

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

DATE & TIME: November 22, 2019 @ 2:00 p.m. Telephone Conference

Public Access Location:

University of Nevada Reno
1664 N. Virginia Street
System Computing Services
Room #2
Reno, Nevada 89557

- 1. Meeting called to order by NSBAT Chairman, Jeremy Haas at 2:03PM.**

Board Members Present: Jeremy Haas, Chairman; Tedd Girouard, Vice Chair; Keoni Kins and Randi Hunewill, Board Members.

Staff Present: Justin Taruc, Deputy Attorney General and Michelle Cothrun, Board Executive Secretary.

- 2. Public comment.** No public members in attendance. There is no public comment.

- 3. Review and approve the draft of an Operating Reserves Policy. (For Possible Action)** Michelle Cothrun explains to the Board that she used the suggestions and the template she found online from the Association of International Certified Professional Accountants to create an operating reserves policy. The changes or additions made to the template that are specific to the Board are in blue. She suggests that the Board review this policy once a year to decide if any updates are needed. The Board can also decide how they would like to manage of funds in the reserves. Right now the majority of the reserves are in a savings account and the only way to access the funds are for the Executive Secretary to request the funds from the Board so they can approve the transfer from savings to the checking account. The Board members agree that the language is standard, and they do not see any need to make changes to the draft.

Keoni Kins motions to approve the draft of the operating reserves policy. Tedd Girouard seconds the motion and it passes unanimously.

- 4. Review and approve a lease for the rental of an Executive Suite office at Airport Gardens. (For Possible Action)** Michelle Cothrun starts by advising the Board she tried to find a lease option that was less expensive. Airport Gardens is unique with its executive suites because they have a main reception area. That would potentially allow the public to have access to the Board office to drop off documents, for instance, during hours when Michelle is not at the office. She tells the Board that she has reached out to some Executive Directors to see if they have any space to lease in their office. She has specifically reached out to other Boards run by part-time staff since sharing a space would be mutually beneficial. Tedd Girouard comments that

it would be good to share an office space but understands if that is not possible. Jeremy Haas adds that he does not want to spend money and still not have the right situation. The office will only be used for fifteen (15) hours per week. Keoni Kins suggests fully exploring the option to share a space to save on costs before leasing a space on our own. He also suggests clarifying the requirements of NRS 281.110 where State offices are to maintain a minimum 40-hour workweek. Tedd agrees with Keoni and adds that it may be a good idea to reach out to larger Boards to see if they have a small office space to sublease. Justin Taruc also suggests reaching out to the Leasing Division, since they can negotiate leases and possibly find locations. They do charge a fee based on percentage, but it is an avenue to consider. Randi Hunewill says that it would be good to include all expenses relating to a lease such as moving costs and office furniture. For a future agenda item, the Board would like a breakdown of all the costs involved. Keoni asks if there are other Boards at Airport Gardens. Michelle believes there are currently only two (2).

Tedd Girouard suggests tabling this item until the next Board meeting. Jeremy Haas agrees that we need to explore other options. There is no action taken or further comment.

5. Review and discuss financial status of the Board, including approval of all claims and expenses through Fiscal Year End 2019 and July through end of September 2019. (For Possible Action) Michelle Cothrun advises the Board that she forwarded the balance sheet to the LCB, which is a yearly requirement. She was contacted by the auditor who questioned why the Board's revenue appeared to double over last year. Michelle explained that our bookkeeper made a deferment of last year's income. Previously, the revenue has been entered on a cash basis. As it was received, it was deposited and entered in QuickBooks. Many renewal payments are received before the fiscal year end, but the revenue is for the next year. Now the renewal payments are entered as income for the appropriate fiscal year. She asks the Board if they have any questions regarding the financials and there are no questions.

Jeremy Haas motions to approve the financial of the Board through the fiscal year end 2019. Tedd Girouard seconds the motion and it passes unanimously.

6. Review and discuss a performance evaluation process for the Executive Secretary position, currently held by Michelle Cothrun. (For Possible Action) Michelle Cothrun informs the Board that Sarah Bradley, Senior Deputy Attorney General, suggested that an annual performance evaluation of the Executive Secretary be added to the Board's internal policies. The Board does not have a policy for a performance evaluation in place. Michelle found the performance evaluation forms on the State HR website. She reads the Job Elements from the State of Nevada Employee Work Performance Standards Form. Jeremy Haas says that if these are the forms that the State uses, he sees no problem implementing them. Michelle states that she would like to check with other Executive Directors to get some guidance on their performance evaluation process. Tedd Girouard adds that the Board is unaware of the day-to-day activities of the Board office and getting metrics for a performance evaluation from other Executive Directors would be helpful. He also asks if the performance evaluation is done with the employee present and Michelle thinks that they are present during their evaluation. He suggests tabling this item until more information is gathered. Keoni Kins adds that the job description can be used as a basis for the work performance standards. Tedd and Jeremy agree with Keoni.

Jeremy Haas agrees to table this item until another Board meeting so that more information on the performance evaluation process can be discovered, along with a list of day-to-day activities. There is no action taken or further comment.

7. Review and discuss the Small Business Impact Statement for LCB File No. R053-19 regarding proposed dry needling regulation. (For Possible Action) Michelle Cothrun tells the Board that Sarah Bradley reviewed the Small Business Impact Statement. Since her last day with the Board was November 15th, the date of the last Board meeting, she made sure to review the document and suggested some edits. Michelle explains the purpose of the small business impact statement and that it will be submitted to the LCB, along with other documentation.

Tedd Girouard motions to accept the small business impact statement for LCB File No. R053-19 as written and for Jeremy Haas as the Board Chair to sign it. Jeremy Haas seconds the motion and it passes unanimously.

8. Report from Executive Secretary, Michelle Cothrun. (Discussion) Michelle Cothrun informs the Board that she is reviewing past agendas to make sure that all discussions regarding new regulations are captured for the next agenda. She will be working on the next steps regarding the Dry Needling regulations. Justin Taruc suggests she call him for a one-on-one to discuss the process and next steps. She also tells the Board that there were problems with the fax machine in her home office. She signed up for Hello Fax service for an e-fax so that documents and confirmations would be through email. Jeremy Haas suggests adding that as an agenda item for the next Board meeting. Justin Taruc agrees.

9. Future agenda items. (Discussion)

- A. Hello Fax for a new e-fax number for the Board
- B. Sharing an office space
- C. Performance evaluation process
- D. Next steps for Dry Needling regulation
- E. Tedd Girouard's report on BOC regulatory conference
- F. Elect a new Treasurer for the Board

10. 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, February 28, 2020 at 2:00PM. There are no further comments.

11. Public comment. No public comment.

12. Adjournment. (For Possible Action) Jeremy Haas motions to adjourn the Board Meeting at 2:57PM. Keoni Kins seconds the motion. Motion passes unanimously.