

# NEVADA STATE BOARD OF PODIATRY

## BOARD MEETING MINUTES OF April 17, 2023

**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. Melanie Minarik, Board Member

Non-Members present: Carolyn J. Cramer, Esq., Executive Director; Richard Dreitzer, Esq. Board Counsel; Jenny Reese and Aohdan Downey 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 March 6, 2023 Board of Podiatry meeting minutes.***

Motion to approve the March 6, 2023 meeting minutes as written made by Secretary/Treasurer Dr. Clark;

Second to motion Board Member Tropea-Kelly;

Motion passes unanimously

**4. *Review and approve the financial status of the Board for February and March 2023***

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 \$4,611.90 and the money market was \$ 169,315.98 as of the date of the meeting. All bills have been paid. On March 7, 2023 \$7,500.00 was transferred to the checking account from the money market to make sure there was liquidity in the checking account to cover necessary bills pursuant to the Board's vote on March 6, 2023. It is suggested that \$7,500.00 be transferred from the money market to cover the bills of the Board over the next month.

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Motion to approve the finances of the Board for February and March 2023 was made by Secretary/Treasurer Dr. Clark;

Second to motion Vice-President Dr. Glantz;

Motion passes unanimously

Motion to approve the transfer of \$7,500 from the money market to the checking account was made by Vice-President Dr. Glantz;

Second to motion President Dr. Jarvis;

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 155 active podiatric physicians. Two new licenses have issued. Six applications are under active review.
- There are 59 active podiatry hygienists. Two licenses have issued. Five applications are pending.
- No complaints have been received.

The focus of the Staff is the legislature and new reporting requirements of the Executive Branch.

Adina Fitzgerald, the newly appointed Director of Boards and Commissions for the Office of Governor Joe Lombardo, has contacted the office to confirm that the Nevada State Board of Podiatry was still actively meeting. Executive Director confirmed that the Board was meeting regularly and noted that Director Fitzgerald's appointment would be reported to the Board.

This was a report only.

***6. Review, discussion, potential action regarding legislative matters and the Legislative Session reported by Carrara Group LLC***

Jenny Reese gave her report on the current happenings of the Nevada Legislature and reviewed the Board's tracking report as it presently stands. Ms. Reese reported that the first house committee passage deadline was approaching and the first set of drop-dead dates would happen.

This was a report only.

***7. Review, discussion and potential action, regarding opening a public funds Checking and Money Market account at Wells Fargo Bank (Discussion/For possible action)***

Executive Director Cramer gave a brief overview of the recent press coverage of Zionbank Corporation and answered questions from the Board. There was a discussion regarding the process for opening a public funds checking account and money market account was outlined by Executive Director Cramer after meeting with Wells Fargo Bank officials.

Motion to approve the opening of a public funds checking account and public funds money market account at Wells Fargo Bank made by Secretary/Treasurer Dr. Clark;

Second to the motion President Dr. Jarvis.

Motion passes unanimously

Motion to approve the attached letter with the additional information of the address for the Board's new location of 6170 Mae Anne Ave, Suite 1, Reno, Nevada 89523 made by Vice-President Dr. Glantz;

Second to the motion President Dr. Jarvis.

Motion passes unanimously

***8. Review and approve the signature authority to be the Executive Director, Carolyn Cramer, and up to two additional Board Members on the Checking account Money Market accounts and all matters relating thereto.***

President Dr. Jarvis motions for the following bank authorizations:

1. Authorizes members on both the Nevada State Board of Podiatry's checking account and money market account with Wells Fargo Bank will be Executive Director Carolyn Cramer, Secretary/Treasurer Dr. Christine Clark and Board Member Dr. Melanie Minarik.
2. The authorization for Wells Fargo Bank to establish online banking access for all three individuals; Executive Director Carolyn Cramer, Secretary/Treasurer Dr. Christine Clark and Board Member Dr. Melanie Minarik.

Second to the Motions Secretary/Treasurer Dr. Christine Clark;

Motions passes unanimously.

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Executive Director Carolyn Cramer

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Secretary/Treasurer Dr. Christine Clark

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Board Member Dr. Melanie Minarik

***9. Review, discussion and potential action regarding who will act as the NRS 622.234 Board Member reviewers for FY 22-23 and 23-24 (Discussion/For possible action)***

Executive Director Cramer gave an overview of the financial review process and asked if there were any volunteers to complete this task for the next two years. Vice-President Dr. Glantz and Board Member Dr. Tropea-Kelly volunteered to make the reviews.

Motion to approve Vice-President Dr. Glantz and Board Member Dr. Tropea-Kelly as the NRS 622.234 Board Member reviewers for FY 22-23 and 23-24 made by Board Member Dr. Minarik;

Second to the Motion President Dr. Jarvis;

Motion passes unanimously

***10. Future agenda items.***

- a. Review and approve April 17, 2023 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 scope of practice for prescribing dangerous drug within NRS chapter 635;
- e. Review and discuss the impact of the Nevada Board of Pharmacy MDEG requirements on podiatry physicians who bill patient insurance for DME sold to their patients;
- f. Review and discuss legislative activities;

Motion to approve items a through f made by President Dr. Jarvis;

Second to motion Board Member Dr. Minarik;

Motion passes unanimously

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

The next Board meeting is scheduled for May 15, 2023 at 5:30 p.m. in Reno, Nevada and by Zoom, with the next tentative meeting date approved June 12, 2023 at 5:30 p.m.

Motion to approve the date of the next meeting made by President Dr. Jarvis;

Second to the motion Board Member Dr. Tropea-Kelly;

Motion passes unanimously

***12. Public Comment.*** None

***13. Attorney-client meeting.***

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

***14. Adjournment.***

Motion to adjourn the meeting of the Nevada State Board of Podiatry at 6:24 p.m. made by Vice-President Dr. Glantz;

Second to motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously