

NEVADA STATE BOARD
of
DENTAL EXAMINERS



EMPLOYMENT COMMITTEE
TELECONFERENCE MEETING

WEDNESDAY DECEMBER 15, 2021

6:00 P.M.

PUBLIC BOOK

Agenda Item 4 (a):
NRS 631.190; NRS 622.220

NRS 631.190 Powers and duties. [Effective January 1, 2020.] In addition to the powers and duties provided in this chapter, the Board shall:

1. Adopt rules and regulations necessary to carry out the provisions of this chapter.
2. Appoint such committees, review panels, examiners, officers, employees, agents, attorneys, investigators and other professional consultants and define their duties and incur such expense as it may deem proper or necessary to carry out the provisions of this chapter, the expense to be paid as provided in this chapter.
3. Fix the time and place for and conduct examinations for the granting of licenses to practice dentistry, dental hygiene and dental therapy.
4. Examine applicants for licenses to practice dentistry, dental hygiene and dental therapy.
5. Collect and apply fees as provided in this chapter.
6. Keep a register of all dentists, dental hygienists and dental therapists licensed in this State, together with their addresses, license numbers and renewal certificate numbers.
7. Have and use a common seal.
8. Keep such records as may be necessary to report the acts and proceedings of the Board. Except as otherwise provided in [NRS 631.368](#), the records must be open to public inspection.
9. Maintain offices in as many localities in the State as it finds necessary to carry out the provisions of this chapter.
10. Have discretion to examine work authorizations in dental offices or dental laboratories.

[Part 4:152:1951; A [1953, 363](#)] — (NRS A [1963, 150](#); [1967, 865](#); [1993, 2743](#); [2009, 3002](#); [2017, 989, 2848](#); [2019, 3205](#), effective January 1, 2020)

NRS 622.220 Conditions and limitations regarding employment of person as executive director or executive secretary or in similar position. If a regulatory body employs a person as an executive director or executive secretary or in a position with powers and duties similar to those of an executive director or executive secretary, the person:

1. Must possess a level of education or experience, or a combination of both, to qualify the person to perform the administrative and managerial tasks required of the position; and
2. Must be a resident of this State;
3. Must not be employed by another regulatory body as an executive director or executive secretary or in a position with powers and duties similar to those of an executive director or executive secretary; and
4. Must not be the immediate relative of:
 - (a) A member or employee of the regulatory body; or
 - (b) A licensee of the regulatory body.

(Added to NRS by [2003, 1186](#); A [2017, 2844](#))

Agenda Item 4 (a):
Unclassified Position Announcement

Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: Executive Director

Position Status: Full-time

Gross Salary: Salary range, DOE: \$110,000 - \$135,000 (Employee-Employer Paid PERS)

Location: Las Vegas. Travel throughout Nevada is required.

Position: Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through profession licensing fees.

Position Summary/Scope of Work: Report to the Nevada State Board of Dental Examiners, this unclassified position is responsible for the day-to-day administrative operation of the Board office. The Executive Director is expected to facilitate and ensure the logistics of: Board meetings, agendas, meeting minutes, Board budgets, interim and yearly Board financials, state audits, employee payroll, employee benefits, outside contracts, calibration of Infection Control and Anesthesia Inspectors, compliance with NRS and NAC Chapter 631, notifying Board members of legislative matters, licensure application process, present to Board members Advisory Opinion and Declaratory Judgement requests, acting as a liaison to state agencies (PERS, PEBP, Purchasing, Attorney General and Legislative Counsel Bureau), the execution of suspensions/revocations/subpoenas, yearly reviews of all Board forms and applications, all complaints are efficiently handled by the Board, monitoring of stipulation agreements (payments, CE's, daily logs), confirming CE's pursuant to stipulation agreements, attending AADA and AADB meetings, LCB quarterly reporting and to all State Agencies, reporting to NPDB, reports to Interim Finance, Secretary of State, State Controllers and State Archives, attending Informal Hearings and acting liaison to the Board's licensing software vendor. This position requires the use of standard office equipment, ability to communicate in person and over the telephone. Further, the position may have direct supervisory responsibilities over Board staff. The selected candidate may not concurrently work for another employer, possess any other employment, or be engaged in private professional practice.

