

# NEVADA STATE BOARD OF PODIATRY

## BOARD MEETING MINUTES OF April 4, 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; Leslie Walsh, Executive Director; Viki Windfeldt, Board Coordinator

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

**3. *Review and approval of February 8, 2016 Board meeting minutes.***

Motion to approve the February 8, 2016 meeting minutes as written:

Vice President Pillsbury

Second to motion: Board Member Clark

Motion passes unanimously.

**4. *Review and approve the Professional Services agreement between the Nevada State Board of Podiatry and Carrara Group LLC for lobbyist services in the 2017 Legislative Session.***

Rocky Finseth of Carrara Group LLC attended the meeting to present the Board with the contract for lobbyist services for the 2017 Legislative Session. Board Member Baushke asked if the terms were similar to the last contract, which Mr. Finseth confirmed. In addition, Baushke asked for clarification about the third party contract on inquiries from the Press.

President Stacey asked for clarification during the period in which the \$150 hourly rate would be charged. Mr. Finseth stated that the Board would be contacted to obtain approval prior to any services being rendered.

Viki Windfeldt informed the Board members of the State's required procedures for approving contracts and the requirements for entering a contract within the State system.

Motion to approve the Professional Services agreement between the Nevada State Board of Podiatry and Carrara Group LLC for lobbyist services in the 2017 Legislative Session:

President Stacey

Second to motion: Board member Baushke

Motion passes unanimously.

**5. *A. Review and discuss the financial status of the Board for January & February 2016***

Carol Woods, the Board of Podiatry's bookkeeper, attended the meeting and was asked a variety of questions regarding the Board's current financial status. Board Member Baushke requested that Leslie Walsh include the bank statements with the meeting materials in the future.

Motion to approve the finances of the Board for January and February 2016:  
Board Member Baushke  
Second to motion: Secretary/Treasurer Clark  
Motion passes unanimously

***B. Required specifications for changing the signature authority on the Checking and Money Market accounts and all matters relating thereto.***

Leslie Walsh informed the Board that there are certain specifications when changing the authorized signers on the Board of Podiatry's Checking and Money Market accounts.

Vice President Pillsbury motions for the following bank authorizations:

1. The authorized officers on both the Nevada State Board of Podiatry's checking account and money market account with Nevada State Bank will be Leslie Walsh, Dr. Douglas Stacey and Dr. Christine Clark.
2. The authorization for Nevada State Bank to establish online banking access for all three officers; Leslie Walsh, Dr. Douglas Stacey and Dr. Christine Clark.
3. The authorization for Nevada State Bank to remove Stacey Whittaker as an authorized officer from the Nevada State Board of Podiatry's checking and Money Market accounts.

Second to motion: Secretary/Treasurer Clark  
Motion passes unanimously.

Dr. Douglas Stacey, President



Dr. Christine Clark, Secretary/Treasurer



***C. The Board's biennial audit requirement***

Leslie Walsh informed the Board members that the last biennial audit completed for the Board was for the period ended June 30, 2011.

Motion to approve the process for soliciting proposals for the July 1, 2014 - June 30, 2016 biennial audit:

Vice President Pillsbury

Second to motion: Board Member Baushke

Motion passes unanimously

***6. Review and approve the Consent Decree for Dr. Ted Cohen***

Legal Counsel, Richard Dreitzer summarized the complaint and consent decree for Dr. Ted Cohen. Motion was made in complaint matter 2015-03, Dr. Ted Cohen to approve the following Consent Decree provisions:

- (1) Pay an administrative fine of \$1500 within 30 days; (2) Pay investigative costs and fees incurred by the Board of \$750 within 30 days.

President Stacey verified that this action would be reported to the National Practitioners Databank. Board Member Baushke verified that it would also be reported on the Board's website.

Motion to approve the Consent Decree:  
Vice President Pillsbury  
Second to motion: Board Member Baushke  
Motion passes unanimously  
Secretary/Treasurer Clark abstained from the vote

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

Leslie Walsh notified the Board that since the last Board meeting, one new license has been issued; two new complaints have been received; office furniture and equipment have been reconfigured and the IT needs have been assessed; office inventory has been updated with the State of Nevada; the workers' compensation audit has been completed; and the applications for Podiatrist and Podiatry Hygienist have been updated and are now available on the Board's website. In addition, she requested that the Board's old desktop computer either be sold or donated. Board member Baushke recommended donating it to a local school. Board member Pillsbury informed the Board that the IT company he uses refurbishes computers and donates them to local Veterans. The Board members agreed on this decision and directed Leslie Walsh to contact this company for donation of the desktop computer.

**8. *Report from Legal Counsel***

Legal Counsel, Richard Dreitzer notified the Board that the prior interim Executive Director, Allison Tresca had recently resigned from the Nevada Physical Therapy Examiners' Board. Since Ms. Tresca also worked for the Board of Podiatry, Mr. Dreitzer thought the Board should be apprised of the situation as there were alleged financial concerns found with the Nevada Physical Therapy Examiners' Board. At this time, it does not appear as though there were any financial discrepancies with the Board of Podiatry during Ms. Tresca's tenure.

Mr. Dreitzer also discussed a letter that all Boards received from the Attorney General's office that outlined various services they can provide the Board.

**9. *Future agenda items.***

- a) Review and approve April 4, 2016 Board meeting minutes.
- b) Review and discuss financial status of the Board and all matters relating thereto.
- c) Review and discuss activities of the Board office and all matters relating thereto.
- d) Review and approve proposal for Audit services for the two-year period ended June 30, 2016
- e) Review and discuss a Board policy on trans metatarsal amputation

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

The next Board meeting is scheduled for June 6, 2016 at 5:30 pm.

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

**12. Attorney-client meeting.**

Richard Dreitzer, Board Legal Counsel does not see a need to close the meeting at this time. There are no further questions or comments.

**13. Adjournment.**

Motion to adjourn the meeting of the Nevada State Board of Podiatry at 6:15 p.m.:

Vice President Pillsbury

Second to motion: Board Member Jarvis

Motion passes unanimously.