



**To advocate for, broaden, and strengthen the
health center network**

NVPCA BOARD MEETING AGENDA

Wednesday, July 17, 2024

3:00 pm – 4:30 pm

VIRTUAL Meeting – [Zoom Link](#)

2023-24 NVPCA Board Members:

President: Steve Flores, Hope Christian Health Center	Randy Smith, Southern Nevada Health District
Vice President: Walter Davis, Nevada Health Centers	John Packham, Office of Statewide Initiatives
Secretary/Treasurer: Teri Gilbert Eisenga, Washoe Tribal	Angela Quinn, FirstMed Health and Wellness Centers
Sharon Chamberlain, Northern Nevada HOPES	David Robeck, Bridge Counseling Associates
Oscar Delgado, Community Health Alliance	Ex-officio: Nancy J. Bowen, NVPCA
CJ Hansen, Canyonlands Healthcare	

3:00 pm 1. Call to Order Steve Flores
 a) Approval of the Agenda *(vote)*

3:05 pm 2. Consent Agenda *(vote)* Steve Flores
 a) Approval of Board Meeting Minutes for May 15, 2024
 b) Chief Executive Officer’s Report
 c) Organizational Dashboards

3:10 pm 3. Administrative and Financial Reports Steve Flores /
Nancy Barklage/
Karen Ford Manza
 a) Budget to Actual Draft YTD June 2024 *(vote)*
 b) Financial Dashboard
 c) Balance Sheet as of June 30, 2024
 d) Fund for Resilient Nevada grant application *(vote)*

3:25 pm 4. NVPCA Internal Policies Nancy Bowen
Nancy Barklage
 a) Security Risk Assessment (SRA) – Medcurity
 b) Adoption of Information Technology Board Policies *(vote)*
 i. Acceptable Use of Technology
 ii. Cybersecurity
 iii. Data
 iv. IT Operations and Systems
 c) Fiscal Policies Manual Revisions *(vote)*
 d) Personnel Policies Revisions and Adoption of One New Policy: “Paid
 Caregiver Leave” *(vote)*
 e) Adoption of New Board Policy - CEO Succession Planning *(vote)*
 f) Review of Proposed Updates to the Bylaws

3:50 pm 5. Strategic Discussion N. Bowen
 a) Board Self-Assessment results



**To advocate for, broaden, and strengthen the
health center network**

4:10 pm 6. Federal & State Policy Update

Steve Messinger

4:25 pm 7. Other Business

4:30 pm 8. Meeting Adjournment

- a) Next meeting: Annual Board Retreat, Tuesday, September 24, 2024,
at 9 am, JW Marriott, Las Vegas

Zoom Meeting Link:

<https://us02web.zoom.us/j/82320952786?pwd=NHAYs3VoaGxJajlpTFNEZWwhMMG9MQT09>

Meeting ID: 823 2095 2786

Passcode: 767732



NVPCA Board of Directors Board Meeting Minutes May 15, 2024

Board Members Present	Steve Flores, Walter Davis, Teri Gilbert Eisenga, Sharon Chamberlain, John Packham, Randy Smith, Christopher (CJ) Hansen, David Robeck, and Nancy Bowen (Ex Officio)
Board Members Absent	Oscar Delgado, Roxana Valetton, and Angela Quinn
Also Present	NVPCA Staff Nancy Barklage, Karen Ford Manza, Steve Messinger, Kim Lambrecht, and Lisa Scurry (Note Taker); and presenters, Dr. Melissa Hall and Dr. Kara Kikuchi from Huntsman Cancer Institute

1. Call to Order

President Steve Flores called the meeting of the NVPCA Board of Directors to order at 3:04 pm. The meeting was conducted electronically via Zoom. A quorum of members was established.

a) Approval of the Agenda

The agenda was reviewed with no questions or suggested changes. It was moved by Walter Davis, and seconded by Teri Gilbert Eisenga, to approve the agenda as presented. The motion passed unanimously.

2. Consent Agenda

- a) Approval of Board Retreat Minutes for March 20, 2024
- b) Chief Executive Officer’s Report
- c) Organizational Dashboards, including Title X & Peer Workgroups

The consent agenda, consisting of the minutes of the March 20, 2024, Board of Directors meeting, the CEO report, and the organizational dashboards, was presented for approval. There were no comments or questions.

It was moved by Walter Davis, and seconded by Randy Smith, to approve the consent agenda as presented. The motion passed unanimously.

3. Administrative and Financial Reports

a) Budget to Actual Draft YTD April 2024

Nancy Barklage reviewed the Year-to-Date financial report through April 2024, including actual revenues and expenses. She explained that both were on target as budgeted for Fiscal Year 2024. The expenses were at 83% and revenue at 80% of the budget.

It was moved by David Robeck, and seconded by Sharon Chamberlain, to accept the Budget-to-Actual Financial Report for YTD through April 2024. The motion passed unanimously.

b) Financial Dashboard

Nancy Barklage presented the financial dashboard which provided an overview of revenues and expenses through April 2024. There were no questions or comments.

c) Balance Sheet as of April 30, 2024

Nancy Barklage presented the financial balance sheet as of April 30, 2024. There were no questions or comments.

d) FY 25 Operating Budget

Nancy Barklage presented the proposed budget for Fiscal Year 2025. Revenue categories included federal grants, contracts, sponsorships and membership dues. Expense categories included personnel salaries and benefits, supplies, and other miscellaneous operating expenses.



NVPCA Board of Directors Board Meeting Minutes May 15, 2024

It was moved by Sharon Chamberlain, and seconded by Randy Smith, to approve the proposed budget for Fiscal Year. The motion passed unanimously.

e) Bank Account Changes

Nancy Barklage explained the recommendation for two bank account changes. The first would propose opening a second checking account at Bank of America. The new account would be utilized for making payments when the account number is requested. This would be a pass-through account, keeping the main account information (account number and routing number) confidential.

The second change would remove Steve Messinger, Policy Director, as a signer on the checking accounts and replace him with Nancy Barklage, Director of Administration and Finance.

Nancy Bowen shared with the Board that rates and fees at other banks were explored. In the end, it was advisable to stay at Bank of America.

Member Sharon Chamberlain asked about having the Finance Director as a signer. Ms. Bowen responded that checks and balances are in place that require her to approve any changes to the account. Additionally, two members of the Board are authorized to access the accounts, providing additional oversight.

It was moved by David Robeck, and seconded by Sharon Chamberlain, to approve NVPCA opening a second checking account with Bank of America and approve NVPCA Director of Administration and Finance, Nancy Barklage, to be a check signer on the Bank of America accounts and remove Steve Messinger, Policy Director, as check signer. The motion passed unanimously.

f) Audit Engagement Letters

Nancy Barklage presented audit engagement letters from Fester & Chapman, Certified Public Accountants, to conduct the Fiscal Year 2024 audit. They have conducted past audits.

It was moved by David Robeck, and seconded by Teri Gilbert Eisenga, to approve Fester & Chapman, Certified Public Accountants, to conduct the Fiscal Year 2024 audit. The motion passed unanimously.

4. Strategic Discussion

a) Huntsman Cancer Institute

Dr. Melissa Hall and Dr. Kara Kikuchi of the University of Utah Huntsman Cancer Institute's Center for Health Outcomes and Population Equity (HOPE) presented an overview of the partnership and work the Center for HOPE team has done with community health centers across Utah, Nevada and surrounding states. They described strategies to implement evidence-based practices for tobacco cessation in safety-net healthcare systems and provided an overview of a partnership grant opportunity the Center for HOPE team is interested in doing with Community Health Centers in Nevada to address tobacco use.

5. Policy Update

Steve Messinger provided an update on federal legislation and appropriations, particularly those related to health centers and 340B. He discussed the priorities for the 2025 Nevada Legislative Session.

6. Other Business

a) Board Self-Assessment Survey Announcement

There was a brief discussion related to pharmacy contracts and the new definition of a patient.



NVPCA Board of Directors Board Meeting Minutes

May 15, 2024

7. Meeting Adjournment

There being no further business, President Flores adjourned the meeting at 4:28 pm.

NOTES

Next Meeting	The next board meeting will be held virtually on Wednesday, July 17, 2024, at 3 pm
Approved By	

ROLL CALL

President: Steve Flores, Hope Christian Health Center	Present
Vice President: Walter Davis, Nevada Health Centers	Present
Secretary/Treasurer: Teri Gilbert Eisenga, Washoe Tribal Health Center	Present
Sharon Chamberlain, Northern Nevada HOPES	Present
Oscar Delgado, Community Health Alliance	Absent - Unexcused
C.J. Hansen, Canyonlands Healthcare	Present
John Packham, Office of Statewide Initiatives	Present
Angela Quinn, FirstMed Health and Wellness Centers	Absent - Unexcused
David Robeck, Bridge Counseling Associates	Present
Randy Smith, Southern Nevada Health District	Present
Roxana Valetton, First Person Care Clinics	Absent - Excused

The CEO report on the organization’s activities and meetings towards achieving the NVPCA mission:

To advocate for, broaden, and strengthen the health center network.

May 10, 2024 – July 10, 2024

Policy -

- CEO, Director of Strategic Partnerships & Policy Director attended the NFPRHA National Conference in Washington DC, May 19 – 22. For NFPRHA Hill Visit Day, NVPCA staff and three FQHC members staff met with five of the six Members of Congress to share the importance of family planning services to health centers patients. The visits were very successful and demonstrated health centers commitment to caring for the underserved.
- CEO & Policy Director met with Peter Epps of CohnReznick to discuss the next steps in finished up the Nevada PPS work. The topics discussed were:
 1. process map for changing/adding a rate; aka resource list
 2. Guide to cost reporting—how to maximize rate under current rules
 3. Cost report training
 4. PPS calculator
 5. Analysis of current policy against backdrop of other states—what are the considerations for amending current policy and what changes would we like?
- CEO & Director of Strategic Partnerships met with the State TPP/PREP and Title V program staff to understand what the state is doing with this funding and how it can be utilized further by FQHCs.
- CEO & Leadership team met with Director Whitley, Nevada DHHS and his staff to further discuss the FQHC incubator funding and ideas for applying for the Funds for Resilient Nevada MOUD grant. Director Whitley expressed a great interest in working with NVPCA around research and workforce. The board will be presented with the project outline during the July board meeting.

Organizational Excellence –

- CEO participated in the National PCA Hub: Communications/Online Repository Workgroup Meeting that is creating an online resource for the primary care associations to share best practices, knowledge and for operations,
- CEO will attend a PCA CEO Face to Face meeting in Des Moines, IA, at the end of the month. These meetings are a place to share ideas and programs happening in other states that support the community health centers.
- NVPCA is now up to 14 staff including one summer intern. We recently welcomed Taylor Willis, Community Health Program Coordinator, to the team. Taylor will be working on the newly funded Medical Assistant Community Health program. She is trained and has worked as a Medical Assistant in Las Vegas prior to joining NVPCA.
- All staff were trained on the Change Style Indicator and Navigation in June & July 2024. Change management is an important tool needed to provide effective training and technical assistance to our members and keep the PCA moving forward.
- Staff salary reviews are being completed in early July as part of the NVPCA performance management system. Staff performance reviews were conducted separately in January &

February, and the staff satisfaction survey was completed in April. NVPCA overall score for satisfaction is 4.5 out of 5.

Membership

- NVPCA is conducting a membership survey this summer. The last survey was completed as part of the strategic planning process in Fall of 2022. NVPCA has contracted with Suzanne Rossel to conduct membership interviews regarding the value and services the PCA is providing. 80% of the interviews have been scheduled for late July and early August. The membership survey results will be shared at the Annual Member Meeting in September and will be discussed as part of the strategic plan update at the board retreat.
- NVPCA CEO & leadership team met with North East Medical Services, a FQHC based out of San Francisco, CA. They recently opened a clinic that is not in scope in Las Vegas. They plan to apply for NAP funding for the clinic.
- Nevada Health Centers was awarded the SAC-AA for the former Silver State Health Services area. It was a highly competed for service area. The grant starts August 1, 2024.
- A prior member (Silver State Health Services) former CEO was indicted for misappropriation of federal funds. He was previously on the NVPCA board until October 2020. The FQHC ceased being a NVPCA member when they lost their designation in December 2024. CEO emailed our acknowledgement of the indictment and distress over the misuse of funds to the NVPCA board, the head of BPHC, Jim Macrae, all the NV members of congress, and NV DDHS Director Whitley. CEO felt it was important to get ahead of any misperceptions of NV CHCs.
- First Person Care Clinic (FPCC) has a new CEO, Diego Martinez, as of June 1, 2024. Roxana Valeton, former CEO, has been removed as a NVPCA board member per NVPCA bylaws. She will continue to work with First Person assisting with grant writing.
- NVPCA Annual Member Meeting will take place in September. New board members will be voted for during this meeting

Program Management and New Projects

- NVPCA team accomplished all but two activities on the BPHC PCA Workplan for the project period ending 6/30/2024. The remaining two activities are in progress. NVPCA has begun the first work plan and will add two activities on Intimate Partner Violence (IPV) per the notice of award instructions. NVPCA will leverage work already being conducted on IPV through the Title X grant.
- CEO & Director of Health Center Informatics attended the WCN Region IX Clinical Excellence and leadership Conference. NVPCA was able to sponsor 3 of the 6 NV FQHC staff attending this year's conference in Phoenix, AZ. Staff came away with a better understanding of clinical leadership challenges which will help shape our T/TA to health centers. During the conference, staff met with Azara, UCI and other vendors that may be helpful to our members, and will exhibit at the NVPCA Annual Healthcare conference.
- CEO & Policy Director attended Nevada Health Care Workforce & Pipeline Development Primary Care Workgroup meetings. GME residency programs were discussed. Nevada ranks last for having enough primary care providers in their state. Residency programs focused on primary care are much needed to ensure health centers can provide care to patients without long wait times.

- CEO & Leadership team attended the Nevada Immunization Clinic to learn what the state will be doing for immunizations now that Immunize Nevada is no longer funded by the state. NVPCA will watch for the RFP for these services to see if it is something that NVPCA should apply for and bring to the board for their discussion.
- The [2024 Annual Health Care Conference](#) will be held September 25-26, 2024. The location is the JW Marriott Las Vegas Resort & Spa (221 N. Rampart Blvd, Las Vegas, NV). The Board of Directors will hold the annual in-person Retreat on Tuesday, September 24 at the same location. Registration for the conference can be completed at [this link](#). Early Bird Registration will remain open through August 9.

The following dashboards provide updates on the Strategic Plan and the four Peer Networks. Due to the new grant cycle just starting for the Title X Family Planning Program there is no Title X dashboard for this reporting period.

NVPCA Peer Workgroups/Networks

Mobile Unit Peer Network

Health Centers Participating: Nevada Health Centers, Community Health Alliance, First Person Care Clinic, Washoe Tribal HC, Hope Christian Health Center, Canyonlands Health Center, Northern Nevada HOPES, and All for Health, Health for All.

Focus: The MUPN is learning and sharing best practices around mobile unit operations, sustainability, and mobile unit resources.

June: A recap of the Mobile Health Association Spring Intensive training was discussed. The group reviewed and provided feedback on Mission Mobile's upcoming training series. Discussed what mobile unit staffing positions should be added to the upcoming NVPCA Compensation and Benefits Survey.