Minimum Education & Licenses Required: A minimum of an accredited four-year college or university degree, preferably with some legal and/or administrative and/or management components.

Preferred Experience: Preferred applicants will possess a valid Nevada bar license at the time of appointment. Preferred applicants will possess experience in understanding statutes, rules, regulations and their implementation. Preferred applicants will have experience in reviewing documents for accuracy and applying the terms of those contracts.

Unclassified Position Announcement – Executive Director
Nevada State Board of Dental Examiners
Page 2

Skills Required: Applicants must demonstrate proficiency in the interpretation and implementation of NRS rules and NAC regulations in Chapter 631. Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well-organized and self-motivated.

Note: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, resume, completed application form, and a list of three professional references no later than **October 29, 2021** to:

Nevada State Board of Dental Examiners
C/O Dr. David Lee (Employment Committee Chairman)
6010 S Rainbow Blvd Ste A-1
Las Vegas, NV 89118
Fax: (702) 486-7046
Email: nsbde@dental.nv.gov

Agenda Item 4 (a) (1):
Robert D Rourke, Esq

Nevada State Board of Dental Examiners



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C/O Dr. David Lee (Employment Committee Chairman)
6010 S Rainbow Blvd Ste A-1
Las Vegas, NV 89118
Fax: (702) 486-7046
Email: nsbde@dental.nv.gov



Nevada State Board of Dental Examiners

Employment Application

Executive Director Position – Applicant Information

Full Name: Rourke Robert D. Date: 10/26/2021
Last First M.I.

Address: [REDACTED]
Street Address Apartment/Unit #

[REDACTED] [REDACTED]
City State ZIP Code

Phone: ([REDACTED]) [REDACTED] E-mail Address: [REDACTED]

Date Available: [REDACTED] Social Security No.: [REDACTED] Desired Salary: \$ [REDACTED] within posted range

Position Applied for: ~~Full-time Deputy General Counsel~~ Executive Director

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

Undergraduate
College/University: _____ Address: _____

From: 1989 To: 1992 Did you graduate? YES NO Degree: Juris Doctorate

Law
School/College: University of Miami, School of Law Address: 1311 Miller Road, Coral Gables, Florida 33146

From: 1984 To: 1988 Did you graduate? YES NO Degree: BBA: Finance and Int'l Business

Other: Florida International University Address: 112000 SW 8th Street, Miami, FL 33199
Double Major

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Law License

Please list all states where you have been issued a law license and license information:

State: Nevada License Number: 5757
 Issue Date: 1995 License Status (Active, Inactive, etc.): Active Is the license in good standing: Yes or No **Yes**

State: Florida License Number: 0978167
 Issue Date: 1993-1999 License Status (Active, Inactive, etc.): Inactive Is the license in good standing: Yes or No

State: _____ License Number: _____
 Issue Date: _____ License Status (Active, Inactive, etc.): _____ Is the license in good standing: Yes or No

Employment History

Company: Rourke Law Firm Phone: (702) 743-5310
Address: 4575 Clay Peak Drive, Las Vegas, NV 89129 Supervisor: Robert Rourke
Job Title: Attorney

Responsibilities: Please see attached CV
From: 2006 To: Current Reason for Leaving: New challenge
May we contact your previous supervisor for a reference? YES NO

Company: Earley Rourke Phone: (702) 388-0113
Address: 7201 West Lake Mead Blvd., Las Vegas, Nevada 89128 Supervisor: Kerry Earley, Esq.
Job Title: Attorney

