

NEVADA STATE BOARD  
of  
DENTAL EXAMINERS



BOARD MEETING

THURSDAY, AUGUST 1, 2024

6:00 P.M.

**PUBLIC BOOK**



2651 N. Green Valley Pkwy, Ste. 104 • Henderson, NV 89014 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

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## **PUBLIC MEETING NOTICE & BOARD MEETING AGENDA**

### **Meeting Date & Time**

Thursday, August 1<sup>st</sup>, 2024  
6:00 P.M.

### **Meeting Location:**

Nevada State Board of Dental Examiners  
2651 N. Green Valley Pkwy., Suite 104  
Henderson, NV 89014

### **Video Conferencing / Teleconferencing Available**

**To access by phone**, call Zoom teleconference Phone Number: (669) 900 6833

**To access by video webinar**, visit [www.zoom.com](http://www.zoom.com) or use the Zoom app

Zoom Webinar/Meeting ID#: **891 5448 4575**

Zoom Webinar/Meeting Passcode: **725597**

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### **PUBLIC NOTICE:**

**Public Comment by pre-submitted email/written form, Live Public Comment, and by teleconference** is available after roll call (beginning of meeting and prior to adjournment (end of meeting). Live Public Comment is limited to three (3) minutes for each individual.

Members of the public may submit public comment in written form to: **Nevada State Board of Dental Examiners, 2651 N. Green Valley Pkwy, Ste. 104, Henderson, NV 89014; FAX number (702) 486-7046; e-mail address [nsbde@dental.nv.gov](mailto:nsbde@dental.nv.gov)**. Written submissions received by the Board on or before **Wednesday, July 31, 2024 by 4:00 p.m.** may be entered into the record during the meeting. Any other written public comment submissions received prior to the adjournment of the meeting will be included in the permanent record.

The Nevada State Board of Dental Examiners may 1) address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; 2) combine items for consideration by the public body; 3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. See NRS 241.030. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. See NRS 233B.126.

Persons/facilities who want to be on the mailing list must submit a written request every six (6) months to the Nevada State Board of Dental Examiners at the address listed in the previous paragraph. With regard to any board meeting or telephone conference, it is possible that an amended agenda will be published adding new items to the original agenda. Amended Nevada notices will be posted in compliance with the Open Meeting Law.

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Board, at (702) 486-7044, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed.

Pursuant to NRS 241.020(2) you may contact at (702) 486-7044, to request supporting materials for the public body or you may download the supporting materials for the public body from the Board's website at <http://dental.nv.gov> In addition, the supporting materials for the public body are available at the Board's office located at 2651 N. Green Valley Pkwy, Ste. 104, Henderson, NV 89014.

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**Note:** Asterisks (\*) "**For Possible Action**" denotes items on which the Board may take action.

**Note:** Action by the Board on an item may be to approve, deny, amend, or tabled.

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**1. Call to Order**

- Roll call/Quorum

**2. Public Comment (Live public comment, by teleconference, and pre-submitted email/written form):**

The public comment period is limited to matters specifically noticed on the agenda. No action may be taken upon the matter raised during public comment unless the matter itself has been specifically included on the agenda as an action item. Comments by the public may be limited to three (3) minutes as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint. The Chairperson may allow additional time at his/her discretion.

Members of the public may submit public comment via email to [nsbde@dental.nv.gov](mailto:nsbde@dental.nv.gov), or by mailing/faxing messages to the Board office. Written submissions received by the Board on or before **Wednesday, July 31, 2024 by 4:00 p.m.** may be entered into the record during the meeting. Any other written public comment submissions received prior to the adjournment of the meeting will be included in the permanent record.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General's Open Meeting Law Manual, the Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the Nevada State Board of Dental Examiners, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.

**\*3. President's Report:** (For Possible Action)\*a. **Request to remove agenda item(s)** (For Possible Action)\*b. **Approve Agenda** (For Possible Action)**\*4. Secretary – Treasurer's Report:** (For Possible Action)\*a. **Approval/Rejection of Minutes** (For Possible Action)**\*5. Old Business:** (For Possible Action)

\*a.

**\*6. New Business:** (For Possible Action)\*a. **Discussion, Consideration, and Possible Approval/Rejection of the Recommendation from the Employment Committee to Hire Their Selected Applicant Listed for the Unclassified Executive Director Position – NRS 631.190; NRS 631.160; NRS 622.220** (For Possible Action)**7. Public Comment (Live public comment and by teleconference):** This public comment period is for any matter that is within the jurisdiction of the public body. No action may be taken upon the matter raised during public comment unless the matter itself has been specifically included on the agenda as an action item. Comments by the public may be limited to three (3) minutes as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint. The Chairperson may allow additional time at his/her discretion.

