

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

DATE: February 22, 2019

LOCATIONS:

University of Nevada Reno
1664 N. Virginia Street
System Computing Services
Room #47
Reno, Nevada 89557

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

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1. Meeting called to order by NSBAT Chairman, Jeremy Haas at 1:05PM.

Board Members Present: Chairman Jeremy Haas, Vice Chair Tedd Girouard, Board Members Keoni Kins and Randi Hunewill (attending via phone).

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

2. **Public Comments.** No public members are present at either location.
3. **Review and approve Board meeting minutes of August 31, 2018. (For possible action)**
Jeremy Haas motions to approve the August 31, 2018 meeting minutes as written. Tedd Girouard seconds the motion. Motion passes unanimously.
4. **Update on disciplinary action reports and investigations of unlicensed activity. (Discussion)**
Michelle Cothrun reports to the Board that there are no investigations of unlicensed activity and no disciplinary actions to report. The statistics reported to the LCB:

3rd quarter 2018:

- 28 new licenses were issued and 9 were restored after missing the June 30th cutoff
- 37 licenses were removed (not renewed)

4th quarter 2018:

- 5 new licenses were issued and 3 were restored

The total number of licensees is now at 259, up by 16 from last time. No further discussion.

5. **Appoint Board Member as investigator or hire a private investigator to investigate a complaint received from the public involving a Licensed Athletic Trainer. (For possible action)**
Sarah Bradley explains that process of appointing a Board member to investigate, as they are most familiar with the practice act. Then that Board member would need to recuse themselves if the complaint goes to a hearing before the Board. Another Athletic Trainer not on the Board could also be hired to investigate the complaint or a former Board member. The Board discusses the cost associated with hiring someone. Jeremy Haas volunteers to investigate the complaint. Michelle Cothrun will email the complaint for Jeremy to review and decide if he has a conflict with investigating. If a conflict is

found, then Jeremy would let Michelle and Sarah Bradley know. Sarah explains that the investigation is not limited to the allegations. If another violation of the practice act is found, that violation would also need to be investigated. Sarah also explains that the athletic trainer in question needs to be notified and allowed opportunity to respond to the allegations. The person investigating would receive the complaint and the response and may ask for other relevant information to make a decision. The Board discusses the possibility of having an athletic trainer who has experience as an investigator would be a good option. Sarah states that there is training with CLEAR to certify either a Board member or Staff as an investigator. Tedd Girouard suggest adding an agenda item at the next Board meeting to send someone to the investigator training. The Board discusses the possibility of having Jeremy Haas trained as an investigator since his second term is over soon. Tedd Girouard motions to have Jeremy Haas investigate the complaint. Keoni Kins seconds and the motion passes unanimously.

6. Review and discuss internal procedures document and best practices for posting meeting agendas prior to public meetings. (For possible action) Jeremy Haas states that this agenda item has come about from the last two meetings not being posted in time. Michelle Cothrun adds that the procedure currently states that the agenda is sent for review 10 days in advance but 10 business days may be better. The purpose of posting the agenda earlier is so that the public can be involved in the meetings. Keoni Kins adds that posting the agenda the minimum required by law does not reflect the spirit of the Board to invite public comments. Sarah Bradley suggests that the agenda be posted ten days before the meeting to allow for the public to have more time to review the agenda. The Board discusses sending the meeting dates and time along with the agenda to the State association. The website has an email address to send information for posting calendar dates: nevadaathletictrainers@gmail.com. The dates of meetings and the agenda will be sent to NevATA. Sarah Bradley states that the Board meetings are generally not well attended by the public and suggests that the Board meetings can be scheduled ahead of time and those dates posted on the Board's website which may help increase attendance. Jeremy Haas motions that the agenda be posted 10 business days in advance of the meeting and that the times of the next meetings and the agenda be emailed to NevATA. Tedd Girouard seconds and the motion passes unanimously.

7. Review and discuss acquiring bids from third party vendors to create a database for the Board including online form development and portal for licensees. (For possible action) Michelle Cothrun advises the Board that Stacey Whittaker explained that one of the reasons the Board was saving money was for an online database. Other Boards have online portals for licensees. The Board discusses whether the expense of the online database and whether the features are necessary for the expense. The Board still considers the cost of the online portal to be prohibitive and does not want the cost to be passed on to the licensees. The Board would like to know if there is an option using LogiForms that the Board is already using. This agenda item is tabled for the next Board meeting.

8. Review and discuss six month status report of Boards & Commissions Audit and next steps for implementing audit recommendation #4: Establish Standards for Financial and Administrative Operations. (For possible action) Michelle Cothrun states that she has researched information on how to create a reserves policy. She has not been able to find any definitive information. Sarah Bradley states that there are other Boards that are having to create an operating reserves policy as well and suggests reaching out to other Executive Directors for direction. The Board discusses the need for the reserves currently in savings in case there is ever a legal case against the Board and the funds are needed for legal defense in our litigious society. Sarah Bradley explains that the legislature is looking for a policy in writing that shows the Board has a purpose for the reserves and a policy for analyzing the amount and whether it is sufficient or excessive. She adds that the legislature may suggest lower the fees

if the reserves amount is excessive in relation to the amount of expenses. The agenda item is tabled for the next Board meeting.

9. **Review and discuss financial status of the Board, including approval of all claims and expenses from September 2018 to current date, and proposed 2019 budget. (For possible action)** Jeremy Haas asks about the fees incurred. Michelle Cothrun explains the process for entering checks that are issued into the fraud filter and how the checks need to be entered before they are mailed or taken to the bank to pay for the credit card. Some checks were not entered in time and the bank returned them as unpaid and the credit card charged late fees. Keoni Kins motioned to approve the financials. Tedd Girouard seconds the motions and it passes unanimously.

10. **Report from Executive Secretary, Michelle Cothrun. (Discussion)** Michelle Cothrun advises the Board that she attended training in Carson City provided by the Attorney General's office at the end of October. The registration of Michelle as the new administrator for the National Practitioner's Data Bank was successful. The Board is required to report any disciplinary action to the NPDB. No further discussion.

11. **Report from Senior Deputy Attorney General, Sarah Bradley. (Discussion)** Sarah Bradley advises the Board that she will be working with Michelle Cothrun on any bills in legislature she feels may affect the Board. She will email Michelle and Jeremy Haas as necessary. The Attorney General's office will also be offering training in October. No further discussion.

12. **Future agenda items. (Discussion)**

- A. Update on vendor for online database
- B. Update on the investigation of the complaint
- C. Sending Tedd Girouard to the BOC regulatory conference
- D. Review of the financials of the Board

13. **Discussion, possible decision on date of next meeting. (For possible action)** The Board discusses options for the next Board meeting. It is decided that two meetings will be held. A teleconference will be held to review and approve a budget proposed by Tedd Girouard to attend the 2019 BOC Athletic Trainer Regulatory Conference being held on July 12-13, 2019 in Omaha, NE. In addition, the next in person Board meeting will be held on Friday, June 21, 2019 at 11:30am. There are no further comments.

14. **Public comments.** There are no public comments.

15. **Meeting adjournment.** Tedd Girouard motions to adjourn the Board Meeting at 2:12PM. Keoni Kins seconds the motion. Motion passes unanimously.