Responsibilities: Please see attached CV
From: 2000 To: 2006 Reason for Leaving: Opened my own firm.
May we contact your previous supervisor for a reference? YES NO

Company: Earley Savage Phone: (702) 388-0113
Address: 7201 West lake Mead Blvd., Las Vegas, NV 89128 Supervisor: Kerry Earley, Esq.
Job Title: Attorney

Responsibilities: Please see CV
From: 1995 To: 2000 Reason for Leaving: Named partner with new firm.
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: None From: To:
Rank at Discharge: Type of Discharge:
If other than honorable, explain:

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: /s/ Robert D. Rourke, Esq. Date: 10/26/2021

ROBERT D. ROURKE, ESQ.



October 29, 2021

Nevada State Board of Dental Examiners
C/O Dr. David Lee (Employment Committee Chairman)
6010 S. Rainbow Blvd. Ste. A-1
Email: nsbde@dental.nv.gov

Dear Dr. Lee:

Attached hereto is my application and curriculum vitae for consideration for the position of Executive Director with the Nevada State Board of Dental Examiners. I look forward to the opportunity to meet with you, and the hiring committee, to discuss my qualifications. I welcome the opportunity to serve our community.

I am a long-term Nevada resident and lawyer with a practice focused on health care law. I have 25 years of experience in District Courts throughout Nevada representing health care practitioners and litigating statutory language. Since 1997, I have represented health care practitioners and other licensed professionals before various licensing boards in Las Vegas and Reno. I have a solid understanding of due process rights and the role professional boards have in ensuring public health. I also have extensive experience dealing with quality assurance committees and practitioner fair hearings.

I have a thorough understanding of the legislative process having been a registered lobbyist for various health care clients. Since 2001, I have worked to secure and expand health care related tort reform. I have testified before several legislative committees in support of proposed changes to the Nevada Revised Statutes and Nevada Administrative Code which I drafted. I have also tracked legislation and reported to clients about the potential impact of pending changes. I understand how to interpret Nevada Revised Statutes and Nevada Administrative Codes and regulatory schemes. In addition to my legal experience, I have extensive experience leading staff and co-workers while successfully managing a law firm that employed over 35 people.

Outside of my professional career, I enjoy the outdoors and have been active in Scouting for over a decade. In my time as an Assistant Scoutmaster and as Scoutmaster for Troop 912, I have had the honor of leading 53 young men to the rank of Eagle Scout, including my own two sons.

Please feel free to contact [REDACTED] for professional references.

Again, thank you for your time and consideration. I look forward to meeting with you.

Sincerely,

/s/ Robert D. Rourke, Esq.

ROBERT D. ROURKE, ESQ.

STRENGTHS

- People Skills
- Writing Skills
- Public Speaking
- Personnel Management
- Structural/Organization Skills
- Statutory Construction and Interpretation
- Legislative Process
- Pre-legislative session strategy
- Problem Solving and Resolution
- Strategic Planning
- Fair Hearings
- Quality Assurance Committees
- Litigation Management

EMPLOYMENT EXPERIENCE

ROURKE LAW FIRM Founding Partner

September 2006 -Current
Las Vegas, Nevada

Mr. Rourke is the founding partner and lead trial attorney for Rourke Law Firm. Mr. Rourke's primary focus is representing health care providers in both litigation and administrative matters. Rourke Law Firm's clients include doctors, nurses, hospitals, specialty hospitals, skilled nursing facilities, as well as other professionals throughout the State of Nevada. Over the last 26 years, Mr. Rourke has assisted health care practitioners obtain favorable verdicts in complex multimillion-dollar malpractice actions including wrongful death claims. Mr. Rourke's practice includes representation of licensed professionals before the Nevada State Board of Medical Examiners, the Nevada State Board of Nursing, the Nevada State Board of Optometry, the Nevada State Board of Pharmacy, the Nevada Board of Examiners for Long Term Care Administrators, and the Nevada State Board of Architecture, Interior Design and Residential Design.

