

NEVADA STATE BOARD OF PODIATRY

BOARD MEETING MINUTES OF October 3, 2022

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

The meeting was called to order at 5:31 p.m. by President Dr. Kenneth Jarvis.

Board Members present: Dr. Kenneth Jarvis, President

Dr. Katheryne Glantz, Vice-President;

Dr. Christine Clark, Secretary/Treasurer;

Dr. Denise Tropea-Kelly, Board Member;

Dr. Mel Minarik, Board Member

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

Esq. Board Counsel; Nicola Neilon, CPA of Casey Neilon; Loretta Ponton, Executive

Director for the State of Nevada Board of Occupational Therapy; Rocky Finseth,

President of Carrara Nevada and Jenny Reese of Carrara Nevada

Absent: None

Members of the public present: None

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

3. *Review and approve the August 8, 2022 Board of Podiatry meeting minutes.*

Motion to approve the August 8, 2022 meeting minutes as written made by Vice-President Dr. Glantz;

Second to motion Board Member Dr. Tropea-Kelly;

Motion passes unanimously

4. *Review and approve the financial status of the Board for August 2022*

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 and Executive Director Cramer reported that the checking account balance was \$ 29,187.49 and the money market was \$145,227.65 as of the date of the meeting. On, August 26, 2022, \$6,000 was transferred from the money market to cover expenses pursuant to the Board's vote on August 8, 2022, and \$600 in restitution was also received from the former executive director. Regarding this year's renewals, so far two errors in payment have been identified: one was an erroneous late payment and one a double payment. These errors will need to be refunded.

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Motion to approve the finances of the Board for September 2022 made by Secretary/Treasurer Dr. Clark;

Second to motion Vice-President Dr. Glantz;

Motion passes unanimously

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

Executive Director Cramer indicated the following had occurred since the last meeting:

- There are 172 active podiatric physicians. One new license has issued. Three new applications are under active review.
- There are 56 active podiatry hygienists. No new licenses have issued. Three applications are pending.
- No complaints have been received.

The renewal season is underway so it is a busy time. The licensing software has had some issues but those are being worked through.

This was a report only.

6. Review, discussion, potential action and approval of Draft Financial Statements for two years ended June 30, 2022 and 2021 regarding the legislative matters and the Interim Session reported by Carrara Group LLC.

Nicola Neilon, CPA gave an overview of the draft financial report and answered Board Member questions. Executive Director Cramer asked if the Board should be concerned with a large price increase for the next Bi-Annual Audit and Ms. Neilon was not able to give an estimate on future price increases because of the tight labor market and increase demands of the audit standards.

Motion to approve the Financial Statements for two years ended June 30, 2022 and 2021 made by Board Member Dr. Minarik;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

7. Review, discussion, potential action and approval for policies for resolving significant deficiencies found in the Draft Financial Statements for two years ended June 30, 2022 and 2021

This matter was withdrawn by staff as there were none noticed in the audit.

8. Review, discussion, potential action and approval of plan for reducing the operating expenses of the Board of the FY 22-23

Executive Director Cramer gave a brief overview of the topic and answered questions of the board members. The discussion primarily focused on the financial effects of terminating the Airport Gardens lease and the potential revenue that would be saved if the Board relocated its offices to the State of Nevada Board of Occupational Therapy offices using a co-location agreement. Loretta Ponton, the Executive Director for the Nevada Board of Occupational Therapy, provided the Board with information and potential ways the co-location may save the Board money. Board Member Dr. Minarik was favorable to the idea as she is familiar with the arraignment because she is the Vice-President of the Nevada State Board of Occupational Therapy. The members of the Board were not in favor of terminating the government affairs contract with Carrara Nevada because that is the only point of contact the Board has with the Legislature and Executive Branch of government.

Motion to explore the termination of the Airport Gardens lease by Executive Director Cramer made by Board Member Dr. Minarik;

Second to motion Vice-President Dr. Glantz;

Motion passes unanimously

9. Review, discuss, potential action and approval of delegating authority to the Executive Director to find a new location for the Board office and enter into an agreement with the State Board of Occupational Therapy to enter into co-location agreement and discontinue the present lease at the Airport Gardens.

Motion to approve the delegation of authority to end the Airport Gardens lease and to execute a co-location agreement with the State Board of Occupational Therapy made by Vice-President Dr. Glantz;

Second to the motion Board Member Dr. Minarik;

Motion passes unanimously

10. Review, discuss, potential action and approval of terminating the contract with Carrara Group LLC and giving authority to the Executive Director to do so.

This matter was withdrawn by Staff.

Motion passes unanimously

11. Future agenda items.

- a. Review and approve October 3, 2022 Board meeting minutes.

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- 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
- e. Discount for renewal fees for active military
- f. Airport Gardens lease

Motion to approve items a through f made by Vice-President 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 November 14, 2022 at 5:30 p.m. in Reno, Nevada with the next tentative meeting date approved January 9, 2023 at 5:30 p.m.

Motion to approve the date of the next meeting made by Board Member Dr. Tropea-Kelly;

Second to the motion Vice-President Dr. Glantz;

Motion passes unanimously

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

14. Attorney-client meeting.

Richard Dreitzer, Board Legal Counsel, did 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 6:38 p.m. made by Secretary/Treasurer Dr. Clark;

Second to motion Board Member Dr. Tropea-Kelly;

Motion passes unanimously