July: Mission Mobile will be providing six sessions over the next 6 months. The first session covered: why mobile healthcare, most common services provided, how to conduct a needs assessment for mobile services, working with community to get the word out, media and other advertising, and the top considerations when developing the plans for your mobile clinic.

Quality Improvement Peer Network

Health Centers Participating: Nevada Health Centers, Community Health Alliance, First Person Care Clinic, Washoe Tribal HC, Hope Christian Health Center, Canyonlands Health Center, Southern Nevada Community Health Center, Northern Nevada HOPES, and All for Health, Health for All.

Focus: The QI Peer Network (QIPN) participants completed the Value Transformation Assessment. Based on the results of the assessment across the health centers, the QIPN has decided to focus on Social Determinants of Health (SDOH) as it crosses many of the domains impacting the health centers' readiness for value-based care and achieving the Quintuple AIM.

June: no meeting

July: Dawn Gentsch, PCMH Content Expert, will present on aligning the collection of SDOH with PCMH.

Clinician Leadership Peer Network

Health Centers Participating: Nevada Health Centers, Community Health Alliance, Washoe Tribal HC, Hope Christian Health Center, Canyonlands Health Center, Northern Nevada HOPES, and All for Health, Health for All.

Focus: Kickoff meeting was in March. Participants decided provider retention should be a primary focus. They also decided behavioral health and dental leaders should be included in the workgroup.

June: Several members attended the Western Clinicians Network Region 9 Annual Conference, June 9th – June 10th.

July: On July 24th, the group will discuss lessons learned from Operational Site Visits.

NVPCA Peer Workgroups/Networks

HR/Workforce Workgroup

Health Centers Participating: Nevada Health Centers, Community Health Alliance, Washoe Tribal HC, Hope Christian Health Center, Canyonlands Health Center, Southern Nevada Health Centers, and Northern NV HOPES.

Focus: Workforce retention, recruitment, and staff development.

June: The group discussed retention practices. We had four health center participants representing Southern Nevada Community Health Center, Community Health Alliance, and First Person Care Clinic attend.

July: On July 25th, the Commander Darrel Orgel from HRSA will speak on the available workforce programs.



NVPCA Financial Statement

YTD Target 100.0%

* Notes provided for variances + / - 25% of YTD target

75%

125%

NB= Not Budgeted

	APPROVED BUDGET 2023-2024	YTD Jun-24	% of Budget	Notes
Revenue				
Federal Grants				
REACCH Title X	2,052,050	1,863,211	91%	Grant period 4/1/24 - 3/31/25; in year 3 of 5 year project period
BPHC Cooperative Agreement	821,802	843,062	103%	Additional \$21,259 approved carryover funds
Contracts				
HCCN	56,657	59,861	106%	
TPP PREP	92,758	68,835	74%	
Population Health Project	299,070	0	0%	All income was recognized last fiscal year as donor restricted
Mobile Unit Project	11,000	10,574	96%	Grant period ended 12/31/2023; all funds were expended
MACH Project	NB	43,255		Grant period 3/1/2024 - 11/30/2026
Intermountain CGM Project	NB	30,000		\$30,000 funding for project period January - December 2024 (YTD expenses \$3262)
Molina Community Investment Funds	NB	50,000		\$50,000 funding for project period January - December 2024 (YTD expenses \$1495)
SilverSummit MUPN Project	NB	16,627		\$16,627 funding for project period January - December 2024 (YTD expenses \$8739)
Other				
Training & Events	22,500	26,067	116%	AC 2023 registrations
Sponsorship	90,000	123,750	138%	\$21,750 invoiced for AC 2023 and \$102,000 for AC 2024 sponsorships
Membership Dues	24,750	26,000	105%	Membership renewals on rolling calendar
NVCC	20,000	35,280	176%	Self paced course started June 2023; Train the Trainer license renewals; after expenses are deducted, income is shared with High Sierra AHEC
Group Purchasing Income/Misc	NB	1,322		
Interest Income	2,500	18,352	734%	Interest earned on high yield savings account
Total Revenue	3,493,087	3,216,196	92%	
Expenses				
Personnel/Salary & Fringe Benefits	1,288,783	1,267,984	98%	
Travel				
Airfare	16,903	17,927	106%	
Hotel	17,629	23,413	133%	
Ground Transportation/Car Rental	5,905	9,550	162%	
Conference Registration	10,720	13,599	127%	
Per Diem	7,603	6,261	82%	
Mileage/Gas	3,091	864	28%	
Total Travel	61,851	71,614	116%	
Supplies				
Program Supplies- Direct Cost	2,748	2,189	80%	
Computer/Equipment	6,600	8,578	130%	Purchased additional computer to reduce equipment expense next year
Total Supplies	9,348	10,767	115%	
Contractual				
Consulting	55,125	103,061	187%	DreamPilot Films and FACHC paid; a portion of these expenses were paid for by the BPHC carryover funds
Reports and Projects	263,471	175,920	67%	Azara project expenses will be paid when incurred - remainder will be spent down by 12/31/2024
Total Contractual	318,596	278,981	88%	
Other Operating Expenses:				
Legal	2,000	2,281	114%	
Trainings/Events (6500)	102,710	95,615	93%	AC23 expenses
Credit Card Processing Fees	720	1,674	232%	AC23 registration Stripe and Whoova fees increased
Meeting Staff/Board (6608)	3,300	2,580	78%	



NVPCA Financial Statement

YTD Target 100.0%

* Notes provided for variances + / - 25% of YTD target

75%

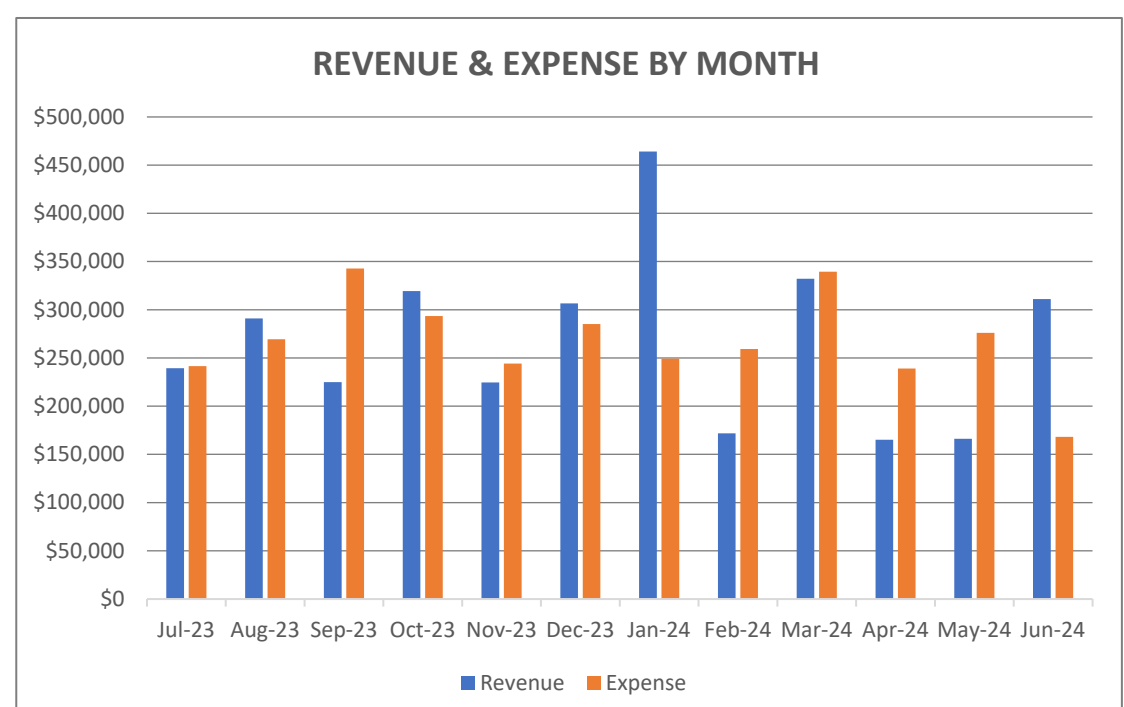
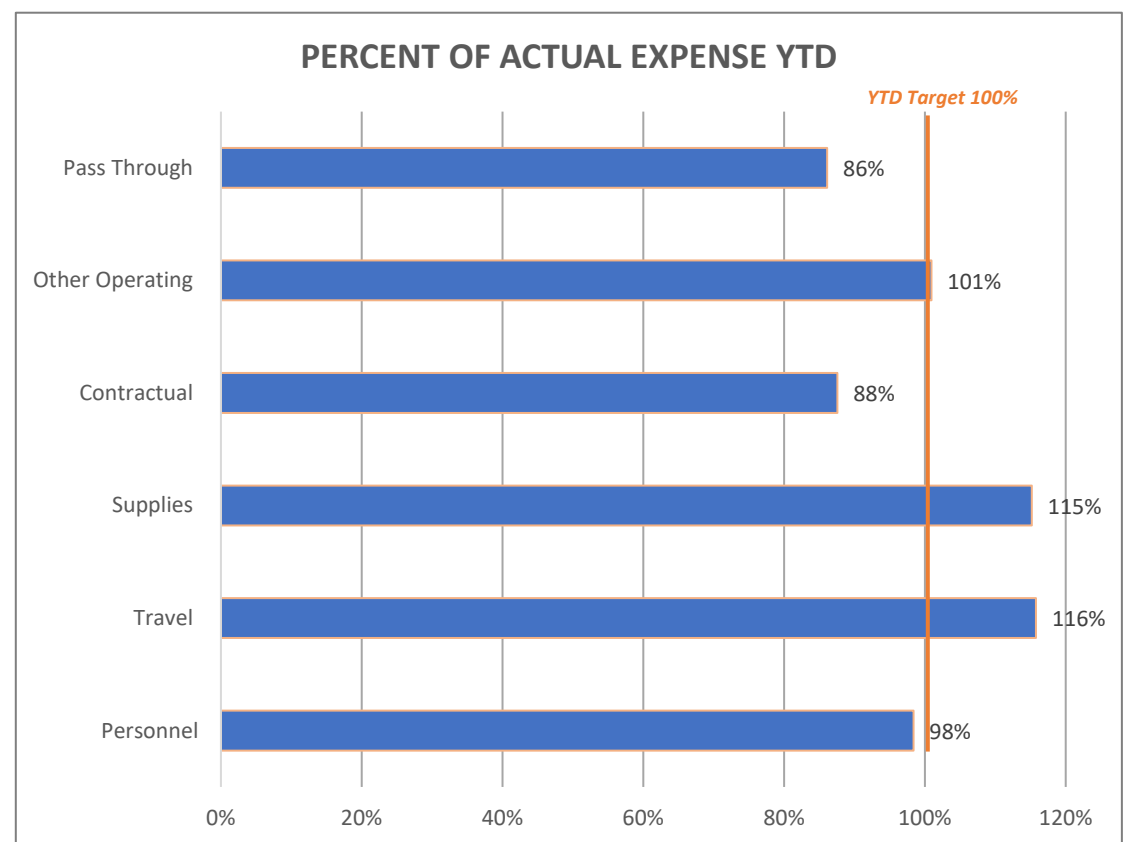
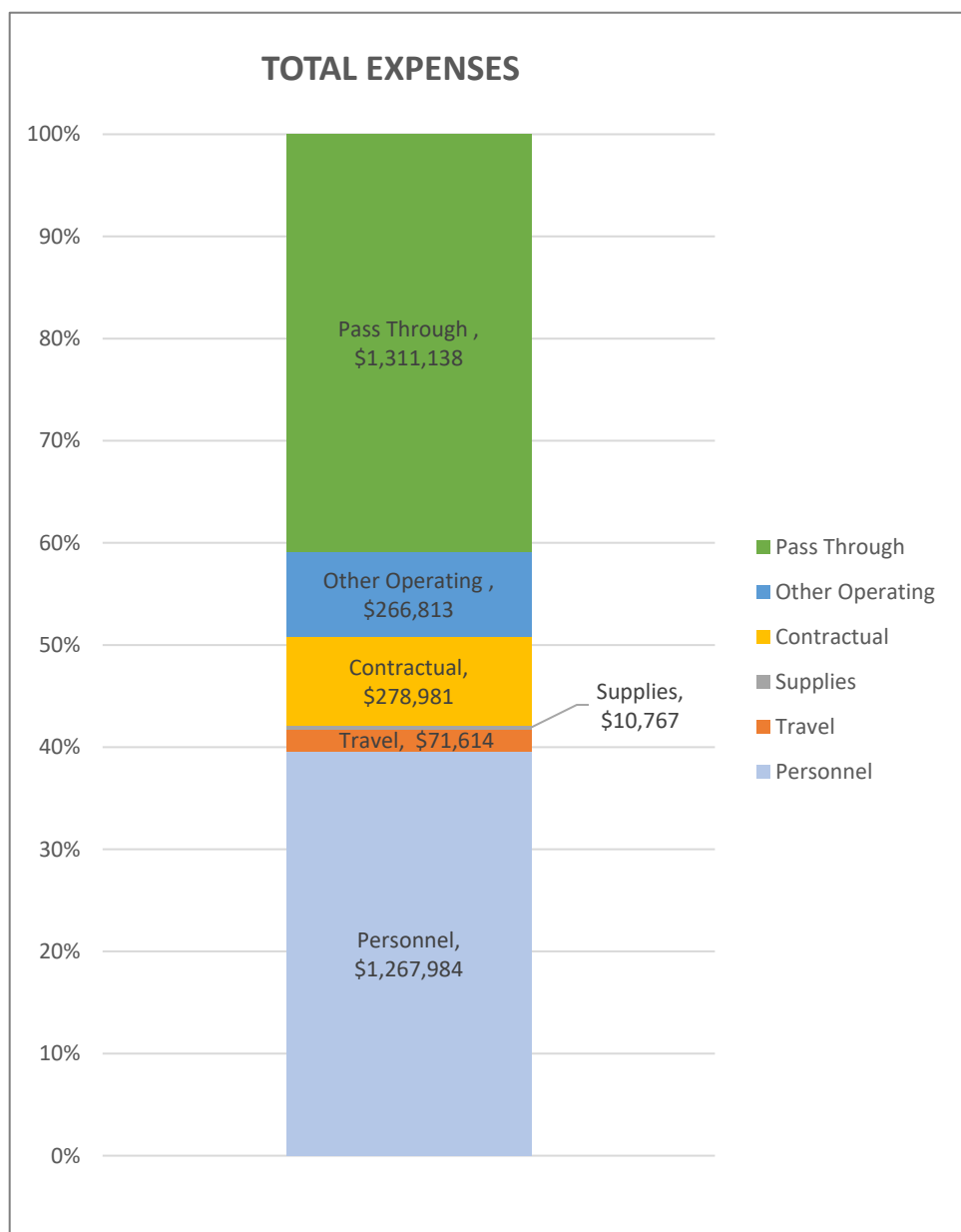
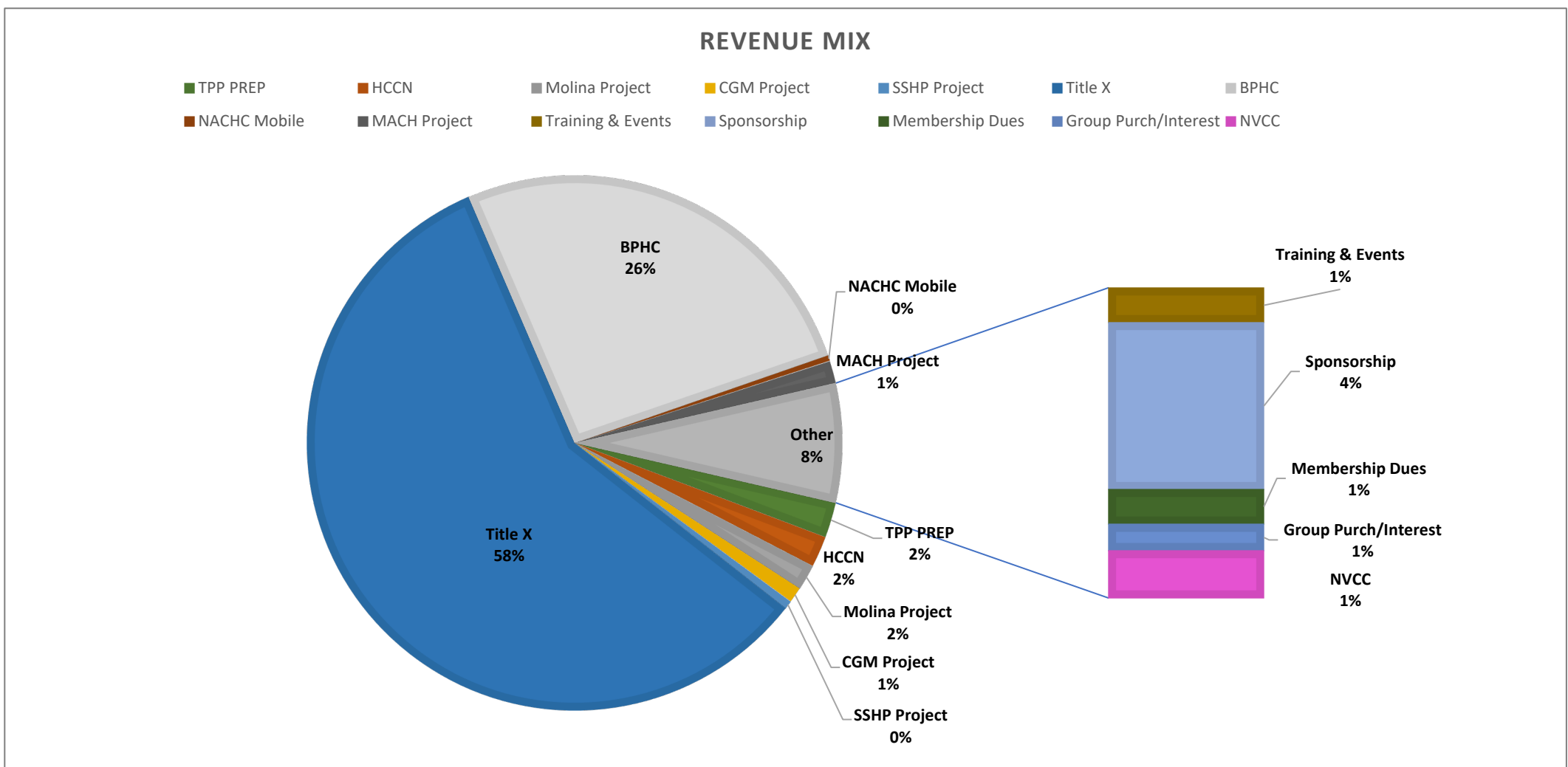
125%