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**8. Announcements****\*9. Adjournment** (For Possible Action)

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**PUBLIC NOTICE POSTING LOCATIONS**

Office of the N.S.B.D.E., 2651 N. Green Valley Pkwy, Ste. 104, Henderson, NV 89014  
 State Board of Dental Examiners website: [www.dental.nv.gov](http://www.dental.nv.gov)  
 Nevada Public Posting Website: [www.notice.nv.gov](http://www.notice.nv.gov)

**Agenda Item 6(a):**

**Discussion, Consideration, and Possible Approval/  
Rejection of the Recommendation from the Employment  
Committee to Hire Their Selected Applicant Listed for  
the Unclassified Executive Director Position -  
NRS 631.190; NRS 631.160; NRS 622.220  
(*For Possible Action*)**

## 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 - \$145,000 (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 (4) year college or university degree with a master's degree in business administration (MBA) including preferably legal and/or administrative and/or management components.

**Preferred Experience:** Preferred applicants will have experience as a certified public accountant (CPA) and/or bookkeeping experience. Preferred candidates will also possess experience in understanding statutes, rules, regulations and their implementation along with 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 to:

Nevada State Board of Dental Examiners  
C/O Employment Committee Chair  
2651 N. Green Valley Parkway, Suite 104  
Henderson, NV 89014  
Email: [nsbde@dental.nv.gov](mailto:nsbde@dental.nv.gov)

**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** is hereby amended to read as follows:

622.220 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;

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.~~ 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.

**Sec. 5. Chapter 622A of NRS** is hereby amended by adding thereto the provisions set forth as sections 6 and 7 of this act.

**Sec. 6.** *If a deputy attorney general prosecutes a contested case for a regulatory body, he or she may not also act as legal counsel for the regulatory body when the regulatory body considers or makes decisions concerning the contested case.*

**Sec. 7.** *If a regulatory body employs or retains an attorney to serve as legal counsel for and advise the regulatory body on any and all matters, and the attorney prosecutes a contested case for the regulatory body, the attorney may not also act as legal counsel for the regulatory body when the regulatory body considers or makes a decision regarding the contested case.*



## ADAM HIGGINBOTHAM, MBA

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### Objective

Seeking the Executive Director role where I can utilize my extensive experience in operations management, legislative processes, occupational licensing, compliance enforcement, and technical innovation. Aiming to leverage my expertise in navigating complex regulatory landscapes in multiple industries, leading efficient and effective teams, and implementing cutting-edge technology solutions to drive organizational excellence, influence policy development, and ensure rigorous compliance standards. Eager to apply my strategic vision and technical acumen to foster impactful legislative changes, enhance operational efficiencies, and promote a culture of transparency and accountability within a forward-thinking organization.

### Professional Experience

#### *Compliance and Data Consultant, Consulting Services* 2023 - Present

- Authored detailed reports and standard operating procedures with a focus on precision and regulatory adherence, offering strategic recommendations for process improvement and risk mitigation.
- Demonstrated a proactive approach to regulatory compliance by closely monitoring state legislative changes and promptly implementing necessary updates to operational procedures, ensuring alignment with evolving regulatory requirements and maintaining adherence to state statutes and regulations.
- Led comprehensive analyses of operational data collection, record retention, and procedures within a highly-regulated industry, ensuring compliance with state and local regulations and fostering a culture of continuous improvement.
- Designed databases and data collection procedures tailored to regulatory nuances, improving operational efficiency and ensuring compliance.
- Engineered and implemented specialized functions within an ERP system to manage a broad spectrum of operational compliance tasks, including discrepancy tracking, cycle count management, and incident reporting, thereby streamlining operational efficiency.
- Spearheaded the observation and analysis of inventory management operations within a regulated industry, significantly reducing shrinkage and enhancing the accuracy of inventory cycle counts.
- Innovated by developing and training an AI chatbot on a GPT platform, equipped to provide regulatory guidance with precise citations, enhancing user navigation through complex regulatory environments.

#### *Executive Director, State of Maryland Board of Professional Counselors and Therapists* 2023 - 2024

- Directed board staff in licensing, compliance enforcement, and investigation activities, aligning with organizational policies and enhancing operational efficiency.
- Led the preparation, execution, and follow-up of board meetings, ensuring meticulous oversight of licensing programs and enforcement actions.
- Managed comprehensive board office functions, including computer capabilities, human resources, administrative tasks, public relations, legislative functions, and public information dissemination.