Mr. Rourke has also actively participated in the legislative process by providing lobbying services for various health care providers. He has drafted statutory language as well as testified before legislative committees in support of proposed changes to the Nevada Revised Statutes and Nevada Administrative Code. Mr. Rourke understands the legislative process.

EARLEY ROURKE Named Partner

2000-2006
Las Vegas, Nevada

In addition to handling his own case load, Mr. Rourke managed the firm's lease agreements, operations, staff, and new client development.

EARLEY SAVAGE Attorney

1995-2000
Las Vegas, Nevada

As a litigation attorney, Mr. Rourke handled a wide-variety of health-care related cases from medical and dental malpractice actions to pharmacy medication mis-fills. In addition to his litigation practice, Mr. Rourke provided legal services related to Fair Hearings, Quality Assurance Committees, Medicare and Medicaid inquiries, and billing issues for large hospitals, specialty hospitals, surgical centers, group practices, and individual practitioners. Mr. Rourke drafted various legal documents, including but not limited to, leases, contracts, admission packages, consent and treatment forms, releases, HIPPA compliance forms, and press responses. Mr. Rourke developed strong and succinct writing skills while drafting legal pleadings, stipulations, and binding agreements.

ROURKE & ASSOCIATES

Vice-President and General Counsel

1992-1995

Miami, Florida

Mr. Rourke was the consulting firm's Vice-President and was responsible for all day-to-day operations. His job duties included all aspects of managing the business, including finances, operations, reporting and compliance. Mr. Rourke also assumed the duties of general counsel upon passing the Florida Bar in 1993.

UNIVERSITY OF MIAMI

Graduate Assistant to Provost/Dean of Students

1990-1992

Miami, Florida

Mr. Rourke was responsible for prosecuting all minor and major disciplinary actions brought against students at the University of Miami before the Honor Council. Mr. Rourke's responsibilities also included preparing monthly reports for the Dean of Students and Provost. Mr. Rourke chaired committees responsible for recommending updates to the University of Miami's policies and procedures as well as the Student Rights and Responsibilities Handbook.

EDUCATION

Juris Doctorate, 1992

University of Miami School of Law

Coral Gables, Florida

Member of the State Bar of Nevada since 1995

Admitted to practice in the U.S. District Court, District of Nevada since 1996

Member of the Florida Bar between 1993-1999

Bachelor of Business Administration, 1988

Dual Major: Finance and International Business

Florida International University

Miami, Florida

COMPUTER SKILLS

Computer proficient with Microsoft Office, Adobe Acrobat, and other software.

Nevada State Board of Dental Examiners



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WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF SUBJECT IN NSBDE PROCEEDINGS

Pursuant to NRS 281A.230, the Nevada State Board of Dental Examiners ("NSBDE") Employment Committee ("Committee") will be considering interviews for certain qualified persons for referral to the NSBDE for possible appointment to the position of Executive Director, which applications and appointment will be considered in a notice public meeting. Pursuant to NRS 241.033, in order to hold a meeting to consider the professional competence of any applicant, the Commission must provide notice to that person of the time and place of the meeting in compliance with such statutory provisions. The undersigned hereby knowingly and voluntarily waives his/her rights to personal written notice required under NRS 241.033(1) to permit the Committee and/or NSBDE to consider his/her qualifications, competence, and character to hold the position of Executive Director of the NSBDE, at the following public meetings or meeting to be noticed in the future:

1. Committee public meeting to be held on **Wednesday, December 8, 2021**, starting at **6:00 p.m.**

The December 8, 2021 Committee meeting will be held entirely via videoconference, and the notice/posted agenda will be provided to you and posted on the NSBDE website, dental.nv.gov. Furthermore, notice is provided to the undersigned that he/she may at any time withdraw both this waiver and related application for appointment to the position of Executive Director; however, once the agenda is posted for the applicable meeting, it will identify the names of each of the applicants unless a withdrawal is received prior to the deadline for posting the agenda.

