

NEVADA STATE BOARD OF PODIATRY

BOARD MEETING MINUTES OF June 17, 2024

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

The meeting was called to order at 5:31 p.m. by Vice-President Dr. Katheryne Glantz

Board Members present:

Dr. Katheryne Glantz, Vice-President

Dr. Christine Clark, Secretary/Treasurer;

Dr. Jerry Henry, Board Member;

Dr. Jameson Noorda, Board Member;

Dr. Melanie Minarik, Board Member

Non-Members present: Carolyn J. Cramer, Esq., Executive Director; Richard Dreitzer, Legal Counsel, Jenny Reese, Carrara Nevada; Dr. Lynn Rawcliffe and Dr. Mark Miller

Absent: Board Member Dr. Minarik left the call at 7:09 p.m.

Members of the public present:

2. *Public comment.* None.

3. *Review and approve the March 18, 2024 Board of Podiatry meeting minutes.*

Motion to approve the March 18, 2024 meeting minutes made by Board Member Dr. Henry;

Second to motion Board Member Dr. Noorda;

Motion passes unanimously

Board Member Dr. Minarik abstained as she did not participate in the March 18, 2024 meeting.

4. *Review and approve the financial status of the Board for March, April and May 2024*

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 Wells Fargo checking account balance was \$185,237.58. All bills have been paid. The profit and loss report shows the excess revenue of \$26,445.30 over expenses.

Motion to approve the finances of the Board for March, April and May 2024 was made by Secretary/Treasurer Dr. Clark;

Second to the motion Board Member Dr. Minarik;

Motion passes unanimously

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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 175 active podiatric physicians. Six new licenses have issued. Four applications are under active review. Three applications have been received since the last meeting
- There are 49 active podiatry hygienists. One new license has issued. No new applications have been received pending.
- One complaint has been received.

This was a report only.

6. Review, discussion and potential action for CME policy for renewal cycle

Executive Director Cramer opened the discussion with an explanation of the past policy and application to the CME requirements. Executive Director Cramer asked that the Board confirm the policy or change it. The past policy has been to require that the residency students completing their residency this year were required to take no CME. The residency students completing their residency last summer were required to complete 25 units of CME with two units of the CME being for controlled substance prescribing if they had a Nevada controlled substance registration. All other DPM licensees are required to complete 50 units of CME with four units of controlled substance prescribing CME if they have a Nevada controlled substance registration. The Board members made no change to the policy.

Motion to approve the policy made by Board Member Dr. Henry;

Second to the motion Board Member Dr. Minarik;

Motion passes unanimously

7. Review, discussion, potential action regarding the Language Access Plan

Executive Director Cramer opened the discussion with a brief explanation of the Language Access Plan, its function and who will be responsible for its implementation.

Vice -President Dr. Glantz wanted assurance that the Language Access Plan would only apply to the Board and not to the licensees. Executive Director Cramer stated the plan only applied to the Board.

Motion to approve the proposed Language Access Plan made by Vice-President Dr. Glantz;

Second to the motion Board Member Dr. Henry;

Motion passes unanimously

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8. Review, discussion, and potential action regarding FY Budget 24-25 and the Operating Reserve Fund

Executive Director Cramer introduced the item that the revenues estimated were the same as the last FY 23-24. The significant increase in expense was for expert witness fees. The reductions in the area of account fees and rent have been the most significant change. Numbers' Inc. will be compiling the annual balance sheet starting with FY 22-23, which has already been completed and submitted to LCB audit division.

Motion to approve the proposed budget for FY 24-2 and the operating reserve fund made by Board Member Dr. Henry.

Second to the motion Secretary/Treasurer Dr. Clark.

Motion passes unanimously

9. Review, discussion, and potential action regarding legislative change to NRS 635.115 to reduce the number of continuing professional education from 50 units every two years to 40 units every two years

Vice-President Dr. Glantz introduced the item and what her thoughts were with the present CME requirements, noting that all other surgical based licensees in Nevada have fewer CME requirements than podiatric physicians, even practitioners under NRS 630 and 633. Executive Director Cramer expressed concern that podiatric physicians may be required to close their office to meet CME requirements. Vice-President Dr. Glantz added that the cost of CME is so high that there is no difference in price between in-person or online CME offerings. Jenny Reese was also a part of the discussion to answer questions for the Board regarding the legislative process for changing the CME requirements and what the legislative process is. Board Member Dr. Minarik expressed concern over access to care issue for patients, noting that closing offices and paying more money for CME units may negatively impact patient access. Dr. Minarik thought the forty hours proposed by Vice-President Dr. Glantz might be beneficial to both podiatric physicians and patients if areas of emphasis were made to the CME units. It was suggested that Ms. Reese gather more information about CME requirements in Nevada and return to the next Board meeting.

Motion to continue made by Vice-President Dr. Glantz;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

10. Public Workshop 6:00 P.M. Discussion/Consideration/Potential action regarding proposed removal of regulations from NAC chapter 635.

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Vice-President Dr. Glantz has already agreed to preside over the matter and take public comment. After Vice-President Dr. Glantz concluded her remarks on the process that had been followed in noticing the public workshop and the process to be followed for taking public comment, Executive Director Cramer added that a copy of the notice of workshop and draft of the regulations to be removed were posted to the Board's website, the State Notice Board; the LCB notice Board; the Board office. Also, that a copy of the Notice for Public Workshop and the proposed regulations to be removed had been emailed to all licensees. Executive Director Cramer stated that no written comments have been received.

