

# NEVADA STATE BOARD OF ATHLETIC TRAINERS

## AGENDA AND NOTICE OF PUBLIC MEETING

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**DATE & TIME:** November 4, 2022 @ 2:00 p.m.

**Zoom Access:**

**Meeting ID: 897 506 8640**

**Passcode: 640B**

<https://us06web.zoom.us/j/8975068640?pwd=ckhJYStrbi9wWk5BbXdKQXlTMnVCZz09>

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*PLEASE NOTE: The Board may take items out of order, combine items for consideration, and items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and end of the meeting. The public may provide comment on any matter within the Board's jurisdiction and/or authority, whether or not that matter is a specific topic on the agenda. However, prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment on that item. (NRS 233B.126) Public comment that is willfully disruptive is prohibited, and individuals who willfully disrupt the meeting may be removed from the meeting. (NRS 241.030(5)(b)) The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person (NRS 241.030). Once all items on the agenda are completed, the meeting will adjourn.*

1. Call meeting to order and introduction of members to determine the presence of a quorum.
2. Public comment.

*NOTE: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Chair of the Board. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Chair of the Board may allow additional time to be given a speaker as time allows and at their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)*

3. Update on new Board appointments. **(Discussion)**
4. Review and approve Board meeting minutes for the following: July 7, 2022, and September 13, 2022. **(For Possible Action)**

5. Update on disciplinary action reports and investigations of unlicensed activity. **(Discussion)**
6. Review and discuss financial status of the Board, including approval of all claims and expenses from July 1, 2022 to September 30, 2022. **(For Possible Action)**
7. Review and discuss the documentation submitted by licensed athletic trainers who recently completed the required Dry Needling course and approve those who fulfill the statutory requirements for dry needling. **(For Possible Action)**
8. Review and discuss the formation of a Board subcommittee to review NRS 640B and NAC 640B for implementing past approved changes and possible new statutes and regulations. Other duties may be determined by the Board. **(For Possible Action)**
9. Review and approve the wording and list of services requested in the proposed Solicitation for Legislative Services. **(For Possible Action)**
10. Review and discuss the 2022 BOC Compliance and Regulatory Education (CARE) Conference. **(Discussion)**
11. Review and discuss adding a link on the Board's website to a resource guide on how to recognize athletes dealing with substance use and what to do about it compiled by AddictionGroup. **(For Possible Action)**
12. Review and discuss the progress of the paper file archival project and approve the cost of shredding the files that have been scanned and converted to digital files. **(For Possible Action)**
13. Review and discuss the addition of a merit and/or cost of living increases to the annual review process for the Executive Secretary position. **(For Possible Action)**
14. Report from Executive Secretary, Michelle Cothrun. **(Discussion)**
15. Report from Harry B. Ward, Deputy Attorney General. **(Discussion)**
16. Future agenda items. **(Discussion)**
17. Discussion and possible decision on date of next meeting. **(For Possible Action)**
18. Public comment.

*NOTE: Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Chair of the Board. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Chair of the Board may allow additional time to be given a speaker as time allows and at their sole discretion. Comments will not be restricted based on viewpoint. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020)*

19. Adjournment. (For Possible Action)

Pursuant to NRS 241.030 the board may close the meeting to consider the character, misconduct, competence, or health of a person.

Items on the agenda may be taken out of order; items may be combined for consideration by the public body; and items may be pulled or removed from the agenda at any time.

Action by the Board on any item may be to approve, deny, amend, or table.

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The Board may allow for public comments after each agenda item. In consideration of others, please limit your comments to no more than five (5) minutes. Prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126. Public comment options may include, without limitation, telephonic or email comment. To submit public comment, contact Michelle Cothrun at (775) 787-2636 or [atrainner@nsbat.nv.gov](mailto:atrainner@nsbat.nv.gov).

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The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in the meeting. If accommodations are necessary, please contact Michelle Cothrun, Executive Secretary, at (775) 787-2636 no later than 9:00am the day before the meeting. Board meeting correspondence and supporting materials may also be obtained by contacting Michelle Cothrun at (775) 787-2636 or [atrainner@nsbat.nv.gov](mailto:atrainner@nsbat.nv.gov) or by visiting <http://nevadaathletictrainers.nv.gov/>

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**NOTICES FOR THIS MEETING HAVE BEEN POSTED IN ACCORDANCE WITH  
NRS 241.020, ON OR BEFORE THE THIRD WORKING DAY BEFORE THE MEETING,  
AT THE FOLLOWING LOCATIONS:**

\*State of Nevada, Department of Administration Public Notice website: <http://notice.nv.gov/>

\*The Nevada State Board of Athletic Trainer's website: <http://nevadaathletictrainers.nv.gov/>

\*The Board office at 6170 Mae Anne Avenue, Ste 1, Reno, NV 89523-4705

In addition, this notice/agenda was mailed, e-mailed or faxed to groups and individuals as requested.

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

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**DATE & TIME:** July 7, 2022 @ 2:30 p.m.

**Zoom Access:**

**Meeting ID: 897 506 8640**  
**Passcode: 640B**

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1. Meeting called to order by NSBAT Chair, Tedd Girouard at 2:32PM.

**Board Members Present:** Tedd Girouard, Keoni Kins, Jay Cambridge, Kyle Moore, and Jeremy Fisher.

**Staff Present:** Harry Ward, Deputy Attorney General, and Michelle Cothrun, Board Executive Secretary.

**Public Present:** Vanessa Dunn with Belz & Case, Government Affairs.

2. **Public comment.** Vanessa Dunn has no comment. No public comment.

3. **Update on new Board appointments. Introduction of new Board members. (Discussion)** Tedd Girouard introduces Jeremy Fisher, the newly appointed Board member. Tedd asks Jeremy to give a little background and introduce himself. Jeremy Fisher is a Doctor of Athletic Training who teaches collegially and in a K-8 School. He has been the Director of Sports Medicine for Lingerie Football, now X League, and works with the 3ICE Hockey League. Tedd thanks Jeremy for applying to serve on the Board. At the next meeting, the Board will discuss a succession plan. Both Tedd and Keoni Kins are on their seventh year serving on the Board. Tedd ends by welcoming Jeremy to the Board.

4. **Review and approve Board meeting minutes of January 31, 2022. (For Possible Action)** Tedd Girouard asks if everyone has had a chance to review the meeting minutes. Tedd confirms that Jeremy Fisher has access to the Board Dropbox folder. Seeing there are no questions or comments, Tedd Girouard motions to approve the minutes from the Board meeting of January 31, 2022. Keoni Kins seconds the motion, and it passes.

5. **Update on disciplinary action reports and investigations of unlicensed activity. (Discussion)** Michelle Cothrun relates the statistics that were reported to the LCB for the second quarter, 3/31 through 6/30/22. Three (3) licenses were added, and thirty-seven (37) were removed, meaning the licensees did not renew. The total number of active licensees is 274. Michelle received eleven (11) applications; however, eight (8) licenses were issued on July 1<sup>st</sup>. Michelle explains that she gives applicants the option to have their license issued after the renewal period. She also reported zero (0) disciplinary actions. And there are no current investigations of unlicensed activity. Tedd explains that it is common for those that have passed their certification exams to wait until July 1st to get licensed. He asks if there are any questions, and there are none.

6. **Review and discuss financial status of the Board, including approval of all claims and expenses from last meeting on January 31, 2022 through May 31, 2022. (For Possible Action)** Tedd Girouard asks Michelle Cothrun if anything stands out. Michelle comments that the reserves balance keeps growing. Tedd notes that Michelle's compensation has changed since the last meeting and is glad to see that change. Keoni Kins asks Michelle how the amount in reserves is calculated, noting that the Board's excess reserves was part of the Sunset review. Keoni suggests that a reserves policy review be added to the next Board meeting. Michelle explains that

normally reserves are calculated by months of expenses anywhere from six months at minimum to two years at the upper end. But for our Board with low monthly expenses, that calculation may not work. The Board instead would need to agree to set money aside for specific projects. For instance, the Board had at one time planned to use some of the reserves for an online licensing software program. Tedd adds the importance of funds set aside for legal fees to protect the Board in case of a lawsuit. The Board going forward needs to look at the fees being charged because there is too much left over at the end of the year. Kyle Moore asks where the reserves is noted. Michelle will ask the bookkeeper if a line item can be added to the monthly financial reports.

