

NEVADA STATE BOARD of DENTAL EXAMINERS



BOARD TELECONFERENCE MEETING

THURSDAY, DECEMBER 15, 2022

6:00 P.M.

PUBLIC BOOK

Agenda Item 4 (a):
NRS 631.190; NRS 631.160; 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 631.160 Officers and Executive Director.

1. At the first regular meeting of each year, the Board shall elect from its membership one of its members as President and one of its members as Secretary-Treasurer, each of whom shall hold office for 1 year and until a successor is elected and qualified.
2. The Board shall define the duties of the President, the Secretary-Treasurer and the Executive Director.
3. The Executive Director shall receive such compensation as determined by the Board, and the Board shall fix the amount of the bond to be furnished by the Secretary-Treasurer and the Executive Director.

[Part 4:152:1951; A [1953, 363](#)]—(NRS A [1995, 275](#))

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



2651 N Green Valley Parkway, Ste.104 • Henderson, NV 89014 • (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 to have Juris Doctor 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 **December 10, 2022**, to:

Nevada State Board of Dental Examiners
C/O Dr. David Lee, Employment Committee Chair
2651 N. Green Valley Parkway, Suite 104
Henderson, NV 89014
Email: DavidLee@dental.nv.gov

Agenda Item 4 (a):
Courtney K Lee, Esq



Nevada State Board of Dental Examiners

Employment Application

Executive Director Position – Applicant Information

Full Name: Lee Courtney K Date: 11/15/2022
Last First M.I.

Address: [REDACTED]
Street Address Apartment/Unit #

Phone: [REDACTED]

Date Available: 1/2/2023 Social Security No.: [REDACTED] Desired Salary: \$135,000/year

Position Applied for: Full-time 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? N/A

Have you ever been convicted of a felony? ☐ YES ☒ NO

If yes, explain: N/A

Education

Undergraduate College/University: University of Michigan Address: 500 S. State Street Ann Arbor, MI 48109

From: 8/1991 To: 4/1995 Did you graduate? ☒ YES ☐ NO Degree: BA Political Science

Law School/College: University of Maryland (Carey) School of Law Address: 500 W. Baltimore St. Baltimore, MD 21201

From: 8/1995 To: 5/1998 Did you graduate? ☒ YES ☐ NO Degree: JD Healthcare Law Concentration

Other: University of Nevada Las Vegas Address: [REDACTED]

From: 5/2019 To: 12/2020 Did you graduate? ☒ YES ☐ NO Degree: MBA

Law License

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

State: Nevada License Number: 8154

Issue Date: 12/2/2002 License Status: (Active) Inactive, etc.): Is the license in good standing: (Yes) or No

State: California License Number: 224931

Issue Date: 6/2/2003 License Status: (Active) Inactive, etc.): Is the license in good standing: (Yes) or No

State: Washington DC License Number: 474115

Issue Date: 9/14/2001 License Status: (Active) Inactive, etc.): Is the license in good standing: (Yes) or No

Maryland
Issue Date: 6/24/1999

199906240229
Inactive, (yes) in good standing

Employment History

Company: Nevada State Board of Pharmacy (BOP) Phone: (702) 486-6420
 Address: 1140 N. Town Center Dr, Suite 300 Supervisor: J. David Wuest
 Job Title: General Counsel
 Responsibilities: represent BOP, prosecute licensees in administrative hearings
 From: 3/2020 To: present Reason for Leaving: other professional pursuits
 May we contact your previous supervisor for a reference? YES ☐ NO ☒

Company: Shinnick & Ryan Phone: (702) 631-8014
 Address: 2350 W. Charleston Blvd, Suite 200 Supervisor: Duane Shinnick, Esq.
Las Vegas, NV 89102 (retired)
 Job Title: Shareholder / attorney
 Responsibilities: represented clients in complex construction defect litigation.
 From: 9/2012 To: 1/2019 Reason for Leaving: to pursue MBA
 May we contact your previous supervisor for a reference? YES ☒ NO ☐ Melissa Bybee Orr, Esq.

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: N/A 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:  Date: 11/15/2022

[REDACTED]
November 15, 2022

Nevada State Board of Dental Examiners
c/o Dr. David Lee, Employment Committee Chair
2651 N. Green Valley Parkway, Suite 104
Henderson, NV 89014
Sent via email: DavidLee@dental.nv.gov

RE: Executive Director

Dear Dr. Lee,

I am interested in the Executive Director position at the Nevada State Board of Dental Examiners. I believe that my MBA obtained at the University of Nevada, Las Vegas will be critical in this role.


My experience as General Counsel to the Nevada State Board of Pharmacy has enabled me to glean insight into the inner workings of a state regulatory body. Some of my duties involved counseling the Board, prosecuting disciplinary matters of licensees before the Board at administrative hearings while adhering to the requirements of the open meeting law, and administrative procedure. In addition, I tracked bills to monitor legislative changes that may affect the practice of pharmacy and drafted implementing regulations of newly enacted statutes.

