

NEVADA STATE BOARD OF PODIATRY

BOARD MEETING MINUTES OF November 16, 2020

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. Christine Clark, Secretary/Treasurer;

Dr. Katheryne Glantz, Board Member;

Donna Baushke, Board Member

Non-Members present: Carolyn J. Cramer, Esq., Executive Director; Richard Dreitzer,

Esq. Board Counsel; Nicola Neilon, CPA CaseyNeilon

Absent: Dr. Kenneth Jarvis, Vice President

Members of the public present: None

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

3. *Review and approve the September 28, 2020 Board of Podiatry meeting minutes.*

Motion to approve the meeting minutes as written made by Board Member Baushke

Second to motion Board Member Dr. Glantz;

Motion passes unanimously

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

Executive Director Cramer indicated the following had occurred since the last Board Meeting:

- There are 161 licensed podiatric physicians. Two new licenses had been issued since the last Board meeting. Five are under active consideration.
- No new complaints have been received.
- There are 47 licensed podiatry hygienists. Nine podiatric hygienist applications had been under review.

Executive Director Cramer added that renewals have concluded but several rostered licensees are still outstanding. There are many podiatric physicians who have not renewed. Once it is confirmed that they will not renew, they will be removed from the list. We have heard from some of the employers of the podiatry hygienists but some we have not heard from.

5. *Review and approve the financial status of the Board for September and October 2020.*

The report was given by Secretary/Treasurer Dr. Clark on the financial activities and questions were taken from the Board members regarding the review of the financial activity memo and financial statements. Secretary/Treasurer Dr. Clark reported that the checking account balance was \$8,535.55 and the money market was \$ 184,997.41. The next anticipated major bill is the invoice from the auditor in the amount of \$9,000. It is suggested that \$15,000 be moved from the money market to cover this expense.

Motion to move \$15,000 from the money market to the checking account made by Secretary/Treasurer Dr. Clark;
Second to the motion Board Member Dr. Glantz;
Motion passes unanimously

The Board had a brief discussion regarding the Board finances. Executive Director Cramer pointed out the negative position on the Profit and Loss report for October 2020 for the Podiatry Hygienist renewals to reflect the correction of the reporting of the information pursuant to the audit.

Motion to approve the finances of the Board for September and October 2020 made by Board Member Dr. Glantz;
Second to motion Secretary/Treasurer Dr. Clark;
Motion passes unanimously

6. *Review, discussion, potential action and approval of Draft Financial Statements for two years ended June 30, 2020 and 2019 .*

Nicola Neilon, CPA shareholder of CaseyNeilon, presented the audit and its findings to the Board. Ms. Neilon answered the questions of the Board Members. Ms. Neilon stated the opinion issued by the firm was a clean opinion in that there were no concerns found in the audit. The only issue raised by the audit was that there has not always been prompt payment of payroll. Ms. Neilon explained that the proposed changes outlined in the financial narrative should address the situation.

Motion to accept and approve the audit of CaseyNeilon for the two years ended June 30, 2020 and 2019 and transmittal to the Legislative Auditor and the Chief of the Budget Division by December 1, 2020 made by Secretary/Treasurer Dr. Clark;
Second to the motion Board Member Dr. Glantz;
Motion passes unanimously

7. *Review, discussion and potential action for policies for resolving significant deficiencies found in the Draft Financial Statements for two years ended June 30, 2020 and 2019* (Discussion/For possible action).

Executive Director Cramer gave an overview of the four issues and the changes in policy to resolve them.

Motion to approve the changes to the financial narrative made by Board Member Baushke;
Second to the motion Secretary/Treasurer Dr. Clark;
Motion passes unanimously

8. *Review, discuss and possible approval of further exploration of cooperative working situation with other Title 54 Boards.* (Discussion/For possible action)

Executive Director Cramer gave a brief overview of the issue. The lease has been given to Board Counsel to review. At this time four agencies have committed to the concept with four more still reviewing the matter. Some expenses could be saved, but there may

also some additional expenses as well. A brief discussion of the concept was discussed but the Board asked that the matter be tabled until the next meeting.

9. Review, discuss and possible process for addressing Covid-19 situation (Discussion/For possible action)

Executive Director Cramer reported that the Legislature's Sunset Review Subcommittee is encouraging all Title 54 Board's to conduct their transaction pursuant to local health standards to reduce the transmission of Covid-19. Additionally, Boards are urged to communicate controlling health standards to their licensees. President Dr. Stacey recommended that the Board encourage licensees to follow the recommendations of Governor Sisolak and the CDC. President Dr. Stacey also thought that the APMA website had helpful information for podiatric physicians as well. Board Member Dr. Glantz suggested that maybe the Nevada Board of Health too may have useful information for licensees.

10. Review, discuss and possible approval for video conferencing future board meetings. (Discussion/For possible action)

The Board discussed the possibility of having video conferencing for future board meetings. Secretary/Treasurer Dr. Clark started the discussion. President Dr. Stacey wanted to know what the cost would be. The matter was tabled for Staff to bring back with more information.

11. Future Agenda Items

- a. Review and approve November 16, 2020 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 discuss Legislative Update and all matters relating thereto.
- e. Review and discuss Botox issues
- f. Review and discuss process for addressing Covid-19 situation
- g. Review and discuss video conferencing Board meetings
- h. Review and discuss the Title 54 Board cooperative arraignment.
- i. Review and discuss the process for recovery of restitution from a prior executive director

Motion to approve the list of future agenda items was made by Board Member Dr. Glantz;

Second to motion Secretary/Treasurer Dr. Clark;
Motion passes unanimously

12. Discussion, possible decision on date of next Board meeting.

The next Board meeting is scheduled for January 11, 2021 at 5:30 p.m. in Reno, Nevada.
Motion to approve the date of the next meeting made by Board Member Dr. Glantz;
Second to the motion Secretary/Treasurer Dr. Clark;
Motion passes unanimously

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

14. Attorney-client meeting.

Richard Dreitzer, Board Legal Counsel, does not see a need to close the meeting at this time.

15. Adjournment.

Motion to adjourn the meeting of the Nevada State Board of Podiatry at 6:30 p.m. made by Board Member Dr. Glantz;
Second to motion Secretary/Treasurer Dr. Clark;
Motion passes unanimously