

# NEVADA STATE BOARD OF PODIATRY

## BOARD MEETING MINUTES OF March 18, 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;

Non-Members present: Carolyn J. Cramer, Esq., Executive Director; Richard Dreitzer, Legal Counsel, Rocky Finseth, President Carrara Nevada, Jenny Reese, Carrara Nevada and Aodhan Downey, Carrara Nevada

Absent: Dr. Melanie Minarik, Board Member and Dr. Jameson Noorda, Board Member

Members of the public present: Mr. Hugh Heckler

**2. *Public comment.*** Mr. Hugh Heckler made a public statement on his complaint he filed with the Board.

**3. *Review and approve the January 22, 2024 Board of Podiatry meeting minutes.***

Motion to approve the January 22, 2024 meeting minutes made by Board Member Dr. Henry;

Second to motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

**4. *Review and approve the financial status of the Board for January and February 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 \$192,173.91. All bills have been paid. The profit and loss report shows the excess revenue of \$17,727.12 over expenses.

Motion to approve the finances of the Board for January and February 2024 was made by Secretary/Treasurer Dr. Clark;

Second to the motion Board Member Dr. Henry;

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 168 active podiatric physicians. Two new licenses have issued. Seven applications are under active review. Three applications have been received since the last meeting
- There are 48 active podiatry hygienists. One new license has issued. One new application is pending.
- No complaints have been received.

One podiatric physician has died and was removed from the roster.

This was a report only.

**6. *Review, discussion and potential action regarding the contract with Richard Dreitzer Esq. and Fennemore Craig for legal services***

Executive Director Cramer opened the discussion stating that this is the continuation of an ongoing legal representation that has been going since June 30, 2013, with a slight increase in the hourly rate. Vice-President Dr. Glantz asked if associates would be used under the contract and Mr. Dreitzer answered that the past work required by the Board was within the work he would perform but he could use an associate if required to complete the Board's representation.

Motion to approve the contract for legal services of Fennemore Craig and Richard Dreitzer, Esq. made by Board Member Dr. Henry;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

Mr. Dreitzer thanked the Board for their continued relationship and he looks forward to working with them in the future.

**7. *Review, discussion, potential action regarding the contract with Carrara Group, LLC DBA Carrara Nevada for Government Affairs services***

Executive Director Cramer opened the discussion with a brief back explanation that this was a contract to continue the ongoing business relationship that has been in place since June 1, 2014. Vice-President Dr. Glantz ask if any terms had changed. Executive Director Cramer responded that no terms have changed since the last contract.

Motion to approve the contract for government affairs services with Carrara Group, LLC DBA Carrara Nevada made by Board Member Dr. Henry;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

Rocky Finseth, President of Carrara Nevada thanked the Board for their continued confidence in his firm.

***8. Review, discussion, and possible action regarding the contract with Numbers, Inc. for bookkeeping and payroll services***

Executive Director Cramer introduced the item and why it was necessary for the contract to be approved by the Board at this time. Carol Woods has been the Board's bookkeeper since April 28, 2014. At this time, Ms. Woods is seeking to increase her monthly rate to \$250. Ms. Woods has also expanded her scope of work to include completing the annual balance sheet that will be a requirement for this Board to complete starting with the FY 22-23 and FY 23-24, (if item 11 is approved by the Board). Executive Director Cramer told the Board that Ms. Woods was requesting a waiver of the insurance requirements but that Risk Management did not want to grant a waiver. The Board asked that the matter be tabled to further explore Risk Management's refusal to grant a waiver.

***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. Vice-President Dr. Glantz stated that her research showed that present CME units cost between \$30 to \$35 per hour with no real difference between on-line or in-person offerings. Additionally, Vice-President Dr. Glantz stated that the number of hours required to be completed by Nevada podiatric physicians was higher than other in state medical professionals by ten to fifteen hours. Vice-President Dr. Glantz reasoned that the additional CME costs for each Nevada podiatric physician was approximately \$400 every two years. Vice-President Dr. Glantz recognized that the CME requirements would require a statutory change and the Carrara Group should be consulted to get an understanding of what would need to happen for a change to occur.