Jeremy Fisher asks Harry Ward if the Board is covered under sovereign immunity. Harry answers that there is a limitation of liability under NRS Chapter 41. Harry explains that he would represent the Board and individual Board members should they be sued and how he bills for his time. Jeremy also brings out that dry needling may open up the possibility for more lawsuits. Harry concludes that the Board could have a separate budget for legal representation and may want to increase it to cover potential lawsuits due to dry needling. Tedd agrees this is all good discussion. Michelle will add a review of the reserves policy to the next agenda.

Tedd Girouard motions to approve the claims and expenses from January 31, 2022 through May 31, 22. Kyle Moore seconds, and the motion passes.

**7. Review and discuss the findings made by the Subcommittee on Dry Needling and approve their recommendations on which licensees fulfill the statutory requirements for dry needling. (For Possible Action)** Kyle Moore, the Subcommittee on Dry Needling Chair, explains that applicants 109 to 112 were reviewed at the last Subcommittee meeting. There were no issues with those applicants, and all were recommended to pass. Keoni Kins, as Subcommittee member, agrees with Kyle's summary.

Tedd Girouard motions that the Board approve licensees 109 through 112. They have fulfilled the statutory requirements for dry needling and are approved. Kyle Moore seconds, and the motion passes.

**8. Review and discuss the documentation submitted by licensed athletic trainers who missed the deadline for the previous Subcommittee meeting or recently completed the required Dry Needling course and approve those that fulfill the statutory requirements for dry needling. (For Possible Action)** Tedd Girouard asks Kyle Moore if the Subcommittee members have reviewed these applications. Kyle confirms that all three members have reviewed applicants 113 to 118. Kyle recommends to the Board to approve applicants 113 through 118. Steve McCauley, the Subcommittee public member, provided Michelle Cothrun with his feedback. Michelle reads Steve's feedback into the record. He has 113, 114, 116, 117, and 118 as a pass. For 115, he was unsure about the last two submissions for CEUs: respiratory influences on core stability and diagnostic testing of the knee series. They equal two and a half credits, so 115 still has more than the required hours. Kyle and Tedd both note that the applicant still has more than enough contact hours.

Keoni Kins recommends passing 114, 115, 116, 117, and 118. He notes that 113 has an Anatomy & Physiology course listed on their transcript that does not have a grade with it. The course shows up on the transcript as credits that that the University accepted. With his experience working in Admissions, the criteria that the University used to accept the transfer credits is unknown. He suggests the person submit the transcript from the institution where they earned those credits. Jeremy Fisher agrees with Keoni's assessment regarding transfer credits. The Board discusses concerns over undergraduate coursework and possible low grades. Kyle reminds the Board that the regulation allows undergraduate coursework.

Tedd Girouard motions that the Board approve numbers 114 through 118 and that they have met the statutory requirement for dry needling. Kyle Moore seconds the motion, and it passes.

Kyle Moore motions that Michelle reach out to applicant number 113 to get an unofficial transcript of the transfer anatomy credits to ensure collegiate level education was completed. If so, they have met the statutory requirements for dry needling. Jeremy Fisher seconds the motion, and it passes.

**9. Review and discuss the approval of adding a reference guide and/or sample verification form to the Dry Needling application process. (For Possible Action)** Kyle Moore states that the process for reviewing applications is much smoother because of the proposed sample form. If future applicants pay attention to the reference guide, their questions will be answered, and the review process will be painless. Tedd Girouard agrees that the document is an excellent resource and very helpful to the licensees. He commends the Subcommittee for putting it together. The Board discusses with Harry Ward whether to vote on approving the form as written.

Harry cautions that if the Board approves it now, any future edits will need to be approved. The Board agrees that is not necessary. Jeremy Fisher asks Michelle if the dry needling application can be converted to an online form. Kyle questions if that would be a good use of Michelle's time. Since the number of applications each quarter is low, converting the form can be addressed if the number changes.

Tedd Girouard concludes that the Board does not need to make the form official. Instead, it should be a live document that the Subcommittee will keep track of and have it posted with the other forms for dry needling on the Board website. No action is taken.

**10. Review and approve reimbursing Michelle Cothrun, Executive Secretary, the cost of three years of Otter.ai transcription services. (For Possible Action)** Michelle Cothrun explains that she started using Otter.ai transcription services on her own to see how it would work out. She explains how she uses the services for the meeting minutes. The service was approved at an earlier Board meeting; however, she did not add her reimbursement to the agenda. She has paid \$99.99 for three years.

Tedd Girouard motions to approve reimbursing Michelle Cothrun for the three years of Otter.ai transcription services to the amount of \$300. Jay Cambridge seconds the motion, and it passes.

Tedd informs Harry Ward that since there is a Board member that will have to leave the meeting early, he will leave the Open Meeting Law training to the end. Tedd moves on the agenda item number regarding the 2022 BOC CARE Conference.

**11. Review and approve a Board member and the Executive Secretary attending the 2022 BOC conference. (For Possible Action)** Tedd Girouard explains how he has attended the CARE Conference two years in a row. Although he has enjoyed the conference and finds it valuable, he wants to know if another Board member can attend. The Board members discuss their various scheduling conflicts. Unfortunately, no one can attend. Tedd asks Michelle to contact the BOC to find out if the materials for the conference can be purchased instead. There is no further discussion.

Tedd states that he will be jumping around. Kyle Moore informs the Board that he needs to leave the meeting early at 4:00PM. Michelle suggests agenda item number 15 would be easy since she has nothing to report.

**12. Update on the LogiForms online initial application for licensure. (Discussion)** Michelle Cothrun has nothing to report at this time. There is no further discussion.

Tedd Girouard moves to agenda item number 17 regarding withdrawing the LCB file No. R148-20.

**13. Review and discuss withdrawing the LCB File No. R148-20 regarding pretrial motions and modifying the Board's fee schedule. (For Possible Action)** Michelle Cothrun explains that withdrawing the LCB file No. R148-20 and the next agenda item with the review of possible new regulations are connected. Since the Board must review the fee schedule, the Board can withdraw this draft and start the process over. Tedd Girouard has read over the file a few times and is not sure about the pretrial motions portion. Harry Ward briefly explains pretrial motions. Jeremy Fisher, in his review of the draft, questions the name of the Board of Certification (BOC). Michelle points out the feedback that the BOC provided. Their legal name is still National Athletic Trainers' Association Board of Certification, Inc., so they suggested that their name not be shortened to BOC. Tedd states that the Board needs to tackle the fees. Jeremy confirms with Harry Ward that withdrawing this file does not eliminate a licensee's ability to have a pretrial motion.

Tedd Girouard motions to withdraw the LCB file number R148-20 regarding pretrial motions and modifying the Board's fee schedule at this time. Jay Cambridge seconds the motion, and it passes.

**14. Review and discuss possible new regulations: (For Possible Action)** Tedd Girouard explains for the newest Board members that the Board is not actually voting for new regulations. Today is a discussion about whether to begin the process of changing the regulations. Tedd asks Harry Ward to talk about the process. Harry provides a quick overview, which includes scheduling workshops and requesting a draft from the LCB. The process is involved.

**a. Adding a temporary license provision for licensed athletic trainers who move to the State to work over the summer;** Michelle Cothrun explains that she included the agenda from the April 24, 2020

meeting, where the Board discussed quite a few of these same items, in the meeting materials. The idea of a temporary license was rejected. However, since she receives a lot of questions about a temporary license, she included it in today's agenda. Tedd Girouard states that within the last few years the climate has changed in Nevada and a temporary license warrants discussion. The Board discusses athletic trainers that travel with their teams, which they are allowed to do, but then work per diem. Per diem work in that scenario is unlicensed activity. The Board discusses the temporary exemption from licensure given to athletic trainers travelling with a team or tournament. Per NRS 640B.335, the exemption is for 10 days. After that, they can get an additional 20 days by submitting an application.