NB= Not Budgeted

	APPROVED BUDGET 2023-2024	YTD Jun-24	% of Budget	Notes
Photocopying	580	0	0%	
Postage	73	109	149%	Postage to mail NHCW posters
Printing/Outreach	1,243	714	57%	
Recruitment Expenses	1,800	1,624	90%	
Staff/Board Development (6615)	2,814	4,017	143%	Conducted change navigator training for all staff
Taxes & Licenses	125	56	45%	
NVCC Operating Expenses	10,000	21,540	215%	Income and expenses higher than estimated
Dues & Memberships (6620)	14,425	13,938	97%	
Shared Costs				
Audit	17,900	17,900	100%	
Auto Lease	6,973	6,483	93%	
Alarm	684	1,308	191%	New ADT equipment installed at new office building
Bank Charges	180	121	67%	
General Office Supplies	3,200	3,064	96%	
IT Services	500	0	0%	
Janitorial	3,600	3,200	89%	
Insurances	10,500	14,666	140%	Includes workers comp; previously included in fringe
Occupancy	46,081	40,534	88%	
Repairs/Maintenance	500	3,315	663%	Moving costs paid for with BPHC carryover funds
Software Subscriptions	23,000	22,169	96%	
Telephone & Internet	11,436	9,906	87%	
Total Other Operating	264,344	266,813	101%	
Pass through Contracts- Title X	1,455,166	1,267,192	87%	Does not include June 2024 RFRs
Pass through Contracts- TPP PREP	67,245	43,946	65%	Does not include June 2024 RFRs
Total Pass Through	1,522,411	1,311,138	86%	
Total Expenses	3,465,333	3,207,297	93%	
Total Income or Loss	27,754	8,899	32%	

Pop Health restricted revenue recognized FY23; expenses incurred this FY	154,450
Restricted Income from: Molina, SSHP, Intermountain, and AC 2024 Sponsorship recognized but expenses have not incurred	(109,881)
<i>Income or Loss Without Donor Restriction</i>	<i>53,468</i>

Financial Dashboard Report July 1, 2023 – June 30, 2024



	8-23	10-23	12-23	2-24	4-24	6-24	Avg
Days cash on hand* Goal = 60	113	68	49	98	72	73	79
Current ratio*	2.0	1.8	2.2	2.2	2.4	2.0	2.1

*Days cash on hand & current ratio are calculated without Pop Health, Molina Project, SSHP Project and CGM Project restricted funds.

Nevada Primary Care Association
Board Meeting – July 17, 2024
Item 3c

Nevada Primary Care Association

Statement of Financial Position

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1020 NVPCA Bank of America Checking	64,826.35
1030 Live Oak Savings	542,627.52
Total Bank Accounts	\$607,453.87
Accounts Receivable	
1200 Accounts Receivable	244,639.38
Total Accounts Receivable	\$244,639.38
Other Current Assets	
1300 Undeposited Funds	0.00
1320 Prepaid Expense	0.00
1323 Prepaid Insurance	11,773.55
1324 Prepaid Training Expense	0.00
1325 Prepaid Rent	0.00
1328 Software Subscriptions	269.79
1329 Auto Insurance	4,250.58
1330 Cyber Insurance	1,430.77
1331 D&O Insurance	3,710.77
1332 General Liability Insurance	2,460.15
1333 Workers Comp Insurance	280.70
Total 1320 Prepaid Expense	24,176.31
1340 Petty Cash	
2120 Payroll Asset	0.00
2130 Payroll Corrections	0.00
Total Other Current Assets	\$24,297.05
Total Current Assets	\$876,390.30
Fixed Assets	\$0.00
Other Assets	
1500 Rent Deposits	2,498.00
1510 ROU Asset	115,581.36
Total Other Assets	\$118,079.36
TOTAL ASSETS	\$994,469.66

Nevada Primary Care Association
Board Meeting – July 17, 2024
Item 3c

Nevada Primary Care Association

Statement of Financial Position

As of June 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	198,946.39
Total Accounts Payable	
Credit Cards	\$8,814.57
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
2115 Direct Deposit Payable	0.00
2250 NVCC Reserve	10,000.00
2275 Credit Card Processing	
2300 Goni Lease Liability	116,140.56
2500 Payroll Liabilities	37,180.34
2511 Payroll Liability	
NV Unemployment Tax	223.62
Total 2511 Payroll Liability	223.62
2530 Accrued Retirement Benefit (IRA)	553.61
2540 Accrued Vacation	19,034.79
2700 Accrued Expense	0.00
2900 Deferred Income	0.00
Total Other Current Liabilities	\$183,132.92
Total Current Liabilities	\$390,893.88
Total Liabilities	\$390,893.88
Equity	
3000 Equity	
3030 Net Investment in Equipment	9,942.41
Total 3000 Equity	9,942.41
3020 Accumulated Earnings	61,034.31
4000 Retained Earnings	523,700.53
Net Revenue	8,898.53
Total Equity	\$603,575.78
TOTAL LIABILITIES AND EQUITY	\$994,469.66



Item 3d: Fund for Resilient Nevada Grant Application

NEVADA DHHS Fund for a Resilient Nevada – Opioid Recoveries

Target 1: Build Capacity and Workforce Development

\$750,000 per year ceiling

3 Year Project Period

Intent: NVPCA seeks to identify community health center **challenges and opportunities** to deliver Medication for Opioid Use Disorder (MOUD) treatment to the diverse populations they serve in the state. To do this, NVPCA would leverage these funds to collect and evaluate qualitative and quantitative data and develop an **MOUD services integration and implementation plan**. Over the grant's life, NVPCA would seek to employ a researcher/data analyst to analyze **MOUD treatment capacity** challenges and opportunities in Nevada's Federally Qualified Health Centers (FQHCs). For example, we would study what is necessary for FQHCs to take a larger role in maternal health, pediatrics, other marginalized populations and MOUD treatment. This PCA capacity would help NVPCA maximize the resources of Nevada's FQHCs and create efficiencies in planning and directing evidence-based training and support resources.

NVPCA would also develop an intervention to **support and retain existing MOUD physicians**, as they are the key to serving Nevadans with opioid use disorders. According to the Financial Assessment Calculator for Provider Turnover, developed in 2023 by the STAR² Center, the financial impact of losing a provider is \$452,573. Investing in retaining this provider, by provider-level TA, supports the sustainability of MOUD services in FQHCs. FQHC turnover data supports this investment, both for Nevada's urban and rural providers (potentially separate cohorts).

For example, similar to an ECHO program, one strategy could be to offer office hours with a senior clinician on a bi-weekly basis. Physicians would bring MOUD-related questions and challenges to this open discussion session to receive expert guidance and learn from peers.

Depending on available resources, NVPCA would seek to develop a similar intervention to **support and retain clinical pharmacists** as part of the MOUD clinical care team.

Pros:

- Optimize MOUD services to serve Nevadans
- Services are reimbursed by MCOs and payors
- Integrated services to best serve patients with MOUD
- Leverage individualized and peer group support for providers newer to MOUD care to develop expertise and community, to retain these rare professionals
- Providers and team would be compensated for consistent, meaningful engagement

Cons:

- FQHCs required to participate in in-depth MOUD services needs assessment (update from 2020 State Opioid Response/MAT needs assessment)
- Limited loss of productivity for clinicians and clinical pharmacists (and perhaps other staff) while engaged in learning and peer support

Action: Vote on approval for NVPCA staff to submit application to Funds for Resilient Nevada.

Item 4a: Security Risk Assessment (SRA) – Medcurity

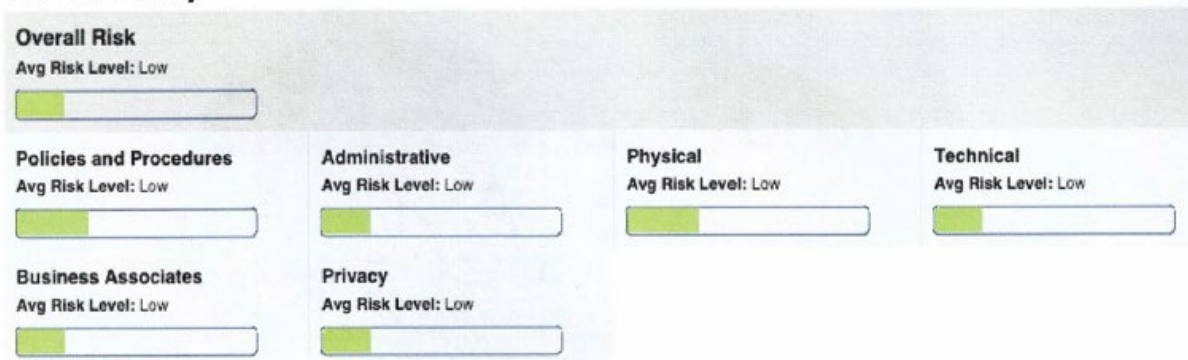
NVPCA has contracted with [Medcurity](#) to conduct a Security Risk Assessment (SRA) of its systems and network. The purpose of the assessment, and the implementation of any recommendations, is to enhance the security and privacy of information across our network. This partnership ensures we maintain compliance with HIPAA regulations and safeguard health center data.

The SRA is designed to identify potential vulnerabilities and ensure alignment with the HIPAA Security Rule. Additionally, Medcurity is conducting an internal scan of all IP addresses at the Carson City location and running scans on each employee's home router to identify potential security concerns.

Completed on June 19, 2024, the assessment includes a thorough review of our policies and procedures and provides 60 actionable recommendations to enhance our security measures. The categories covered were:

- Policy and Procedure Safeguards
- Administrative Safeguards
- Physical Safeguards
- Technical Safeguards
- Business Associates Safeguards
- Privacy Safeguards

Risk Summary



Next Steps

HHS advises the following two steps for all HIPAA-covered entities:

1. Have a Risk Assessment conducted,
2. Create an implementation plan to address identified risks.

To advocate for, broaden, and strengthen the health center network.



Accordingly, NVPCA leadership has reviewed the assessment report, and reviewed the suggested actions. A plan to track and track them through to completion in Medcurity. The plan will include mitigation steps for each area, a timeline for completion, and final documentation when completed.

The 125 assessment questions resulted in 60 actionable items, 9 of which are designated as medium or high risk. Those recommendations are listed below:

#	Recommendation	Risk
1	Create a Contingency Plan that details how your organization will respond to natural or man-made disasters, especially if information systems are damaged or access to PHI is prevented.	High Impact
2	Document the process of providing authorized recipients of encrypted PHI with the decryption process or key.	Medium Impact
3	Take steps to ensure your Incident Response Plan is realistic and ready to execute. The members of your incident response team should be identified and trained, and the Incident Response Plan should be tested periodically.	Medium Impact
4	Assess and clearly document the suitable physical protections required to safeguard your facility from unauthorized entry.	Medium Impact
5	Have a Business Associate Agreement (BAA) executed with every Business Associate. Ensure that the terms and conditions of your organization's BAAs include provisions from the Security Rule. The BAA should explicitly state that the Business Associate will implement appropriate safeguards to protect the privacy, confidentiality, integrity, and availability of PHI it handles on behalf of your organization.	Medium Impact
6	Review your security plan to ensure it has been implemented. Test it to see if adjustments need to be made to better protect PHI.	Medium Impact
7	Document that you have implemented the system checks to protect data integrity as outlined in your Data Integrity Policy.	Medium Impact
8	Understand the ways your information systems can audit user activity including customizable user auditing reports. Determine what activity needs to be monitored to guard against unauthorized use.	Medium Impact
9	Document the process for managing audit control reports. The documentation should include the following items: Designate the person responsible for running system auditing reports.	Medium Impact

To advocate for, broaden, and strengthen the health center network.