Vice-President Dr. Glantz noted for the record that there was no one on the Zoom call to make a public comment and Executive Director noted that there was no one physically present at the Board's office to make a public comment. Vice-President Dr. Glantz closed public comment and asked the Board members if they wished to make and comment. The Board members had no comments or questions.

Motion to adopt the removal of the regulations and sent to LCB as proposed made by Board Member Dr. Henry;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

11. Review, discussion, and potential action for retroactive cost of living rate increase for Executive Director and Bookkeeper for FY 23-24.

Executive Director Cramer introduced the item stating when she began working for the Board in July 2017 her hour rate of pay was \$30.00. Since 2017 the buying power of that hourly wage has lost 28% due to inflation. Executive Director Cramer requested a retroactive increase to FY 23-24 resulting in a bi-weekly wage of approximately \$1,216 for an increase of \$6,384 per year for an annual salary of \$29,184 going forward. Board Members asked questions of how the retroactive raise would work. A bonus was discussed for Carol Woods but the matter was tabled for further discussion at the next meeting.

Motion to increase the of pay of the executive director retroactive to FY 23-24 to \$29,184 made by Secretary/Treasurer Dr. Clark;

Second to the motion Board Member Dr. Henry;

Motion passes unanimously

12. Review, discussion, and election for new Board officers and all matters related thereto

Executive Director Cramer stated that there is no President at this time. The office of President should be filled first. The next positions would be Vice-President and Secretary/Treasurer if appropriate. Board Member Dr. Minarik asked Vice-President Dr.

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Glantz if she would be willing to serve as President. Vice-President Dr. Glantz accepted the nomination to serve as President. Vice-President Dr. Glantz asked Secretary/Treasurer Dr. Clark if she was willing to continue to serve in her position and Secretary/Treasurer Dr. Clark stated that she was willing to continue to serve in her position. A brief discussion was held on who would be willing to serve as Vice-President. Board Member Dr. Minarik declined to serve. Board Member Dr. Noorda stated that he thought he was too new to the Board to serve. Board Member Dr. Henry said he would be willing to serve.

Motion to have Vice-President Dr. Glantz serve as President made by Secretary/Treasurer Dr. Clark;

Second to the motion Board Member Dr. Minarik;

Motion passes unanimously

Motion to have Board Member Dr. Henry serve as Vice-President made by President Dr. Glantz;

Second to the motion Board Member Dr. Minarik;

Motion passes unanimously

Motion to have Secretary/Treasurer Dr. Clark continue to serve as Secretary/Treasurer made by President Dr. Glantz:

Second to the motion Board Member Dr. Minarik;

Motion passes unanimously

Board Member Dr. Minarik left the meeting at 7:02 p.m.

13. Review, discussion and potential action including approval or denial of application of Lynne Rawcliffe D.P.M.

Executive Director Cramer introduced the matter stating had given Dr. Rawcliffe had given his permission to have his name placed on the agenda but would like the Board to go into closed session take information and that Dr. Rawcliffe had asked Dr. Miller to appear with him in closed session.

Motion to go into closed session on agenda item 13 made by President Dr. Glantz;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

The Board went into closed session.

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Motion to return to open session made by President Dr, Glantz;

Second to the motion Board Member Dr. Noorda;

Motion passes unanimously:

Discussion of the Board members coalesced into whether Dr. Rawcliffe was still clinically competent to practice podiatry after he had been away from the practice of podiatry for the past twelve years. President Dr. Glantz reminded everyone that the Board is responsible for the protection of the public and making sure that licenses to practice podiatry are granted to those who are competent to practice podiatry. Board Member Dr. Noorda agreed with President Dr. Glantz that public protection and clinical competency are of paramount concern. Vice-President Dr. Henry suggested that using the Oregon Board's order to help determine competency might be useful, stating that getting an outside assessment on the issue of clinical competency might be helpful before licensure is considered. President Glantz was also supportive of having a CPEC evaluation completed before the matter is considered. Dr. Rawcliffe was happy to get the evaluation to help aid the Board in considering his application.

Motion to continue the further consideration of the application to allow Dr. Rawcliffe to get a CPEC evaluation made by President Glantz;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

14. Future agenda items.

- a. Review and approve June 17, 2024 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 report from staff on changing the CME requirements;
- e. Review, discuss and approve renewals for next season.

Motion to approve items a through a-e made by President Dr. Glantz;

Second to motion Vice-President Dr. Henry;

Motion passes unanimously

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

The next Board meeting is scheduled for August 12, 2024 at 5:30 p.m. in Reno, Nevada and by Zoom, with the next tentative meeting date to be October 7, 2024 at 5:30 p.m.

Motion to approve the date of the next meeting made by Secretary/Treasurer Dr. Clark;

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Second to the motion Board Member Noorda;

Motion passes unanimously

16. Public Comment. None

17. Attorney-client meeting.

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

18. Adjournment.

Motion to adjourn the meeting of the Nevada State Board of Podiatry at 7:44 p.m. made by Secretary/Treasurer Dr. Clark;

Second to motion President Dr. Glantz;

Motion passes unanimously