Tedd reminds the Board members that the objective of the Board is public safety. And he suggests that the exemption and application be prominently displayed on the Board website. The Board also discusses the problem with athletic trainers from California because they are not licensed. Kyle also brings up that an athletic trainer can be working for AAU, but they are working for AAU on a per diem basis, not as an employee working for a sports team. *Kyle leaves the meeting at 4:04PM.* Jeremy explains different scenarios he has observed and Tedd states that the issue is no one submits a complaint to the Board of the unlicensed activity. Tedd asks for feedback on his idea of drafting a educative letter to the State Association of California regarding the NRS stating that athletic trainers travelling with their teams must be licensed. Keoni Kins agrees that this is an important conversation. He questions what the right target is for that type of education and suggests that it might be the types of organizations that Jeremy mentioned earlier that are trying to skirt the law. Tedd suggests maybe informing licensees that if they observe unlicensed activity to make a complaint. Keoni agrees that informing our licensees could be a good use of the Board's time and funds. He also suggests a budget for investigators that proactively check licenses at these types of events. Jeremy's concern is that EMTs are working these events, triaging athletes, and returning them to play. Tedd states that may be beyond the scope of the Board. The Board only has authority over its licensees. With that in mind, Tedd moves the discussion to adding the ability for the Board to issue citations and fines for unlicensed activity.

- b. Adding a license status of "retired" instead of "expired" for those licensees retiring from the profession with a license in good standing, including a possible nominal fee;**
- c. Reduce initial licensure fees to \$200 and renewals to \$125;**
- d. Adding a veteran's expedited license with 50% fees;**
- e. Removing and/or changing the NRS requirement for a Board member that is a dual-licensed Athletic Trainer and Physical Therapist.**
- f. Adding the ability for the Board to issue citations and fines for unlicensed activity.**

Tedd opens the discussion by stating that for his seven years serving on the Board, unlicensed activity has been the biggest problem. The Board writes letters and usually gets no response. The Board discusses in depth various scenarios that repeat over the years regarding unlicensed activity. The Board agrees that issuing citations and fines would hopefully discourage unlicensed activity. Tedd reiterates that the objective of the Board is to protect the public. A potential fine schedule, along with items b through e, will be discussed at the next Board meeting.

Before moving to the Open Meeting Law, Michelle asks Tedd if the Board can go to agenda item number thirteen regarding the Wells Fargo account. The services she is requesting will help her with her daily activities.

- 15. Review and discuss the Wells Fargo banking account and approve the following: the addition of Desktop Deposit and Basic Banking services and of one or two Board members to act as dual custody approvers. (For Possible Action)** Michelle Cothrun explains to the Board that there are two parts to her request. Desktop deposit would allow her to use an app on her phone to deposit checks, instead of having to go to the bank. And the basic banking would allow her to pay the Board's credit card online instead of paying by check. She also goes on to explain that the dual custody is an extra security measure for wire transfers and ACH payments. Since Keoni Kins is listed as the Treasurer, the bank automatically wanted to give Keoni the dual custody. The purpose of the dual custody is so that the Executive Secretary cannot have complete access to the Board's funds and potentially take funds for themselves. Tedd asks Michelle what the checks and balances in place are now. She explains that we have Carol Woods, our bookkeeper, and Keoni, as the treasurer, review the financials monthly. Keoni states that the main reason he hesitated with the dual custody was that he thought the Board should comment regarding the additional services Michelle was requesting, even though her requests make sense. In addition, the dual signatory will not affect Michelle's daily activities. The Board is not sending wire

transfers. The Board could have a policy in place where Michelle would need to make a request to the Board before making a wire transfer or for online payments to a new account. Being the Treasurer for the last few years, Keoni agrees with the current level of oversight with reviewing the monthly statements and checking for any red flag activity. The additional oversight is not necessary. Tedd agrees with Keoni.

Keoni Kins motions that the Board approve adding to the Wells Fargo banking desktop deposit and basic banking services. He also motions that the Board forego adding a dual custody approver at this time. Tedd Girouard seconds the motion, and it passes.

Tedd Girouard tables the remaining agenda items until the next Board meeting.

16. **Open Meeting Law training with Harry Ward, DAG. (Discussion)** Harry Ward, Deputy Attorney General, goes over the PowerPoint presentation regarding Open Meeting Law training with the Board members. He asks if there are any questions and there are none. Tedd thanks Harry for the training and there is no further discussion.
17. **Review and discuss the approval of a Board Public Record Request policy, including the approval of a request form and additional page on the Board website. (For Possible Action)** This agenda item will be tabled until the next Board meeting.
18. **Review and discuss adding a National Healthcare Practitioner Databank (NHPD) query to the licensing process. (For Possible Action)** This agenda item will be tabled until the next Board meeting.
19. **Review and discuss the addition of a merit and/or cost of living increases to the annual review process for the Executive Secretary position. (For Possible Action)** This agenda item will be tabled until the next Board meeting.
20. **Review and approve the process of hiring of a Legislative consultant. (For Possible Action)** This agenda item will be tabled until the next Board meeting.
21. **Review and approve the cancellation of the AT&T landline and approve the cost of using Zoom phone for phone service. (For Possible Action)** This agenda item will be tabled until the next Board meeting.
22. **Report from Executive Secretary, Michelle Cothrun. (Discussion)**
23. **Report from Harry B. Ward, Deputy Attorney General. (Discussion)**
24. **Future agenda items. (Discussion)**
25. **Discussion and possible decision on date of next meeting. (For Possible Action)** Tedd Girouard does not want to set up a Board meeting without Kyle Moore present. His schedule seems to be the tightest. Tedd asks Michelle to contact the Board members to schedule the next Board meeting. He suggests early September since there are several items to address. There is no further discussion.
26. **Public comment.** There is no public present at the end of the meeting. No public comment.
27. **Adjournment. (For Possible Action)** Tedd Girouard adjourns the meeting at 5:11PM.

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



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

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**DATE & TIME:** September 13, 2022 @ 3:00 p.m.

**Zoom Access:**

**Meeting ID: 897 506 8640**  
**Passcode: 640B**

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1. Meeting called to order by NSBAT Chair, Tedd Girouard at 3:02 PM.

**Board Members Present:** Tedd Girouard, Kyle Moore, Jeremy Fisher, Keoni Kins, Jay Cambridge, and Bryan Lindl.

**Staff Present:** Harry Ward, Deputy Attorney General, and Michelle Cothrun, Board Executive Secretary.

**2.Public comment.** Michelle Cothrun confirms that she has not received any public comment by email or other means. No public comment.

**3. Update on new Board appointments. Introduction of new Board members. (Discussion)** Tedd Girouard introduces Bryan Lindl and asks him to give some of his background. Bryan currently works at UNLV with the men's basketball team. I work at UNLV with the men's basketball team. He has been in Nevada for five years. He is originally from Wisconsin and has spent a lot of time in Colorado and Utah. Tedd welcomes Bryan to the Board and thanks him for agreeing to serve.

**4. Review and approve Board meeting minutes of July 7, 2022. (For Possible Action)** Tedd Girouard confirms with Michelle Cothrun that the meeting minutes have not been completed. This agenda item will be tabled until the next Board meeting.

**5. Update on disciplinary action reports and investigations of unlicensed activity. (Discussion)** Michelle Cothrun informs the Board that the next quarter to report to the LCB ends on September 30<sup>th</sup> and is due on October 20<sup>th</sup>. Between June 30<sup>th</sup> and today's date, Michelle has issued thirty-two (32) licenses. Last year, during this quarter, she issued 10. It has been a busy quarter for new licenses. She has six (6) applications pending and will be issuing a license today. As of today, the Board has 301 active licensees.

