

NEVADA STATE BOARD OF OPTOMETRY



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Board Member

SALLY BALECHA
Public Board Member

Meeting Materials

for February 18, 2025,

Board Meeting

Materials for Item No. 4 re

- Minutes – regular Board Meeting 1-23-25

NEVADA STATE BOARD OF OPTOMETRY



MINUTES OF PUBLIC MEETING January 23, 2025

1. **Call to Order.** Mariah Smith, O.D. opened the live meeting at 12:03p.m.
2. **Roll Call.** Dr. Smith read the Zoom log-in information into the record for AB 219 compliance as Meeting ID: 775 883 8367, Passcode: 8367, telephone 1 669 900 6833. Deputy Attorney General (DAG) Joseph Ostunio, Esq., and Board members Sally Balecha, Mariah Smith, O.D., Jeffrey Austin, O.D., Julieta Alamo-Leon, O.D., and executive director Adam Schneider, Esq. were present via Zoom.
3. **Public Comment.** Dr. Smith invited public comment. No comments provided.
4. **Action Item. Continuation of Complaint 24-12.** Director Schneider stated this public complaint is being presented in a double-blind manner, i.e., the Board is not being told who the complainant is or who the subject licensee is, and the materials associated with this agenda item are redacted to eliminate any identification of party identities.

As discussed at the Board's prior meeting, and at the Board's request, additional questions were issued upon the licensee's counsel and the licensee responded as contained in the meeting materials.

Director Schneider discussed the lack of actual co-management between the patient, the licensee, and the OMD, along with an affirmative representation from the OD that the OD has no ownership in the surgery center or the OMD's practice. Director Schneider noted that some of the supplemental responses were not consistent with documents in the meeting materials, but in light of no co-management established or any financial interest or any financial gain obtained, the Board needs to decide "if there is any there there" when the gravamen of the complaint is between the OMD and the patient, of which the Board of Medical Examiners was provided this investigation per the Board's vote at its December meeting.

Dr. Austin agreed with Director Schneider's summary, noted the lack of co-management, and moved to discharge it completely. Further discussion from Dr. Smith noted the discrepancies in the response compared to the facts and if potential lying to the Board is unprofessional conduct

versus an oversight by the licensee in the supplemental responses, where such discrepancies are obvious including if it is the OD's understanding that the surgery center was closed in 2024 why is the OD participating with the surgical coordinator to have surgery there in 2024. Dr. Smith questioned even if the responses are proven untrue after further investigation and expenditure of resources to identify the OD's unprofessional conduct in this investigative process, is it worth the Board's resources to do so.

Dr. Alamo agrees there is nothing here to continue with the complaint for formal charges, and although all the answers were not as forthcoming as what the Board would have preferred, it is not something that the Board in the interests of public safety should take on. Public Member Balecha agrees.

Dr. Smith seconded the Motion. Motion passed unanimously.

After the conclusion of public comment at Item 13, Dr. Smith requested to revisit the vote and what happens if other facts come to light presently unknown to the Board but which might change the Board's position. Colloquy and advice from DAG Ostunio regarding proper administrative law process. DAG Ostunio stated an option per DAG Weiss, if the Board voted to do so, is to keep it open in the event new information comes to light from the Board of Medical Examiners' investigation upon the surgeon. Advice from DAG Ostunio on correct process for first a vote to repeal, then a vote to re-open.

Dr. Smith moved to repeal the prior vote. Dr. Alamo seconded. Motion passed unanimously.

Dr. Smith moved to keep the investigation open, for the possibility of supplemental information not presently known to the Board or pending the results of the Board of Medical Examiners investigation upon the surgeon. Dr. Alamo seconded. Motion passed unanimously.

5. Action Item. Consideration and approval of Minutes for December 11, 2024 regular Board Meeting. Dr. Smith confirmed all present Board members had an opportunity to review the draft. Dr. Alamo commented it to be very good and what the Board discussed. Dr. Alamo moved to accept as proposed. Public Member Balecha seconded. Motion passed unanimously.

6. Action Item. Consideration and approval of December 11, 2024 Notice of Intent to Take Action on Regulation R066-19(8)(4) Minutes. Dr. Smith confirmed all present Board members had an opportunity to review the draft. Dr. Smith moved to accept as proposed. Dr. Alamo-Leon seconded. Motion passed unanimously.

Director Schneider stated he waited the requisite 35 days and filed the temporary regulation with all requisite agencies. Once the regulation is posted with a website link, the Board will issue a Newsletter to advise the membership, and will update the website's Optometry Law section.

7. Action Item. Consideration and approval of December 11, 2024 Notice of Intent to Take Action on Regulation R066-19(12). Dr. Smith confirmed all present Board members had an opportunity to review the draft. Dr. Alamo moved to accept as proposed. Dr. Austin seconded. Motion passed unanimously.

Director Schneider stated he waited the requisite 35 days and filed the temporary regulation with all requisite agencies. Once the regulation is posted with a website link, the Board will issue a Newsletter to advise the membership, and will update the website's Optometry Law section.

8. Executive Director report re BDR 18-301/SB 78. Director Schneider stated he is prepared to report on old news, new news, and from the governmental perspective. The old news is that SB 78 is the superboard bill, and as-is lists Optometry consolidated with Opticians and Audiology and Podiatry. So the materials include where Optometry is mentioned in SB 78, along with an overview and concerns, and an alternative proposal being discussed by similarly situated boards of limited membership and limited staff. But the new news is the proposal for Optometry to be consolidated with Opticians only, where it would be 2 optometrists, 2 opticians, and 1 public member. B&I has invited comments, and Director Schneider stated there appears to be a conflict of professional interests and education levels, and discussed the potential of issuing a newsletter to the membership for their comments to then relay to B&I.

As to the chances that the superboard bill gets passed, Director Schneider has been in discussions with the Board's legislative consultant. It is unclear how much of a priority this is for the Governor's Office and might be something deferred to Business & Industry to get passed or not. In the Governor's State of the State, he also announced a significant government reform to split DHHS into two pieces where Nevada Medicaid, the Silver State Health Exchange, and the Public Employees' Benefits Program would be managed by a new organization called the Nevada Health Authority. This is a significant change and a reorganization of this type will take significant effort to advance. That appears to be the higher priority than the superboard concept, in which case the superboard idea could be placed on the back burner if the Governor's Office has to spend significant time on the DHHS reorganization.

Dr. Smith stated we're still in the waiting period. She commented that B&I had solicited opinions, and she in her individual capacity and not on behalf of the Board itself, has told B&I about her concerns about the proposed consolidation and conflict of professional interests when optometry is healthcare and opticianry is the sale of glasses and contacts, and the difficulties to move forward regarding scope of care when various items came to a vote, but potentially all of this is beyond the Board's control at this point in time. It is her understanding that Dr. Koenig is opposed.

As to the difficulty in voting, Director Schneider discussed that in 2-2 ties the tie-breaking vote would always fall upon the public member who would not have the same level of education as optometry members on matters of practicing medicine or know the differences in the two professions overall.

