



STATE OF NEVADA

BOARD OF DISPENSING OPTICIANS

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Minutes of Board Meeting

August 30, 2013

The Meeting of the Nevada Board of Dispensing Opticians was called to order by President Joshua Wasson at 6:05 p.m., on Wednesday, August 30, 2013, via videoconference between Truckee Meadows Community College, Meadowood Center, Room 104, 5270 Neil Road, Reno, Nevada 89502 and College of Southern Nevada, Building H, Room 105, 6375 W. Charleston Blvd., Las Vegas, Nevada 89146

Members Present

Josh Wasson, President
Tamara Sternod, Vice President
Marilyn Brainard, Treasurer
Danny Harris, Member

Others Present

Sarah Bradley, Deputy Attorney General, Board Counsel
Cindy Kimball, Executive Director

1. **Call to Order:** President Josh Wasson called the meeting to order at 6:05 p.m.

2. **Public Comment:** There was no public comment.

3. **Discussion and decision on executive director position**

A. Discussion and decision on office location and configuration of Board personnel: Cindy Kimball described the options she had researched for office location, including retaining a home office, co-locating with another board, and independently leasing office space. Marilyn Brainard stated an office environment would be more professional and co-locating with another board would be the best option, budget wise. Tamara Sternod said co-locating with another board would provide more accountability, Danny Harris said it was a good direction, and Josh Wasson stated it would offer a more supportive environment. Sarah Bradley said if another Board was willing to co-locate, the terms would be drawn up into a cooperative agreement. Kimball said she would inform the other boards that the Board was interested in pursuing co-location with their boards. Discussion ensued whether the office should remain in Reno or move to Las Vegas. Brainard stated that she was in favor of retaining a Reno area location for budgetary reasons, including proximity to the attorney general's office, the state capitol, and the legislature. Wasson and Sternod said the position should be advertised statewide, but located in Reno, especially given the opportunity for co-location. Harris said he thought the location should be where the best candidate was located, that it would tie the Board's hands to limit it to one area, because the most important thing was to find the best person for the job, which meant being able to pull from a big pool of qualified people. Brainard said she thought it was important to include the location in the job announcement, and if someone lived in another area and wanted the job, the person would move to Reno. Brainard moved to establish an office, preferably co-locating with another board, in the greater Reno area. Sternod seconded. Harris opposed, stating that it would tie the hands of the Board by establishing one location; force the Board to pay rent for separate space if it can't share office space with another board, and therefore, worsen the Board's financial situation; and would eliminate better possibilities. Motion carried

3-1-0. Kimball described the options for personnel configuration, ranging from the current 3/4 time executive director, a full-time executive director, a 3/4 time executive director with a 1/4 time assistant, or a 1/2 time executive director with a 1/2 time assistant. Kimball and Bradley noted that the office must be open 40 hours a week. Kimball stated that having two staff members would allow comprehensive office coverage, the knowledge and ability to perform basic functions of the position would reside in more than one person, the executive director would be able to focus on the higher level aspects of the position, and a standard work schedule would help attract and retain qualified candidates. Board members agreed that a two-person office would be the most effective and discussed configuration options. Sternod moved to make the executive director position half-time (20 to 25 hours per week) and the executive director would hire a part-time assistant (20 hours or less a week). Brainard seconded. Motion carried unanimously. Discussion moved to wages and benefits, with Board members agreeing that they would be negotiable, depending upon the candidate's qualifications. Wasson moved to advertise the position at a minimum of \$18 per hour, with wages and benefits negotiable, depending on experience. He added that all state holidays would be paid and the executive director would have the ability to hire a part-time assistant. Harris seconded. Motion carried unanimously. Brainard moved to direct the executive director to research the availability of co-locating with another state agency as the preferred option, and if none is available, to investigate independently leasing office space. Sternod seconded. Motion carried unanimously.

B. Discussion and decision on meeting dates for candidate selection, interview/hiring decision, and timeline: Cindy Kimball described the proposed timeline and rationale. Board members requested a later date for the application receipt deadline. Brainard moved to approve the timeline with the adjustment discussed. Sternod seconded. Motion carried unanimously. Kimball stated she drafted the job announcement based on the position description and the knowledge, skills, and ability required to fulfill it. Brainard moved to approve the job announcement with the minimum education and experience requirements as stated and the adjusted application receipt deadline. Sternod seconded. Motion carried unanimously. Brainard moved to approve the job announcement with the addition of the agreed upon minimum salary, dates of candidate selection, and interview dates. Sternod seconded. Motion carried unanimously.

4. **Future meetings and agenda items:** Tamara Sternod moved to approve the meeting dates and times of October 2, 2013 at 530pm in Reno with Danny Harris participating via telephone for candidate selection; October 9, 2013 at noon in Reno with all Board members participating in person for interviews and hiring decision, and November 6, 2013 at 7pm in Las Vegas (with a request for a 5pm meeting time if possible) for a regular meeting in which the new and outgoing executive directors would both be present. Marilyn Brainard seconded. Motion carried unanimously.
5. **Public Comment:** There was no public comment.
6. **Adjournment:** President Josh Wasson adjourned the meeting at 8:51 p.m.