Tedd asks Michelle about unlicensed activity. She did receive one complaint. Tedd explains to the newest Board members to send all complaints to Michelle. If someone contacts you regarding a complaint, refer them to the Board directly. Harry Ward agrees that the best practice is to refer someone with a complaint to the Board. Jeremy Fisher asks if one of the Board members witnesses something, do they submit a complaint? Harry answers yes, a Board member, acting as a member of the public, can submit a complaint to the Board. They may have to recuse themselves later if the matter goes to a hearing. Michelle informs the new Board members that there is a consumer complaint form on the Board website. Most times an email contains sufficient information. There is no further discussion.

**6. Review and discuss financial status of the Board, including approval of all claims and expenses from the 2022 fiscal year end, and the annual balance sheet submitted to the LCB, per NRS 218G.400. (For Possible Action)** Tedd Girouard asks Michelle Cothrun to walk the Board through the financials. Michelle states that the total assets of the Board keep growing. She is still unsure about how to calculate the reserves versus the

total assets in the bank account. The Board keeps monthly expenses low. The only expense that has ever been called out are the bank fees. She anticipates those will be lower now that the Board consolidated both the checking and the savings accounts. Tedd adds that the Board going forward should seriously consider lowering fees. He notes that a formula for merit and/or COLA increases are also on the agenda. Keoni Kins commends Michelle for the work she does with the financials. He adds that a potential expense would be getting someone on contract for investigations who can conduct onsite investigations for claims of unlicensed activity and more. That would be important for the coming year. Tedd agrees and adds that hiring a lobbyist would be a good use of the Board's fund, especially considering the legislation that was introduced to dissolve our Board.

Tedd Girouard motions to approve the financial status of the Board for the 2022 fiscal year end. Keoni Kins seconds the motion, and it passes.

**7. Review and discuss the documentation submitted by licensed athletic trainers who submitted their application for dry needling and approve those that fulfill the statutory requirements for dry needling. (For Possible Action)** Michelle Cothrun explains that there is one dry needling applicant, and she has not received her athletic training license yet. Steve McCauley, Subcommittee member, reviewed the application and pointed out that the dry needling course submitted was for twenty-three (23) hours, not the statutory minimum of twenty-five (25). The applicant was approved to dry needle by the Physical Therapy Board and submitted her approval letter along with their application. Michelle confirms that they are dry needling as a physical therapist, not as an athletic trainer. Kyle Moore questions why they are applying for an athletic trainer license. The Board discusses possible scenarios where one might work under either an AT or PT license. Keoni Kins suggests asking the applicant for more detailed information in terms of the length of that class, to see how much contact hours she had in order to make a better decision.

Tedd Girouard requests that the Subcommittee find out if she actually has more hours than the 23 hours. Kyle Moore agrees. The Subcommittee will review the additional information from the applicant to then determine the appropriate action. No action is taken.

**8. Review and approve changing from a cash to a charge account with the Department of Public Safety. (For Possible Action)** Michelle Cothrun explains some of the benefits of changing to a charge account. It may reduce the processing time for out-of-state applicants that submit fingerprint hard cards. The Department of Public Safety is moving to an online system with their modernization program. Michelle anticipates that payments will be online as well. Finally, the Board will be paying the \$40.25 fee which will essentially reduce the fees for the applicants.

Tedd Girouard motions to approve changing from a cash to a charge account with the Department of Public Safety. Kyle Moore seconds the motion, and it is approved.

**9. Review and approve the purchase of a high-capacity scanner to scan licensee physical files and convert to digital. (For Possible Action)** Tedd Girouard asks if there are any comments on this agenda item. Keoni Kins motions to approve the purchase of a high-capacity scanner. Tedd Girouards amends the motion with a price cap of \$650.00 with taxes. Kyle Moore seconds the motion, and it passes.

**10. Review and discuss the approval of a Board Public Record Request policy, including the request form and Board website location. (For Possible Action)** Michelle Cothrun informs the Board that we have always had a policy that a member of the public can request public records. She would then provide them. However, the Board is required to have a policy posted on the website. Michelle asks the Board for feedback whether it should be on a separate webpage or at the bottom of the Forms page. Tedd suggests keeping the policy and form where they are currently, at the bottom of the Forms page. He asks for any feedback and there is none.

Tedd Girouard motions to approve the Board's public record request policy that Michelle provided. Jeremy Fisher seconds the motion, and it passes.

**11. Review and discuss the Board's policy regarding employers contacting the Board office for status updates. (For Possible Action)** Michelle Cothrun explains to the Board that she is unsure whether she can provide a status update to employers. Harry Ward states that as long as the information is public, then the status update can be provided. No personal information can be disclosed. Tedd asks Michelle if a status column can be

added in AirTable with an explanation of what that is still required for licensure. The Board members discuss how that would be a benefit as transparency is important to the application process.

Tedd Girouard motions regarding employers contacting the Board, that the Nevada State Board of Athletic Trainers changes their verification page to add a pending listing, including what stage of the of the application that is still pending. Kyle Moore seconds the motion, and it passes.

**12. Review and approve adding a Board policy for a conditional license for applicants that have applied and are waiting for more than thirty days for the results of their background check. Once the background check results are received and meet the requirements for licensure, the license status will then be changed to active. (For Possible Action)** Michelle Cothrun explains that some applicants are waiting anywhere from thirty (30) to (90) ninety days to received the results of their background checks. Kyle Moore expresses concern that there are risks involved and asks if other States have similar policies. Michelle has found that other States do have conditional licenses. Jeremy Fisher brings up the concern that potentially athletic trainers will be working with minors. Tedd's concern is that the Board is holding up people from working. They have applied in good faith and under the penalty of perjury attested to the fact that they do not have any of these convictions. Even though they are certified and educated, and the timing is beyond the control of the Board. And if the background check does come back with something questionable, the Board can remove the license. The license is provisional.

Since Bryan Lindl needs to leave the meeting at 4:00PM, the Board agrees to table this agenda item for further discussion.

**13. Review and approve licensure by reciprocity according to NRS 640B.330 and the changes to the initial licensure process for licensed out of state athletic trainers. (For Possible Action)** Tedd Girouard informs the Board that NRS 640B.330 allows for licenses by reciprocity if the applicant is licensed in another state with "substantially equivalent" licensure requirements, which includes a background check. As part of his job, Tedd compiles a database with the requirements for each state and can share that information with Michelle. Tedd wanted to inform the Board that licensure by reciprocity was already in the statutes. No action is necessary for this agenda item.

In consideration of Byran Lindl needing to leave the meeting early, the succession plan will be discussed next.

**14. Discuss succession plan including nominating and voting on Chair, Vice-Chair and Treasurer positions for the Board. (For Possible Action)** Tedd Girouard starts by expressing his gratitude to all the Board members for their service, to Michelle Cothrun, and to Harry Ward. He especially thanks Keoni Kins for serving so long. Tedd nominates Kyle Moore for the position of the Chair, to be effective at the adjournment of this meeting. With the understanding that his work schedule is challenging, Kyle Moore accepts the nomination. The Board votes to approve Kyle Moore as the Chair, and the motion passes.

Tedd goes on to explain the importance of the Vice Chair and how he started in that position. Tedd Girouard nominates Bryan Lindl, and Bryan accepts the nomination. The Board votes to approve Bryan Lindl as the Vice Chair, and the motion passes.

Tedd Girouard nominates Jeremy Fisher as the Treasurer of the Board. Keoni Kins explains briefly what his additional duties are as part of the checks and balances regarding the finances of the Board. Jeremy Fisher accepts the nomination. The Board votes to approve Jeremy Fisher as the Treasurer of the Board, and the motion passes. Tedd thanks Kyle, Bryan, and Jeremy for their willingness to serve and to take on the additional responsibilities as Board officers.

Kyle asks if the Board can discuss Keoni Kins' position in the Board next. Tedd Girouard moves to agenda item number 17.f regarding removing and/or changing the NRS requirement for a Board member that is dual-licensed Athletic Trainer and Physical Therapist.