Executive Director Cramer offered an overview of surrounding western state CME requirements. After further discussion of the implications for what it would take to amend the statute regarding the CME requirements, Board Counsel Mr. Dreitzer suggested that the discussion be tabled for the Carrara Group's input.

***10. Review, discussion and potential action on a second board member to make the NRS 622.234 review***

Executive Director Cramer introduced the matter and added that Vice-President Dr. Glantz has already agreed to make the review and has been sent the materials. But a second Board Member is needed to make the review.

After a brief explanation of the review and its purpose, Board Member Dr. Henry volunteered to complete the review on behalf of the Board.

***11. Review, discussion, and potential action regarding changing the biennial audit to an annual balance sheet starting with the FY 22-23 going forward***

Executive Director Cramer introduced the item stating that presently the Board is required to complete a biennial audit as the Board elected to complete that some years ago. The cost of the biennial audit has continued to increase and the quote for service is now \$15,000. The balance sheet option is available to the Board because its revenue from all sources is less than \$200,000. However, this change cannot be made by the Executive Director and a vote of the Board is required to make this change. The change would be effective with FY 22-23 going forward.

Motion to use the annual balance sheet instead of the biennial audit for LCB starting with FY 22-23 made by Board Member Dr. Henry;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

***12. Review, discussion, and potential action to allow for direct deposit and bill pay to be used by the Executive Director on the Board's Wells Fargo checking account***

Executive Director Cramer presented the benefits to the Board Members of being paid by direct deposit and the advantages of using on-line bill pay as well. All that is necessary for direct deposit is a void check with the routing number and account number. On-line bill pay can be used so that the routing number and account number that would be obtained from a check can be avoided. Executive Director Cramer answered questions. All the Board members recognized that mail theft has become a real problem in Nevada.

Motion to use direct deposit for board member who wish to use the option and on-line bill pay made by Vice-President Dr. Glantz;

Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

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

Executive Director Cramer introduced the matter. Presently the Board has no president. Vice-President Dr. Glantz has been acting as President until this matter could be decided. Board Counsel Mr. Dreitzer recommended that this matter be tabled and continued so a full Board could be present to consider officers.

**14. Review, discussion and potential action to allow Carol Woods to be given access to the Board's checking account at Wells Fargo Bank**

This matter was continued to be considered after item 8 is discussed.

**15. Review, discussion, and possible approval of the process for reducing the Board's regulations as required by Governor Lombardo's Executive Order 2023-003**

Executive Director Cramer gave a brief procedural overview of the history of Executive Order 2023-003. At this time the scheduling of the workshop could be for either the June meeting or the August meeting

Motion to schedule the workshop for Executive Order 2023-003 for the next meeting made by Secretary/Treasurer Dr. Clark;

Second to the motion Board Member Dr. Henry;

Motion passes unanimously

**16. Future agenda items.**

- a. Review and approve March 18, 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 committee for scope of practice review;
- e. Review, discuss and approve CME policy for the next renewal season.
- f. Review, discuss and approve budget for FY24-25
- g. Review, discuss and approval of Numbers Inc. contract
- h. Review, discuss and approval of Board officers
- i. Review, discuss and approval of Numbers Inc. to Board checking account
- j. Review, discuss and workshop of Executive Order 2023-003 regulations to be removed

Motion to approve items a through a-j made by Board Member Dr. Henry;

Second to motion Vice-President Dr. Glantz;

Motion passes unanimously

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

The next Board meeting is scheduled for June 17, 2024 at 5:30 p.m. in Reno, Nevada and by Zoom, with the next tentative meeting date to be August 12, 2024 at 5:30 p.m.

Motion to approve the date of the next meeting made by Vice-President Dr. Glantz;

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Second to the motion Secretary/Treasurer Dr. Clark;

Motion passes unanimously

***18. Public Comment.*** None

***19. Attorney-client meeting.***

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

***20. Adjournment.***

Motion to adjourn the meeting of the Nevada State Board of Podiatry at 6:35 p.m. made by Vice-President Dr. Glantz;

Second to motion Board Member Dr. Henry;

Motion passes unanimously