- Coordinated activities of agency programs unique to the organization's mission, such as social services or health services, establishing and enforcing overall policies and procedures.
- Developed and implemented program goals, standards, and controls, effectively overseeing personnel and financial resources to meet objectives.
- Supervised subordinate supervisors, planned and evaluated their work, and developed strategic plans for program operations and resource allocation.
- Served as a department liaison with managers and officials of other agencies, promoting program objectives and fostering positive relations with stakeholders.
- Managed program budgets and expenditures, ensuring financial integrity and accountability in program operations.

***Compliance Manager: Data Systems Administrator, Nevada Organic Remedies  
2021 - 2023***

- Drafted and implemented standard operating procedures (SOPs) for business tasks, ensuring compliance with regulations and guidelines, and fostering interdepartmental collaboration through extensive system interfaces and reports.
- Designed and built a security and compliance data management software system, centralizing security and compliance data in accordance with state regulations.
- Demonstrated a proactive approach to regulatory compliance by closely monitoring state legislative changes and promptly implementing necessary updates to operational procedures, ensuring alignment with evolving regulatory requirements and maintaining adherence to state statutes and regulations.
- Managed regulatory security, compliance operations data, and licensing, maintaining direct communication with government authorities for incident and request handling.
- Led the design and implementation of a comprehensive compliance and operational data collection management system using low-code applications, improving efficiency across multiple departments including HR, licensing, and quality control.
- Constructed a secure data storage system, ensuring the retention of records for mandated periods, enhancing data security and compliance.
- Developed and managed automated notifications for critical time-sensitive processes, streamlining business operations and improving real-time communication.
- Oversaw the review and approval of third-party software and hardware for compliance and operational efficiency, facilitating seamless integration and user training.
- Spearheaded the development of inventory cycle count data reporting and API connectivity, optimizing data analysis and reporting processes.
- Transitioned paper-based processes to electronic formats, significantly increasing operational efficiency and accuracy across various business functions.
- Innovated a security and compliance data management system using Airtable/Zapier, saving over 1100+ hours, supporting regulatory compliance across nine facilities.

***Deputy Executive Director, State of Nevada Board of Cosmetology  
2014 - 2021***

- Directed a dynamic team in delivering licensing, inspection, and compliance services, contributing to strategic decision-making and budget management.
- Enhanced informational awareness and outreach programs through the approval of software applications for data reporting, using infographic and video materials to improve licensee, legislative members, and consumer understanding.

- Managed hardware procurement, vendor contracts, and networking services, ensuring optimal functionality and reliability of business systems.
- Achieved an 80% reduction in application and service processing times, increasing the volume of inspections and compliance reviews, demonstrating exceptional leadership in operational efficiency and strategic planning.
- Provided legislative support for 10+ bills related to occupational licensing boards, including conducting research, drafting summaries, and offering strategic recommendations.
- Presented reports and information to legislative subcommittees tasked with reviewing occupational licensing boards and legislative changes, effectively communicating the impact of proposed legislation and advocating for the board's interests.
- Developed a multi-state data collection system for a government research project and authored the report, utilizing infographics to highlight consumer risks, enhancing public awareness and legislative understanding of industry risks.
- Orchestrated the planning, design, and deployment of a custom-built software application, enhancing business operations such as licensing, inspections, complaint management, and financial reporting, significantly improving process efficiency and stakeholder engagement.
- Implemented rigorous security measures and managed the release of public information, adhering to regulatory compliance standards.
- Led staff training on hardware and software utilization, optimizing business task completion and enhancing operational efficiency.
- Supervised VOIP services, optimizing communication processes and ensuring efficient management of the phone directory and tree.
- Created and managed a public-facing website and an internal staff-facing intranet, significantly improving access to information and fostering a collaborative knowledge-sharing culture.
- Spearheaded technological enhancements and operational restructuring, leading to significant improvements in service delivery to licensed professionals.

