

# NEVADA STATE BOARD OF ATHLETIC TRAINERS

## AGENDA AND NOTICE OF PUBLIC MEETING

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**DATE & TIME:** September 13, 2021 @ 2:00 p.m.

**Public Access with Zoom:**

**Meeting ID: 897 506 8640**

**Passcode: 640B**

The Board is pleased to invite individuals of the public to participate remotely using ZOOM. To learn more about Zoom, go to <https://zoom.us/>. On the scheduled day and time of the meeting, visit the ZOOM website and click "Join a Meeting." You will be prompted to enter your name, along with the Meeting ID and Meeting Passcode above.

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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, 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. Review and discuss a succession plan for the Board members whose terms end on September 30, 2021, to include the nomination and election of a new Board Chair and Treasurer. **(For Possible Action)**
4. Review and approve Board meeting minutes for the following: May 22, 2020; January 8, 2021 Workshop; January 8, 2021 Board meeting; January 29, 2021; and April 19, 2021. **(For Possible Action)**
5. Update on disciplinary action reports and investigations of unlicensed activity. **(For Discussion)**

6. Review and discuss financial status of the Board, including approval of all claims and expenses from the 2021 fiscal year end, and the annual balance sheet that is submitted to the LCB, per NRS 218G.400. **(For Possible Action)**
7. Review and discuss the findings made by the Subcommittee on Dry Needling. Discuss and approve their recommendations on which licensees fulfill the statutory requirements for dry needling. **(For Possible Action)**
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. **(For Possible Action)**
9. Review and discuss a possible action plan for the Board to monitor licensed athletic trainers that are dry needling but have not been reviewed and approved by the Board. **(For Possible Action)**
10. Review and discuss the closing of the Puliz storage account, the fees associated with the closing of the account, and the account being sent to collections. **(For Possible Action)**
11. Review and discuss the proposal submitted by the BOC for licensing software. **(For Possible Action)**
12. Review and discuss the current platforms, LogiForms and AirTable, that are used to create the annual renewal forms and approve the additional expense to convert the initial application to an online version. **(For Possible Action)**
13. Review and discuss the annual review of executive secretary performance and create a salary schedule that includes merit and/or cost of living increases. **(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, including the possibility of scheduling the 2022 calendar year for the Board. **(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, AS INDICATED IN GOVERNOR SISOLAK'S DECLARATION OF EMERGENCY DIRECTIVE 006, SECTION 4, 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.

**NEVADA STATE BOARDS  
BALANCE SHEET  
June 30, 2021**

**ASSETS**

1. Cash – Checking Account	\$ <u>60,396.25</u>
2. Cash – Savings Account	<u>105,761.77</u>
3. Short-term Investments (See instructions)	<u>N/A</u>
4. Other Assets (Attach schedule)	<u>N/A</u>
5. TOTAL ASSETS	\$ <u>166,158.02</u>

**LIABILITIES AND FUND BALANCE**

6. Accounts Payable	\$ <u>0.00</u>
7. Other Liabilities (Attach schedule)	<u>35,691.17</u>
8. TOTAL LIABILITIES	<u>35,691.17</u>
9. Fund Balance: Beginning of Year	\$ <u>115,992.74</u>
9a. Revenue (Attach schedule)	<u>49,850.27</u>
9b. Expenditures (Attach schedule)	<u>35,376.16</u>
10. Fund Balance: End of Year	<u>130,466.85</u>
11. TOTAL LIABILITIES AND FUND BALANCE	\$ <u>166,158.02</u>

Board Name: NV State Board of Athletic Trainers Date: 9/4/2021

Form Completed by: Carol Woods Title: Bookkeeper

Signature: Carol Woods

Please submit a copy of this form, applicable schedules, the June 30 bank statement(s), and the year-end bank reconciliation to the Legislative Auditor and the Chief of the Budget Division of the Office of Finance on or before December 1. Retain all originals for your files.

## Nevada State Board of Athletic Trainers

## Wells Fargo Business Checking, Period Ending 06/30/2021

## RECONCILIATION REPORT

Reconciled on: 08/30/2021

Reconciled by: carolwoods94123@yahoo.com null

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance	84,371.24
Checks and payments cleared (9)	-3,270.38
Deposits and other credits cleared (23)	24,660.91
Statement ending balance	105,761.77
Register balance as of 06/30/2021	105,761.77
Cleared transactions after 06/30/2021	0.00
Uncleared transactions after 06/30/2021	6,302.59
Register balance as of 08/30/2021	112,064.36

