

MINUTES OF THE MEETING FOR THE
NEVADA STATE BOARD OF ATHLETIC TRAINERS (NSBAT)

DATE: **September 22, 2017**

LOCATIONS:

University of Nevada Reno
1664 N. Virginia Street
Mathewson IGT Knowledge Center
Room #110
Reno, Nevada 89557

University of Nevada Las Vegas
4505 S. Maryland Parkway
System Computing Services
Room #306
Las Vegas, Nevada 89154

1. Meeting called to order by NSBAT Chairman, Jeremy Haas at 9:11 a.m.

Board Members Present: Chairman Jeremy Haas, Vice Chair Tedd Girouard, Board Member Keoni Kins, and Board Member Eathan O'Bryant.
Board Member Frank Sakelarios excused absent.

Staff Present: Stacey Whittaker, Board Executive Secretary

2. **Public Comments.** No public comments at this time.

*Senior Deputy Attorney General, Sarah Bradley arrives at the meeting.

3. **Interview of Candidates for Board Executive Secretary Position. (Discussion)**
All Candidates were properly noticed per NRS241.033.

- Sylvia Aufiero
- Michelle Cothrun
- Renee Kelly

4. **Deliberation and Selection of Executive Secretary. (For possible action)** The Board discusses the various candidates and agrees unanimously upon a decision. Tedd Girouard motions to offer Michelle Cothrun the position of Board Executive Secretary contingent upon Stacey conducting reference verifications. Keoni Kins seconds the motion. Motion passes unanimously.

*Board Member, Eathan O'Bryant excuses himself from the meeting.

5. **Review and discuss terms and salary for new Executive Secretary, authorization for payroll during transition period, purchase of office equipment/furniture and logistical considerations. (For possible action)** The Board discusses Stacey's current rate of pay and any purchases that will need to be made prior to the new hire starting. Stacey feels that at this point, filing cabinets should be the only necessity at this time. The Board feels that the new hire can be brought in at the same rate Stacey is making but would like a performance evaluation process put into place since Stacey's pay and/or performance was never evaluated since she was hired.
Jeremy Haas motions to offer Michelle Cothrun \$20,000 per year, annual stipend; motion includes paying both Stacey Whittaker and Michelle Cothrun full pay through October, 2017; and to pay Stacey Whittaker an hourly rate of \$30.00 per hour, up to 20 hours per month for November and December, 2017. Keoni Kins seconds the motion. Motion passes unanimously.
Jeremy Haas motions to approve the purchase of filing cabinets for the Board office. Keoni Kins seconds the motion. Motion passes unanimously.

6. Consideration and approval of contract for Bookkeeping services; Carol Woods, Numbers Inc. (For possible action) Stacey has recommended to the Board that they put systems in place to help secure and monitor the financial operations of the Board. There are other boards that have suffered great loss through embezzlement and Carol Woods currently provides bookkeeping services for several state boards. Senior Deputy Attorney General, Sarah Bradley agrees, while the Legislative Counsel Bureau conducts their annual audits, it is a good idea to have a second set of eyes on the financials. Jeremy Haas motions to approve the contract for Carol Woods; Numbers Inc. as presented. Keoni Kins seconds the motion. Motion passes unanimously.

7. Public Comments. There are no public comments at this time.

8. Meeting adjournment. Board Meeting adjourned at 10:42 a.m.

****MEETING MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULARLY SCHEDULED BOARD MEETING.***