Dr. Austin agreed. While the proposal is well-intentioned, he opposes it, and the NOA be made aware for their membership to know to support or oppose.

Dr. Alamo agreed. When B&I asks, the Board needs to be forthcoming on how we feel and we are not in agreement. The bill is well-intentioned, but not in the best interests of the public or optometry or the opticians.

Dr. Smith stated her understanding that Dental is not being reconfigured, which is probably the closest in education level as optometrists.

Director Schneider stated he would agendaize for the next meeting.

9. Executive Director report re Certificate of Deposit status. Director Schneider stated in conjunction with Dr. Alamo as the defacto treasurer, the certificate of deposit was renewed at a 4% Annual Percentage Yield for another 150 day term. It has yielded nearly \$6,000 since the date of deposit. The renewed COD had to be reduced to an amount \$105,000 because \$100,000 had to be withdrawn for the Board's working capital to last until renewal application fees start to come in November 2025.

10. Action Item. Possible NRS 636.2893(3) modification (glaucoma certification by co-management) for possible inclusion into BDR 151. Director Schneider summarized the statute and that only a Nevada-licensed OMD can provide attestation of the OD's co-management experience before the OD can obtain glaucoma certification. To the best of Director Schneider's knowledge as a layperson, glaucoma is glaucoma and is no different in Nevada patients than in non-Nevada patients.

Director Schneider asked the Board if it was willing to expand the statute for non-Nevada OMDs being able to provide attestations for the OD-applicant in obtaining glaucoma certification. If so, it would be placed into Dr. Koenig's BDR 151 for the summer 2025 legislative session. Director Schneider directed the Board to the proposed revised statute, and if any changes were needed before submission to LCB and Dr. Koenig.

Dr. Austin discussed the statute, and a willingness to expand the statute. Dr. Smith agreed. Dr. Alamo agreed. Public Member Balecha agreed.

Dr. Smith moved to include the proposed revised statute into Dr. Koenig's BDR 151. Dr. Alamo-Leon seconded. Motion passed unanimously.

11. Executive Director report re licensing transactions since start of FY2025. Director Schneider listed the following numbers as stated in the Agenda:

12/5/2024 - 1/15/2025	FY2025 cumulative
New licenses: 1	10
Licenses by endorsement: 2	7
Glaucoma: 1	4
OPAC: 1	16
Fictitious Name: 3	21
Location changes: 13	45
Additional locations: 4	36
LOGS: 5	38
PRR: 5	24
Refunds: 2	5
Mobile: 0	1
Substitute location: 1	5
Public complaints: 2	8
2026-2028 CE review: 0	2

12. Action Item. Board Policy #5 DEA-approved continuing education credits for renewal cycle ending February 28, 2026. Director Schneider reminded the Board of its vote at its September 2023 meeting to accept DEA-approved CEs, but it was limited to only the prior cycle of 2024-2026. Director Schneider inquired into the Board if it wanted to extend that vote to the 2026-2028 cycle.

Dr. Smith agreed. Dr. Alamo agreed. Dr. Austin agreed. Austin stated it should be Smith moved to accept as proposed. Dr. Alamo-Leon seconded. Motion passed unanimously.

13. Public Comment. Dr. Smith invited public comment. No comments provided. Dr. Alamo made the Board aware of a scheduling conflict for the next meeting due to her being a presenter for a scholarship committee. Dr. Smith discussed three voting members is still a quorum sufficient for proper voting.

14. Action Item. Dr. Smith moved to adjourn the regular meeting. Dr. Austin seconded. Motion passed unanimously. Meeting adjourned at 12:33 p.m.

8 persons attended virtually, inclusive of Board members, Deputy Attorney General and Executive Director. No role call conducted or sign-in sheets provided.

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FY 2024-2025 Regular meeting schedule

Thursday 1/23/2025 12:00p.m. (pst) Reg. Bd. Meeting- phone or Zoom
Tuesday 2/18/2025 12:00p.m. (pst) Reg. Bd. Meeting- phone or Zoom
Tuesday 3/18/2025 12:00p.m. (pst) Reg. Bd. Meeting- phone or Zoom
Monday 4/21/2025 12:00p.m. (pst) Reg. Bd. Meeting- phone or Zoom
Monday 5/19/2025 12:00p.m. (pst) Reg. Bd. Meeting- phone or Zoom
Monday 6/16/2025 12:00p.m. (pst) Reg. Bd. Meeting- phone or Zoom

These minutes were considered and approved by majority vote of the Nevada State Board of Optometry at its meeting on February 18, 2025.

Adam Schneider, Executive Director

Materials for Item No. 5 re

- Nevada Independent newsletter

From "The Nevada Independent" newsletter:

First pushback on Lombardo plan to consolidate boards — During the Department of Business and Industry's budget presentation Wednesday, Director Kris Sanchez appeared to face some pushback from Sen. Dina Neal (D-North Las Vegas) about his office's review of the more than 300 boards and commissions in the state. The department has proposed [SB78](#), which includes merging and consolidating certain boards, and has released a slew of [recommendations](#) to reform the system. Neal said "we're definitely going to be having a conversation."

- **Context:** Lombardo has prioritized reforming the state's boards and commissions since he entered office two years ago. In his first month as governor, Lombardo [issued](#) an executive order requiring boards to justify the need for any licensing requirements and recommend phasing them out if a majority of states don't require a license for a certain profession, building off on work done by previous governors to modernize the way the state's boards and commissions operate.

- **Context:** [A report](#) issued by the Department of Business and Industry recommends that 37 occupational and licensing boards be reduced to 19, by merging 20 boards into six and eliminating three other entities.

Materials for Item No. 6 re

- BDR 54-221
- NRS 636.206
- BDR 54-151

SUMMARY—Revises provisions governing occupational and professional licensing.

(BDR 54-221)

FISCAL NOTE: Effect on Local Government: No.

Effect on the State: Yes.

AN ACT relating to professions; requiring certain regulatory bodies to issue an occupational or professional license by endorsement under certain circumstances; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law provides for the regulation of certain occupations and professions in this State. (Title 54 of NRS) Existing law further: (1) requires a regulatory body to adopt regulations providing for the issuance of a license by endorsement to engage in an occupation or profession in this State to certain natural persons; and (2) sets forth certain minimum requirements for obtaining a license by endorsement. (NRS 622.530) **Section 1** of this bill provides instead that a regulatory body is required to issue a license by endorsement to engage in an occupation or profession in this State to certain applicants without the regulatory body having to adopt regulations. **Section 1** also revises the requirements for a person to obtain such a license by endorsement to require that, in addition to certain existing requirements, the person: (1) is a resident of this State; (2) has held for at least 1 year a corresponding valid and unrestricted license in good standing to engage in that



occupation or profession in the District of Columbia or any state or territory of the United States; (3) has satisfied the minimum educational, examination and experience requirements for such license; and (4) has not voluntarily surrendered any license to engage in the occupation or profession while under investigation by the corresponding regulatory authority in the other jurisdiction. **Section 1** also specifies that it is an alternative to any specific statute relating to the issuance of a license by endorsement by a regulatory body.