Item 4b: Adoption of Information Technology Board Policies

Staff is recommending the adoption of the following four policies related to information technology:

1. Acceptable Use of Technology

This policy describes the safeguards implemented to protect the computer resources and information systems used by staff as they accomplish their job responsibilities. Through the policy, NVPCA shall protect its investment, preserve the information contained within those systems, and reduce business and legal risk. It describes operational procedures to be implemented, as well as prohibited uses of technology.

2. Cybersecurity

The cybersecurity policy describes processes implemented for access control, encryption, backup, incident response, awareness, and compliance. The cybersecurity framework is a structured approach for safeguarding IT assets, data, and operations, including risk mitigation; outlines the commitment to maintaining a secure and resilient IT environment; and seeks to ensure implementation of the fundamental concept of “Confidentiality, Integrity, and Availability” of information and services.

3. Data

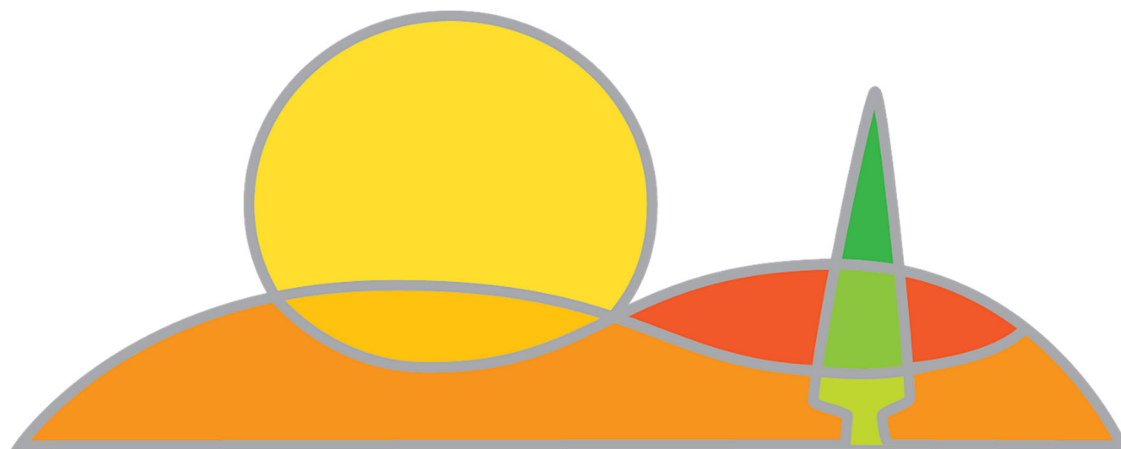
The Data policy seeks to clarify data access levels and responsibilities, including how and/or when confidential information may be accessed, retained, and/or destroyed. Once the policy is adopted, procedures shall be developed related to data access and protection, including management of account access and passwords, account management, and remote access; and data retention, including backups and storage, data disposal, and retention limits.

4. IT Operations and Systems

The IT Operations and Systems Policy describes how NVPCA will support business operations and administrative functions through information technology services. This includes applications support; acceptable use of artificial intelligence technologies and social media¹; communication resources; mobile devices and remote access; website management; IT acquisition and development; and the use of centralized processes for the purchase and installation of software and hardware.

Information Technology Policy Manual

Adopted TBD



NEVADA
PRIMARY CARE ASSOCIATION

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Policy Manual Review Form

This certifies that the NVPCA Information Technology Policy Manual was reviewed and approved by NVPCA Board of Directors on: **TBD**.

Were there any revisions or additions to the manual since the last review?

 NO YES

Revisions and/or additions to the manual were as follows:

DATE	POLICY NUMBER & TITLE	EXPLANATION OF REVISION/ADDITION
TBD	IT-P00 – 004	New policies: Acceptable Use, Cybersecurity, Data, and IT Operations and Systems

 Signature & Title

 Date

Date of Next Scheduled Review by CEO: May 2025.

Introduction

The Information Technology (“IT”) policies have been adopted as the Nevada Primary Care Association (“NVPCA” or “Association”) seeks to create and maintain a secure, resilient, and compliant IT environment. This includes the protection of the Association’s IT assets and operations from potential threats and vulnerabilities, and the management of electronic information.

ITP1-01: Acceptable Use of Technology

Section: Information Technology Policy
Policy Number: ITP1-01
Policy Title: Acceptable Use of Technology Policy
Date: TBD
Revision Date: TBD

Policy:

1. NVPCA provides its employees and other users with computer resources and information systems (e.g., Internet access, e-mail, personal computer) to accomplish required performance and fulfillment of job responsibilities, as well as business objectives. An integral part of business at NVPCA is its computer resources and information systems. The Association has made a substantial investment in human and financial resources to create these systems. Board policies and associated procedures have been established in order to:
 - a. Protect this investment;
 - b. Safeguard the information contained within these systems; and
 - c. Reduce business and legal risk.
2. The NVPCA Chief Executive Officer (“CEO”) shall ensure the adoption of operational procedures and associated documents to ensure responsible use of technology by staff and other users of Association technology. This includes, but is not limited to:
 - a. Users of NVPCA computer information systems and resources are expected to use these to perform their assigned job and for Association business; and shall act safely, responsibly, and ethically at all times.
 - b. Passwords used to access Association technologies should be protected and regularly changed to ensure others do not access their accounts.
 - c. Internet usage is provided to employees to conduct work-related business. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect a user’s performance of employment related activities.
 - d. All e-mail on NVPCA information systems, including personal e-mail, is the property of NVPCA. As such, all e-mail can and may be periodically monitored.
3. Prohibited uses of technology include, but are not limited to:
 - a. using a technology resource to actively engage in procuring or transmitting material that is in violation of Association policies and procedures and/or applicable state and federal laws and regulations, to include those related to harassment, discrimination or hostile work environment;
 - b. transmission of any communication where the meaning of the message or its transmission or

NVPCA Information Technology Policies

- distribution would violate any federal or state law, the acceptable use policies of public access networks, or Association policies and procedures;
 - c. any activity designed to or resulting in the introduction of malicious programs to Association technology resources; and
 - d. effecting security breaches or any disruptions of network communication, including, but not limited to, accessing data of which the employee is not an intended recipient, or logging into a server or account that the employee is not expressly authorized to access.
4. At any time and without notice, NVPCA management reserves the right, but is not obligated, to examine e-mail, personal file directories, and other information stored on NVPCA computers. This examination assures compliance with internal procedures, supports the performance of internal investigations, and assists with the management of NVPCA information systems. Users should structure their electronic communications in recognition of the fact that NVPCA will from time to time examine the content of electronic communications.
5. Violations of this policy or the associated procedure(s) may result in disciplinary action, up to and including discharge, or suspension and/or termination of any business relationship. If there is evidence that an employee is not adhering to the guidelines set out in this or any IT policy, NVPCA reserves the right to take disciplinary action, including termination and/or legal action. Further, in case of a request from law enforcement authorities, all e-mail and other data may be made available to the requesting agency.

ITP1-02: Cybersecurity Policy

Section: Information Technology Policy
Policy Number: ITP1-02
Policy Title: Cybersecurity Policy
Date: TBD
Revision Date: TBD

Policy:

1. NVPCA is committed to implementing and maintaining critical cybersecurity functions, ensuring they are in harmony with the association’s strategic goals. Through adoption of this cybersecurity policy and associated IT Governance Framework procedures (“Framework”), processes for access control, encryption, backup, incident response, awareness, and compliance shall be established. The Framework:
- a. Is a structured approach for safeguarding IT assets, data, and operations, including risk mitigation;
 - b. Outlines the commitment to maintaining a secure and resilient IT environment, aligning with industry standards, and ensuring the protection of sensitive information; and
 - c. Seeks to ensure implementation of the fundamental concept of “Confidentiality, Integrity, and Availability” (also known as the “CIA triad”) of information and services that are vital for NVPCA and its partners.
2. The NVPCA Chief Executive Officer (“CEO”) shall ensure the adoption of operational procedures and associated documents to implement and maintain the following core functions.

NVPCA Information Technology Policies

- a. The core functions of this policy were created to align with those of the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CF) as follows:
 - i. Identify and assess IT assets, risks, and vulnerabilities;
 - ii. Protect IT assets, systems, and data from unauthorized access and cyber threats through the implementation of appropriate safeguards;
 - iii. Detect cybersecurity incidents in a timely manner through the establishment of processes and mechanisms;
 - iv. Respond to and mitigate cybersecurity incidents by adopting a robust incident response plan; and
 - v. Recover from cybersecurity incidents and restore normal operations by implementing procedures based on national standards and best practices.
- b. Such operational procedures and associated documents shall guide the deployment of cybersecurity measures to best meet the needs of the Association and its partners. That includes, but is not limited to, the following areas:
 - i. information security, including information security monitoring, information security risk management, physical access, and data privacy;
 - ii. disaster recovery, business continuity, and incident response, including disaster recovery planning, business continuity planning, and breach identification and recovery;
 - iii. network protection, including network and infrastructure protection, server protection, and endpoint protection; and
 - iv. Centralized processes for purchasing software and hardware to ensure they meet the Association’s security standards.
3. NVPCA shall comply with applicable state and federal laws and regulations as they relate to information technology systems and services. Additionally, the association shall utilize national standards and accepted practices in carrying out the provisions of its IT policies. (See Appendix B for legal requirements and associated documents)
4. This policy and any associated documents shall be communicated and enforced across the association, reviewed annually, and updated as needed to reflect the changing IT landscape. Any knowledge of a violation of this Policy or the IT Governance Framework procedures must be reported immediately to the violator’s supervisor. Violations may lead to disciplinary action, up to and including termination.

ITP1-03: Data

Section: Information Policy
Policy Number: ITP1-03
Policy Title: Data Policy
Information Date: TBD
Revision Date: TBD

NVPCA Information Technology Policies

Policy:

1. Through this policy and any associated documents, data access levels and responsibilities shall be clarified, including how and/or when confidential information may be accessed, retained, and/or destroyed.
 2. This policy relates to institutional data, regardless of format, that is maintained by the NVPCA or a party acting on behalf of NVPCA. Examples of institutional data include Protected Health Information (PHI), financial records, payroll records, and human resources records.
 - a. PHI refers to any information in the medical record or designated record set that can be used to identify an individual and that was created, used, or disclosed while providing a health care service.
 3. The NVPCA Chief Executive Officer is responsible for the creation and maintenance of any operational procedures and associated documents necessary to ensure the security of information to best meet the needs of the association and its partners. That may include, but is not limited to:
 - a. data access and protection, including management of account access and passwords, Guest network access, account management, remote access, and access by third parties; and
 - b. data retention, including backups and storage, data disposal, retention limits, and responsibilities, data classification, email retention, and data loss prevention.
 4. NVPCA shall maintain confidential information only in areas where there is a legitimate and justifiable need. When possible, confidential information should be accessed from its original source, and copies or printed versions of the information shall be kept to a minimum.
 5. When acting as a Business Associate, NVPCA will comply with regulatory requirements to appropriately safeguard PHI by protecting its Confidentiality, Integrity, and Availability (the CIA triad) as outlined by the IT Governance Framework procedures.
 - a. In the context of healthcare, *Business Associate* is defined as “a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or provides services to, a covered entity.” (Cambridge Dictionary)
 6. Users must responsibly use data for which they have access, including using the data only for its intended purpose. Data users must maintain the confidentiality of data in accordance with all applicable laws and policies. Authorized access to sensitive data does not imply authorization for copying, further dissemination of data, or any use other than the use for which the employee was authorized. (See framework procedures for additional information.)
 7. NVPCA shall comply with applicable state and federal laws and regulations as they relate to data and confidentiality. Data shall be retained and/or destroyed in compliance with established procedures.
 8. This policy and any associated documents shall be communicated and enforced across the association, reviewed annually, and updated as needed to reflect the changing IT landscape.
 9. Upon termination of employment, NVPCA will wipe all confidential and proprietary information about NVPCA from all devices that are in the employee’s possession.
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ITP1-04: IT Operations and Systems

Section: Information Technology Policy
Policy Number: ITP1-04
Policy Title: Information Technology Operations and Systems Policy
Date: TBD
Revision Date: TBD

Policy:

1. NVPCA is committed to supporting business operations and administrative functions through information technology services and operations. Such services and operations shall be conducted in an equitable manner, comply with relevant laws, and be informed by industry best practices. Through this policy the Association’s protocols for information technology management shall be established to define a structured approach for the management and implementation of services and operations.
2. The term information technology (IT) encompasses a myriad of areas that involve computer systems, software, and data processing and storage. An Information System (“IS”) is an integrated set of components designed for collecting, storing, and processing data. IT operations and services include, but are not limited to:
 - a. applications support, including staff responsibilities for applications support;
 - b. acceptable use of IT resources, including artificial intelligence technologies and social media¹;
 - c. communication resources such as NVPCA voice mail, internet and e-mail;
 - d. mobile devices and remote access;
 - e. website management, including website content management and website accessibility;
 - f. Information technology systems acquisition and development, including acquisition of non-standard equipment, excess equipment, and asset management; and
 - g. centralized processes for purchasing and installation of software and hardware.
3. This IT policy, and associated operational procedures, seek to establish the rules, regulations, and guidelines for the proper usage, security, and maintenance of the Association’s technological assets. These assets include but are not limited to computers, mobile devices, servers, internet access, and applications.
4. The NVPCA Chief Executive Officer shall be responsible for the creation and maintenance of any associated documents, including procedures and forms, to guide the deployment of information technology services and operations to best meet the needs of the association and its partners.
5. Information technology services and operations needs shall be clearly identified and budgeted to provide an appropriate level of service and support to association technology users.
6. All software and hardware acquired for or on behalf of NVPCA or developed by NVPCA employees or contract personnel on behalf of NVPCA are and shall be deemed NVPCA property. All such software and hardware must be used in compliance with applicable licenses, notices, contracts,

¹ See PP1-38, Social Media

and agreements.

7. No outside equipment may be plugged into the NVPCA network without the IT department's permission. All hardware and software removal shall first be authorized by the IT department. Hardware and software shall not be removed from the premises without permission.
8. This policy and any associated documents shall be communicated and enforced across the association, reviewed annually, and updated as needed.

IT Addendums

ITA1-01: Definitions

1. Cybersecurity refers to the ability to protect or defend information resources and services utilizing cyberspace—the interdependent network of information technology infrastructures that includes the Internet, telecommunications networks, computer systems, and embedded processors and controllers.
 - a. For the purposes of this IT policy, cybersecurity includes physical access controls to maintain security while providing authorized individuals with access. This includes but is not limited to locked doors and filing cabinets.
2. U.S. Department of Commerce *National Institute of Standards and Technology (NIST)* refers to the federal agency that develops cybersecurity standards, guidelines, best practices, and other resources to meet the needs of U.S. industry, federal agencies and the broader public.