**15. Review and discuss possible new regulations: (For Possible Action)**

- a. **Adding a temporary license provision for licensed athletic trainers who move to the State to work over the summer;**
- b. **Adding a license status of "retired" instead of "expired" for those licensees retiring from the profession with a license in good standing, including a possible nominal fee;**

Minutes for the meeting of the Nevada State Board of Athletic Trainers, page 3 of 5

- c. **Reduce initial licensure fees to possibly \$200 and renewals to \$125;**
- d. **Adding a veteran's expedited license with 50% fees;**
- e. **Adding the ability to apply for licensure by reciprocity according to NRS 640B.330 if license in other state is current and in good standing with 50% fees;**
- f. **Removing and/or changing the NRS requirement for a Board member that is a dual-licensed**

**Athletic Trainer and Physical Therapist;** Kyle Moore asks the benefit of changing the statute versus finding a replacement for Keoni Kins, the dual-licensed Board member. His concern is being dual-licensed is phasing out. Tedd Girouard is not aware of any other healthcare Board that has a member of another profession required to serve on their Board. He inform the Board that he and Keoni attended a meeting of the Physical Therapy Board and they had no issue with removing this requirement. The idea of changing the AT/PT position to another member of the public is discussed. Harry Ward cautions that in his experience legislators are not comfortable with two public Board members. *During the discussion, Bryan Lindl leaves the meeting.* Tedd emphasizes that as the athletic training programs move to a Master's degree, there are going to be very few that are dual-licensed and advises the Board moving forward to address this matter. Tedd suggests forming another subcommittee to review this list of possible new regulations and to work on amending or changing the NRS. Keoni suggests including a licensed physical therapist to get their input as well. Tedd cautions when opening the practice act to do everything in one shot.

Regarding action on this agenda item, Tedd motions to form a subcommittee that Jeremy Fisher would be Chair of that subcommittee and responsible for putting this subcommittee together, to address items a through g plus any other legislative changes that that the subcommittee feels like they can address. They will then report back to the Board for Board action. Keoni Kins seconds the motion, and it passes. Tedd closes the discussion by thanking Jeremy for taking this on and stating that he is available for guidance and direction.

- g. **Adding the ability for the Board to issue citations and fines for unlicensed activity.**

**16. Review and discuss adding a National Healthcare Practitioner Databank (NHPD) query to the licensing process. (For Possible Action)** Tedd Girouard begins the discussion by stating that the Board already requires a background check for felonies and, and gross misdemeanors. The licensure process is already onerous. Tedd asks for feedback. Kyle Moore questions how much time the query would add to the process. Jeremy Fisher has experience and his application was delayed over forty-five (45) days, even though he was in good standing. The Board discusses possible scenarios and ultimately feels that there is no benefit to adding an query to the current licensure process. No action is taken.

**17. Review and discuss withdrawing the LCB File No. R148-20 regarding pretrial motions and modifying the Board's fee schedule. (For Possible Action)** Tedd Girouard reminds Michelle Cothrun that this agenda item was approved at the last Board meeting.

**18. Review and discuss the addition of a merit and/or cost of living increases to the annual review process for the Executive Secretary position. (For Possible Action)** Tedd Girouard asks if there is a simple calculation for cost of living increase. After a discussion of possible COLA increases of one (1) to three (3) percent, Tedd suggest adding a discussion of Michelle's merit and cost of living increase to the next Board meeting. By then she will be coming up for another annual review with the new Board Chair. No action is taken.

**19. Review and approve the process of hiring of a Legislative consultant. (For Possible Action)** Tedd Girouard asserts that since the Board has funds, these funds can be utilized to hire a Legislative consultant in the best interest of the licensees, and in the public protection. Jeremy Fisher agrees that a lobbyist is essential is taking action on the possible new regulations and opening of the practice act. The Board discusses the process of getting contracts approved. Tedd asks Michelle to do some investigation and provide some options at the next Board meeting. No action is taken. *Jeremy Fisher leaves the meeting.*

**20. Review and approve the cancellation of the AT&T landline and approve the cost of using Zoom phone for phone service. (For Possible Action)** Michelle Cothrun advised the Board that the change has already

been done. Zoom phone has been in use since March. The amount paid for Zoom phone for the entire year is approximately the same AT&T was charging for one month.

Tedd Girouard motions to retroactively approve the cancellation of AT&T landline and approve the cost of using Zoom for office phone service. Keoni Kins seconds the motion, and the motion passes with four (4) votes to zero (0).

**21. Update on the LogiForms online initial application for licensure. (Discussion)** Michelle Cothrun explains to the Board that she has not had time to work on the initial application due to renewals. Tedd Girouard says to keep this agenda item on the next Board meeting.

**22. Report from Executive Secretary, Michelle Cothrun. (Discussion)** Michelle Cothrun informs the Board that the BOC CARE Conference materials will be posted on their online archive. When they are posted, she will forward that to everyone. Also, she is using an online app called Clockify to keep track of her hours and daily activities. Her hours vary weekly, and it seems like she is working more than the fifteen (15) hours per week. Tedd suggests that she keep the detailed reports of her activities for herself and keep track of her hours for her annual review with the new Chair.

**23. Report from Harry B. Ward, Deputy Attorney General. (Discussion)** DAG, Harry Ward, has nothing to report.

**24. Future agenda items. (Discussion)** Tedd Girouard notes that future agenda items were discussed during the meeting and asks for any comment. There is no further discussion.

**25. Discussion and possible decision on date of next meeting. (For Possible Action)** Kyle Moore suggests meeting in November. During the discussion, Jay Cambridge announces that this meeting will be his last with the Board. Tedd Girouard thanks Jay for his service on the Board. Jay will email Michelle to discuss his resignation. Kyle will send some options that work best for him in November and asks Michelle to send a Doodle poll to all the Board members. There is no further discussion or action taken.

**26. Public comment.** No members of the public have joined the meeting. No public comment.

**27. Adjournment. (For Possible Action)** Tedd Girouard adjourns the meeting at 5:18PM.

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

# Nevada State Board of Athletic Trainers

## Balance Sheet

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Wells Fargo Business Checking	188,754.99
<b>Total Bank Accounts</b>	<b>\$188,754.99</b>
Other Current Assets	
Prepaid Expenses	150.00
<b>Total Other Current Assets</b>	<b>\$150.00</b>
<b>Total Current Assets</b>	<b>\$188,904.99</b>
Other Assets	
Other Investments	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$188,904.99</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
Accrued Expenses	0.00
Payroll Liabilities	0.00
940	0.00
941	0.01
NV Unemployment	39.00
<b>Total Payroll Liabilities</b>	<b>39.01</b>
Unearned or Deferred Revenue	38,902.50
<b>Total Other Current Liabilities</b>	<b>\$38,941.51</b>
<b>Total Current Liabilities</b>	<b>\$38,941.51</b>
<b>Total Liabilities</b>	<b>\$38,941.51</b>
Equity	
Opening Bal Equity	0.00
Unrestricted Net Assets	146,869.38
Net Income	3,094.10
<b>Total Equity</b>	<b>\$149,963.48</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$188,904.99</b>

# Nevada State Board of Athletic Trainers

## Profit and Loss

July - September, 2022

	TOTAL
Income	
License Revenue	12,997.50
<b>Total Income</b>	<b>\$12,997.50</b>
GROSS PROFIT	<b>\$12,997.50</b>
Expenses	
Contract Services	
Accounting Fees	200.00
Legal Fees	570.50
<b>Total Contract Services</b>	<b>770.50</b>
Operations	
Bank Charges	377.85
Postage, Mailing Service	21.43
Supplies	1,794.27
Telephone, Telecommunications	411.00
<b>Total Operations</b>	<b>2,604.55</b>
Other Types of Expenses	
Insurance - Liability, D and O	50.00
Insurance - Worker's Comp	150.00
<b>Total Other Types of Expenses</b>	<b>200.00</b>
Payroll Expenses	
Employer Taxes	536.25
Wages - Stipend	6,500.01
<b>Total Payroll Expenses</b>	<b>7,036.26</b>
<b>Total Expenses</b>	<b>\$10,611.31</b>
NET OPERATING INCOME	<b>\$2,386.19</b>
NET INCOME	<b>\$2,386.19</b>

