

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

DATE: **August 31, 2018**

LOCATIONS:

University of Nevada Reno
1664 N. Virginia Street
System Computing Services
Room #5
Reno, Nevada 89557

University of Nevada Las Vegas
4505 S. Maryland Parkway
System Computing Services
Room #102
Las Vegas, Nevada 89154

1. Meeting called to order by NSBAT Chairman, Jeremy Haas at 9:06 a.m.

Board Members Present: Chairman Jeremy Haas, Vice Chair Tedd Girouard, Board Members Keoni Kins and Frank Sakelarios.

Staff Present: Sarah Bradley, Senior Deputy Attorney General and Michelle Cothrun, Board Executive Secretary

2. **Public comments.** No public members present
3. **Review and approve Board meeting minutes of April 27, 2018 and May 18, 2018 teleconference. (For possible action)** Board members request a few minutes to review the meeting minutes. Jeremy Haas motions to approve the April 27, 2018 and May 18, 2018 minutes. Keoni Kins seconds and the motion passes unanimously.
4. **Update on disciplinary action reports and investigations of unlicensed activity. (Discussion)** Michelle Cothrun reports that there were no investigations of unlicensed activity.

The Board's 2nd quarter 2018 disciplinary action reports was submitted to the LCB. No disciplinary actions have been taken by the Board. The following statistics were submitted:

- 8 licenses were issued or restored
- 7 applications are pending

Since June of 2018, 26 new licenses have been issued. The total number of licensees is now 243.

Keoni Kins brings up the need to have a standard timeframe for when the licensee lists are updated and posted on the Board's website for employers and others that use the lists to verify that licenses are active. The licensee lists are updated when a new license is issued. During the renewal process, updating the lists is a challenge due to the high volume. However, employers need to verify that their employees have renewed their licenses and rely on the lists posted on the Board's website. With that in mind, the Board members suggest that the licensee lists should be updated at least twice during the month of June. There are no further questions or comments.

5. **Review and discuss proposed regulation draft changes to NAC640B and comments received from the Legislative Counsel Bureau. (For possible action)** Michelle Cothrun advises the Board that corrections were received from the LCB. Any mention of "National Athletic Trainers' Association Board of Certification, Inc." has been corrected to read "Board of Certification, Inc." (BOC). Sarah Bradley explains to the Board that she received questions from the LCB regarding the

change of name to BOC and regarding the fees charged with and without an examination. The Board does not have an examination of their own but accepts the BOC's examination for licensure. Frank Sakelarios explains that the thought behind having the two different fees with and without an examination was if the Board ever wanted to add an exam of their own in the future. The statute allows for up to \$350 without an examination. However, the Board's current fees are \$300 for an initial license without an examination and the Board would like to keep the fees the same.

There was also a question regarding which education programs are accepted by the Board. The wording of the regulation will now read that the Board accepts education programs recognized by the BOC and accredited by CAATE. Sarah will follow up with the LCB to see if any further clarification is needed. She also explains that the regulations may be amended every other year and Boards are required by law to review regulations every three years. When the LCB is finished with their draft, the Board can schedule a public hearing. No action is taken.

6. Review and discuss results from online renewal process including STRIPE credit card services and next year's procedures for sending renewal reminders to licensees. (For possible action) Michelle Cothrun informs the Board of the following statistics regarding the online renewal process implemented this year that allowed for payment with credit cards:

- 160 renewed online; 20 decided to mail checks instead of paying by credit card
- 53 renewed by mailing in application with check
- 213 renewed; 40 did not renew
- 30 new licensees as of July 6, 2018 (number includes 4 license restorations)

The Board received positive feedback from the online renewal process, especially the ability to pay by credit card. Reminders were not sent by mail this year but only by email. The Board discusses best practices for reminders and if they should be sent by mail, email or both. The Board decides that as a professional courtesy, reminder cards should still be sent by mail, especially for licensees who do not have access to email. The Board would like to continue to use the online renewal process that includes using STRIPE credit card services. The Board also has the ability to accept payment by credit card for the initial fees as well.