ITA1-02: Legal References

1. Health Insurance Portability and Accountability Act of 1996 (HIPAA)
2. U.S. Department of Commerce *National Institute of Standards and Technology (NIST)*
3. NIST Cybersecurity Framework (CSF)
4. Nevada Revised Statutes / Administrative Code
 - a. Chapter 82, Nonprofit corporations, and specifically NRS 82.181 – 82.188, Corporate Records

ITA1-03: Associated Documents

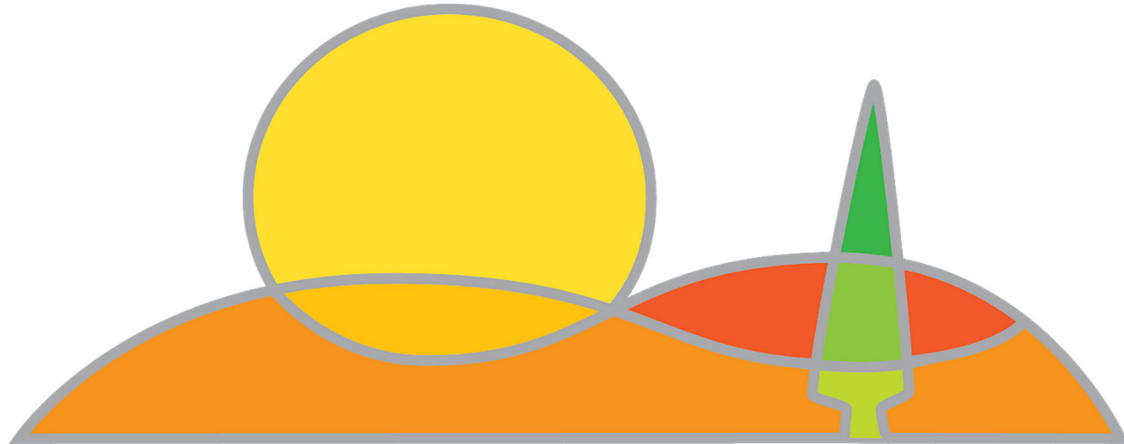
1. IT Operating Procedures
2. Confidentiality Acknowledgement Form
3. Remote Work Written Agreement Form
4. Business Associate Agreement Form
5. Personnel Policies
 - a. PP1-31.1: Misuse, Licensing and Duplication of Software or Related Documentation
 - b. PP1-33: Care of Equipment and Property
 - c. PP1-33.1: Laptop Security
 - d. PP1-38: Social Media

NVPCA Information Technology Policies

- e. PP1-30.1, Confidentiality of Member Matters
- f. PP1-30.2: Care of Member Records
- g. PP1-34: Document Retention

Fiscal Policies Manual

Revised September ~~2022~~TBD



NEVADA
PRIMARY CARE ASSOCIATION

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POLICY MANUAL REVIEW FORM

This certifies that the NVPCA Fiscal Policies manual was reviewed and approved by the NVPCA Board of Directors on ~~September 20, 2022~~ TBD.

Were there any revisions or additions to the manual since the last review?

No Yes

Revisions and/or additions to the manual are as follows:

DATE	POLICY NUMBER & TITLE	EXPLANATION OF REVISION / ADDITION
7/2024	All policies	Updated formatting throughout, Changed Finance Director to Director of Admin & Finance
7/2024	FM-01: Internal Control	Updated language; added statement about Board’s role
7/2024	FM-02: Gifts, Gratuities, Honorarium	Clarified language; added Board’s role
7/2024	FM-04: Dual Custody / Separation of Duties	Added “Separation of Duties”
7/2024	FM05: Financial Conflict of Interest	Removed redundant language
7/2024	FM-20: Disbursements	Updated language related to use of two checking accounts
7/2024	FM-21: Check Requests	Updated language to include “electronic” checks
7/2024	FM22: Purchase Orders	Clarified language related to CEO approval of major purchases (no change to the amount levels was made)
7/2024	FM-25: Per Diem – Travel	Changed mandatory language to permissive; and added reference to the Staff Travel Procedure
7/2024	FM-26: Expense Report	Added “approved” related to reimbursable expenses
7/2024	FM-42: Insurance	Removed “property” and added “Cybersecurity” insurance
09/2022	All policies	Changed Executive Director to CEO
09/2022	All policies	Changed Deputy Director to Finance Director

09/2022	FM-08: Bid Solicitation - Consultant Services	Increased amount from \$25,000 to \$35,000 for solicitation of a formal bid; Board approval needed for consultant contracts over \$35,000 if not in the approved budget
09/2022	FM-09: Bid Solicitation- Other services or purchases	Increased amount from \$5000 to \$10,000 for requiring formal bids for services or purchases
09/2022	FM-21: Check Requests	Updated to include check request stamp as check requests are made digitally
09/2022	FM-22: Purchase Orders	Added definition of a major purchase as \$25,000 or more which requires CEO approval and purchases of \$50,000 or more requires Board approval
09/2022	All policies	Changed Executive Director to CEO, Changed Deputy Director to Finance Director
09/2022	FM-08: Bid Solicitation - Consultant Services	Increased amount from \$25,000 to \$35,000 for solicitation of a formal bid; Board approval needed for consultant contracts over \$35,000 if not in the approved budget
09/2022	FM-09: Bid Solicitation- Other services or purchases	Increased amount from \$5000 to \$10,000 for requiring formal bids for services or purchases
09/2022	FM-21: Check Requests	Updated to include check request stamp as check requests are made digitally
09/2022	FM-22: Purchase Orders	Added definition of a major purchase as \$25,000 or more which requires CEO approval and purchases of \$50,000 or more requires Board approval
02/2017	All policies	Changed organization name from GBPCA to NVPCA; removed procedures from policies

Date of Next Scheduled Review by CEO: ~~September~~ July 2025

Signed by NVPCA CEO: _____

Date: _____

FM-00: FISCAL POLICIES INTRODUCTION

Section: Fiscal Management
Policy Number: FM1-00
Policy Title: Introduction
Date: TBD
Revision Date(s): n/a

The purpose of this document is to establish minimum fiscal standards of operation for the Nevada Primary Care Association (“NVPCA” or “Association”). The policies outlined in the manual serve as a framework, for the planning, implementation, and coordination of all agency fiscal operations.

The authority to develop, implement and operationalize the agency’s fiscal policies is delegated to the Chief Executive Officer (“CEO”) by the NVPCA Board of Directors (“Board”). The CEO will ensure that all NVPCA employees are familiar with relevant policies and procedures.

The fiscal policy manual will be reviewed annually by the CEO or delegated staff. The CEO will certify annually that the manual was reviewed by signing and completing the Policy Manual Review form. Revisions or additions to policies will be documented (Section III –Policy Manual Review Form).

The NVPCA Board of Directors will review and approve any changes to the Nevada Primary Care Association Fiscal Policies Manual.

FM-01: INTERNAL CONTROL

Section: FISCAL MANAGEMENT
Policy Number: FM-01
Policy Title: Internal Control
Date: December 18, 2012
Revision Date: February 7, 2017

Policy:

1. This policy describes the internal control and fiscal management of NVPCA funds. The financial policies ~~developed~~ adopted by NVPCA shall be followed and internal controls implemented to safeguard the Association’s assets ~~and comply with Association policy~~.
2. The Board has a vital role of responsible financial stewardship over the NVPCA system of accounts. Financial records shall be maintained and prepared in accordance with generally accepted accounting principles and presented to the Board regularly for review.
3. No Federal grant funds will be used to support the costs, if any are incurred, of prohibited lobbying activities, as variously defined in OMB Circular A 133, the HHS Appropriations Act, and HHS rules implementing the Byrd Amendment.

FM-02: GIFTS, GRATUITIES, HONORARIUM

Section: FISCAL MANAGEMENT
Policy Number: FM-02
Policy Title: Gifts, Gratuities, Honorarium
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. This policy seeks to ensure that members of the Board and NVPCA staff avoid there is no conflict of interest (See Personnel Policy (PP)1:41 for additional information on Conflict of Interest / Code of Ethics) or personal gain that comes as a result of their relationship and/or employment with NVPCA for an NVPCA employee. A conflict of interest is an action or relationship that might impair an employee's individual's ability to make objective and fair decisions relating to the employee's job performance or work of the member of the Board. Even the appearance of a conflict can be an issue.
2. No Board member or NVPCA Employee shall ~~not~~ accept monetary gifts or gratuities from any person or organization which receives, or is negotiating to receive, benefits or services from the Association, nor from those who provide or are negotiating to provide services or benefit the Association.
3. Employees may accept honoraria of more than \$25 for activities undertaken as part of the job on behalf of the Association for its use. Employees may accept token non-monetary gifts less than or equal to \$25 for activities undertaken as part of the job. Gift offers that exceed \$25 must be reported to the CEO. Any such gift or honoraria more than \$25 may be accepted on behalf of the Association for its use.

FM-03: APPROVAL

Section	FISCAL MANAGEMENT
Policy Number:	FM-03
Policy Title:	Approval
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. CEO, or designee, approval is required to either obligate or expend NVPCA funds. All expenditures must be supported by documentation.

FM-04: DUAL CUSTODY / SEPARATION OF DUTIES

Section	FISCAL MANAGEMENT
Policy Number:	FM-04
Policy Title:	Dual Custody/ <u>Separation of Duties</u>
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. NVPCA will employ a dual custody system to safeguard agency funds. The principle of dual custody should be followed wherever cash is collected to reduce controversy and reduce or eliminate the risk of loss.
 - a. Dual custody requires separation of duties to make online payment transactions or administrative changes, such as authorizing new users.

FM-05: FINANCIAL CONFLICT OF INTEREST

Section	FISCAL MANAGEMENT
Policy Number:	FM-05
Policy Title:	Financial Conflict of Interest
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. ~~CEO or designee approval is required to obligate or expend NVPCA Funds.~~ Employees, members of the Board of Directors, and agents of the Nevada Primary Care Association are prohibited from using their positions to solicit or accept gratuities, favors, or items of monetary value from current or potential contractors or vendors for private gain.
2. No employee, member of the Board of Directors, or agent of the Nevada Primary Care Association will participate in the selection, award, or administration of a contract or other arrangement where to the Association agent's knowledge, an immediate family member, partner or other entity or individual has a vested financial interest.
3. Employees and voting members of the Board of Directors shall annually sign the NVPCA Conflict of Interest statement.

FM-06: CONTRACTS

Section	FISCAL MANAGEMENT
Policy Number:	FM-06
Policy Title:	Contracts
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. Contracts that commit NVPCA funds shall be appropriately solicited (see Bid Solicitation).
2. Contractual agreements will include detail on the good or service solicited, a specified monetary value, the period of validity, a statement of recourse in the event of nonperformance, and, when applicable, a disclaimer regarding the availability of grant funds. Such contracts will also include all information required of the contracted party.

FM-07: BID SOLICITATION

Section	FISCAL MANAGEMENT
Policy Number:	FM-07
Policy Title:	Bid Solicitation
Date:	December 18, 2012
Revision Date:	

Policy:

1. CFR 45 Sections 74.41 through 74.48 set standards for the use of recipients of federal funds in establishing procedures for procurement of supplies, equipment, and services with federal funds.

FM-08: BID SOLICITATION - CONSULTANT SERVICES

Section	FISCAL MANAGEMENT
Policy Number:	FM-08
Policy Title:	Bid Solicitation - Consultant Services
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. Formal bids must be solicited when a consultant contract exceeds \$35,000. Consultant contracts up to \$35,000 may be solely approved by the CEO. Consultant contracts for \$35,001 and above must be approved by the Board of Directors unless the consultant contract line item is included in the board-approved budget, then approval is not needed.

FM-09: BID SOLICITATION - OTHER SERVICES OR PURCHASES

Section	FISCAL MANAGEMENT
Policy Number:	FM-09
Policy Title:	Bid Solicitation- Other services or purchases
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. Non-recurring expenditures with a value over \$10,000 will require the clear and detailed solicitation of written bids from three (3) vendors, if possible. The selection of a vendor will be documented and will include the reason for the selection, price, and other pertinent factors.
2. Documentation will reflect when a sole vendor is encountered or when written proposals are unavailable.
3. Written bids for recurring expenditures, such as printing or insurance, will be solicited at a minimum every five years or more frequently at the discretion of the CEO in the event of cost increases or other factors.
4. In certain instances, the CEO can determine that a relationship with a specified vendor for recurring expenditures is advantageous and therefore is exempt from Bid Solicitation. These arrangements should be periodically reviewed to ensure continued competitiveness. Such vendor accounts or relationships are established for NVPCA business only.

FM-10: BUDGETING

Section	FISCAL MANAGEMENT
Policy Number:	FM-10
Policy Title:	Budgeting
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. NVPCA will develop an annual line-item operating budget to include revenue and expenditure projections for all activities by program and/or fund source. The NVPCA budget will be

developed by the Director of Admin & Finance and the CEO and will be reviewed and approved by the board before it can be used as a management tool.

2. The CEO and the Director of Admin & Finance will authorize expenditures consistent with the approved budget.

FM-11: PERSONAL EXPENDITURES

Section	FISCAL MANAGEMENT
Policy Number:	FM-11
Policy Title:	Personal Expenditures
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. CEO approval, or approval of its designee, is required to either obligate or expend NVPCA funds. The use of NVPCA credit accounts for personal expenditures is prohibited. However, in certain nominal instances and at the discretion of the CEO, exceptions may be made. Personal phone calls, photocopies, and the like are to be reimbursed by the user. Unit costs will be established for those items which are acquired in quantity.

FM-12: FINANCIAL REPORTING

Section	FISCAL MANAGEMENT
Policy Number:	FM-12
Policy Title:	Financial Reporting
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. Timely revenue and expenditure reports will be generated and distributed. These reports shall include but are not limited to, quarterly reports to the Board, grant activity reports, and all other federal, state, and local reports as required.
2. Special reports shall be generated upon request.

FM-13: FUNDING ALLOCATION

Section	FISCAL MANAGEMENT
Policy Number:	FM-13
Policy Title:	Funding Allocation
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. CEO or designee approval is required to either obligate or expend NVPCA funds. Allocation to specific programs and/or fund sources for direct, and shared or indirect expenses will be documented in the Fund & Expense Allocation Plan.

2. Approval by the CEO will be based upon a reasonable and justifiable methodology.

FM-14: ADVANCE PAYMENT

Section	FISCAL MANAGEMENT
Policy Number:	FM-14
Policy Title:	Advance Payment
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. In instances where advance payment of expenditures is required, payment will be appropriately tracked in the accounting system in the pre-paid expense account and charged to the appropriate expense account when incurred. When receipts are required but not immediately presented, an invoice will be generated, requesting payment from the responsible party.

FM-15: AUDIT

Section	FISCAL MANAGEMENT
Policy Number:	FM-15
Policy Title:	Audit
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. An outside certified public accountant shall perform an annual agency-wide audit. The audit shall be conducted as soon as possible following NVPCA's fiscal year-end and will be presented to the Board of Directors, including all letters.
2. Per federal regulation, copies of the audit and all letters shall be sent to all appropriate funding sources within nine months of the close of the audit year.
3. The Board of Directors shall approve the selection of the auditor.

FM-16: RESTRICTED/MEMBERSHIP FUNDS

Section	FISCAL MANAGEMENT
Policy Number:	FM-16
Policy Title:	Restricted/Membership Funds
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. NVPCA funds that are free of federal, state, donor, or grantor use restrictions will be designated "Membership Funds."
2. Funds that are bound by federal or other grant requirements, or other donor-designated limitations of their use, will be designated as "Restricted Funds."
3. Restricted and Membership Funds will have separate budgets, and transactions will be recorded

and tracked to ensure compliance with GAAP rules.