Section 2 of this bill provides that certain regulations adopted by a regulatory body pursuant to existing law relating to the licensure by endorsement are void and must not be given effect to the extent of conflict with **section 1**.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 622.530 is hereby amended to read as follows:

622.530 1. Except as otherwise provided ~~[by specific statute relating to the issuance of a license by endorsement,]~~ *in this section*, a *person may apply to a* regulatory body ~~[shall adopt regulations providing]~~ for the issuance of a license by endorsement to engage in an occupation or profession in this State . *A regulatory body shall issue a license by endorsement to engage in an occupation or profession in this State to any applicant who:*

(a) Is a natural person ~~[who:~~



~~—(a) Holds~~ *and a resident of this State.*

(b) Has held for at least 1 year a corresponding valid and unrestricted license *in good standing* to engage in that occupation or profession in the District of Columbia or any state or territory of the United States . ~~†~~

~~—(b) Possesses qualifications that are substantially similar to the qualifications required for issuance of a license to engage in that occupation or profession in this State; and~~

~~—(c) Satisfies the requirements of this section and the regulations adopted pursuant thereto.~~

~~—2. The regulations adopted pursuant to subsection 1 must not allow the issuance of a license by endorsement to engage in an occupation or profession in this State to a natural person unless such a person:~~

~~—(a)†~~ *If the applicant holds more than one license to engage in the occupation or profession, all such licenses must be valid, unrestricted and in good standing.*

(c) Has satisfied the minimum educational, examination and experience requirements for each such license to engage in the occupation or profession issued by the District of Columbia or any state or territory, as confirmed by the corresponding regulatory authority.

(d) Has not been disciplined by the corresponding regulatory authority of the District of Columbia or any state or territory in which the applicant currently holds or has held a license to engage in ~~†an~~ *the* occupation or profession . ~~†~~

~~—(b)†~~ *(e)* Has not been held civilly or criminally liable in the District of Columbia or any state or territory of the United States for misconduct relating to ~~†his or her~~ *the* occupation or profession . ~~†~~



~~—(e)~~ *(f)* Has not had a license to engage in ~~[an]~~ *the* occupation or profession suspended or revoked in the District of Columbia or any state or territory of the United States . ~~f~~

~~—(d)~~ *(g)* Has not been refused a license to engage in an occupation or profession in the District of Columbia or any state or territory of the United States for any reason . ~~f~~

~~—(e)~~ *(h) Has not voluntarily surrendered any license to engage in the occupation or profession while under investigation by the corresponding regulatory authority of the District of Columbia or any state or territory of the United States.*

(i) Does not have pending any disciplinary action concerning his or her license to engage in ~~[an]~~ *the* occupation or profession in the District of Columbia or any state or territory of the United States . ~~f~~

~~—(f)~~ *(j)* Pays any applicable fees for the issuance of a license that are otherwise required for a natural person to obtain a license in this State . ~~f~~

~~—(g)~~ *(k)* Submits to the regulatory body a complete set of his or her fingerprints and written permission authorizing the regulatory body to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report or proof that the applicant has previously passed a comparable criminal background check . ~~f~~ ~~and~~

~~—(h)~~ *(l)* Submits to the regulatory body the statement required by NRS 425.520.

~~[3]~~ *2.* A regulatory body may ~~[, by regulation,]~~ require an applicant for issuance of a license by endorsement to engage in an occupation or profession in this State *pursuant to this section* to submit with his or her application:



(a) Proof satisfactory to the regulatory body that the applicant:

(1) Has achieved a passing score on a nationally recognized, nationally accredited or nationally certified examination or other examination approved by the regulatory body;

(2) Has completed the requirements of an appropriate vocational, academic or professional program of study in the occupation or profession for which the applicant is seeking a license by endorsement in this State; *and*

(3) ~~Has engaged in the occupation or profession for which the applicant is seeking a license by endorsement in this State pursuant to the applicant's existing licensure for the period determined by the regulatory body preceding the date of the application; and~~

~~—(4)—~~ Possesses a sufficient degree of competency in the occupation or profession for which he or she is seeking licensure by endorsement in this State; *and*

(b) An affidavit stating that the information contained in the application and any accompanying material is true and complete . ~~;~~ *and*

~~—(c) Any other information required by the regulatory body.~~

~~—4.—~~ *3.* Not later than 21 business days after receiving an application for a license by endorsement to engage in an occupation or profession pursuant to this section, the regulatory body shall provide written notice to the applicant of any additional information required by the regulatory body to consider the application. Unless the regulatory body denies the application for good cause, the regulatory body shall approve the application and issue a license by endorsement to engage in the occupation or profession to the applicant not later than:

(a) Sixty days after receiving the application;



(b) ~~If the regulatory body requires an applicant to submit fingerprints and authorize the preparation of a report on the applicant's background based on the submission of the applicant's fingerprints, 15~~ **Fifteen** days after the regulatory body receives the report ~~on the applicant's background based on the submission of the applicant's fingerprints;~~ or

(c) If the regulatory body requires the filing and maintenance of a bond as a requirement for the issuance of a license, 15 days after the filing of the bond with the regulatory body,
↪ whichever occurs later.

~~15.1~~ **4.** A license by endorsement to engage in an occupation or profession in this State issued pursuant to this section may be issued at a meeting of the regulatory body or between its meetings by the presiding member of the regulatory body and the executive head of the regulatory body. Such an action shall be deemed to be an action of the regulatory body.

~~16.1~~ **5.** A regulatory body may deny an application for licensure by endorsement if:

(a) An applicant willfully fails to comply with the provisions of paragraph ~~1(g)~~ **(k)** of subsection ~~12.1~~ **1**; or

(b) The report from the Federal Bureau of Investigation indicates that the applicant has been convicted of a crime that would be grounds for taking disciplinary action against the applicant as a licensee and the regulatory body has not previously taken disciplinary action against the licensee based on that conviction.

~~17.1~~ **6.** The provisions of this section ~~are intended to supplement other provisions of statute governing licensure by endorsement. If any provision of statute conflicts with this section, the other provision of statute prevails over this section to the extent that the other provisions provide~~



~~more specific requirements~~ relating to ~~licensure~~ *obtaining a license* by endorsement ~~is~~ *are an alternative to any specific statute relating to the issuance of a license by endorsement by a regulatory body.*

7. *As used in this section, “regulatory body” means:*

(a) A board or commission which has the authority to regulate an occupation or profession pursuant to this title; and

(b) Any officer of a board or commission which has the authority to regulate an occupation or profession pursuant to this title.

↪ The term does not include a state agency or any officer of a state agency which has the authority to regulate an occupation or profession pursuant to this title.