# Nevada State Board of Athletic Trainers

## Profit and Loss Detail

July - September, 2022

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
License Revenue								
07/01/2022	Deposit	9647			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	150.00
07/01/2022	Deposit	7589			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	300.00
07/01/2022	Deposit	9019			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	450.00
07/01/2022	Deposit	8890			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	600.00
07/01/2022	Deposit	7582			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	750.00
07/01/2022	Deposit	7155			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	900.00
07/01/2022	Deposit	0487			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,050.00
07/01/2022	Deposit	3942			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,200.00
07/01/2022	Deposit	3326			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,350.00
07/01/2022	Deposit	2776			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,500.00
07/01/2022	Deposit	2186			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,650.00
07/01/2022	Deposit	1905			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,800.00
07/01/2022	Deposit	0749			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	1,950.00
07/01/2022	Deposit	7111			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	2,100.00
07/05/2022	Deposit	0684			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	2,250.00
07/05/2022	Deposit	0049			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	2,400.00
07/05/2022	Deposit	6372			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	2,550.00
07/05/2022	Deposit	5150			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	2,700.00
07/05/2022	Deposit	7015			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	2,850.00
07/05/2022	Deposit	9122			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,000.00
07/05/2022	Deposit	2883			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,150.00
07/05/2022	Deposit	4657			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,300.00
07/05/2022	Deposit	0804			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,450.00
07/05/2022	Deposit	1399			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,600.00
07/05/2022	Deposit	1679			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,750.00
07/05/2022	Deposit	1727			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	3,900.00



# Nevada State Board of Athletic Trainers

## Profit and Loss Detail

July - September, 2022

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
07/05/2022	Deposit	1770			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,050.00
07/05/2022	Deposit	1798			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,200.00
07/05/2022	Deposit	1973			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,350.00
07/05/2022	Deposit	2361			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,500.00
07/05/2022	Deposit	5007			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,650.00
07/05/2022	Deposit	7083			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,800.00
07/05/2022	Deposit	7630			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	4,950.00
07/05/2022	Deposit	8683			Renewal fees 2022 - 2023	Wells Fargo Business Checking	150.00	5,100.00
07/06/2022	Deposit	1513			Renewal fees 2022 -2023	Wells Fargo Business Checking	150.00	5,250.00
07/06/2022	Deposit	0146			Renewal fees 2022 -2023	Wells Fargo Business Checking	150.00	5,400.00
07/06/2022	Deposit	9602			Renewal fees 2022 -2023	Wells Fargo Business Checking	150.00	5,550.00
07/08/2022	Deposit	2389			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	5,850.00
07/14/2022	Deposit	0254			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	6,150.00
07/14/2022	Deposit	8941			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	6,450.00
07/15/2022	Deposit	1679			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	6,750.00
07/15/2022	Deposit	1679			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	7,050.00
07/19/2022	Deposit	4035			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	7,350.00
07/19/2022	Deposit	2485			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	7,650.00
07/19/2022	Deposit	8568			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	7,950.00
07/19/2022	Deposit	9721			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	8,250.00
07/19/2022	Deposit	4062			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	8,550.00
07/19/2022	Deposit	3945			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	8,850.00
07/20/2022	Deposit	1679			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	9,150.00
07/21/2022	Deposit	5818		Joselyne Tobar	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	9,450.00
07/25/2022	Deposit	2178		Oscar Ruiz Rios	Initial licensure fees 2022- 2023	Wells Fargo Business Checking	300.00	9,750.00
07/31/2022	Journal Entry	104	104		Post revenues	-Split-	3,112.50	12,862.50
08/03/2022	Deposit	0216		Skylar Jimenez	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	13,162.50
08/11/2022	Deposit	2564		Amani Jackson	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	13,462.50
08/12/2022	Deposit	6317			License restoration fees 2022 - 2023	Wells Fargo Business Checking	300.00	13,762.50
08/16/2022	Deposit	1795		Abigail Downs	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	14,062.50

# Nevada State Board of Athletic Trainers

## Profit and Loss Detail

July - September, 2022

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/18/2022	Deposit	3512			License restoration fees 2022 - 2023	Wells Fargo Business Checking	300.00	14,362.50
08/30/2022	Deposit	9904			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	14,662.50
08/31/2022	Deposit	8089			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	14,962.50
08/31/2022	Deposit	1000			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	15,262.50
08/31/2022	Deposit	3009		Alyson Rippingham	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	15,562.50
08/31/2022	Journal Entry	102	102		Adjust revenue for deferred portion of renewals YTD	-Split-	-11,100.00	4,462.50
08/31/2022	Deposit	8535		Joe Shaw	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	4,762.50
08/31/2022	Journal Entry	103	103		Post revenues	-Split-	3,112.50	7,875.00
08/31/2022	Deposit	9619		Stacy Struble	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	8,175.00
08/31/2022	Deposit	0316		Emily Gantt	Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	8,475.00
09/09/2022	Deposit	8756			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	8,775.00
09/12/2022	Deposit	8756			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	9,075.00
09/13/2022	Deposit	0193			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	9,375.00
09/22/2022	Deposit	7016			Initial licensure fees 2022 - 2023	Wells Fargo Business Checking	300.00	9,675.00
09/30/2022	Journal Entry	107	107		Post revenues	-Split-	4,222.50	13,897.50
09/30/2022	Journal Entry	109	109		Adjust revenue for deferred portion of renewals in Sep	-Split-	-900.00	12,997.50
<b>Total for License Revenue</b>							<b>\$12,997.50</b>	
<b>Total for Income</b>							<b>\$12,997.50</b>	
Expenses								
Contract Services								
Accounting Fees								
07/15/2022	Check	10348	10348	Numbers Inc.	Quarterly bookkeeping & payroll, Inv #052528	Wells Fargo Business Checking	200.00	200.00
<b>Total for Accounting Fees</b>							<b>\$200.00</b>	
Legal Fees								
09/21/2022	Check	10353	10353	Attorney General Nevada Dept of Justice	Aug legal svcs; Stmt #100593	Wells Fargo Business Checking	81.50	81.50
09/21/2022	Check	10352	10352	Attorney General Nevada Dept of Justice	July legal svcs; Stmt #100546	Wells Fargo Business Checking	489.00	570.50
<b>Total for Legal Fees</b>							<b>\$570.50</b>	
<b>Total for Contract Services</b>							<b>\$770.50</b>	

# Nevada State Board of Athletic Trainers

## Profit and Loss Detail

July - September, 2022

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Operations								
Bank Charges								
07/01/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	65.10	65.10
07/05/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	93.00	158.10
07/06/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	13.95	172.05
07/08/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	181.05
07/11/2022	Check	SVCCHG	SVCCHG		Client analysis service charge	Wells Fargo Business Checking	73.04	254.09
07/15/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	18.00	272.09
07/20/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	281.09
07/28/2022	Check	DD1056	DD1056	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	282.84
08/11/2022	Check	SVCCHG	SVCCHG		Client analysis service charge	Wells Fargo Business Checking	10.51	293.35
08/12/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	302.35
08/18/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	311.35
08/30/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	320.35
08/30/2022	Check	DD1057	DD1057	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	322.10
08/31/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	18.00	340.10
09/09/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	349.10
09/12/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	358.10
09/13/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	367.10
09/22/2022	Deposit				Stripe processing fee	Wells Fargo Business Checking	9.00	376.10
09/29/2022	Check	DD1058	DD1058	Michelle Cothrun	Payroll processing fee	Wells Fargo Business Checking	1.75	377.85
<b>Total for Bank Charges</b>							<b>\$377.85</b>	
Postage, Mailing Service								
07/22/2022	Bill			Wells Fargo Bank	USPS - Certified mail	Accounts Payable	5.11	5.11
07/22/2022	Bill			Wells Fargo Bank	USPS - Certified mail	Accounts Payable	5.44	10.55
09/02/2022	Bill			Wells Fargo Bank	USPS - Certified mail	Accounts Payable	5.44	15.99
09/22/2022	Bill			Wells Fargo Bank	USPS - Certified mail	Accounts Payable	5.44	21.43
<b>Total for Postage, Mailing Service</b>							<b>\$21.43</b>	