Dated this 2nd day of December, 2021.

By: 
ROBERT ROWKE
(Print Name)

Agenda Item 4 (a) (2):
Hardeep Sull



Nevada State Board of Dental Examiners

Employment Application

Deputy General Counsel Position – Applicant Information

Full Name: Sull Hardeep Date: 10/28/2021
 Last First M.I.
 Address: [Redacted]
 Street Address Apartment/Unit #
[Redacted] [Redacted] [Redacted]
 City State ZIP Code
 Phone: [Redacted] E-mail Address: [Redacted]
 Date Available: To Be Determined Social Security No.: [Redacted] Desired Salary: \$35,000

Position Applied for: **Full-time Deputy General Counsel**

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If yes, when?
 Have you ever been convicted of a felony? YES NO

If yes, explain:

Undergraduate College/University: Norwich Law School Address: Norwich, United Kingdom
 From: 1994 To: 1997 Did you graduate? YES NO Degree: LL.B with Honors
 Law School/College: University of Minnesota Address: Minneapolis, MN
 From: 2002 To: 2003 Did you graduate? YES NO Degree: Masters in Law
 Other: Simon Fraser University Address: Burnaby, Canada
 From: 1988 To: 1993 Did you graduate? YES NO Degree: Bachelor of Arts

Please list all states where you have been issued a law license and license information:

State: Nevada State Bar License Number: 12108
 Issue Date: 2010 License Status (Active, Inactive, etc.): Active Is the license in good standing: Yes or No Yes
 State: License Number:
 Issue Date: License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No
 State: License Number:
 Issue Date: License Status (Active, Inactive, etc.): Is the license in good standing: Yes or No

Company: Sull and Associates, PLLC Phone: (702) 953-9500
Address: 3373 Howard Hughes Parkway Supervisor: Self
Job Title: Managing Attorney
Responsibilities: Drafting and interpreting law, compliance, advocating, sales, managing people.
From: 2010 To: present Reason for Leaving: N/A
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title:
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title:
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: From: To:
Rank at Discharge: Type of Discharge:
If other than honorable, explain:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: H. Sull Date: 10/28/2021



SULL
AND ASSOCIATES
ATTORNEYS AT LAW
ABOGADOS/ADVOCATES

3753 Howard Hughes Parkway
Suite 200
Las Vegas, Nevada 89169
Telephone No. (702) 953-9500
Facsimile No. (702) 297-6595
www.sullglobal.com

October 27, 2021

Nevada State Board of Dental Examiners
c/o Dr. David Lee (Employment Committee Chairman)
6010 S Rainbow Blvd. Ste A-1
Las Vegas, Nevada 89118

Dear Mr. Lee,

I was very excited to see the listing for the position of Executive Director of the Nevada State Board of Dental Examiners, especially since my legal career began in the Dental Field. As an Attorney, I am well suited for this position since it requires knowledge and compliance of the NRS and NAC Chapter 631, facilitating and ensuring the various logistics that are required to make this role just, neutral, and independent.

As a business owner of a law firm, I am able to execute agendas, budgets, audits, payroll, notify the Board of legislative matters, licensure application process, present to Board members Advisory Opinion and Declaratory Judgement requests, acting as a liaison to state agencies, the execution of suspensions, revocations, subpoenas, yearly reviews of all Board forms and applications, all complaints are efficiently handled by the Board, monitoring of stipulation agreements, confirming CE's pursuant to stipulation agreements, attending AADA and AADB meetings, LCB quarterly reporting and to all State Agencies, reporting to NPDB, reports to Interim Finance, Secretary of State, State Controllers and State Archives, attending informal Hearings and acting liaison to the Board's licensing software vendor.

I am well suited to this position as I hold, a Law Degree, a Master's in Law, and a Bachelor of Arts Degree. I am an avid learner and a detail-oriented person who enjoys working with people. I draft and review legal documents on a constant basis.

