

NEVADA STATE BOARD OF PODIATRY

BOARD MEETING MINUTES OF February 8, 2016

1. *Call to order, roll call of members, and establish quorum.*

The meeting was called to order at 5:30 p.m. by Dr. Douglas Stacey, President. Board Members present: Dr. Douglas Stacey, President; Dr. Clark Pillsbury, Vice President; Dr. Christine Clark, Secretary/Treasurer; Dr. Kenneth Jarvis, Board Member; Donna Baushke, Public Member. Non-Members present: Richard Dreitzer, Legal Counsel; Stacey Whittaker, Executive Director; Leslie Walsh; and Viki Windfeldt

2. *Public comment.* No members of the public present at this time.

3. *Review and approval of November 16, 2015 Board meeting minutes.*

Motion to approve the November 16, 2015 meeting minutes as written:
Vice President Pillsbury
Second to motion: Board Member Jarvis
Motion passes unanimously.

4. *Review and discuss the status of hiring a new Executive Director for the Nevada State Board of Podiatry.*

Stacey Whittaker summarized the process she went through to hire a new Executive Director. After placing an advertisement and conducting several interviews she was unable to find a qualified individual for the position. The Board of Accountancy is in the same building and was asked if they knew of anyone who would be interested. Leslie Walsh and Viki Windfeldt of the State Board of Accountancy were interested in sharing the duties of the position and could operate the Board outside the hours of their current employment. Legal Counsel drafted an agreement between the Board of Podiatry and Ms. Walsh and Ms. Windfeldt that was reviewed by President Stacey. The Board of Accountancy's legal counsel also reviewed the agreement. Board member Donna Baushke asked for list of duties to be disseminated at the next board meeting and for updated contact information to be sent out to the Board members.

Motion to accept Leslie Walsh as Executive Director and Viki Windfeldt as Board Coordinator:

President Stacey

Second to motion: Board member Jarvis

Motion passes unanimously.

5. *Review and discuss NRS 635 and NAC 635 for proposed regulation changes for the 2017 Legislative Session.*

The Board members, Executive Director and Legal Counsel discussed possible changes to NRS 635 & NAC 635. Many items were discussed and it was determined that the 2019 Legislative session would be a better time to make changes.

Motion not to make any changes to NRS 635 and NAC 635:

Board Member Baushke

Second to motion: Vice President Pillsbury

Motion passes unanimously

6. Review and approve the Memorandum of Understanding between the Nevada State Board of Osteopathic Medicine and the Nevada State Board of Podiatry for the hiring of an Investigator for the Board.

The Board reviewed the Memorandum of Understanding. Stacey Whittaker notified the Board that Legal Counsel had drafted language to add to the Memorandum of Understanding for travel expenses incurred in investigations. In addition, pre-approval by the Executive Director and/or Secretary/Treasurer would be required for all travel related expenses.

Motion to approve the Memorandum of Understanding:

President Stacey

Second to motion: Secretary/Treasurer Clark

Motion passes unanimously

7. Review and discuss current financial status of the Board and all matters relating thereto.

Stacey Whittaker notified the Board that the Money Market account at Nevada State Bank had been opened and money was transferred to it from the Board's Nevada State Bank checking account. Ms. Whittaker thanked President Stacey and Secretary/Treasurer Clark for going to the bank branches to finalize the process.

Motion to approve the Board's financial status:

Board member Jarvis

Second to motion: Vice President Pillsbury

Motion passes unanimously

8. Review and discuss activities of the Board office and all matters relating thereto.

Stacey Whittaker notified the Board that there are two pending applications, all quarterly taxes had been filed and paid, and there is one open complaint matter. Dr. Stacey asked for clarification on the timing of issuing a license and Ms. Whittaker explained the process to the Board. There are no further questions or comments.

9. Public comment. No members of the public present at this time.

10. Future agenda items.

- a) Review and approve February 8, 2016 Board meeting minutes.
- b) Review and discuss financial status of the Board and all matters relating thereto, including updating the Bank's signature cards with Leslie Walsh's information.
- c) Request that the Board's bookkeeper, Carol Woods attend the next Board meeting
- d) Review and discuss activities of the Board office and all matters relating thereto.

11. Discussion, possible decision on date and parameters of next Board meeting.

The next Board meeting is scheduled for April 4, 2016 at 5:30.

12. Attorney-client meeting.

Richard Dreitzer, Board Legal Counsel does not see a need to close the meeting at this time. He is currently working on a settlement agreement to be reviewed by the Board at a later date. There are no further questions or comments.

13. Adjournment.

Motion to adjourn the meeting of the Nevada State Board of Podiatry at 6:13 p.m.:

Board member Jarvis

Second to motion: Board Member Baushke

Motion passes unanimously.