## Details

## Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/03/2021	Check	EFT	AT&T	-162.29
06/04/2021	Check	Withdrawal		-80.50
06/11/2021	Check	SVCCHRG		-53.14
06/17/2021	Check	10304	Nevada Information Technology	-152.23
06/17/2021	Bill Payment	10303	Wells Fargo Bank	-263.80
06/29/2021	Check		Internal Revenue Service	-960.00
06/29/2021	Check		Internal Revenue Service	-12.00
06/30/2021	Check	DD1043	Michelle Cothrun	-1,584.67
06/30/2021	Check	DD1043	Michelle Cothrun	-1.75
Total				-3,270.38

## Deposits and other credits cleared (23)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2021	Deposit			145.35
06/02/2021	Deposit			145.35
06/03/2021	Deposit			1,201.58
06/04/2021	Deposit			872.10
06/07/2021	Deposit			436.05
06/08/2021	Deposit			436.05
06/09/2021	Deposit			1,782.98
06/10/2021	Deposit			872.10
06/11/2021	Deposit			290.70
06/14/2021	Deposit			436.05
06/15/2021	Deposit			581.40
06/16/2021	Deposit			1,744.20
06/17/2021	Deposit			600.00
06/17/2021	Deposit			872.10
06/18/2021	Deposit			1,599.15
06/21/2021	Deposit			1,017.45
06/22/2021	Deposit			436.05
06/23/2021	Deposit			1,889.55
06/24/2021	Deposit			2,180.25
06/25/2021	Deposit			2,616.60
06/28/2021	Deposit			581.40
06/29/2021	Deposit			1,017.45
06/30/2021	Deposit			2,907.00
Total				24,660.91

**Additional Information**

Uncleared checks and payments after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/06/2021	Check		AT&T	-121.56
07/12/2021	Check	SVCCHRG		-58.97
07/26/2021	Check	10305	State of Nevada Board of Occ...	-650.00
07/30/2021	Bill Payment	10306	Wells Fargo Bank	-390.86
08/03/2021	Check		AT&T	-170.67
08/12/2021	Check	10307	Numbers Inc.	-200.00
08/16/2021	Check	10308	Attorney General Nevada Dep...	-15.44
08/16/2021	Bill Payment	10310	Wells Fargo Bank	-176.45
08/17/2021	Check	10311	Nevada Information Technology	-304.46
08/23/2021	Check	10312	Nevada Information Technology	-79.50

Total -2,167.91

Uncleared deposits and other credits after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2021	Deposit			1,308.15
07/02/2021	Deposit			3,779.40
07/06/2021	Deposit			436.05
07/07/2021	Deposit			1,164.90
07/08/2021	Deposit			291.00
07/15/2021	Deposit			291.00
07/30/2021	Deposit			1,200.00
08/16/2021	Check	10309		0.00

Total 8,470.50



# Analyzed Business Checking - PF

Account number: [REDACTED] ■ June 1, 2021 - June 30, 2021 ■ Page 1 of 3

WELLS  
FARGO

THE NEVADA STATE BOARD OF  
ATHLETIC TRAINERS  
6170 MAE ANNE AVE STE 1  
RENO NV 89523-4705

## Questions?

Call your Customer Service Officer or Client Services

**1-800-AT WELLS** (1-800-289-3557)

5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://www.wellsfargo.com)

Write: Wells Fargo Bank, N.A. (825)

P.O. Box 6995

Portland, OR 97228-6995

## Account summary

### Analyzed Business Checking - PF

Account number	Beginning balance	Total credits	Total debits	Ending balance
[REDACTED]	\$84,371.24	\$24,660.91	-\$3,270.38	\$105,761.77

## Credits

### Deposits

Effective date	Posted date	Amount	Transaction detail
	06/17	600.00	Deposit
		<b>\$600.00</b>	<b>Total deposits</b>

### Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	06/01	145.35	Stripe Transfer St-J4Y7H8H9J0U4 Nevada State Board of
	06/02	145.35	Stripe Transfer St-E0x1B0K7U3K7 Nevada State Board of
	06/03	1,201.58	Stripe Transfer St-W1H5T3D6O1W3 Nevada State Board of
	06/04	872.10	Stripe Transfer St-Q9P9D7B4T7R8 Nevada State Board of
	06/07	436.05	Stripe Transfer St-Y7P7G9N0I2G5 Nevada State Board of
	06/08	436.05	Stripe Transfer St-M4R9G2A1D2V8 Nevada State Board of
	06/09	1,782.98	Stripe Transfer St-R1G7R3I1C3D1 Nevada State Board of
	06/10	872.10	Stripe Transfer St-W2P3D2O4V6U6 Nevada State Board of
	06/11	290.70	Stripe Transfer St-G3W3M4R2M9G6 Nevada State Board of
	06/14	436.05	Stripe Transfer St-V4S7O3J8J3V3 Nevada State Board of
	06/15	581.40	Stripe Transfer St-H4C1N1W0K9S1 Nevada State Board of
	06/16	1,744.20	Stripe Transfer St-x8A4F9O5G1V7 Nevada State Board of
	06/17	872.10	Stripe Transfer St-G0N9S6M2I5W7 Nevada State Board of
	06/18	1,599.15	Stripe Transfer St-L5G1R6T8L8M4 Nevada State Board of
	06/21	1,017.45	Stripe Transfer St-Q0D3K4W3P2E7 Nevada State Board of
	06/22	436.05	Stripe Transfer St-B3B1V3O9U3W0 Nevada State Board of
	06/23	1,889.55	Stripe Transfer St-L6L9T4K0B7K3 Nevada State Board of
	06/24	2,180.25	Stripe Transfer St-F1x7M3W4L8T3 Nevada State Board of

**Electronic deposits/bank credits (continued)**

Effective date	Posted date	Amount	Transaction detail
	06/25	2,616.60	Stripe Transfer St-Q1x9F5G7S5M3 Nevada State Board of
	06/28	581.40	Stripe Transfer St-I0C7Z5R4x1P4 Nevada State Board of
	06/29	1,017.45	Stripe Transfer St-W7S7F9M3D8R7 Nevada State Board of
	06/30	2,907.00	Stripe Transfer St-L5B6T3N2E4J0 Nevada State Board of
		<b>\$24,060.91</b>	<b>Total electronic deposits/bank credits</b>
		<b>\$24,660.91</b>	<b>Total credits</b>

**Debits****Electronic debits/bank debits**

Effective date	Posted date	Amount	Transaction detail
	06/02	162.29	ATT Payment 060121 332636012Epayh Nevada State Board of
	06/04	80.50	Withdrawal Made In A Branch/Store
	06/11	53.14	Client Analysis Svc Chrg 210610 Svc Chge 0521 [REDACTED]
	06/29	1,586.42	< Business to Business ACH Debit - Intuit Payroll S Quickbooks 210629 xxxxx6196 Nevada State Board of
	06/29	960.00	< Business to Business ACH Debit - IRS Usat taxpymt 062921 225158060698403 Nevada State Board of
	06/29	12.00	< Business to Business ACH Debit - IRS Usat taxpymt 062921 225158015434051 Nevada State Board of
		<b>\$2,854.35</b>	<b>Total electronic debits/bank debits</b>

< **Business to Business ACH:** If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

**Checks paid**

Number	Amount	Date	Number	Amount	Date
10303	263.80	06/17	10304	152.23	06/23
	<b>\$416.03</b>			<b>Total checks paid</b>	
	<b>\$3,270.38</b>			<b>Total debits</b>	

**Daily ledger balance summary**

Date	Balance	Date	Balance	Date	Balance
05/31	84,371.24	06/10	90,020.01	06/22	97,280.17
06/01	84,516.59	06/11	90,257.57	06/23	99,017.49
06/02	84,499.65	06/14	90,693.62	06/24	101,197.74
06/03	85,701.23	06/15	91,275.02	06/25	103,814.34
06/04	86,492.83	06/16	93,019.22	06/28	104,395.74
06/07	86,928.88	06/17	94,227.52	06/29	102,854.77
06/08	87,364.93	06/18	95,826.67	06/30	105,761.77
06/09	89,147.91	06/21	96,844.12		
	<b>Average daily ledger balance</b>		<b>\$93,797.35</b>		





## IMPORTANT ACCOUNT INFORMATION

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Effective September 1, 2021, the non-Wells Fargo ATM balance inquiry fee will increase from \$2.00 to \$2.50, and the non-Wells Fargo ATM transfer fee will increase from \$2.00 to \$2.50. To avoid these fees, monitor your balances and transfer money by accessing Wells Fargo ATMs, calling the number on the back of your card, and using Wells Fargo Online® or the Wells Fargo Mobile® app. Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply. These fees may not be applicable to all customers and may vary depending on the type of Account you have. For more details, refer to the applicable Wells Fargo Fee and Information Schedule for your Account.

## Nevada State Board of Athletic Trainers

Business Mkt Rate Public Funds, Period Ending 06/30/2021

## RECONCILIATION REPORT

Reconciled on: 08/30/2021

Reconciled by: carolwoods94123@yahoo.com null

Any changes made to transactions after this date aren't included in this report.

