperson** – I would like to question our ranking system that we used as well. Let's reexamine the candidates using a different view of Manager vs. Administrator.

**Loretta Ponton, Interim Executive Director** – We could send a situational questionnaire to the applicants and then have them answer the questions and decide to interview based on their answers.

**Sarah Bradley, Deputy Attorney General** – We could have another Board Meeting based on their answers and you can decide who we want to interview.

**Andrea Menicucci, Board Member** – Excused herself from the meeting.

**Tina Baum, Chairperson** – We need to solidify the applicants and reevaluate, are we going to give out a written situational questionnaire?

**Loretta Ponton, Interim Executive Director** – I would send them out with a code, are you going to use them as an evaluation tool?

Due to not wanting to extend the recruiting process, it was decided that we will not use the questionnaire process.

**Tina Baum, Chairperson** – All Board Members must review and return results of the resume review to Loretta no later than April 18, 2016.

Open discussion regarding benefits, salary, job duties, and reviews at 3 months, 6 months and a year. Interview process and interview questions, background check.

**Loretta Ponton, Interim Executive Director** – am I hearing a consensus that you are ok with the questions?

**Board Members** – yes

**Sarah Bradley, Deputy Attorney General** – Do you want to have each Board Member ask a question?

**Board Members** – Yes

**Loretta Ponton, Interim Executive Director** – This is where we are at; the Board members will have all the resumes back to me by April 18, 2016. I will put all of them back together and I will pick those ranked in the top 6 for interviews and I will let you know who those are. If your top candidate did not make the cut, we can review and adjust.

**g. Establish Schedule for Interviews**

Interviews will be scheduled for May 3, 2016 in Reno. Tentative meeting scheduled for June 1, 2016, open location at this time.

**h. Approval to close Nevada State Bank account(s) and certificate of deposit (For possible action)**

**Tina Baum, Chairperson** – I move that we close the account that is at Nevada State Bank, the primary account number is 201254156 with the following names of Allison Tresca and Jack Close and authorize users of Muriel Morin Mendes, Licensing Coordinator and Tina Baum, Chairperson of the Nevada State Board of Physical Therapy Examiners.

**Motion:** Sherise Smith, Vice Chairperson – So moved

**Seconded:** James McKivigan

**Motion Carries Unanimously**

i. Report from Legal Counsel (possible closed session - attorney client privilege)

j. Report from Board Chair (For possible action)

**Tina Baum, Board Chairperson** – I would like to personally thank Loretta for your time and dedication to our agency.

I would like everyone to know that Muriel continues to do a great job in the office. She is doing a knock up job and she is putting in the extra time.

I would also like to thank Pete Mooney for his time and energy going through all the files and stepping up to the plate. Without him we would have not been able to get through these issues.

In advance I would like to thank the ACCE Committee because we are behind on meetings and when we do get a meeting they are going to have a hand full.

Sherise Smith, Jehangir Daruwalla, Debbie Dieter, Steve Bamberger, Katherine Bernardo and Kirk Sachtler all sit on that committee; we are behind on their meetings and they will have a very difficult meeting coming up.

I would like to specifically thank Joe Cracraft for stepping up; he has been going in to help Muriel to make sure the applications are complete for the continuing education. He has been a huge asset he has been with us for 16 years.

**Sherise Smith, Vice Chairperson** – I would like to thank Tina for all of her time she has put in.

**Motion:** James McKivigan to adjourn

**Seconded:** Sherise Smith

**Motion Carries Unanimously** 12:49 adjourn