FM-17: FURNITURE EQUIPMENT

Section FISCAL MANAGEMENT
Policy Number: FM-17
Policy Title: Furniture Equipment
Date: December 18, 2012
Revision Date: February 7, 2017

Policy:

1. In accordance with CFR Title 45, Part 74.2 and OMB Circular A-122 B 15, equipment is defined as an article of tangible property that has a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5,000. NVPCA's capitalization level is \$5,000. All goods acquired by NVPCA which meet this definition will be capitalized and depreciated over their useful lives.

FM-18: FURNITURE EQUIPMENT DISPOSAL

Section FISCAL MANAGEMENT
Policy Number: FM-18
Policy Title: Furniture Equipment Disposal
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. Disposal of an item with an original value over \$5,000 is at the discretion of the CEO and the Finance Committee of the Board. The CEO will make every effort to sell the capital item in question by making its availability public, through the means deemed necessary, unless otherwise instructed by the Board.
2. In the event that the item cannot be sold, it can be: (1) donated to another non-profit organization or needy individual, if office equipment or furniture; (2) sold for scrap value or traded in. Disposal of items with an original value of under \$5,000 is left to the discretion of the CEO.

FM-19: FISCAL AGENT

Section FISCAL MANAGEMENT
Policy Number: FM-19
Policy Title: Fiscal Agent
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. NVPCA will charge a minimum of 10% to be contracted to manage all or any portion of another organization's fiscal resources. The CEO retains the discretion to modify the rate charged.

2. NVPCA may open an additional bank account(s) to separate funds by organization or project.

FM-20: DISBURSEMENTS

Section	FISCAL MANAGEMENT
Policy Number:	FM-20
Policy Title:	Disbursements
Date:	December 18, 2012
Revision Date:	February 7, 2017

Policy:

1. NVPCA maintains two checking accounts - one checking account for receipt of grant federal funds and disbursement of pass through payments, and one checking account for general operating disbursements ~~one principal bank account for the disbursement and receipt of funds.~~ One designated signer is required for all checks and/or electronic payments drawn on the ~~eseis~~ accounts. Check signers are to be approved by the Board of Directors and on file at the bank. All checks shall be pre-numbered and safeguarded in a locked drawer.

FM-21: CHECK REQUESTS

Section	FISCAL MANAGEMENT
Policy Number:	FM-21
Policy Title:	Check Request
Date:	August 14, 2010
Revision Date:	September 2022

Policy:

1. A check request form or an electronic check request stamp is used for expenditures with known values and supporting documentation. A check request form/electronic stamp is signed by the CEO or the Director of Admin & Finance.

FM-22: PURCHASE ORDERS

Section	FISCAL MANAGEMENT
Policy Number:	FM-22
Policy Title:	Purchasing
Date:	August 14, 2010
Revision Date:	September 2022

Policy:

1. Major purchases in the amount of \$25,000 or more shall require CEO approval. Major purchases of \$50,000 or more shall require the approval of the Board, unless the item is reflected in the approved budget.
- ~~2. The Association defines a major purchase as \$25,000 or more which requires CEO approval and purchases of \$50,000 or more require Board approval if not in the approved budget.~~
- ~~3.2.~~ Purchase order requests forms are used for expenditures with estimated values and forthcoming documentation, as in the case of expendable supplies. Purchase order requests are approved by a

supervisor or CEO.

FM-23: PAYROLL

Section FISCAL MANAGEMENT
Policy Number: FM-23
Policy Title: Payroll
Date: December 18, 2012
Revision Date: February 7, 2017

Policy:

1. Employees are paid every two weeks, 26 times per year. A pay period consists of two weeks, starting on a Saturday and ending on a Friday. For exempt and non-exempt staff, a signed time sheet or Personal Activity Report will be submitted on the first working day following the end of the pay period. As a matter of course, employees will be paid no later than the Friday following the end of the pay period.

FM-24: PAYROLL DEDUCTIONS

Section FISCAL MANAGEMENT
Policy Number: FM-24
Policy Title: Payroll Deductions
Date: August 14, 2010
Revision Date: February 7, 2017

Policy:

1. Payroll deductions are made as prescribed by law, including deductions for federal income tax, social security, Medicare taxes, and if selected by the employee, deductions for a tax-deferred retirement plan, medical and dental insurance, dependent health care insurance, and health savings account.
2. Payroll records, including withholding information, shall be maintained for all employees. All withheld taxes and other deductions will be deposited in accordance with applicable regulations. Reports shall be generated and retained as required by law.

FM-25: PER DIEM – TRAVEL

Section 2.16 FISCAL MANAGEMENT
Policy Number: FM-25
Policy Title: Per Diem – Travel
Date: August 14, 2010
Revision Date: September 2022

Policy:

1. NVPCA employees, consultants, and members of the Board ~~will~~may be compensated for meals and incidental expenses incurred while traveling on NVPCA business. ([See NVPCA Administrative Procedure on Staff Travel](#))
 - a. If time permits and adequate documentation is provided, per diem ~~will~~may be paid in

advance per U.S. GSA Federal Travel Rate (<http://www.gsa.gov/portal/category/21287>) for meals and incidental expenses (M & IE) for the location or locations visited.

- b. Travel to and from the airport is not considered a portion of M & IE and is subject to reimbursement.
2. Per diem requests must be approved by a supervisor and submitted to the Director of Admin & Finance or CEO.

FM-26: EXPENSE REPORT

Section FISCAL MANAGEMENT
Policy Number: FM-26
Policy Title: Expense Report
Date: August 14, 2010
Revision Date: September 2022

Policy:

1. Employees who incur **approved** expenses on behalf of NVPCA and need to be reimbursed must complete the Expense Report form and attach receipts for the expenditures. Once approved by the CEO, payment will be sent.

FM-27: MILEAGE REIMBURSEMENT

Section FISCAL MANAGEMENT
Policy Number: FM-27
Policy Title: Mileage Reimbursement
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. NVPCA employees, consultants, and members of the Board may be compensated for mileage traveled in personal vehicles on NVPCA business at the rate annually established by the Internal Revenue Service when pre-approved by the CEO or designee. The CEO retains the discretion to arrange for alternative mileage reimbursement arrangements in advance of an employee or Board Member's travel.

FM-28: OTHER REIMBURSABLE EXPENSES

Section FISCAL MANAGEMENT
Policy Number: FM-28
Policy Title: Other Reimbursable Expenses
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. NVPCA employees, consultants, and members of the Board of Directors who incur pre- approved expenses on behalf of NVPCA, for NVPCA business are eligible for reimbursement as approved by

the CEO or designee.

FM-29: CREDIT CARD EXPENSES

Section FISCAL MANAGEMENT
Policy Number: FM-29
Policy Title: Credit Card Expenses
Date: December 18, 2012
Revision Date: February 7, 2017

Policy:

1. Expenditures charged to the corporate credit card must be pre-approved. Employees who incur expenses on behalf of NVPCA using a corporate credit card will submit receipts for these expenditures to the accounting department within 3 workdays of the expenditure, or as soon as practicable.
2. Each staff person is prohibited from using the corporate credit card for personal use.

FM-30: POSTAGE

Section FISCAL MANAGEMENT
Policy Number: FM-30
Policy Title: Postage
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. Postage shall be maintained by the CEO. Replenishment will be requested by check request or supply order as needed.

FM-31: PETTY CASH

Section FISCAL MANAGEMENT
Policy Number: FM-31
Policy Title: Petty Cash
Date: December 18, 2012
Revision Date: September 2022

Policy:

1. A petty cash fund of \$200.00 is to be maintained and safeguarded in a locked drawer by the CEO. This fund is to be used for small purchases which are not best achieved by other means. Only the CEO may authorize a temporary increase to accommodate an NVPCA event or unusual circumstance.

FM-32: PAYMENT RECEIPTS

Section FISCAL MANAGEMENT
Policy Number: FM-32
Policy Title: Payment Receipts

Date: August 14, 2010
Revision Date: December 18, 2012

Policy:

1. NVPCA receives funds through three principal means - Checks, Cash, and Electronic Transfers. Properly-endorsed checks and duly recorded credit cards and cash shall be deposited within seven business days of receipt. The deposit of electronically transferred grant funds shall be confirmed before the issuance of payments against these funds. _

FM-33: MAIL (INCOMING PAYMENT RECEIPTS)

Section FISCAL MANAGEMENT
Policy Number: FM-33
Policy Title Mail (Incoming Payment Receipts)
Date: December 18, 2012
Revision Date:

Policy:

1. Checks or other payments/revenues received through the mail shall not be processed by the staff member who performs the weekly bank deposits.

FM-34: CASH HANDLING

Section FISCAL MANAGEMENT
Policy Number: FM-34
Policy Title: Cash Handling
Date: December 18, 2012
Revision Date: August 14, 2010

Policy:

1. Incoming cash (USD) shall be acknowledged through a pre-numbered and signed receipt.
2. Cash transactions over \$500.00 should be verified by a second NVPCA employee upon receipt and deposited immediately. Maintenance of cash on the premises over the Petty Cash Account should be limited to the greatest extent possible.

FM-35: ELECTRONIC TRANSFER

Section FISCAL MANAGEMENT
Policy Number: FM-35
Policy Title: Electronic Transfer
Date: August 14, 2010
Revision Date: December 18, 2012

Policy:

1. Request for the advancement of grant funds for NVPCA shall be limited to the amount needed and be timed to be in accordance with the actual, immediate cash requirements to carry out program requirements.

2. Checks will be written within two business days of the funds becoming available in the account and at no time more than three business days after the funds are deposited into the account. Any interest in excess of \$250.00 that may be accrued by NVPCA or by a subcontractor annually will be returned to DHHS in accordance with federal regulations.
3. Transfers will not span the fiscal year-end.

FM-36: RECONCILIATION

Section	FISCAL MANAGEMENT
Policy Number:	FM-36
Policy Title:	Reconciliation
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. NVPCA bank account will be reconciled to the bank statement monthly within 15 days of statement receipt or by the final business day of each month. Asset and Liability accounts will be reconciled monthly in preparation for the generation of monthly Total Operating Budget financial reports.
2. The CEO reviews the bank statement and reconciliation reports monthly.

FM-37: MONTHLY REPORTS

Section	FISCAL MANAGEMENT
Policy Number:	FM-37
Policy Title:	Monthly Reports
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. Monthly and year-to-date expense and revenue reports, which show budgeted amounts, will be generated monthly for the CEO and distributed to the Board in advance of board meetings.

FM-38: PROPERTY RECORDS

Section	FISCAL MANAGEMENT
Policy Number:	FM-38
Policy Title:	Property Records
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. All furniture and equipment shall be entered into the NVPCA's inventory records upon acquisition. A physical inventory shall be conducted by the CEO or designee at least once every two (2) years to ensure accuracy and to meet funding source guidelines and/or regulations.

FM-39: INVENTORY MANAGEMENT

Section	FISCAL MANAGEMENT
Policy Number:	FM-39
Policy Title:	Inventory Management
Date:	August 14, 2010
Revision Date:	September 2022

Policy:

1. NVPCA will manage grant-based inventory by documentation of receipt and disbursement. Inventory of this nature shall be managed by the Director of Admin & Finance, with oversight from the CEO.

FM-40: DONATION POLICY

Section	FISCAL MANAGEMENT
Policy Number:	FM-40
Policy Title:	Donation Policy
Date:	August 14, 2010
Revision Date:	September 2022

Policy:

1. NVPCA will accept the gift/ donation of cash in the form of personal checks, cashier's checks, and cash. Donations of items will also be accepted at the discretion of the CEO and Board of Directors. Legal input and advice will be referenced for the acceptance of gifts when appropriate.
2. Cash donations will be accepted for general purposes unrestricted or board-restricted funds. Donor-requested restricted cash gifts shall be accepted and applied per the donor's request.
3. Other general-purpose donations will be used for the general purposes of the Association at the discretion of the CEO or Board of Directors.
4. The Association will acknowledge each tax-deductible gift by sending a donation letter to the donor indicating that the gift is tax-deductible to the fullest extent of the law.
5. The Association may accept donations of tangible personal property. The CEO and Board of Directors will determine if and when the donation will be sold.

FM-41: MEMBERSHIP FEES

Section	FISCAL MANAGEMENT
Policy Number:	FM-41
Policy Title:	Membership Fees
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. NVPCA accepts membership dues by check and cash. Membership dues will be used for the general purposes of the Association at the discretion of the CEO or board of directors. The CEO and board of

directors will determine if and when membership will be terminated.

FM-42: INSURANCE

Section	FISCAL MANAGEMENT
Policy Number:	FM-42
Policy Title:	Insurance
Date:	December 18, 2012
Revision Date:	September 2022

Policy:

1. The Association will carry adequate insurance to protect its members as far as it is required by law and financially reasonable, and subject to the rules governing contractual services. The Association will carry Directors and Officer Liability, ~~Cybersecurity~~property insurance, and general liability insurance.
2. The Association will carry fire insurance or have proof that the owner of the building carries fire insurance. During the construction of a new building, the Association will carry an owners and contractors protection policy liability insurance in addition to the contractor's coverage.
3. Workers' Compensation. The Association will carry workers' compensation insurance as required by law.
4. The CEO shall periodically review insurance coverage and, if deemed necessary, make changes.



Item 4d: Personnel Policies Revisions and Adoption of One New Policy: “Paid Caregiver Leave”

Staff is recommending several changes to the NVPCA Personnel policies as well as adoption of two new policies: PP1-26.9, Paid Caregiver Leave, and PP1-26.10, Paid Parental Leave. Although most of the proposed changes are for the purpose of clarification, some provisions are being recommended for deletion for the purpose of creating administrative procedures and/or forms to provide clarity to staff on process. These include the process for filing a complaint or requesting an accommodation based on a disability

During review of the policies, it was suggested that the policies be re-ordered under sub-headers including “Non-discrimination,” “Employment,” “Pay and Attendance,” and “Benefits.” The proposed re-order is listed below, although the re-ordering of these sections would not be a substantive change to the actual content of the policies.

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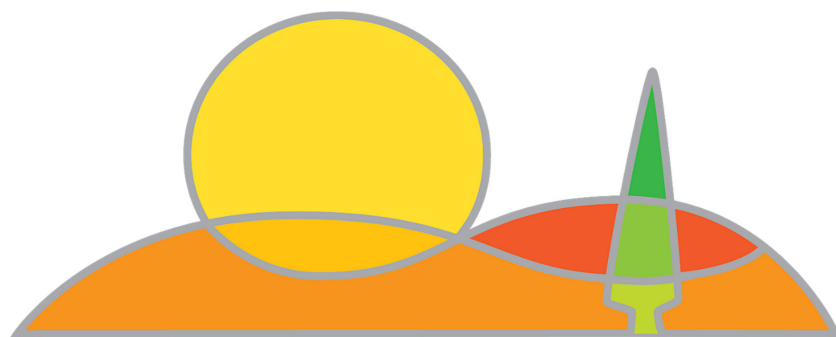
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Personnel Policy Manual

Revised May ~~2022~~TBD



NEVADA
PRIMARY CARE ASSOCIATION

NVPCA Personnel Policies

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POLICY MANUAL REVIEW FORM

This certifies that the NVPCA Personnel Policy Manual was reviewed and approved by NVPCA Board of Directors on: **TBD**.

Were there any revisions or additions to the manual since the last review?