Sec. 2. 1. The provisions of any regulation adopted by a regulatory body pursuant to NRS 622.530, as that section existed before the effective date of this section, relating to licensure by endorsement which conflict with the provisions of NRS 622.530, as amended by section 1 of this act, are void and must not be given effect to the extent of the conflict.

2. The provisions of this act do not affect any regulation adopted by a regulatory body pursuant to any specific statute relating to the issuance of a license by endorsement other than NRS 622.530.

3. As used in this section, “regulatory body” has the meaning ascribed to it in NRS 622.530, as amended by section 1 of this act.

Sec. 3. 1. This section and section 2 of this act become effective upon passage and approval.



2. Section 1 of this act becomes effective:

- (a) Upon passage and approval for the purposes of adopting regulations and performing any other preparatory administrative tasks that are necessary to carry out the provisions of this act; and
- (b) On January 1, 2026, for all other purposes.



NRS 636.206 Expedited license by endorsement: Requirements; procedure for issuance.

1. The Board may issue a license by endorsement to engage in the practice of optometry to an applicant who meets the requirements set forth in this section. An applicant may submit to the Board an application for such a license if the applicant holds a corresponding valid, active and unrestricted license to engage in the practice of optometry in the District of Columbia or any state or territory of the United States.

2. An applicant for a license by endorsement pursuant to this section must submit to the Board with his or her application:

(a) Proof satisfactory to the Board that the applicant:

(1) Satisfies the requirements of subsection 1;

(2) Has had no adverse actions reported to the National Practitioner Data Bank within the past 5 years;

(3) Has been continuously and actively engaged in the practice of optometry for the past 5 years;

(4) Has not held a license to practice optometry in this State in the immediately preceding year;

(5) Has not been disciplined and is not currently under investigation by the corresponding regulatory authority of the District of Columbia or any state or territory in which the applicant currently holds or has held a license to engage in the practice of optometry; and

(6) Has not been held civilly or criminally liable for malpractice in the District of Columbia or any state or territory of the United States;

(b) An affidavit stating that the information contained in the application and any accompanying material is true and correct; and

(c) Any other information required by the Board.

3. Not later than 15 business days after receiving an application for a license by endorsement to engage in the practice of optometry pursuant to this section, the Board shall provide written notice to the applicant of any additional information required by the Board to consider the application. Unless the Board denies the application for good cause, the Board shall approve the application and issue a license by endorsement to engage in the practice of optometry to the applicant not later than 45 days after receiving the application.

4. A license by endorsement to engage in the practice of optometry may be issued at a meeting of the Board or between its meetings by the President of the Board. Such an action shall be deemed to be an action of the Board.

(Added to NRS by [2015, 3014](#); A [2019, 4287](#); [2023, 1460](#))

SUMMARY—Revises provisions relating to optometry. (BDR 54-151)

FISCAL NOTE: Effect on Local Government: No.

Effect on the State: Yes.

AN ACT relating to optometry; providing that a license to practice optometry issued by the Nevada State Board of Optometry is a revocable privilege; establishing procedures by which the Board may summarily suspend a license to practice optometry; prohibiting a court from staying certain orders of the Board; specifying the substances which may be prescribed by an optometrist who holds a certificate to administer and prescribe pharmaceutical agents; increasing the number of members which constitute the Board; revising the requirements for the issuance of a license by endorsement; revising provisions governing the issuance of certain certificates by the Board; revising provisions relating to investigations conducted by the Board; clarifying that the practice of optometry includes optometric telemedicine; establishing certain circumstances under which a licensee is not required to report certain events to the Board; establishing certain provisions governing the temporary ownership of an optometry practice of a licensee who is permanently incapacitated; revising provisions governing the issuance of citations; and providing other matters properly relating thereto.



Legislative Counsel's Digest:

Existing law governs the practice of optometry, including, without limitation, the licensing of optometrists by the Nevada State Board of Optometry. (Chapter 636 of NRS) **Section 2** of this bill provides that: (1) the purpose of licensing optometrists is to protect the public health and safety and general welfare of the people of this State; and (2) any license issued by the Board is a revocable privilege.

Section 3 of this bill establishes procedures by which the Board may summarily suspend the license of a licensee to practice optometry under certain circumstances.

Section 4 of this bill prohibits a court from staying an order of the Board suspending the license of a licensee pending proceedings for disciplinary action.

Section 5 of this bill revises the definition of the term “pharmaceutical agent” for the purposes of provisions governing the practice of optometry to specify that the term includes certain non-analgesic drugs.

Section 6 of this bill increases the number of members of the Board from four members to five.

Existing law requires the Governor to appoint to the Board: (1) three members who are licensed to practice optometry in this State and are actually engaged in that practice; and (2) one member who is a representative of the general public. (NRS 636.035) **Section 7** of this bill increases the number of members who are licensees who the Governor must appoint from three members to four members.

Existing law authorizes the Board to issue a license by endorsement to certain persons who hold a corresponding valid, active and unrestricted license to engage in the practice of optometry in the



District of Columbia or any state or territory of the United States and who meet certain other requirements. (NRS 636.206) **Section 8** of this bill requires an applicant for a license by endorsement to submit to the Board with his or her application proof satisfactory to the Board that the applicant has passed each part of the comprehensive national optometry examination administered by the National Board of Examiners in Optometry or its successor as a prerequisite to the issuance of the applicant's corresponding, valid, active and unrestricted license from the other jurisdiction.

Existing law requires the Board to adopt regulations which prescribe the requirements for certification to administer and prescribe certain pharmaceutical agents and sets forth certain requirements for inclusion in those regulations. (NRS 636.287) **Section 9** of this bill eliminates the requirement that an applicant for certification have successfully completed not fewer than 40 hours of clinical training in administering and prescribing pharmaceutical agents in a training program which is conducted by an ophthalmologist and approved by the Board.

Existing law requires the Board to adopt regulations that prescribe the requirements for the issuance of a certificate to treat persons diagnosed with glaucoma. Existing law requires those requirements to include, among other requirements, proof that each optometrist who applies for such a certificate has treated at least 15 persons who were diagnosed with glaucoma by an ophthalmologist licensed in this State. (NRS 636.2893) **Section 10** of this bill revises that requirement to specify that such persons diagnosed with glaucoma must have been diagnosed by an ophthalmologist licensed in this State, the District of Columbia or any other state or territory of the United States.



Existing law requires the Board to cause any complaint filed with the Board to be investigated if the Executive Director of the Board determines the complaint is not frivolous and alleges on or more grounds for disciplinary action. (NRS 636.305) **Section 11** of this bill authorizes the Board to issue orders to aid such an investigation, including, without limitation, an order compelling a licensee to appear before the Board or an investigative committee of the Board.

Existing law provides that a person who is licensed to practice optometry pursuant to chapter 636 of NRS is authorized and entitled to practice optometry in this State subject to the provisions of that chapter. (NRS 636.345) **Section 12** of this bill clarifies that the practice of optometry includes optometric telemedicine.