My verbal and written skills are excellent and professional. Lastly, I am a deadline oriented individual and very motivated to move a mission.

I look forward to discussing the Executive Director position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch next week to follow up and make sure you have received my application.

Thank you for time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "Hardeep Sull". The signature is written in a cursive style with a large, stylized 'H' and 'S'.

Hardeep Sull
Esquire

Encl.

HARDEEP SULL
Also known as “DEE”

ADDRESS

Office: 3753 Howard Hughes Parkway, Suite 200 Las Vegas, NV, 89169
Mailing Address: [REDACTED]
E-Mail: [REDACTED]

Phone:(702) 953-9500
Mobile: [REDACTED]

PROFILE

- Licensed Attorney in Nevada
- Admitted to The Nevada Supreme Court, The Ninth Court of Appeals, Federal District Court of Nevada, the Federal District Court of Appeals, The Tenth District Court of Appeals
- Extensive experience in Human Rights and International law.
- Extensive experience in Immigration Law and collateral issues (criminal, employment and family law).
- Knowledge of Immigration litigation, Federal Court Litigation, Appellate cases, family-based visas, employment visas, I-9 Compliance, Consular processing, Asylum, Entertainment Visas, Waivers and Global Relocation.
- Knowledge of NRS and NAC Chapter 631

EXPERIENCE

- Current Elected Director of the American Immigration Lawyers Association (AILA)
- Current Clark County Commissioner of the Asian American Pacific Islander Community (AAPI)
- Current Vice Chair of ABA’s Immigration and Nationality Section’s Conference/CLE/Webinar Programs
- Current member of the National CBP Liaison Committee.
- Current Vice Chair of Policy for the Immigration Nationality Section (ABA).
- Current Member of the AILA Virtual Midwinter Conference for the Practice Management Track
- Past Chair of the Nevada Chapter of the American Immigration Lawyers Association.
- Past Vice Chair of International Refugees; American Bar Association.
- Past Steering Committee Member of the Global Migration Section.
- Steering Committee Member of Immigration and Nationality Committee, American Bar Association.
- Pro Bono Liaison for the American Immigration Lawyer’s Association, local Chapter.
- Edited several publications for the American Immigration Lawyer’s Association.
- Past Member of the Annual Conference Committee and local Conference Committee.
- USCIS Liaison for the American Immigration Lawyer’s Association, local chapter.
- Wrote the *Study Guide: The Rights of Indigenous Peoples* for the University of Minnesota Human Rights Center.
- Co-counseled with criminal counsel on various immigration clients in representing and advocating their unique position within the judicial system.
- Liased between various agencies of the government and advocacy with Governmental Represents.
- Counsel clients on immigration issues and civil rights issues.
- Former Law Clerk of the Dental Implant Institute

EDUCATION

Masters in Law
University of Minnesota Law School, Minneapolis, Minnesota

Private International Law
Hague Academy of International Law, Den Haag, Netherlands

LL.B with Honors

University of East Anglia, Norwich, United Kingdom

Comparative and International Program

Cornell/Sorbonne Summer Institute of Comparative and International Law, Paris France

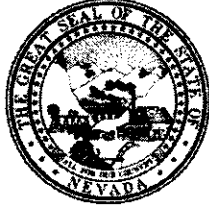
Bachelor of Arts

Simon Fraser University, Burnaby, Canada

AFFILIATIONS

- International Bar Association
- American Bar Association
- Elected Director of the American Immigration Lawyer's Association
- Global Migration Action Group
- State Bar of Nevada
- Board Member of the Southern Nevada Women's Association
- Nevada Immigration Coalition
- Clark County Bar Association
- Federal Bar Association

Nevada State Board of Dental Examiners



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Dated this 2 day of December 2021.

By: 
Hardeep Sull
(Print Name)