NO X YES

Revisions and/or additions to the manual were as follows:

POLICY NUMBER & TITLE	EXPLANATION OF REVISION/ADDITION
<u>Changes approved July 2024</u>	
<u>All</u>	<u>General formatting and organization</u> <ul style="list-style-type: none"> • <u>Updated formatting throughout document for consistency</u> • <u>Reorder/Re-number policies to link general areas such as "Safe and Respectful Working Environment," "Benefits," "Leave," "Conduct"</u>
<u>PP1-00: Personnel Policies Introduction</u>	<u>Added an introduction</u>
<u>PP1-01: Equal Employment Opportunity</u>	<u>Update list of protected categories to include native language; added statement about diversity in employment to align to JEDI goals; ADA accommodations: removed procedural information for placement in the employee handbook</u>
<u>PP1-02: Social Security Number Privacy and Protection of Personal Information</u>	<u>Removed reference to contacting HR (added to PP1-00, Introduction)</u>
<u>PP1-04: Prohibited Harassment, Discrimination and Retaliation</u>	<u>Changed title to include "Intimidation"; added reference to complaint process in employee handbook; added reference to state and federal complaint process; added definitions section</u>
<u>PP1-06: Categories of Employment</u>	<u>Clarified no PTO for Per Diem employees</u>
<u>PP1-07: Anniversary Date</u>	<u>Removed reference to contacting HR (added to PP1-00, Introduction)</u>
<u>PP1-11.2: Attendance and Punctuality</u>	<u>Updated to include "their"</u>
<u>PP1-11.5: Breaks/Mealtime</u>	<u>Updated language to remove redundancy</u>
<u>PP1-13: Natural Disasters</u>	<u>Updated language to reference CEO "or designee"</u>
<u>PP1-15: Paycheck Deductions</u>	<u>Removed reference to contacting HR (added to PP1-00, Introduction)</u>
<u>PP1-17: Performance Reviews</u>	<u>Changed timeframe for when evaluations are conducted</u>
<u>PP1-22: Overtime</u>	<u>Removed reference to contacting HR (added to PP1-00, Introduction)</u>
<u>PP1-23: Notification of Special Circumstances</u>	<u>Added reference to working remote</u>
<u>PP1-24: Holidays</u>	<u>Added reference to when hourly employees may receive holiday pay</u>
<u>PP1-25 Paid Time Off (PTO)</u>	<u>Removed language about staff grandfathered into PTO policy in 2015 as no longer relevant</u>
<u>PP1-25.1 Paid Time Off Cash-out</u>	<u>Removed redundant language</u>
<u>PP1-26.3: Military Leave</u>	<u>Updated to include "their"</u>
<u>PP1-26.4: Witness Leave</u>	<u>Changed "should" to "shall" regarding notifying the supervisor</u>

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PP1-26.6: Leave of Absence	Removed clause that a leave of absence must be limited to one month.
PP1-26.7: Parental Leave	Added “Paid Parental Leave” related to childbirth and adoption.” Revised non-paid leave to include reference to guardians.
PP1-26.9: Paid Caregiver Leave	New policy – when “an employee needs to take time off work to care for a spouse, domestic partner, child/ward, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition”
PP1-27: Insurance Programs	Revised language to align to new insurance policies and when employees become eligible
PP1-29: Standards of Conduct	Revised language to clarify professional conduct versus conduct that could be grounds for discipline
PP1-31.1: Misuse, Licensing and Duplication of Software or Related Documentation	Revised language related to punishment for a federal offense
PP1-33.1: Laptop Security	Changed references to “laptop” to “computing device”
PP1-33.2: The Company Vehicles	Added language to mandate staff have a driver’s license to operate a vehicle; removed language that a copy of the driver’s license will be retained by HR. Prohibits use of a vehicle while impaired. Removed procedural language regarding “Vehicle Use Agreement” and “How to Report an Accident” to the Employee Handbook.
PP1-36: Travel/Expense Accounts	Revised language that “all” reimbursable expenses must be reviewed and approved
PP1-38: Social Media	Adds reference to the NVPCA Information Systems; removes reference to Snap Chat and changes “Twitter” to “X”; revises disciplinary language
PP1-39: Dress Policy	Updated language to reference approved dress code in Employee Handbook
PP1-42: Outside Employment	Updated language to clarify policy speaks to outside employment while concurrently employed at NVPCA
PP1-45: Workplace Violence	Revised policy to include members of the Board
PP1-47: Smoking in the Workplace	Updated language to reference state law
PP1-48: Drugs and/or Alcohol in the Workplace	Revised language related to legal drugs and impairment; revises definition of impairment
PP1-50: Filing a Grievance	Updated to include “their”
PP1-53 Whistleblower Policy	Changed HR Director to CEO; adds language related to reports of suspected wrongdoing by CEO
Changes approved March 2022	
All policies including “Executive Director”	Updated language from Executive Director to CEO
All policies including “Deputy Director” or “Office Manager”	Updated language from Deputy Director/Office Manager to Human Resources
All policies including “the organization”	Updated language from the organization to NVPCA
PP1-01: Equal Employment Opportunity	Updated language

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PP1-04: Prohibited Harassment, Discrimination and Retaliation Policy	Updated language
PP1-05: Sexual Harassment	Deleted policy; included in policy PP1-04
PP1-06: Categories of Employment	Added category Temporary Employee/Intern
PP1-10: Compliance with Immigration Reform and Control Act	Updated language
PP1-11: Recording Employee Time	Updated language
PP1-11.1: Payday	Updated language
PP1-11.2: Attendance and Punctuality	Updated language
PP1-11.5: Breaks/Mealtime	Updated language
PP1-11.6: Lactation Break	Updated language
PP1-17: Performance Reviews	Reviews will take place at the end of the fiscal year in June, not on the anniversary date
PP1-22: Overtime	Updated language
PP1-24: Holidays	Replaced Discretionary holiday with Juneteenth
PP1-25: Paid Time Off (PTO)	Updated language
PP1-26.1: Jury Duty Leave	Updated language
PP1-26.3: Military Leave	Updated language
PP1-26.4: Witness Leave	Updated language
PP1-26.8: Domestic Violence Leave	New policy added
PP1-29: Standards of Conduct	Updated language
PP1-30.1: Confidentiality of Member Matters	Updated language
PP1-31: Computer Software Licensing	Deleted policy; added "Licensing and Duplication" to PP1-31.1
Changes approved November 2021	
PP1-27: Insurance Programs	NVPCA pays a portion of dependents for medical and dental coverage. Added Vision.
Changes approved January 2020	
PP1-27.2: Tuition Reimbursement	New policy added
Changes approved July 2019	
PP1-25.1: Paid Time Off Cash-out	New policy added

 Signature & Title

 Date

Date of Next Scheduled Review by CEO: May 2025.

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PP1-00: Personnel Policies Introduction

Section: Personnel Policy
Policy Number: PP1-00
Policy Title: Introduction
Date: TBD
Revision Date(s): n/a

This Personnel Manual includes the adopted personnel policies of the Nevada Primary Care Association (“NVPCA” or “Association”) Board of Directors (“Board”). As needed, the Board directs the NVPCA Chief Executive Officer (“CEO”) to create procedures for the purpose of implementing the outlined processes.

Questions about the policies within this manual and/or the associated procedures, or any part thereof, should be directed to the CEO or Human Resources, as appropriate.

PP1-01: Equal Employment Opportunity

Section: Personnel Policy
Policy Number: PP1-01
Policy Title: Equal Employment Opportunity
Date: October 4, 2012
Revision Date(s): March 2022; TBD

Policy:

1. NVPCA is committed to a policy of equal opportunity for all employees and applicants for employment, regardless of age, race, color, religion, sex, national origin, native language, disability, sexual orientation, gender identity or expression, status as a registered domestic partner, genetic information, or status as a Vietnam-era or special disabled veteran in accordance with applicable state and federal laws. All actions affecting personnel are administered fairly and in accordance with applicable laws.
2. The Association seeks to recruit, employ, and retain a qualified work force that reflects the diverse community served by the healthcare centers and other member organizations in the state of Nevada. Employment decisions for initial employment, transfer, and promotion shall be based on the candidate’s ability to satisfy the qualifications outlined in the job description.
3. NVPCA’s commitment to equal treatment includes maintaining a workplace free from sexual, racial, ethnic, religious, or other forms of illegal harassment. All complaints of this nature will be promptly and thoroughly investigated. ~~Please understand that this policy cannot be successful and effective without employee input.~~
4. An employee who feels they have been illegally harassed, discriminated, intimidated, or retaliated against by the Association or by another employee(s) is encouraged to speak with the CEO. (See PP1-04, and the associated procedure for the formal complaint process)
 - a. Should the concern be related to the CEO, the employee may contact the Board President, the Nevada Equal Rights Commission (“NERC”) or the U.S. Equal Employment Opportunity Commission (“EEOC”).
 - b. ~~The employee must notify at least one of the persons described below if the employee believes they have been a victim of someone’s violation of this policy.~~
 - c. ~~Employees who engage in illegal discriminatory or harassing conduct are subject to~~

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~~disciplinary action, up to and including termination.~~

~~5. If an employee feels that they have been illegally harassed or illegally discriminated against while on the job, or an employee has equal employment opportunity related questions, talk with the CEO. If an employee is uncomfortable discussing the matter with the CEO, contact a Director. (see PP1-04 below for information related to filing a complaint)~~

~~6.5. An employee who is found to have engaged in illegal harassment, including sexual harassment, discrimination, intimidation, or retaliation shall be subject to disciplinary action, up to and including termination.~~

~~7.6. Nondiscrimination Against and Accommodation of Individuals with Disabilities~~

~~a. NVPCA complies with the Americans with Disabilities Act (“ADA”), as Amended, and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. NVPCA also provides reasonable accommodation for such individuals in accordance with these laws. It is NVPCA’s policy to, without limitation:~~

~~i. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.~~

~~ii. Administer medical examinations (a) to applicants only after conditional offers of employment have been extended, and (b) to employees only when justified by business necessity, such as for a second medical opinion or a fitness for duty exam, or as part of the Company’s physical exam program.~~

~~iii. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.~~

~~iv. Provide employment applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Association.~~

~~v. Notify individuals with disabilities that NVPCA will provide reasonable accommodation to qualified individuals with disabilities, by including this policy in the NVPCA’s employee handbook and by posting the Equal Employment Opportunity Commission’s poster on not discriminating against individuals with disabilities and other protected groups.~~

~~b. Qualified individuals with disabilities may make requests apply for a reasonable accommodation, which may include a leave of absence, to the CEO. (See ADA Accommodation Procedure and Application) On receipt of an accommodation request, the CEO will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation NVPCA might make to help overcome those limitations.~~

~~c. The CEO, in conjunction with the appropriate management representative(s), will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the Association’s overall financial resources and organization, and the accommodation’s impact on the operation of the Association, including its impact on the ability of other employees to perform their duties and on the Association’s ability to conduct business.~~

Commented [LS1]: This information is procedural and has been moved to the Employee Handbook

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~~d-b. The NVPCA will inform the employee of the NVPCA's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal NVPCA's decision to the Board of Directors by submitting a written statement to the CEO along with the reasons for the request.~~

~~e-c. The Board of Directors will review all employee appeals. After reviewing an employee's appeal, the Board of Directors will notify the CEO of its decision who will, in turn, notify the individual making the appeal of the Board of Director's decision, which will be final.~~

~~8.7. Nevada Pregnant Workers' Fairness Act~~

- a. All NVPCA employees have the right to be free from discriminatory or unlawful employment practices pursuant to the Nevada Pregnant Workers' Fairness Act (the "Act"). The Act allows all female employees the right to a reasonable accommodation for a condition of the employee related to pregnancy, childbirth, or any related medical condition.

PP1-02: Social Security Number Privacy and Protection of Personal Information

Section: Personnel Policy
Policy Number: PP1-02
Policy Title: Social Security Number Privacy and Protection of Personal Information
Date: October 4, 2012
Revision Date(s): March 2022, TBD

Policy:

1. To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with Board policy. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except where required by law.
2. Internal access to employee SSNs, driver's license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.
3. Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.
4. Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media. Any violation of this policy will result in disciplinary action up to and including discharge.
5. Where this policy and operating procedures may conflict with state law, the state law shall supersede this policy.

~~6. For more information about this policy and the company's operating procedures, contact Human Resources.~~

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PP1-03: Changes in Personal Information

Section: Personnel Policy
Policy Number: PP1-03
Policy Title: Changes in Personal Information
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. To aid employees and/or their family in matters of personal emergency, the Association shall maintain up-to-date information.
2. Changes in employee name, address, telephone number, marital status, number of dependents or next of kin and/or beneficiaries must be given to Human Resources promptly.

PP1-04: Prohibited Harassment, Discrimination, Intimidation and Retaliation

Section: Personnel Policy
Policy Number: PP1-04
Policy Title: Prohibited Harassment, Discrimination, Intimidation and Retaliation
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA is committed to providing a work environment free of prohibited discrimination, prohibited harassment, including sexual harassment, intimidation, and retaliation. NVPCA maintains a strict policy against such conduct, in any form, because of race, color, sex, gender, religion, national origin, ancestry, age (40 years and above), physical or mental disability, veteran status, sexual orientation, genetic information, marital or domestic partnership status, gender identity and expression or any other basis covered by applicable federal, state or local law, ordinance or regulation (which will be collectively referred to as “protected categories”). Harassment of third parties by NVPCA employees is also prohibited.
2. This policy applies to all persons involved in the operations of NVPCA and prohibits discrimination, ~~prohibited~~ harassment, intimidation, or retaliation by any employee of NVPCA, including members of management, department managers and co-workers, and any vendors, service providers, independent contractors, consultants, or visitors on the premises of or at any location relating to the business of NVPCA. The conduct prohibited by this policy includes verbal, physical or visual conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. ~~While it is not easy to define precisely what harassment is, it includes: conduct, slurs, epithets, threats, demands, derogatory comments or visual depictions, unwelcome jokes, and teasing.~~
3. Harassment and discrimination because of a protected category may occur where the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment and includes, but is not limited to:
 - a. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted invitations or comments based upon the protected category.
 - b. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures, relating to any protected category or characteristic.

Commented [LS2]: This is covered below

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- c. Physical conduct such as unwanted touching, blocking normal movement, or interfering with work because of a protected characteristic.
4. Prohibited harassment or discrimination that impairs an employee's working ability or emotional well-being at work may be deemed a violation of this policy and will not be tolerated.
 5. Any employee who believes that he/she/they(s)he have been harassed, discriminated, intimidated or retaliated against should report the situation immediately within 15 days that he/she/they first knew, or became aware of the potential violation. The CEO shall develop, adopt and implement a formal complaint, investigation and appeals process. (See Staff Complaints Administrative Procedure and Complaint Form.) Should the complaint be related to the CEO, the employee may contact the Board President.
 6. Retaliation against an individual filing a complaint is prohibited. Any staff member who believes they are experiencing retaliation because they filed a complaint should file a separate complaint regarding the alleged retaliation.
 7. A complaint received by the Board President, or any other Board member, that does not make allegations against the CEO should be referred to the CEO to be handled following this process.
 8. An employee complaint of discrimination, harassment, intimidation, or retaliation may also be filed with the Nevada Equal Rights Commission ("NERC") or the U.S. Equal Employment Opportunity Commission ("EEOC").
 9. NVPCA shall investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he/she/they or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.
 10. Employees may be subject to discipline up to and including termination, for violation of this policy, even if their conduct does not rise to the level of being a violation of the law (for example, for isolated misconduct). In other words, employees should not wait until the conduct has become severe or pervasive to report it. This policy is designed to allow NVPCA the opportunity to stop any prohibited conduct before it becomes severe or pervasive. However, your immediate report is a vital component to making this policy work.
 - a. Vendors, service providers, independent contractors, consultants, or patients may be subject to appropriate sanctions for violation of this policy, which may include termination of the relationship or limitations of access, etc., even if their conduct does not rise to the level of being a violation of the law.
 11. In addition to NVPCA's commitment to providing a workplace free of prohibited harassment, discrimination, and retaliation, NVPCA proudly recognizes the diversity of our work force. Our employees come from many racial, ethnic and cultural backgrounds, and NVPCA views this diversity as an important and valuable part of our corporate culture. We encourage all employees to make every reasonable effort to respect the different cultural values, customs and languages that their co-workers may bring into the workplace. Failure to do so may create an atmosphere of inferiority, isolation, and even intimidation and may create a perception of discrimination, harassment or retaliation.