Jeremy Haas motions that renewal reminders be sent by mail on June 1st, 30 days before licenses expire, followed up by an email reminder 15 days before the renewal date. Tedd Girouard seconds and the motion passes unanimously.

7. Review and discuss results of Boards & Commissions Audit. (For possible action) Michelle Cothrun shares highlights of the results of the audit and advises the Board of the four main recommendations:

- Comply with statute and guidelines for salaries
 - The Board is well within guidelines for the Executive Secretary salary compared to other Boards with a part-time director
- Use the Office of Attorney General (OAG) for a baseline level of legal support
 - The Board is already complying with this recommendation
- Evaluate the cost/benefit of using in-house salaried attorneys
 - The Board has no need for outside counsel and is compliant with this recommendation
- Establish standards for financial and administrative operation of the Board
 - Regarding operating reserves, the audit report suggests that if a Board has too much in reserves, then the Board may be charging too much in fees.
 - The Board has over 33 months of operating expenses in reserves

The Board has been conservative with expenses to save money through the years in order to have an office space. The Board discusses the need for an office space and the cost involved. Sarah points out that NRS 281.110 applies to all government agencies and it requires a 40 hour work week, which implies that an office space will be open to the public during that time. There must be online access as well. Office hours must be posted and kept as posted. The Board's Executive Secretary works part time. Sarah

suggests that there are office spaces that provide a receptionist that could maintain 40 hour week but still allow a staff person to work part time. An office space would provide security and public access. To date there has been no need for an office space for the daily operations of the Board and no complaints of not having a physical location. Jeremy Haas adds that the expense of an office location in the North would not be of service to the majority of the licensees that are located in the South. Sarah adds that if Michelle needed to meet with a licensee, the Reno location of the Attorney General's office is an option. Sarah notes that a concern after the audit is that many Boards do not have documented policies or procedures in place for performance evaluations for their Executive Directors, raises, paid vacation, sick leave and how those practices compare to the State employees. Michelle can research State office policies, draft written procedures and send to the Board members for feedback. No action is taken.

- 8. Review and discuss financial status of the Board, including approval of all claims, expenses, and proposed budget. (For possible action)** Michelle Cothrun explains that she did not get the financials in time to the bookkeeper for her to review and to create a budget. All expenses have been entered in QuickBooks but they have not been reconciled by the bookkeeper. Since there is no budget at this time to approve, Tedd Girouard moves to approve the financial status of the Board and the detailed profit and loss statement. Frank Sakelarios seconds and the motion passes unanimously.
- 9. Report from Executive Secretary, Michelle Cothrun. (For possible action)** Michelle Cothrun reports to the Board that she has completed basic training for posting documents and updating the Board's website. She also notes that Board members have terms that are expiring soon. Frank Sakelarios, Keoni Kins and Tedd Girouard have reapplied for a second term. Michelle has nothing further to report at this time.
- 10. Report from Senior Deputy Attorney General, Sarah Bradley. (Discussion)** Sarah Bradley informs the Board that the annual training for Boards will take place at the Attorney General's office in Carson City and in Las Vegas on October 24, 2018. She encourages Michelle Cothrun, as a newer Executive Secretary, to attend. Sarah has nothing further to report at this time.
- 11. Future agenda items. (Discussion)**
 - A. Review and approve meeting minutes of August 31, 2018.**
 - B. Update on disciplinary action reports and investigations of unlicensed activity.**
 - C. Review and discuss financial status of the Board, including a budget for 2019.**
 - D. Review and discuss implementing Boards & Commissions Audit recommendation #4: Establish standards for financial and administrative operations.**
- 12. Discussion, possible decision on date of next meeting. (For possible action)** The Board discusses options. It is decided that the next Board Meeting will be held on Friday, November 30, 2018 at 9:00am. There are no further comments.
- 13. Public Comments.** There are no public comments
- 14. Meeting adjournment.** Jeremy Haas motions to adjourn the Board Meeting at 10:19am. Tedd Girouard seconds the motion. Motion passes unanimously.