## Summary

USD

Statement beginning balance.....	60,396.25
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>60,396.25</u>
Register balance as of 06/30/2021.....	60,396.25
Cleared transactions after 06/30/2021.....	0.00
Uncleared transactions after 06/30/2021.....	0.51
Register balance as of 08/30/2021.....	<u>60,396.76</u>

## Additional Information

Uncleared deposits and other credits after 06/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/30/2021	Deposit			0.51
Total				0.51

# Commercial Chkg Acct W Int Pub Funds

Account number: [REDACTED] ■ June 1, 2021 - June 30, 2021 ■ Page 1 of 1

WELLS  
FARGO

THE NEVADA STATE BOARD OF  
ATHLETIC TRAINERS  
6170 MAE ANNE AVE STE 1  
RENO NV 89523-4705

## Questions?

Available by phone 24 hours a day, 7 days a week:

**1-800-CALL-WELLS** (1-800-225-5935)

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (825)  
P.O. Box 6995  
Portland, OR 97228-6995

## Account summary

### Commercial Chkg Acct W Int Pub Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
[REDACTED]	\$60,395.75	\$0.50	\$0.00	\$60,396.25

## Interest summary

Annual percentage yield earned this period	0.01%
Interest earned during this period	\$0.50
Year to date interest and bonuses paid	\$3.23

## Credits

### Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	06/30	0.50	Interest Payment
		<b>\$0.50</b>	<b>Total electronic deposits/bank credits</b>
		<b>\$0.50</b>	<b>Total credits</b>

## Daily ledger balance summary

Date	Balance	Date	Balance
05/31	60,395.75	06/30	60,396.25
Average daily ledger balance		\$60,395.76	

# Nevada State Board of Athletic Trainers

## Profit and Loss July 2020 - June 2021

	TOTAL
Income	
Interest Income	6.27
License Revenue	49,632.00
Other Types of Income	212.00
<b>Total Income</b>	<b>\$49,850.27</b>
GROSS PROFIT	<b>\$49,850.27</b>
Expenses	
Contract Services	
Accounting Fees	800.00
Legal Fees	2,717.43
<b>Total Contract Services</b>	<b>3,517.43</b>
Operations	
Bank Charges	1,684.54
Postage, Mailing Service	370.00
Supplies	2,909.67
Telephone, Telecommunications	4,595.88
<b>Total Operations</b>	<b>9,560.09</b>
Other Types of Expenses	
Insurance - Liability, D and O	100.00
Insurance - Worker's Comp	500.00
<b>Total Other Types of Expenses</b>	<b>600.00</b>
Payroll Expenses	
Employer Taxes	1,698.60
Wages - Stipend	20,000.04
<b>Total Payroll Expenses</b>	<b>21,698.64</b>
<b>Total Expenses</b>	<b>\$35,376.16</b>
NET OPERATING INCOME	<b>\$14,474.11</b>
NET INCOME	<b>\$14,474.11</b>

# Nevada State Board of Athletic Trainers

## Balance Sheet As of June 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Business Mkt Rate Public Funds	60,396.25
Wells Fargo Business Checking	105,761.77
<b>Total Bank Accounts</b>	<b>\$166,158.02</b>
<b>Total Current Assets</b>	<b>\$166,158.02</b>
Other Assets	
Other Investments	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$166,158.02</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	711.16
Payroll Liabilities	0.00
940	0.00
941	0.01
NV Unemployment	30.00
<b>Total Payroll Liabilities</b>	<b>30.01</b>
Unearned or Deferred Revenue	34,950.00
<b>Total Other Current Liabilities</b>	<b>\$35,691.17</b>
<b>Total Current Liabilities</b>	<b>\$35,691.17</b>
<b>Total Liabilities</b>	<b>\$35,691.17</b>
Equity	
Opening Bal Equity	0.00
Unrestricted Net Assets	115,992.74
Net Income	14,474.11
<b>Total Equity</b>	<b>\$130,466.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$166,158.02</b>