# Nevada State Board of Athletic Trainers

## Profit and Loss Detail

July - September, 2022

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Supplies								
07/15/2022	Check	10349	10349	State of Nevada Board of Occupational Therapy	FY 2023 Office Cost Share Jul 1, 2022 - Jun 30, 2023	Wells Fargo Business Checking	650.00	650.00
07/22/2022	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	658.25
07/22/2022	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	51.92	710.17
07/22/2022	Bill			Wells Fargo Bank	Adobe DC	Accounts Payable	14.99	725.16
07/22/2022	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	735.15
07/22/2022	Bill			Wells Fargo Bank	QBO	Accounts Payable	80.00	815.15
09/02/2022	Bill			Wells Fargo Bank	Office Depot - toner	Accounts Payable	38.98	854.13
09/02/2022	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	864.12
09/02/2022	Bill			Wells Fargo Bank	Adobe DC	Accounts Payable	14.99	879.11
09/02/2022	Bill			Wells Fargo Bank	QBO	Accounts Payable	85.00	964.11
09/02/2022	Bill			Wells Fargo Bank	Office Depot - office supplies	Accounts Payable	44.03	1,008.14
09/02/2022	Bill			Wells Fargo Bank	Office Depot - return of items	Accounts Payable	-21.31	986.83
09/02/2022	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	19.97	1,006.80
09/02/2022	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	1,015.05
09/02/2022	Bill			Wells Fargo Bank	Office Depot - office supplies	Accounts Payable	76.75	1,091.80
09/22/2022	Bill			Wells Fargo Bank	Msft 365	Accounts Payable	8.25	1,100.05
09/22/2022	Bill			Wells Fargo Bank	Office Depot - scanner	Accounts Payable	492.40	1,592.45
09/22/2022	Bill			Wells Fargo Bank	Office Depot - office supplies	Accounts Payable	71.87	1,664.32
09/22/2022	Bill			Wells Fargo Bank	Adobe DC	Accounts Payable	14.99	1,679.31
09/22/2022	Bill			Wells Fargo Bank	QBO	Accounts Payable	85.00	1,764.31
09/22/2022	Bill			Wells Fargo Bank	Logiforms	Accounts Payable	19.97	1,784.28
09/22/2022	Bill			Wells Fargo Bank	HelloFax	Accounts Payable	9.99	1,794.27
<b>Total for Supplies</b>							<b>\$1,794.27</b>	
Telephone, Telecommunications								
07/01/2022	Journal Entry	101R	101R		Accrue May, June telecom from NV IT	-Split-	-159.00	-159.00
07/21/2022	Check	10350	10350	Nevada Information Technology	June Email & Web	Wells Fargo Business Checking	79.50	-79.50
07/21/2022	Check	10350	10350	Nevada Information Technology	May Email & Web	Wells Fargo Business Checking	79.50	0.00
07/28/2022	Check	DD1056	DD1056	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	110.50
08/30/2022	Check	DD1057	DD1057	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	221.00
09/21/2022	Check	10351	10351	Nevada Information Technology	July Email & Web	Wells Fargo Business Checking	79.50	300.50
09/29/2022	Check	DD1058	DD1058	Michelle Cothrun	Home office reimbursement	Wells Fargo Business Checking	110.50	411.00

# Nevada State Board of Athletic Trainers

## Profit and Loss Detail

July - September, 2022

DATE	TRANSACTION TYPE	NUM	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for Telephone, Telecommunications</b>							<b>\$411.00</b>	
<b>Total for Operations</b>							<b>\$2,604.55</b>	
Other Types of Expenses								
Insurance - Liability, D and O								
07/01/2022	Journal Entry	100R	100R		Move 50% of 2022 liability insurance to Prepaid	-Split-	50.00	50.00
<b>Total for Insurance - Liability, D and O</b>							<b>\$50.00</b>	
Insurance - Worker's Comp								
07/31/2022	Journal Entry				Expense worker's comp	-Split-	50.00	50.00
08/31/2022	Journal Entry	106	106		Expense worker's comp	-Split-	50.00	100.00
09/30/2022	Journal Entry	108	108		Expense worker's comp	-Split-	50.00	150.00
<b>Total for Insurance - Worker's Comp</b>							<b>\$150.00</b>	
<b>Total for Other Types of Expenses</b>							<b>\$200.00</b>	
Payroll Expenses								
Employer Taxes								
07/28/2022	Check	DD1056	DD1056	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	178.75	178.75
08/30/2022	Check	DD1057	DD1057	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	178.75	357.50
09/29/2022	Check	DD1058	DD1058	Michelle Cothrun	Employer taxes	Wells Fargo Business Checking	178.75	536.25
<b>Total for Employer Taxes</b>							<b>\$536.25</b>	
Wages - Stipend								
07/28/2022	Check	DD1056	DD1056	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	2,166.67	2,166.67
08/30/2022	Check	DD1057	DD1057	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	2,166.67	4,333.34
09/29/2022	Check	DD1058	DD1058	Michelle Cothrun	Monthly compensation	Wells Fargo Business Checking	2,166.67	6,500.01
<b>Total for Wages - Stipend</b>							<b>\$6,500.01</b>	
<b>Total for Payroll Expenses</b>							<b>\$7,036.26</b>	
<b>Total for Expenses</b>							<b>\$10,611.31</b>	
<b>Net Income</b>							<b>\$2,386.19</b>	



## ***Solicitation for Legislative Services***

### ***Background***

The Nevada State Board of Athletic Trainers (NSBAT) was established under the provisions of NRS Chapter 640B. The Board is responsible for the administration, regulation, and enforcement of the practice of athletic training in Nevada. The Board licenses qualified athletic trainers throughout the State. Additional information regarding the Board may be viewed on our website located at <https://nevadaathletictrainers.nv.gov/> or you may contact the board office.

### ***Services Requested***

NSBAT is seeking a professional lobbyist to assist the Board in preparing for legislative initiatives during Legislative Interim and Sessions of the Nevada State Legislature.

Services will include assisting the Board with monitoring legislative initiatives related to professional and occupational licensing Boards in Nevada; attending and/or representing the Board's interests in interim committee meetings; analyzing proposed bill draft requests; tracking legislation applicable to Boards, conducting outreach activities with legislators, state agencies, professional licensing boards and organizations and other activities deemed appropriate. Vendor will be required to work closely with the Executive Secretary, attend Board meetings and/or submit regular legislative reports to the Board.

Contractor must be registered as a Lobbyist and in compliance with all licensing and reporting requirements of the State of Nevada. An independent contract for services may be awarded for a minimum of one (1) year and a maximum of four (4) years. Start date, if a contract is awarded, will be determined by the Board after evaluation of proposals received. Proposers may be requested to interview before the Board.

### ***Submittal Instructions***

Please provide a written proposal to include: 1) a detailed description of qualifications and experience representing Nevada professional licensing and regulatory boards or other related professional organizations; 2) hourly fees and/or fixed fee cost(s) for proposed services; and 3) a minimum of three (3) references with contact information. Proposal shall identify primary and secondary staff assigned to the contract services, and clearly indicate the cost/price for services to be provided during the interim session and during the legislative session, if different.

Proposals will be accepted through December 31, 2022, by electronic submission or mail addressed to:

**Michelle R. Cothrun, Executive Secretary**  
**Nevada State Board of Athletic Trainers**  
**6170 Mae Anne Ave., Suite 1**  
**Reno, Nevada 89523**  
[atrainner@nsbat.nv.gov](mailto:atrainner@nsbat.nv.gov)

The Board reserves the right to select the most responsive vendor based upon the needs of the Board. Evaluation will not be based solely upon price/cost. There is no guarantee of a contract for services as a result of this solicitation.

