

NEVADA STATE BOARD OF OPTOMETRY



MINUTES OF PUBLIC MEETING

Tuesday, June 16, 2020

1. Welcome, Introductions and Public Comment.

President Chen K. Young welcomed all in attendance and asked for public comment. No public comment was offered.

2. Call to Order, Roll Call.

Dr. Young called the meeting to order at 12:02 p.m. All Board members were present, along with Executive Director Caren C. Jenkins, Board Counsel, and Licensing Specialist Nancy Padilla. Also present were Drs. Kopolow and Girisgen, and Terri Ogden of the NOA.

3. *For Possible Action. Consideration and approval of the **minutes** of the meeting on May 19, 2020.

Dr. Young asked whether the Board had reviewed the proposed minutes. Dr Austin moved, and Dr. Smith seconded approval of the minutes as presented. Unanimous vote in favor. Motion passed.

4. *For Possible Action. Consideration of FY2020 financials and **proposed FY 2021 budget, including potential review and adjustment of the salary of the Executive Director.**

Director Jenkins presented the 2019-2020 year-to-date budget and P&L report and reported her pleasure that the first year of biennial renewal income and related expenditures seemed to match the budget's expectations with little adjustment. She reported that the Board has approx. \$800,000 in reserves which is comprised of approx.. \$560,000 in actual reserves, plus the approx. \$240,000 in operating expenses for 2020-2021. She explained that establishing an operating account has been in process at Bank of America, and that Drs. Young and Smith would be asked to be signers on the account.

Ms. Jenkins proposed a FY 2020-2021 budget for the Board. After some questions about the one-time costs of the move to the new office and related reimbursements, a motion was made by Dr. Austin, seconded by Mr. Johnson to accept the proposed budget as presented.

Ms. Jenkins will deposit the entirety of the fiscal year's expected expenditures into the BofA account and will pay all expenses from that account, so long as they comport with the approved budget. At the end of the year, if additional funds are required in any category, the Board must approve any additional transfers to the operating account.

Ms. Jenkins is due for an employment review and potential pay adjustment next month. Each Board member was asked to provide input on both issues:

- Dr. Young explained that he is a manager who is focused on merit, and that he has been blown away by Ms. Jenkins' service to the Board. He cited the E.D.'s work on AB77, the regulatory follow up and the transition to the new laws. He also noted her outreach and educational efforts. He suggested the Board offer Ms. Jenkins an 8% increase to include both merit and cost of living. He also suggested the Licensing Specialist receive a 3% COLA on July 1.
- Dr. Smith also applauded Ms. Jenkins' service and noted that state boards generally do not pay as well as the Board is currently paying the E.D. and that our salary is in the top 10 of Board salaries, while our membership size is quite small. She referred to the 2018 report issued by the Governor's finance office and read excerpts to the Board. She suggested that a reduction in licensing fees may be appropriate rather than an increase in salary. Dr. Smith proposed a COLA equal to other state employees plus a 2% merit increase.
- Mr. Johnson complimented the E.D. on her accomplishments but explained that Transparent Nevada lists the E.D. salary at a level nearly exceeding that of the governor. He repeated that he is a small government advocate, and that Transparent Nevada includes compensation beyond salary alone. He advocated for a flat salary based on Dr. Smith's information presented and the limit at 95% of the governor's salary.
- Dr. Austin agreed with many of the comments already made and thanked and complimented Ms. Jenkins, but suggested offering her COLA plus a 2.5% salary increase.

After further discussion, Dr. Young moved and Dr. Austin seconded offering Executive Director Jenkins a 2.5% merit increase plus a COLA equal to that provided to state employees generally, with the COLA also applying to the Licensing Specialist position. Unanimous decision. Motion passed. Dr. Young reiterated that Ms. Jenkins has provided phenomenal growth for the Board and thanked her for her service to date.

5. **Announcements/requests for future consideration** (No action taken at this meeting).

Ms. Jenkins asked Board members to be prepared to offer goals and objectives for future endeavors at the next Board Meeting on August 11, 2020.

6. **Public Comment.** No public comment was offered.

7. ***For Possible Action.** Adjournment.

Motion to adjourn by Dr. Smith, seconded by Dr. Austin. Unanimous motion carried at 1:12 p.m.

These minutes were considered and approved by majority vote at the Nevada State Board of Optometry meeting on October 13, 2020.



Caren C. Jenkins, Executive Director