12600  
NEVADA STATE BOARD OF ATHLETIC TRAINERS (ATHLETIC)  
P.O. BOX 34296  
RENO, NV 89533

STANDARD MONTHLY FEE	\$10.00
STORAGE SUMMARY	
5 CONTRACTED CUBIC FEET	\$0.00
0 ADDITIONAL CUBIC FEET	\$0.00
ACTIVITY SUMMARY	
0 CONTRACTED ACCESSES PER MONTH	\$0.00
0 TOTAL ACCESSES	\$0.00
NEW BOX SUMMARY	
0 CONTRACTED INDUCTIONS PER MONTH	\$0.00
0 TOTAL NEW BOXES (for a total of 0 cubic feet)	\$0.00
DESTRUCTION SUMMARY	
0 CONTRACTED DESTRUCTIONS PER MONTH	\$0.00
0 TOTAL BOXES DESTROYED/PERM-OUT (for a total of 0 cubic feet)	\$0.00
0 CONTRACTED DESTRUCTION ROTATIONS PER MONTH	\$0.00
0 TOTAL DESTRUCTION ROTATIONS/LBS	\$0.00
DELIVERY SUMMARY	
0 CONTRACTED STANDARD DELIVERIES PER MONTH	\$0.00
0 TOTAL STANDARD DELIVERIES	\$0.00
OTHER SERVICES	
1 TOTAL CP1 - Compliance Reporting	\$15.90
LATE FEES	
Late Fee 1.50% of \$297.28	\$4.46
<b>Invoice Total</b>	<b>\$30.36</b>

This invoice represents charges in advance for the "Standard Monthly Fee" which includes Contracted Storage and Services for 09/01/2021 to 09/30/2021 and charges in arrears for "Additional Storage" and any Service Transactions with a date from 08/01/2021 to 08/31/2021 inclusive.

**Please Note:** A sharp increase in fuel cost has forced us to implement a fuel surcharge effective July 1, 2021 to partially offset the increased operating expense. We will continue to monitor fuel prices and adjust the fuel surcharge accordingly.

Please Remit To: Vital Records Control  
PO Box 80493  
City of Industry, CA 91716  
(775)785-2365  
ar@vrcnetwork.com

**PLEASE REFERENCE INVOICE NUMBER ON ALL PAYMENTS**

NET DUE: 30 DAYS

\* Past due amounts are subject to a finance charge of 1.50% per month



12600  
NEVADA STATE BOARD OF ATHLETIC TRAINERS (ATHLETIC)  
P.O. BOX 34296  
RENO, NV 89533

**UNPAID INVOICES**  
(13018102) NEVADA STATE BOARD OF ATHLETIC TRAINERS (ATHLETIC)  
As of Aug 31, 2021

Invoice #	Date	Invoice Amount	Total Paid	Balance Due	Current 0-30	Days 31-60	Days 61-90	Days 91-120	Days 121-150	Days 151-180	Days > 180
2224027	2021-07-31	\$14.25	\$0.00	\$14.25	\$0.00	\$14.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2184678	2021-06-30	\$29.70	\$0.00	\$29.70	\$0.00	\$0.00	\$29.70	\$0.00	\$0.00	\$0.00	\$0.00
2143960	2021-05-31	\$35.22	\$0.00	\$35.22	\$0.00	\$0.00	\$0.00	\$35.22	\$0.00	\$0.00	\$0.00
2103844	2021-04-30	\$34.97	\$0.00	\$34.97	\$0.00	\$0.00	\$0.00	\$0.00	\$34.97	\$0.00	\$0.00
2060068	2021-03-31	\$35.67	\$0.00	\$35.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.67	\$0.00
2020696	2021-02-28	\$74.01	\$0.00	\$74.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.01
1978437	2021-01-31	\$73.46	\$0.00	\$73.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73.46
<b>Totals</b>		\$297.28	\$0.00	\$297.28	\$0.00	\$14.25	\$29.70	\$35.22	\$34.97	\$35.67	\$147.47

**Note: Any unpaid balances in excess of 30 days may result in immediate suspension of account activity.**

Please Remit To: Vital Records Control  
PO Box 80493  
City of Industry, CA 91716  
(775)785-2365  
ar@vrcnetwork.com

**PLEASE REFERENCE INVOICE NUMBER ON ALL PAYMENTS**  
NET DUE: 30 DAYS  
\* Past due amounts are subject to a finance charge of 1.50% per month



# PROPOSAL PREPARED FOR NEVADA STATE BOARD OF ATHLETIC TRAINERS



## CREDENTIALING PLATFORM

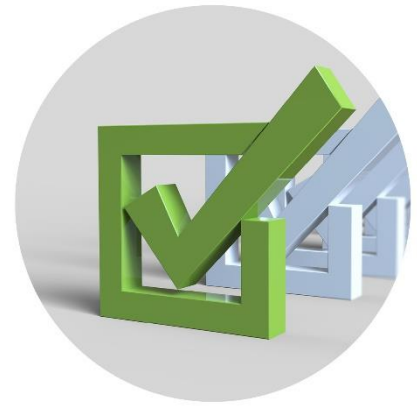


AT REGULATORY CONNECT  
Supporting Public Protection

## Project Scope and Parameters

The **Nevada State Board of Athletic Trainers** submitted the following listing of ideal system requirements for a customized credentialing platform:

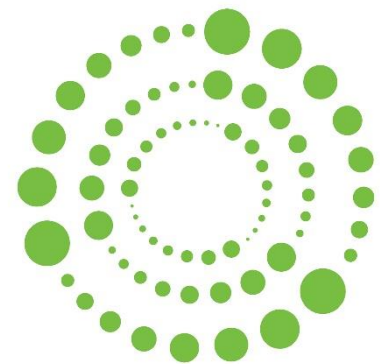
- Online registration portal for applicants and licensees
- Processing of initial applications for licensure, as well as annual renewals
- Case management (complaints / discipline) - Currently do not have many complaints but do anticipate an increase since dry needling was added to the practice act.
- Inspections - Currently do not conduct these but looking to hire investigators. Inspections may or may not be added in the future.
- Quality assurance management
- Continuing education (CE) audits - Currently do not monitor CEs since certification being up to date is verified. However, have a need to store documentation and proof of compliance for Athletic Trainers (ATs) that dry needle.
- Invoicing and payments
- Document management - Facilitate applicant submission of supporting documentation online.
- Reporting and analytics - Facilitate quarterly submission of reports/statistics to the legislature.
- Communication management
- Alerts and notifications - Streamline mass email process.
- Workflow automation - Include automated reminders.
- Third-party integrations - For example, integrate use of STRIPE to process credit card payments.



## The BOC Solution

The Board of Certification, Inc. (BOC) is excited at the opportunity to partner with and support the **Nevada State Board of Athletic Trainers** to provide their board, board administrator and stakeholders with a robust credentialing platform that enhances processes and is efficient, effective and easy to use. The BOC has the infrastructure and capability to develop a customized system to provide the functionality requested by the **Nevada State Board of Athletic Trainers**.

We can offer a system that delivers a one-stop shop for your licensees, with an improved user experience. For example, the system will be able to verify licensee certification status, eliminating their need to obtain a separate BOC certification verification. In addition, users will be able to use their current BOC username and password to apply and renew their license with the state system.



# Why Work With the BOC?

## About the BOC

The BOC was incorporated in 1989 as a not-for-profit credentialing agency to provide a certification program for the entry level athletic training profession. The BOC establishes both the standards for the practice of athletic training and the continuing education requirements for BOC Certified ATs. The BOC also works with state regulatory agencies to provide credential information, professional conduct guidelines and regulatory standards on certification issues. The BOC also has the only accredited certification program for ATs in the United States and has a mutual recognition agreement with Ireland.



## BOC Vision

The BOC exists so that health care professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.

## BOC Mission

To provide exceptional credentialing programs for health care professionals to assure protection of the public.

## BOC Values

Integrity, Professionalism, Fairness, Transparency, Service

## Positive Client Feedback

Since 2016, the BOC has provided its credentialing platform to the North Dakota Board of Athletic Trainers. This platform, an added feature in **AT Regulatory Connect**, accepts and processes online initial applications and renewals.

According to Brad Reed, Secretary/Treasurer for the North Dakota Board of Athletic Trainers, they have received overwhelmingly positive feedback for the BOC-developed online system. Reed stated that the BOC staff "... has been nothing but professional, helpful and very hardworking. I wish everyone I worked with was this great – I was treated like a person and not a number, Hats off to you. Thank you for a job well done."

## Member of the Better Business Bureau

The BOC has been a Better Business Bureau (BBB) Accredited Business since 2010. Accreditation in BBB is by invitation only to companies that, at a minimum, have been in business for at least one year, have demonstrated sound business practices and meet the BBB accreditation standards. To be accredited by the BBB, an organization affirms that it meets and will abide by the standards of building trust, advertising honestly, telling the truth, being transparent, honoring promises, being responsive, safeguarding privacy and embodying integrity.



## Proposed Project Phases

### Phase 1 - Target Completion: May 1, 2021

Migrate Nevada's licenses to BOC credentialing platform.  
Initial launch items: application form, renewal form and available scheduled communications.

#### Considerations:

- Payments to be processed through BOC's current payment processor (Braintree) and disbursed to Nevada on an agreed upon schedule.
- May 1 completion date is dependent on an April 1 project start date.



### Phase 2 - Target Completion: August 1, 2021

Develop features to support CE audit (including documentation), client inquiries and custom reporting dashboards.