***Executive Director, State of West Virginia Board of Barbers and Cosmetologists  
2008 - 2014***

- Led the legislative process, contributing to the drafting and implementation of public policy developments for 20+ bills, and ensuring regulatory compliance and public safety.
- Orchestrated a financial turnaround for a struggling agency through cost control measures and the adoption of an ERP system, restoring financial stability and positioning the agency for sustained growth.
- Achieved significant reductions in processing times for testing and licensing services through strategic operational restructuring and the implementation of a custom ERP software, increasing annual inspections by 60% and reducing processing times by 80%.
- Directed a team of 11 office staff and inspectors, overseeing efficient licensing, inspection, and compliance services within the beauty service industry, and advocating for technological innovation to enhance service delivery.
- Managed public notices and agenda documentation for board meetings, ensuring effective communication and preparation for decision-making processes.
- Led the development and implementation of a custom-built software application, streamlining business functions such as licensing, inspections, and consumer complaint management, significantly improving operational efficiency.
- Spearheaded the design and maintenance of a public-facing website, enhancing stakeholder access to essential information and services, and promoting transparency and engagement.

- Managed hardware procurement and vendor relations, ensuring the reliability and efficiency of technological systems and services.
- Transitioned traditional paper-based processes to electronic formats, optimizing efficiency, accuracy, and record-keeping across multiple business functions.
- Achieved significant reductions in processing times for testing and licensing services through strategic operational restructuring and the implementation of a custom ERP software, increasing annual inspections by 60% and reducing processing times by 80%.
- Collaborated on ERP software design, developing a comprehensive system for applicant data collection and management, leading to enhanced efficiency in inspections and licensing processes.
- Developed and managed comprehensive informational services for consumers and licensed professionals, improving communication on health & safety, testing, licensing, and compliance.
- Orchestrated a financial turnaround for a struggling agency through cost control measures and the adoption of an ERP system, restoring financial stability and positioning the agency for sustained growth.
- Led the development of a user-friendly public-facing website, significantly enhancing stakeholder access to regulatory processes and vital information.
- Managed the relocation and modernization of office space, optimizing the work environment for enhanced productivity and employee well-being.
- Directed the digitization of historical licensing records, ensuring the preservation and accessibility of critical data for over 70,000 licenses.
- Optimized administrative, licensing, inspection, and legislative operations, driving improvements in customer service and processing times.
- Developed and oversaw a quarterly newsletter, raising awareness of legislative and operational changes, fostering transparency and stakeholder engagement.

***Purchasing and Contracts Manager, Charleston-Kanawha Housing Authority  
2007 - 2008***

- Coordinated with the CFO on budgeting and expense management for 12 public housing developments, ensuring efficient use of resources and alignment with financial objectives.
- Led purchasing and contract operations for a \$25M+ government agency, managing monthly purchases exceeding \$55,000 and overseeing on-time vendor payments in collaboration with the Accounts Payable department.
- Administered over 50 service contracts and large purchases ranging from \$10K to \$100K, developing and implementing procurement strategies that enhanced operational efficiency and cost-effectiveness.
- Managed the RFP and RFQ processes from drafting to contract award, evaluating proposals and bids to ensure the best value and compliance with federal purchasing requirements.
- Oversaw inventory control and asset management across multiple developments, enhancing the accuracy and reliability of asset tracking and reporting.
- Negotiated key financial and operational terms with businesses, securing favorable conditions for government contracts and contributing to the successful delivery of services.
- Played a critical role in the comprehensive redevelopment of three public housing properties, leading procurement efforts to replace aging structures with modern, energy-efficient housing, significantly improving resident living conditions while adhering to sustainable practices.
- Supported the CFO in budget forecasting, contributing to accurate financial planning and resource allocation for housing development projects, enhancing the organization's ability to meet its redevelopment and operational goals.

- Spearheaded the development of a sophisticated database system for contract management, improving transparency, accountability, and compliance tracking, and ensuring timely renewals and adherence to contractual obligations.

### **Skills**

- Financial Management
- Procurement and Contract Administration
- Project Management
- Strategic Planning
- Legislation Outreach
- Compliance Management
- Vendor Management
- Analytical Skills
- Technology Implementation
- Team Leadership
- Communication Skills
- Problem-Solving Skills
- Adaptability

### **Education and Training**

- **Master of Business Administration (MBA): General Administration**
  - Liberty University, 2005-2007
- **Bachelor of Arts (B.A.) in English: Technical Writing**
  - Marshall University, 2000-2004
- **Bachelor of Arts (B.A.) in Political Science: Public and Private Administration**
  - Marshall University, 2000-2005
- **Certification in Housing and Property Inspection**
  - West Virginia University - Parkersburg, 2008
- **Online Certification in Data Analytics**
  - Google, 2022
- **Online Coursework in Foundations in Artificial Intelligence**
  - Google, 2023