Existing law authorizes an assistant in any setting where optometry is practiced to perform certain activities if the assistant acts under the direct supervision of a licensed optometrist. (NRS 636.346) **Section 13** of this bill clarifies that an assistant is authorized to perform those same activities under the direct supervision of a licensed optometrist in any setting where optometric telemedicine is practiced.

Existing law requires a licensee to report to the Board within 30 days the revocation, suspension or surrender of, or any disciplinary action taken against, a license, certificate or registration to practice any occupation or profession issued by any other jurisdiction. (NRS 636.371) **Section 14** of this bill provides an exception to this duty, providing that a licensee is not required to report to the Board an administrative fine imposed by a regulatory board or other equivalent administrative body of any other jurisdiction if: (1) the National Practitioner Data Bank contains no corresponding report of the administrative fine; and (2) the regulatory board or other administrative body that



imposed the fine did not issue an order of formal disciplinary action relating to the act or acts which served as the basis for the fine.

Existing law authorizes a surviving family member of a licensed optometrist who died and was the sole owner of an optometry practice to own the practice without holding a license to practice optometry in this State for not more than 1 year after the death of the licensed optometrist. (NRS 636.398) **Section 15** of this bill authorizes a guardian or guardian ad litem who is appointed for a licensed optometrist who is permanently incapacitated and was the sole owner of an optometry practice to own the practice without holding a license to practice optometry in this State for not more than 1 year after the appointment of guardianship.

Existing law authorizes the Board to issue a citation to a licensee or other person who violates certain provisions of law governing the practice of optometry. (NRS 636.420) **Section 16** of this bill authorizes the issuance of a citation only for violations not involving: (1) the care of a patient; or (2) unethical or unprofessional conduct. **Section 16** also provides that the issuance of a citation and imposition of an administrative fine against a licensee for certain violations: (1) do not constitute formal disciplinary action by the Board; and (2) must not be reported to the National Practitioner Data Bank.



THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 636 of NRS is hereby amended by adding thereto the provisions set forth as sections 2, 3 and 4 of this act.

Sec. 2. 1. *The purpose of licensing optometrists is to protect the public health and safety and the general welfare of the people of this State.*

2. Any license issued pursuant to this chapter is a revocable privilege.

Sec. 3. 1. *If the Board reasonably determines from an investigation of a licensee that the health, safety or welfare of the public or any patient served by the licensee is at risk of imminent or continued harm because of the manner in which the licensee practices optometry, including, without limitation, optometric telemedicine, the Board may summarily suspend the license of the licensee pending a determination upon the conclusion of a hearing to consider a formal complaint against the licensee. An order of summary suspension may be issued only by the Board, the President of the Board, the presiding officer of an investigative committee convened by the Board to conduct the investigation or the member of the Board who conducted the investigation.*

2. If an order to summarily suspend the license of a licensee is issued pursuant to subsection 1 by the President of the Board, the presiding officer of an investigative committee of the Board or a member of the Board, that person shall not participate in any further proceedings of the Board relating to the order.



3. If the Board, the President of the Board, the presiding officer of an investigative committee of the Board or a member of the Board issues an order summarily suspending the license of a licensee, the Board shall hold a hearing not later than 60 days after the date on which the order is issued, unless the Board and the licensee mutually agree to a longer period, to determine whether a reasonable basis exists to continue the suspension of the license pending the conclusion of a hearing to consider a formal complaint against the licensee. If no formal complaint against the licensee is pending before the Board on the date on which a hearing is held pursuant to this section, the Board must reinstate the license of the licensee.

Sec. 4. *If the Board issues an order suspending the license of a licensee pending proceedings for disciplinary action, including, without limitation, a summary suspension pursuant to NRS 233B.127, the court shall not stay that order.*

Sec. 5. NRS 636.0215 is hereby amended to read as follows:

636.0215 “Pharmaceutical agent” means any topical or oral drug used or prescribed by a licensee for the examination, management or treatment of an abnormality, disease or condition of the eye or its appendages, including, without limitation, any analgesic *or non-analgesic* drug subject to the requirements of NRS 636.2882 or added to schedule III, schedule IV or schedule V by the State Board of Pharmacy by regulation pursuant to NRS 453.146. The term does not include any drug or other substance added to schedule I or schedule II by the State Board of Pharmacy pursuant to that section.

Sec. 6. NRS 636.030 is hereby amended to read as follows:



636.030 The Nevada State Board of Optometry, consisting of ~~four~~ *five* members appointed by the Governor, is hereby created.

Sec. 7. NRS 636.035 is hereby amended to read as follows:

636.035 1. The Governor shall appoint:

(a) ~~Three~~ *Four* members who are licensed to practice optometry in the State of Nevada and are actually engaged in the practice of optometry.

(b) One member who is a representative of the general public. This member must not be:

(1) Licensed to practice optometry; or

(2) The spouse or the parent or child, by blood, marriage or adoption, of a person licensed to practice optometry.

2. A person shall not be appointed if he or she:

(a) Is the owner or co-owner of, a stockholder in, or a member of the faculty or board of directors or trustees of, any school of optometry;

(b) Is financially interested, directly or indirectly, in the manufacture or wholesaling of optical supplies; or

(c) Has been convicted of a felony or a gross misdemeanor involving moral turpitude.

Sec. 8. NRS 636.206 is hereby amended to read as follows:

636.206 1. The Board may issue a license by endorsement to engage in the practice of optometry to an applicant who meets the requirements set forth in this section. An applicant may submit to the Board an application for such a license if the applicant holds a corresponding valid,



active and unrestricted license to engage in the practice of optometry in the District of Columbia or any state or territory of the United States.

2. An applicant for a license by endorsement pursuant to this section must submit to the Board with his or her application:

(a) Proof satisfactory to the Board that the applicant:

(1) Satisfies the requirements of subsection 1;

(2) *Has passed each part of the comprehensive national optometry examination administered by the National Board of Examiners in Optometry or its successor as a prerequisite to the issuance of the corresponding valid, active and unrestricted license described in subsection 1;*

(3) Has had no adverse actions reported to the National Practitioner Data Bank within the past 5 years;

~~[(3)]~~ (4) Has been continuously and actively engaged in the practice of optometry for the past 5 years;

~~[(4)]~~ (5) Has not held a license to practice optometry in this State in the immediately preceding year;

~~[(5)]~~ (6) Has not been disciplined and is not currently under investigation by the corresponding regulatory authority of the District of Columbia or any state or territory in which the applicant currently holds or has held a license to engage in the practice of optometry; and

~~[(6)]~~ (7) Has not been held civilly or criminally liable for malpractice in the District of Columbia or any state or territory of the United States;



(b) An affidavit stating that the information contained in the application and any accompanying material is true and correct; and

(c) Any other information required by the Board.