**AT REGULATORY CONNECT**  
Public Protection State by State

## Nevada Dashboard



Verification Administration



BOC Regulatory Network




Update State Profile




Public Disciplinary Action Exchange



Submit Disciplinary Action



Nevada Athletic Training License



Nevada Public Registry

## Proposed Project Costs

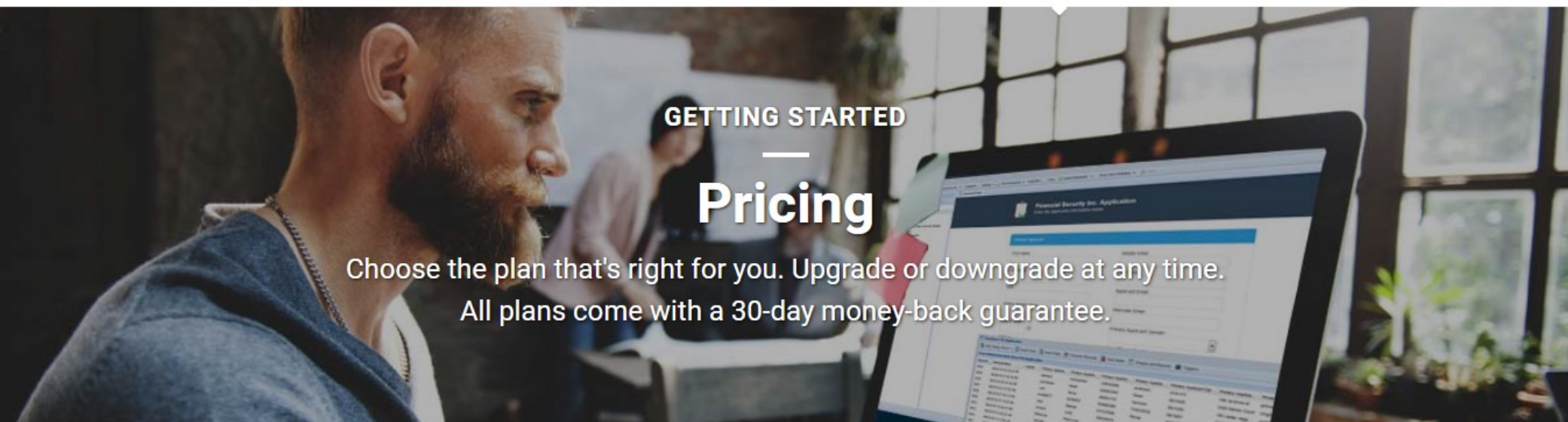
For services performed pursuant to this proposal, the **Nevada State Board of Athletic Trainers** agrees to pay the BOC the following fees (each, a “Service Fee”):

- One-time set-up fee of \$10,000;
- Monthly fee of \$55 for each month of the signed agreement; and
- Fee of \$15 per licensee renewal or initial application processed during the duration of the signed agreement.

## Next Steps

The BOC will draft an agreement and a statement of work outlining project specifications. Once signed, the work would begin through a scheduled kick-off meeting, followed by fact-finding meetings to gather additional information.





**Professional**

**\$24<sup>95</sup>**

PER MONTH

**Enterprise**

**\$54<sup>95</sup>**

PER MONTH



## Important changes to your Logiforms plan



Logiforms Software <general@logiforms.com>

Tue 6/1, 12:11 PM

Athletic Trainers ▾

Reply | ▾

Inbox

Flag for follow up. Start by Monday, July 12, 2021. Due by Monday, July 12, 2021.



Action Items



## Important changes to your Logiforms plan

### Important changes to your Logiforms plan

Thank you for choosing Logiforms as your trusted forms, document generation, and workflow platform. We're constantly striving to provide a robust and scalable solution, which is why we're writing to let you know about some changes to your plan.

**Starting today, we are introducing some changes to our PDF document generation pricing.** First, we're giving all users an additional 5 PDF template credits at no extra cost. Additionally, our Professional plan's will included 100 documents generated per month, and our Enterprise plans will include 250 documents

will be charged as outlined in our PDF Pricing Guide and shown below.

Standard PDF (1-10 Pages)		
0-3000	3001-5000	5001+
.15 per PDF	.12 per PDF	.10 per PDF
Medium PDF (10-20 Pages)		
0-3000	3001-5000	5001+
.23 per PDF	.18 per PDF	.15 per PDF
Large PDF (20-50 Pages)		
0-3000	3001-5000	5001+
.50 per PDF	.40 per PDF	.30 per PDF

What this means, for example, is that if you generate 500 documents in a month, you will pay an additional \$37.50 per/mo on the Enterprise plan or \$60.00 on the Professional plan. 80% of you won't be affected by this pricing change at all, as your usage levels are included in the monthly allowance.