Questions regarding this solicitation may be directed to Michelle Cothrun, Executive Secretary by email or by calling the Board administrative office at 775-787-2636.

Dated 11/4/22

## 2022 CARE Conference Presentations Available

Board of Certification, Inc. <BOC@bocatc.org>

Mon 10/17/2022 7:08 AM

To: Athletic Trainers <atrain@nsbat.nv.gov>

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.



## 2022 CARE Conference Presentations Available

The Board of Certification (BOC) would like to thank all of those who recently attended the 2022 CARE Conference and helped make it such a success.

For attendees, or anyone who wasn't able to join us, the conference program and speaker presentations are available on the [BOC website](#) and ready for you to access and share.

Look for future updates on CARE Conference events in the coming months!

[Access Materials](#)

<https://www.bocatc.org/state-regulation/state-regulatory-conference/state-regulatory-conference/archive>



## Re: Following Up

Jessica Cooper <jessica@addictiongroup.org>

Tue 9/13/2022 8:59 AM

To: Athletic Trainers <atrain@nsbat.nv.gov>

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Michelle,

Thank you for letting me know! I really appreciate it.

Have a good day :)





**Jessica Cooper**  
Community Outreach | Addiction Group

🏠 10 S Dearborn Street, Chicago IL 60603

☎ 407-490-3869

[Visit Addiction Group](#)

You may [unsubscribe](#) to stop receiving our emails.

On Tue, Sep 13, 2022 at 12:05 AM Athletic Trainers <[atrain@nsbat.nv.gov](mailto:atrain@nsbat.nv.gov)> wrote:

Hello Jessica,

Yes, I did receive your email. In order to add the link to our website, I need Board approval. There was not enough time to add an agenda item to discuss adding the link to your free guide about athletes and substance abuse to tomorrow's Board meeting at 3:00PM. However, I will add it to our next Board meeting.

Thank you,  
Michelle

**Michelle R. Cothrun**  
Executive Secretary

Nevada State Board of Athletic Trainers

6170 Mae Anne Avenue, Suite 1  
Reno, NV 89523-4705

[atrain@nsbat.nv.gov](mailto:atrain@nsbat.nv.gov)

Office: (775)787-2636

eFax: 1(775)403-1970

*Please be sure to enter eFax*

*number as shown: 17754031970*

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**From:** Jessica Cooper <[jessica@addictiongroup.org](mailto:jessica@addictiongroup.org)>

**Sent:** Monday, September 12, 2022 8:32 AM

**To:** Athletic Trainers <[atrainner@nsbat.nv.gov](mailto:atrainner@nsbat.nv.gov)>

**Subject:** Following Up

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Michelle,

I wanted to reach out to see if you had a chance to read my previous email on our free guide about athletes and substance use. Our experts at AddictionGroup share tips that can help Athletes suffering (and their loved ones) determine their best path forward.

Here's the link:

<https://www.addictiongroup.org/blog/athletes-drug-addiction/>

Would you consider adding a link to our guide so that your readers can have access to this essential information?

On Wednesday, September 7, 2022 at 1:25 PM, Jessica Cooper <[jessica@addictiongroup.org](mailto:jessica@addictiongroup.org)> wrote:

Hi Michelle,

I noticed you featured great mental health resources for students on your page here:

<http://nevadaathletictrainers.nv.gov/Links/Links/>

According to the NIH, 93% of male athletes report using substances in the last year, and 92% of females report using substances. There are several factors that affect this group's high substance use rate - injuries, a nomadic life, and many other things.

To help athletes dealing with substance use, our team at AddictionGroup created a guide on how to recognize this and what to do about it. You can view it below:

<https://www.addictiongroup.org/blog/athletes-drug-addiction/>

Please add our free resource to your site to help athletes struggling with addiction. Let me know if you have any questions.

Cheers,



**Jessica Cooper**

Community Outreach | Addiction Group

 10 S Dearborn Street, Chicago IL 60603

 407-490-3869

[Visit Addiction Group](#)

Don't want emails from us anymore? Reply to this email with the word "UNSUBSCRIBE" in the subject line.



Who we are

# Addiction Group

Addiction Group is an informational web guide that was founded in 2019.

Our website was created to help those struggling with alcohol use disorders (AUD), substance use disorders (SUD), and/or co-occurring mental health disorders find treatment for their addiction.

Addiction Group is owned and funded by [Treatment Pathway LLC](#), an informational marketing company that specializes in producing authoritative medical content based on addiction literature, accredited scientific journals, and current research in the field.

All content published on Addiction Group is written by our team of journalists, researchers, doctors, and medical professionals.

Every piece of content written on this site is fact-based and original. It is sourced from current scientific research, such as scholarly articles, textbooks, government agencies, and medical journals.

Lastly, every article is fact-checked by an addiction counseling expert before publication. This ensures the content is accurate, relevant, and up-to-date with current research and addiction terminology.

Sources of funding do not affect the quality of our content. We thoroughly vet all companies that we partner with to provide services for our readers.

Our Team

# Featured Contributors



**Alyssa Hill**

Content Contributor



**Michael Balba**

Content Contributor





**Jordan Flagel**

Content Contributor



**Ellie Swain**

Content Contributor



**Anthony Armenta**

Content Contributor



**AnnaMarie Houlis**

Content Contributor



**Annamarie Coy**

Medical Reviewer



**Addiction Group Staff**

Content Contributor

Get Help

# Speak with an Addiction Specialist today

Don't go through the process of recovery alone. There are people who can help you with the struggle you're facing. Get in touch with one today.

Email Address \*

E.g. john@doe.com

First Name \*

E.g. John

Phone Number

E.g. +1 3004005000

Message

Enter your message...



0 / 180

Send Message



All unique content created by the Addiction Group team is sourced from current scientific research and fact-checked by an addiction counseling expert before publication. However, the information provided by Addiction Group is not a substitute for professional treatment advice.

## ADDICTION GROUP

## RESOURCES

## GET STARTED



This site complies with the HONcode standard for trustworthy health information: [verify here](#).



## RE: New form from Michelle Cothrun | NSBAT on addnv.com

David Miller <dmiller@pacificshredding.com>

Wed 10/5/2022 8:59 AM

To: Athletic Trainers <atrainer@nsbat.nv.gov>; Rob Dickinson <rdickinson@pacificshredding.com>

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Michelle,

We have three types of services that we offer.

1. If you bring the boxes to us, the cost is \$5.00 per cubic foot with a \$20.00 minimum. We use a standard banker's box as a cubic foot.
2. If we come to you and pick up your material and bring it back here, the cost is \$8.00 per cubic foot with a \$80.00 minimum.
3. If we come to you with one of our mobile shredders, the cost is \$9.00 per cubic foot with a \$135.00 minimum.

Please let me know if you have any other questions.

Regards,

David Miller

American Document Destruction – A Pacific Company.

(775) 358-2323

[www.addnv.com](http://www.addnv.com)

---

**From:** Michelle Cothrun <forms@webvitality.biz>

**Sent:** Tuesday, September 27, 2022 4:41 PM

**To:** David Miller <dmiller@pacificshredding.com>; Rob Dickinson <rdickinson@pacificshredding.com>

**Subject:** New form from Michelle Cothrun | NSBAT on [addnv.com](http://addnv.com)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here are the results of the recent form submission:

**Name**

Michelle Cothrun

**Company**

NSBAT

**Email**

[Atrainer@nsbat.nv.gov](mailto:Atrainer@nsbat.nv.gov)

**Phone**

7757872636

**ZIP**

89523

**Describe Your Service Requirements**

I need pricing on shredding. I'm going through our old files and scanning them. I will need to destroy them. I think I will have 12 to 15 paper sized boxes (the size that holds 5 reams).

This form was filled out on

Home

<https://addnv.com/>