3. Not later than 15 business days after receiving an application for a license by endorsement to engage in the practice of optometry pursuant to this section, the Board shall provide written notice to the applicant of any additional information required by the Board to consider the application. Unless the Board denies the application for good cause, the Board shall approve the application and issue a license by endorsement to engage in the practice of optometry to the applicant not later than 45 days after receiving the application.

4. A license by endorsement to engage in the practice of optometry may be issued at a meeting of the Board or between its meetings by the President of the Board. Such an action shall be deemed to be an action of the Board.

Sec. 9. NRS 636.287 is hereby amended to read as follows:

636.287 The Board shall adopt regulations which prescribe the requirements for certification to administer and prescribe pharmaceutical agents pursuant to NRS 636.288. The requirements must include:

1. A license to practice optometry in this State; *and*
2. The successful completion of the “Treatment and Management of Ocular Disease Examination” administered by the National Board of Examiners in Optometry or an equivalent examination approved by the Board . ~~†-and~~



~~—3. The successful completion of not fewer than 40 hours of clinical training in administering and prescribing pharmaceutical agents in a training program which is conducted by an ophthalmologist and approved by the Board.]~~

Sec. 10. NRS 636.2893 is hereby amended to read as follows:

636.2893 The Board shall adopt regulations that prescribe the requirements for the issuance of a certificate to treat persons diagnosed with glaucoma pursuant to NRS 636.2895. The requirements must include, without limitation:

1. A license to practice optometry in this State;
2. The successful completion of the “Treatment and Management of Ocular Disease Examination” administered by the National Board of Examiners in Optometry or an equivalent examination approved by the Board;
3. Proof that each optometrist who applies for a certificate has treated at least 15 persons who were:
 - (a) Diagnosed with glaucoma by an ophthalmologist licensed in this State ~~H~~, *the District of Columbia or any other state or territory of the United States*; and
 - (b) Treated by the optometrist, in consultation with that ophthalmologist, for at least 12 consecutive months; and
4. A certificate to administer and prescribe pharmaceutical agents issued pursuant to NRS 636.288.

Sec. 11. NRS 636.305 is hereby amended to read as follows:

636.305 1. A complaint may be made against a licensee by:



(a) An employee or contractor of the Board; or

(b) Any licensee or other person,

↪ alleging one or more grounds for disciplinary action set forth in NRS 636.295.

2. As soon as practicable after a complaint is filed with the Board, the Executive Director or his or her designee shall review the complaint. If the Executive Director determines that the complaint is not frivolous and alleges one or more of the grounds for disciplinary action set forth in NRS 636.295, the Board, through the Executive Director, shall cause the complaint to be investigated.

3. *The Board may issue orders to aid an investigation conducted pursuant to subsection 2, including, without limitation, an order compelling a licensee to appear before the Board or an investigative committee of the Board.*

4. The Board shall retain each complaint received pursuant to this section for not less than 10 years, including, without limitation, any complaint which is not acted upon.

Sec. 12. NRS 636.345 is hereby amended to read as follows:

636.345 A licensee shall be authorized and entitled to practice optometry , *including, without limitation, optometric telemedicine*, in this State subject to the provisions of this chapter.

Sec. 13. NRS 636.346 is hereby amended to read as follows:

636.346 1. In any setting where optometry , *including, without limitation, optometric telemedicine*, is practiced, an assistant may fit ophthalmic lenses or spectacle lenses if the assistant acts under the direct supervision of a licensed optometrist.



2. In addition to the provisions of subsection 1, an assistant in any setting where optometry , *including, without limitation, optometric telemedicine*, is practiced may perform any of the following activities under the direct supervision of a licensed optometrist:

- (a) Prepare a patient for examination.
- (b) Collect preliminary data concerning a patient, including taking the medical history of the patient.
- (c) Perform simple and noninvasive testing of a patient in preparation for any subjective refraction, testing, evaluation, interpretation, diagnosis or treatment of the patient by the licensed optometrist.
- (d) For an ophthalmic purpose, administer any cycloplegic or mydriatic agent or topical anesthetic that is not a controlled substance.
- (e) Use an ophthalmic device or oversee ocular exercises, visual training, visual therapy or visual rehabilitation as directed by a licensed optometrist.

3. If an assistant conducts any activities pursuant to subsection 2, the licensed optometrist must conduct the final eye examination of the patient.

4. As used in this section, “assistant” means a person employed by an optometrist or any medical provider or medical facility at which the optometrist provides or offers to provide his or her services as an optometrist.

Sec. 14. NRS 636.371 is hereby amended to read as follows:

636.371 ~~1A~~ **1.** *Except as otherwise provided in subsection 2, a* licensee shall report to the Board within 30 days the revocation, suspension or surrender of, or any other disciplinary action



taken against, a license, certificate or registration to practice any occupation or profession issued to the licensee by another state or territory of the United States, the District of Columbia or a foreign country.

2. A licensee is not required to report to the Board an administrative fine imposed against the licensee by a regulatory board or other equivalent administrative body of another state or territory of the United States, the District of Columbia or a foreign country if:

(a) The National Practitioner Data Bank contains no corresponding report of the administrative fine; and

(b) The regulatory board or administrative body that imposed the administrative fine did not issue an order of formal disciplinary action relating to the act or acts which served as the basis for the fine.

Sec. 15. NRS 636.398 is hereby amended to read as follows:

636.398 1. For not more than 1 year after the death of a licensee who is the sole owner of an optometry practice, a surviving member of the licensee's family may own the optometry practice without being licensed pursuant to this chapter. Not later than 1 year after the death of the licensee, the surviving member of the licensee's family shall transfer ownership of the optometry practice to a licensee or dissolve the optometry practice.

2. For not more than 1 year after a guardian or guardian ad litem is appointed in accordance with the laws of this State for a licensee who is the sole owner of an optometry practice on the basis that the licensee is permanently incapacitated, the guardian or guardian



ad litem, as applicable, may own the optometry practice without being licensed pursuant to this chapter. The guardian or guardian ad litem shall:

(a) As soon as practicable after his or her appointment, submit to the Board a written opinion of a physician who is board-certified in the area of neurology, neurological surgery, critical care medicine or intensive care medicine expressing that, to a reasonable degree of medical probability, the licensee is permanently incapacitated.

(b) Not later than 1 year after his or her appointment, transfer ownership of the optometry practice to a licensee or dissolve the optometry practice.

3. The provisions of this section do not:

(a) Exempt a person from the requirement to obtain a license pursuant to this chapter to engage in the practice of optometry; and

(b) Abrogate, alter or otherwise affect any obligation to comply with the requirements of chapters 629 and 636 of NRS relating to the custody of health care records.

~~13.1~~ **4.** As used in this section, “member of the licensee’s family” means any person related to the licensee by blood, adoption or marriage within the third degree of consanguinity.

Sec. 16. NRS 636.420 is hereby amended to read as follows:

636.420 1. After providing notice and a hearing pursuant to chapter 622A of NRS, the Board may impose an administrative fine of not more than \$5,000 for each violation against a person licensed under this chapter who engages in any conduct constituting grounds for disciplinary action set forth in NRS 636.295.