### Why more templates?

Feedback from our customers made it clear that you need more templates. We know that the current PDF template limits may not be enough to meet the diverse demands of every company, so we're proud to offer you more flexibility in how you do business.

Logiforms hasn't raised our prices since we launched back in 2001. That's right. We haven't had a price increase in over 20 years. This increase in PDF document generation costs is based on increased licensing and infrastructure costs and growing demand for a robust and scalable document generation platform.

We thank you for being a valued client. If you have any questions, please contact us at [sales@logiforms.com](mailto:sales@logiforms.com).



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general@logiforms.com

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201-2333 West 41st Ave  
Vancouver, BC, Canada  
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# PDF Pricing Guide

## Pricing



All of our plans include powerful PDF document generation tools. Combine dynamic PDF documents, PDF forms and conditional content to create powerful document automation solutions.

Logiforms is the only platform with a fully integrated, enterprise-class PDF system. Our feature-rich PDF tools enable you to generate PDF documents on the fly and start hosting your PDF forms online immediately. You can pipe the data collected through your web form into PDF format with full control. Populate your existing PDFs or create new, dynamic documents on the fly.

Our PDF Form population feature lets you leverage the PDFs you already have. From W-9s to event registration, import your existing PDF forms and automatically populate your web

form submission data. And with the Logiforms' Cloud PDF, you can instantly store your PDF forms online. A database is created automatically, which enables convenient and simple online access to form submission data.

Logiforms provides everything you need to design, host, and deploy PDF forms and documents at a cost-effective price. Generate Rich, Dynamic PDFs and merge multiple pages together. Then, use conditional content and personalization to generate wills, leases, certificate of Insurance and other documents.



# PDF Pricing Guide

Professional plans include 100 document generation requests per month and the Enterprise plan includes 250. The pricing table below applies after those limits are reached.

Standard PDF (1-10 Pages)		
0-3000	3001-5000	5001+
.15 per PDF	.12 per PDF	.10 per PDF

Medium PDF (10-20 Pages)		
0-3000	3001-5000	5001+
.23 per PDF	.18 per PDF	.15 per PDF

Large PDF (20-50 Pages)		
0-3000	3001-5000	5001+
.50 per PDF	.40 per PDF	.30 per PDF

## Key PDF Features

- 1 PDF Form Population:** route web form data into your existing PDF documents
- 2 Dynamic PDF Generation:** generate personalized, rich documents on demand
- 3 Lookup Data & Repeating Regions:** use multiple data sources with repeating regions
- 4 Conditional Content:** use conditional logic to generate advanced PDF output
- 5 Dynamic Document Merging:** dynamically merge and assemble documents on the fly.

Need a higher capacity plan? Contact sales to learn about our dedicated PDF server options and high capacity plans.



**Nevada State Board of Athletic Trainers**  
**6170 Mae Anne Ave, Ste 1, Reno, NV 89523-4705; 775-787-2636**

**Michelle Cothrun, Executive Secretary**  
**Part-time, Unclassified Position**

The Executive Secretary is the chief administrative officer for the Board of Athletic Trainers. The position is responsible for the overall management of the Board's office, activities, and functions.

The following represent the duties/responsibilities of the position. On a scale of 1 – 5, with 5 being the highest and 1 being the lowest, complete an evaluation of how well the individual met or exceeded the criteria. A score of 3 = met criteria.

\_\_\_\_\_ Licensing: Conduct all aspects of the licensing, monitoring and compliance functions. Includes maintenance of licensing and regulatory data collection and compliance. Covert paper applications to online versions.

\_\_\_\_\_ Meetings: Facilitate Board meetings, prepare agendas, supporting documents, and meeting minutes in accordance with the Nevada Open Meeting Law.

\_\_\_\_\_ Financials: Coordinate with bookkeeper, Carol Woods, for accounting, financial reporting and administering Board's annual budget through QuickBooks online.

\_\_\_\_\_ Website: Maintain Board's website including posting content and updating forms as needed

\_\_\_\_\_ Liaison: Serve as Board's liaison with outside agencies such as the Governor's office, state agencies, national organizations, Board members, licensees, and the public.

\_\_\_\_\_ Regulation: Maintain laws and regulations, including representing the Board during legislative sessions and Sunset reviews.

\_\_\_\_\_ Disciplinary Action: Oversee the Board's complaint and disciplinary action process.

\_\_\_\_\_ Total Score                      Maximum Points: 35

Comments:

Other factors considered in evaluating performance, recommendations for improvement, etc.:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_