Further, as an attorney I conducted legal research, drafted various contracts, and represented various clients. I have litigated many complex construction defect cases, which involved drafting motions, attending hearings, and defending expert and client depositions. I have also arbitrated a number of cases. I drafted many state and federal court pleadings, including a number of Nevada Supreme Court briefs regarding the unconscionability of certain arbitration provisions in residential purchase and sales agreements and Association's Covenants, Conditions, and Restrictions. Some clients that I have represented included medical providers in malpractice litigation, and insurance companies. My last private firm position was as a shareholder, where I managed other attorneys, administrative and paralegal staff, and participated in marketing and future business plans.

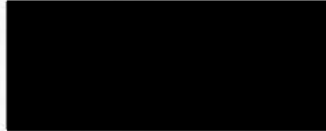
Through these experiences, I am also able to focus and interpret critical provisions that are beneficial or detrimental to my clients. My dealings with a variety of clients, other attorneys, insurance adjusters, corporate and state-appointed board members have honed my skills in tailoring my approach with different people and especially in formulating/executing programs to ensure compliance.

I would be delighted to discuss further my qualifications in an interview. I may be contacted at [REDACTED]

Sincerely,


Courtney K. Lee

COURTNEY K. LEE



EDUCATION

Master of Business Administration, December 2020
University of Nevada Las Vegas

Juris Doctor, May 1998
University of Maryland School of Law, Baltimore, Maryland
Health Care Law Concentration
Articles Editor, Journal of Health Care Law & Policy

Bachelor of Arts in Political Science/Cognate in Economics, April 1995 (with class honors)
University of Michigan, Ann Arbor, Michigan

EXPERIENCE

General Counsel, Nevada State Board of Pharmacy
1140 N. Town Center Drive, Suite 300
Las Vegas, Nevada 89144
March 2020 – present

Draft accusations against registrants/licensees; represent the Nevada State Board of Pharmacy in disciplinary hearings against registrants/licensees; draft pharmacy regulations to comport with enacted statutes; attend and advise at all Board meetings; write newsletter articles to advise about new regulations or statutes affecting the practice of pharmacy.

Shareholder, Shinnick & Ryan NV P.C.
(formerly located at 4001 Meadows Lane, Las Vegas, Nevada 89107)
currently 2350 West Charleston Boulevard, Suite 200, Las Vegas, Nevada 89102
September 2012 – January 2019 (Shareholder from January 2016)
Represented clients in construction defect litigation against developers; drafted pleadings in state, federal district, and Nevada Supreme Court; drafted memoranda regarding cases and/or relevant statutes; presented oral arguments at court hearings; defended depositions.

Consumer Attorney, Legal Aid Center of Southern Nevada, Inc.
800 South 8th Street
Las Vegas, Nevada 89101
November 2006 - April 2009
Represented clients in consumer matters including payday loan litigation, bail bond litigation, and real estate fraud litigation; drafted pleadings; researched cases; filed consumer class action litigation.

Associate, Wolf, Rifkin, Shapiro & Schulman, LLP
(formerly located at 4435 S. Eastern Avenue, Las Vegas, Nevada 89120)
currently located at 3773 Howard Hughes Parkway, Suite 590, Las Vegas, Nevada 89169
March 2003 - May 2005
Represented homeowners' associations in enforcement matters regarding their Covenants, Conditions, and Restrictions (CC&Rs); represented clients at arbitration hearings; represented commercial landlords in unlawful detainer proceedings as well as litigation against tenant(s) for breach of lease; drafted pleadings, reviewed and redlined real estate agreements; drafted memoranda regarding cases and/or statutes.

Associate, Mayor, Horner, Stryker, and Burk, Ltd.
2820 West Charleston Boulevard, Suite D-33
Las Vegas, Nevada 89102
March 2002 - February 2003

Represented providers (physicians primarily) regarding malpractice; reviewed depositions; retained expert witnesses; researched and drafted memoranda regarding cases and/or statutes.

Financial Case Manager/Attorney Negotiator, HHC Group, Inc.
438 North Frederick Avenue
Gaithersburg, Maryland 20877
March 2000 - March 2001

Represented insurance companies regarding health claims; negotiated health care claims with providers; drafted agreement memoranda.

BAR ADMISSIONS

Nevada, 2002

California (inactive), 2003

Washington D.C. (inactive), 2001

Maryland (inactive), 1999

Nevada State Board of Dental Examiners



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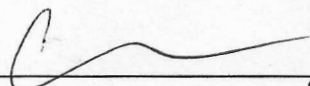
WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF SUBJECT IN NSBDE PROCEEDINGS

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 noticed 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 14, 2022**, starting at **6:00 p.m.**

The December 14, 2022 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 28th day of November, 2022.

By:  Signature
Courtney K. Lee Print Name