2. If the Board determines that a person has violated any provision of this chapter, the Board may , *except as otherwise provided pursuant to subsection 3*, issue a citation to the person. The citation may contain an order to pay an administrative fine of not more than \$1,000 for each violation or, for a violation described in subsection 1, \$5,000 for each such violation. A citation issued pursuant to this subsection must be in writing, describe with particularity the nature of the violation and inform the person of the provisions of this subsection. Each activity in which the person is engaged constitutes a separate offense for which a separate citation may be issued. To appeal a citation, the person must submit to the Board a written request for a hearing not later than 30 days after the date of issuance of the citation. The Board shall provide notice of and conduct a hearing requested pursuant to this subsection in accordance with the provisions of chapter 622A of NRS.

3. A citation may be issued to a licensee pursuant to subsection 2 only for violations not involving:

(a) The care of a patient; or

(b) Unethical or unprofessional conduct.

4. The issuance of a citation to and the imposition of an administrative fine against a licensee pursuant to subsection 2:

(a) Does not constitute formal disciplinary action by the Board; and

(b) Must not be reported to the National Practitioner Data Bank.



Materials for Item No. 8 re

- 2025 ARBO Annual Meeting
- ARBO Draft letter for 6-2025 convention scholarship
- Regulatory Training Workshop Agenda

ARBO 2025 Annual Meeting

June 22-24, 2025
Royal Sonesta Downtown Hotel
Minneapolis, Minnesota

Please join us for the 2025 ARBO Annual Member Meeting in Minneapolis, Minnesota. Members and staff of Regulatory Boards of Optometry in the United States, Canada, Australia, and New Zealand are invited to attend this important meeting. The ARBO Annual Member Meeting provides an excellent forum for keeping up-to-date with regulatory issues. This is a great opportunity to interact with your regulatory colleagues discussing hot topics and shared concerns in the regulatory community.

NEW THIS YEAR:

We will be having an optional regulatory training session with Dale Atkinson, Esq. on Saturday, June 21, 2025, from 12:00 – 5:00 pm CT. There is no charge to attend the training session, but space is limited so you must register to attend. More information

Meeting Registration: Complete the delegate registration form to register both voting and non-voting delegates who will be attending the meeting. The registration fee for the 2025 meeting is \$550. ARBO Life Members receive complimentary registration. Non-Members may attend the meeting as observers. The Observer registration fee is \$650.

Online Registration: Please register by completing the [Online Registration Form](#)

Printable Registration Form: You can also register by completing the [Printable Registration Form](#)

Hotel Reservation Information: Rooms are being held at the Royal Sonesta Downtown Hotel in Minneapolis, Minnesota for attendees of the ARBO Annual Meeting at a group rate of \$179.00 US (+ taxes and fees) per night (single/double). In order to take advantage of the group rate, you must make your room reservation by May 30, 2025, at 5:00 pm CT.

To make your hotel reservation online please go to [Hotel Reservations](#)

To make your hotel reservation by phone, please call 612-339-4900 and reference group number **G062025NCA** in order to receive our group rate.

Meeting Agenda: COMING SOON!

Travel Stipends/Scholarship Information:

- [Travel Stipend Request](#)
- [Ken Lawenda Travel Scholarship Information](#)

Member Announcements:

- **Call for Nominations:** COMING SOON!
- **Call for Resolutions:** COMING SOON!

NEVADA STATE BOARD OF OPTOMETRY



MARIAH SMITH, O.D.
Board President

JULIE C. ALAMO-LEON, O.D.
Board Member

Post Office Box 1824
Carson City, Nevada 89702
Telephone: (775) 883-8367
Facsimile: (775) 305-0105
E-Mail: admin@nvoptometry.org

ADAM SCHNEIDER, ESQ.
Executive Director

JEFFREY AUSTIN, O.D.
Board Member

SALLY BALECHA
Public Board Member

February 18, 2025

Association of Regulatory Boards of Optometry
Attn: Lisa Fennell, ARBO Executive Director
lfennell@arbo.org
via email only

Ms. Fennell:

This letter comes collectively from the entire Nevada State Board of Optometry asking that our Executive Director, Adam Schneider, Esq. be a recipient of an ARBO full scholarship.

Director Schneider attending last summer's ARBO convention has provided tremendous dividends for our Board, and him attending this summer will only enhance the quality of our Board even further. As you likely know by now, while he is the Board's executive director he also provides us with general counsel legal services as well. This was evident in how he helped the Board usher through three separate sets of regulations, and understanding the differences in permanent versus temporary regulations and their separate statutory processes. He continuously strives to get the Board at or ahead of the curve based upon his knowledge of the law and what our State's other healthcare boards are addressing in their own laws. This is in addition to him being our chief investigator of public complaints aided by his ongoing knowledge in healthcare malpractice, and helping to complete updates to our OSLE.

He attends ARBO executive director meetings, answers every ARBO survey on our behalf, attends separate ARBO attorney meetings, attends the conferences that ARBO's counsel Dale Atkinson offers, and then implements that knowledge into the administration of our Board. Our Board has never had a healthcare lawyer be its executive director, and his knowledge in the field is invaluable.

Director Schneider attending this summer's convention will undoubtedly assist us in our work and benefit both optometrists and patients alike here in Nevada. We especially would look forward to him networking and gaining a sense of how other States' Boards are addressing any governor-directed board consolidations. If he is fortunate enough to be awarded the scholarship, he plans to attend the optional Saturday regulatory session with Dale Atkinson.

Thank you for your and ARBO's consideration.

Sincerely,

/s/ Mariah Smith, O.D.
President

/s/ Sally Balecha
Public Member

/s/ Jeff Austin, O.D.
Vice President

/s/ Julie Alamo-Leon, O.D.
Board Member

Regulatory Training Workshop With ARBO

June 21, 2025, 12:00-5:00 pm

Royal Sonesta Downtown Hotel

Minneapolis, Minnesota

This optional workshop held in conjunction with ARBO's annual membership meeting, will include specialized training by Dale Atkinson, Esq. for regulatory board members and staff. Training will be provided in all aspects of regulatory board functioning, from how boards are legislatively created, role of board members and staff, board administration and operations, functions of board attorneys, legislature, and vendors, and everything in between. The workshop is for new board members and staff as well as experienced board members and staff. There is no charge to attend the workshop, but space is limited so we recommend that you register ASAP.

Topics that will be discussed include:

- Regulatory Mindshift: From "I" to "We"
- Why Government: From "We" to "All"
- Delegation: From Legislature to Board
- Statutes, Rules/Regulations, & Policies: Words on Paper
- Roles & Responsibilities: The Sorting Hat and Public Protection
- Conflicts of Interest: Give Due Process its "Do"
- Board Meetings & Operations: From Announcements to Adjournments
- Applications & Renewals: What Do You Ask and Why?
- Enforcement: Complaints to Disposition
- Outreach & Communications: To Whom, By Whom, and Why
- Immunity: Legal Protection
- Governance & Leadership: Cultivating Culture & Community

Materials for Item No. 9 re

- Administrative 3 unclassified listing
- Accomplishments for Nancy Padilla



**NEVADA LEGISLATIVE COUNSEL BUREAU
STATE PRINTING OFFICE**

ADMINISTRATIVE ASSISTANT III

Carson City, Nevada

Salary up to \$67,296 (employee/employer paid retirement plan)

The State Printing Office of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Administrative Assistant III. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Nevada State Printing Office provides printing services for the Nevada Legislature, LCB and agencies of the Executive Branch, Judicial Branch and other governmental entities. This is an unclassified full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the State Printing Office Administrator, the Administrative Assistant III will handle a broad range of responsibilities including clerical, secretarial, and administrative support duties such as managing communications, organizing files, maintaining records, handling budgets, ordering supplies and operating office equipment. Responsibilities of the Administrative Assistant III may include, without limitation:

- Answering phones and handling inquiries professionally;
- Filing documents, maintaining organized filing systems and performing data entry into relevant databases or systems;
- Maintaining accurate records and files;
- Estimating and monitoring budgets and accounts as directed;
- Ordering and stocking supplies and equipment as needed;
- Receiving, sorting and delivering incoming mail and packages;
- Operating office equipment including copy machines, computers, calculators, facsimile machines, printers and other necessary equipment; and
- Performing other duties as assigned.

Minimum Qualifications: The Administrative Assistant III will be selected with special preference given to the candidate's training, experience and aptitude in the field of office administration. A qualified candidate must have: (1) A high school diploma/GED; and (2) at least 2 years of relevant work experience, which may include experience as a secretary or administrative assistant; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience.

The ideal candidate will demonstrate:

- Strong organizational skills, attention to detail and the ability to effectively multitask;
- Superior attention to detail with strong mathematical, grammar and spelling skills;
- Knowledge and understanding of printing processes;
- Estimating experience;
- The ability to work independently with little or no additional training;
- Reliability, self-motivation, organization, flexibility and adaptability;
- Proficiency in word processing, spreadsheet and database applications;
- The ability to operate typical office equipment such as phone systems, copy machines and computers;
- The capability to prioritize tasks, meet deadlines and work efficiently under stressful conditions; and
- Commitment to maintaining confidentiality of documents and communications.

Salary: The annual salary for this position is based upon a Grade 27, which has a salary range of \$46,207 to \$67,296 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a typical office environment within a shared office space. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature and all agencies served, which may include on-call, after-hours, weekend and holiday work.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to printing@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
State Printing Office
Attn: Kristi Wood, Administrator
301 S. Stewart Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 07/02/2024)

Accomplishments

1. Further automated licensing with process improvements such as implementing a Microsoft Access database that links to our existing licensee Excel spreadsheet, utilizing our current tools with Excel, Word, and their mail merge features created efficiencies. The MS Access database allows us to provide statistics and reports to other agencies that are more routine in nature by having the queries and reports already built in and run at the push of a button.
2. Proving with process improvement, that I could create a licensing process faster and with no added costs, we were able to recover \$6,567.60 of implementation fees that would have been paid to Thentia for little or no added benefit. The annual service fees thereafter saved for 2023, 2024 and 2025 using an average consensus as per Thentia stated contract of 842 O.D. locations on our roster have a calculated savings of about \$19,702 for an average total cost savings of \$26,270.40.

Service Year	Avg consensus of locations/year/ 2022 contract shown below	Service fee/licensee number of locations/year	
2023	842	\$7.80	\$6567.60
2024	842	\$7.80	\$6567.60
2025	842	\$7.80	\$6567.60
	Implementation Fee Recovered		\$6567.60
	Total savings without Thentia software contract		\$26,270.40

Thentia Fees Payable, Payment Schedule and Related Terms and Conditions

1. Definitions.

2. Fees; Payment Terms

a. Fees are payable by Client to Thentia annually in advance in accordance with this subsection E.2.

b. In respect of the first Contract Year, Thentia will issue an invoice to Client on the date hereof in an amount equal to \$6,567.60 (covering 842 Registrants at \$0.65 per licensee per month), which is the product of (i) the number of Registrants on the first day of such Contract Year, multiplied.by.(ii) the Annual Per-Registrant Fee.

c. In respect of each Contract Year thereafter, within the first month of each such Contract Year, Thentia

will issue an invoice to Client for Fees for an amount that is equal to the product of (i) the number of Registrants on the first day of such Contract Year, multiplied.by.(ii) the Annual Per-Registrant Fee.

d. Client shall pay all invoiced Fees set out in this Agreement within 30 days of its receipt of the invoice.

e. Client understands that its right to use the Services is limited by the number of Registrants Client has

paid for. All fees are based on the number if Registrants purchased and there shall be no fee adjustments or refunds for any decreases in usage of the number of Registrants during any Contract

Year. Thentia shall have the right to verify Client's compliance with the terms of this Agreement, including the number of Registrants utilizing the Services. If any such verification process reveals any noncompliance, including underreporting of the number of Registrants using the Services, then Client shall promptly reimburse Thentia for the reasonable costs and expenses of such verification process (including reasonable attorneys' fees) and cure such noncompliance.

f. All amounts referred to herein are denominated in U.S. dollars.

[End.of.Exhibit.B]

3. Took the initiative to take a web design class at own expense. With the knowledge gained, I've been able to take on more of the daily updates of the website.
4. Working with Adam, who is open to seeing how the tools already at hand could provide added efficiencies, we've made many changes. Small changes in processing renewals and using our website developers to do some of the heavy lifting, we together designed an automated process that enabled the Board to process all 2024-2026 renewal transactions essentially on time and without any need for overtime pay, or the need to hire temporary staff. We've already applied those efficiencies to the 2026-2028 Renewal and CE Summary and will apply them to each application. That project is nearing completion. We are ready for the next renewal cycle 10 months in advance.
5. Office closure: The task was moved up and had to happen very quickly with little warning. It was completed on time at a minimal cost to the Board. Employee extra hours, gas/car mileage and garage space were donated to the Board to make it happen.

Wage History

1/31/2020	\$24.00	Signed offer
7/31/2020	\$23.85	Pay reduced due to benefit calculation error with employer/employee paid benefits
7/1/2022	\$25.05	1% COLA
7/1/2023	\$28.05	8% COLA
12/15/2023	\$30.65	merit raise
7/1/2024	\$31.88	4% COLA

January 31, 2025, is my fifth year with the NSBO. With almost 10 years of experience in healthcare licensing, I am asking the Board to consider a merit increase applicable to 4% to go into effect as of February 1, 2025. I would also ask to be included in any government issued COLA offered to Board employees for 2025 and/or fiscal year 2026. If the Board issues a COLA at higher than 8%, I would be agreeable to an 8% cap.