12. Definitions

- a. "Discrimination" is the distinguishing treatment of an individual based on their actual or perceived membership in a certain group or category as listed above, in a way that explicitly or implicitly affects an individual's employment, prevents, or denies equal access to

Commented [LS3]: Additional procedural information will be contained within the Employee Handbook

Commented [LS4]: This is covered below

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programs or benefits; unreasonably interferes with an individual's work performance; or creates an intimidating, hostile or offensive work environment.

b. "Harassment" is unwelcome conduct that is based on an individual's actual or perceived membership in a certain group or category as listed above. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment; or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

a-c. Sexual Harassment is unwelcome sexual comments, sexual advances or requests for sexual favors, and other verbal or physical conduct of a sexual nature.

i. This includes when any of the following apply:

1. Submission to such conduct is made a term or condition of the individual's employment.
2. Submission to or rejection of such conduct is used as the basis of employment decisions affecting such individual.
3. Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.

ii. It is prohibited for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is prohibited whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for NVPCA.

d. "Intimidation" is defined as intentional behavior that would cause an ordinary person to fear harm or injury.

e. "Retaliation" is adverse action (e.g., payback, retribution, revenge) taken against an individual for engaging in a legally protected activity such as making a complaint of harassment or participating in a workplace investigation.

PP1-06: Categories of Employment

Section: Personnel Policy
Policy Number: PP1-06
Policy Title: Categories of Employment
Date(s): October 4, 2012
Revision Date(s): March 2022

Policy:

1. Introductory Period - Full-time and part-time employees are on an introductory period during their first 90 days of employment. During this time, the employee, ~~CEO and supervisor~~ will ~~be able to~~ determine if the new job is a suitable fit and ~~the CEO or Supervisor~~ will have an opportunity to evaluate the employee's work performance.
2. Regular Employees - All employees who are not in an introductory period are considered "Regular Employees." Regular Employees are entitled to certain benefits as set forth in the Benefits section below, upon meeting the eligibility requirements of each plan. Becoming a Regular Employee in no way affects the employee's status as an "at will" employee or otherwise gives rise to any right to

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continued employment. As a Regular Employee, employment remains terminable either by NVPCA or the employee, with or without notice, with or without cause.

3. All employees fit into one of the following categories:
 - a. FULL-TIME EMPLOYEES regularly work at least a 40-hour workweek but no less than 30 hours per week.
 - b. PART-TIME EMPLOYEES work less than 30 hours each week.
 - c. PER DIEM EMPLOYEES do not work regularly scheduled hours but are called in to work on an as-needed basis. They are not eligible for PTO, paid holidays, or other paid leave.
 - d. TEMPORARY EMPLOYEES/INTERNS perform a job for a short amount of time such as an internship or special project. Schedule and hours can vary. Temporary employees are not eligible for PTO, paid holidays, or other paid leave.
4. In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."
 - a. NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.
 - b. EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.
5. Upon hire, Human Resources will notify the employee of their employment classification.

PP1-07: Anniversary Date

Section: Personnel Policy
Policy Number: PP1-07
Policy Title: Anniversary Date
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. The first day an employee reports to work at NVPCA is recorded as their anniversary date in company records. This date may be used to calculate many different company benefits.
- ~~2. If employees have any questions regarding their anniversary date, see Human Resources.~~

PP1-08: Employees Driver's License & Driving Record

Section: Personnel Policy
Policy Number: PP1-08
Policy Title: Employee Driver's License & Driving
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Employees in positions where the operation of a motor vehicle is an essential duty of the position must have and maintain a valid driver's license and acceptable driving record.

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2. Changes in employee driving record must be reported to Human Resources immediately.
3. Violations of this policy may result in discharge.

PP1-09: Bonding Requirement

Section: Personnel Policy
Policy Number: PP1-09
Policy Title: Bonding Requirement
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. If an employee's position requires the employee to be bonded, it is the responsibility of the employee to ensure they are bondable and to maintain bondable status.
2. Violations of this policy may result in discharge.

PP1-10: Compliance with Immigration Reform and Control Act

Section: Personnel Policy
Policy Number: PP1-10
Policy Title: Compliance with Immigration Reform and Control
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, NVPCA is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.
2. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.
3. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

PP1-11: Recording Employee Time

Section: Personnel Policy
Policy Number: PP1-11
Policy Title: Recording Employee Time
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. All employees (exempt and non-exempt) must record their hours worked, paid time off or other types

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of leave taken on a timesheet or Personal Activity Report based on their exempt/non-exempt status. All employees are subject to this policy and are required to accurately record time worked. The pay period starts on Saturday and ends on Friday.

2. The Activity Report is a legal instrument. Altering, falsifying, or tampering with time records, or recording time on another employee's timesheet is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

PP1-11.1: Payday

Section: Personnel Policy
Policy Number: PP1-11.1
Policy Title: Payday
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Employees will be paid biweekly, on Friday, for the period that ends on the previous Friday. When the payday is a holiday, employees normally will be paid on the last working day before the holiday.
2. All employees must review their paycheck for errors. If an employee finds a mistake or has questions, they should contact their supervisor or Human Resources immediately.
3. If an employee's paycheck is lost or stolen, Human Resources must be notified immediately. NVPCA will attempt to put a stop-payment notice on the check. If NVPCA is able to do so, the employee will be issued another check. However, NVPCA is unable to take responsibility for lost or stolen paychecks, and if the Association is unable to stop payment on the check, the employee will be responsible for such loss.

PP1-11.2: Attendance and Punctuality

Section: Personnel Policy
Policy Number: PP1-11.2
Policy Title: Attendance and Punctuality
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Employees who are unable to report to work or are late, must notify their supervisor or other designated contact. It is the employee's obligation to notify his/her/their supervisor or other designated contact person as far as possible in advance of your scheduled workday whenever you will be late or absent, to state the reason for such lateness or absence, and to advise when the employee expects to return to work. If the supervisor or other designated contact person is not available when you call, you must leave a message on voicemail. The message must include a telephone number where you can be reached. If you are physically unable to make a personal call, you must have someone else call for you. NVPCA may request a written medical excuse from the employee's doctor for any absence related to illness or injury, in NVPCA's sole discretion. Failure to properly notify NVPCA results in an unexcused absence.

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2. Absenteeism or tardiness that is unexcused or excessive in the judgment of NVPCA is grounds for disciplinary action, up to and including termination. If an employee leaves his or her position without adequate notification to his or her supervisor or coverage of his or her position, fails to report for work without approval or does not give proper notice to his or her supervisor, fails to provide a satisfactory reason for such absence or tardiness as determined by NVPCA, or is found sleeping on duty, NVPCA will consider that you have abandoned your employment and have voluntarily terminated your employment with NVPCA.

PP1-11.3: Business Hours

Section: Personnel Policy
Policy Number: PP1-11.3
Policy Title: Business Hours
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. NVPCA standard business hours will be 8:30 am to 5:00 pm, Monday through Friday. Due to the nature of the business, employee work schedules may vary depending on the job, and upon supervisor approval.

PP1-11.4: Flextime

Section: Personnel Policy
Policy Number: PP1-11.4
Policy Title: Flextime
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. NVPCA offers a flextime plan to most employees. This plan allows an employee to set their own working hours, within certain constraints. Once an employee has selected a starting time, it cannot be changed without their supervisor's approval.
2. Some departments are not eligible to participate in the flextime plan due to the nature of their work.

PP1-11.5: Breaks/Mealtime

Section: Personnel Policy
Policy Number: PP1-11.5
Policy Title: Breaks/Mealtime
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. All non-exempt employees will receive one, ten-minute paid break for each three and one-half hours of working time or major portion thereof. A minimum 30- minute meal break should be taken each day by non-exempt employees who work more than 6 hours per day. Meal and break periods

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will be scheduled by ~~the employee's~~ ~~your~~ supervisor, as applicable. Employees are expected to observe their assigned working hours and the time scheduled for their ~~rest-break~~ and meal periods ~~by their supervisor~~.

PP1-11.6: Lactation Break

Section: Personnel Policy
Policy Number: PP1-11.6
Policy Title: Lactation Break
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child up to one year of age. NVPCA will provide appropriate break time and a place to do so, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others, and free from intrusion by others. Employees should notify their supervisor to request time to express breast milk under this policy.
2. No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor.

PP1-12: Severe Weather

Section: Personnel Policy
Policy Number: PP1-12
Policy Title: Severe Weather
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Except in cases of severe weather conditions, NVPCA employees are expected to work their regular hours. Time taken off due to poor weather conditions while the business remains open must be approved by your supervisor and may be unpaid or taken as paid time off. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. If extreme weather conditions require closing of the building, employees will be notified by the CEO.

PP1-13: Natural Disasters

Section: Personnel Policy
Policy Number: PP1-13
Policy Title: Natural Disasters
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

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1. Except in severe cases, NVPCA employees are all expected to work their regular hours. Time taken off due to natural disasters while the business remains open must be approved by your supervisor and may be unpaid or taken as paid time off. If natural disaster conditions require closing of the building, employees will be notified by the CEO, or designee.

PP1-14: Remote Work

Section: Personnel Policy
Policy Number: PP1-14
Policy Title: Remote Work
Date: May 17, 2016
Revision Date(s):

Policy:

1. Employees who believe working remotely can enhance their ability to get their job done must adhere to the following policies:
 - a. Employees must submit a written request to their supervisor proposing how it will benefit the NVPCA and themselves.
 - b. Employees must have a signed remote work agreement on file before remote work can take place.
 - c. While remote working, employees must be reachable by telephone, or e-mail during agreed-upon work hours, with an agreed upon expected turnaround time and the medium for the response.
 - d. If NVPCA provides the software and equipment for an employee working remotely, such equipment and software must be used exclusively by the remote worker and for the purposes of conducting NVPCA business only.
 - e. The employee must be responsible for any intentional damage to the equipment or damage resulting from gross negligence by the employee or any member or guest of the employee's household.
 - f. Employees working remotely must maintain dependent care arrangements to permit concentration on work assignments.
 - g. Employees working remotely must establish and maintain a dedicated workspace. No business visits or meetings with professional colleagues, customers, or the public will take place at the home work site.
 - h. Employees working remotely must establish and maintain regularly scheduled work hours as agreed upon with the supervisor, including specific core hours and telephone accessibility.
 - i. Unless otherwise stated in the Remote Work Agreement, NVPCA shall not be responsible for incidental costs, such as residential utilities costs, cleaning services, internet and phone.
 - j. If the primary worksite is closed due to an emergency or inclement weather, the supervisor or office designee must contact the employee. The remote worker must continue to work at the remote worksite.
 - k. Products, documents, and records developed while remote working are the property of NVPCA.

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- I. Remote work employees shall not perform personal business during hours agreed upon as work hours.

PP1-15: Paycheck Deductions

Section: Personnel Policy
Policy Number: PP1-15
Policy Title: Paycheck Deductions
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA is required by law to make certain deductions from employee paychecks each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which employees are employed and the benefits chosen, there may be additional deductions. All deductions and the amount of the deductions are listed on each pay stub. These deductions are totaled each year for employees on their Form W-2, Wage and Tax Statement. It is the policy of NVPCA that exempt employees shall not be docked an Exempt employees' pay or subject it to deductions in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, NVPCA may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules.
2. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.
3. Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:
 - a. Absences of one or more full days for personal reasons, other than sickness or disability; or
 - b. Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
 - c. Absences of one or more full days before eligibility under such a plan, policy or practice or after replacement compensation for such absences has been exhausted; or
 - d. Suspensions of one or more full days for violations of safety rules of major significance; or
 - e. Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
 - f. Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
 - g. Any unpaid leave taken under the Family and Medical Leave Act; or
 - h. Negative paid-time off balances, in whole-day increments only.

~~4. If questions or concerns about any pay deductions arise, employees may discuss and resolve them with Human Resources.~~

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PP1-16: Garnishments/Child Support

Section: Personnel Policy
Policy Number: PP1-16
Policy Title: Garnishments/Child Support
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. When an employee’s wages are garnished by a court order, NVPCA is legally bound to withhold, from an employee’s wages, the amount indicated in a garnishment order from the court. NVPCA will, however, honor applicable federal and state guidelines that protect a certain amount of an employee’s income from being subject to garnishment.

PP1-17: Performance Reviews

Section: Personnel Policy
Policy Number: PP1-17
Policy Title: Performance Reviews
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. ~~At the end of NVPCA’s fiscal year in June~~ Annually, the CEO or employee’s supervisor will review the employee’s job performance and progress within NVPCA with the employee and help the employee set new job performance and development goals.
2. The performance review program provides the basis for better understanding between the employee, their supervisor and the CEO, with respect to job performance, potential and development within NVPCA.
3. New employees will generally be reviewed at the end of their introductory period.

PP1-18: Job Descriptions

Section: Personnel Policy
Policy Number: PP1-18
Policy Title: Job Descriptions
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA maintains a job description for each position. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. Employees must sign their job description upon start of employment, and upon revision of the job description, if applicable.

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PP1-19: Promotions

Section: Personnel Policy
Policy Number: PP1-19
Policy Title: Promotions
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA believes that career advancement is rewarding for both the employee and NVPCA. NVPCA will promote qualified employees to new or vacated positions whenever possible.

PP1-20: Pay Raises

Section: Personnel Policy
Policy Number: PP1-20
Policy Title: Pay Raises
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Depending upon employee performance and NVPCA’s profitability, adjustments in employee pay may be made when there has been an improvement in or sustainment of an already good performance. All pay increases are at the sole discretion of NVPCA.

PP1-21: Pay Advances

Section: Personnel Policy
Policy Number: PP1-21
Policy Title: Pay Advances
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Pay advances must be requested in writing to the CEO at least three business days before date of requested receipt by employee. Pay advances will only be granted by the CEO. No more than two pay advances will be granted each calendar year.

PP1-22: Overtime

Section: Personnel Policy
Policy Number: PP1-22
Policy Title: Overtime
Date: October 4, 2012
Revision Date(s): March 2022

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Policy:

1. Most NVPCA employees will work an eight (8) hour day, five days per week; however, it may be necessary to work ~~overtime~~ additional hours periodically. NVPCA shall provide employees with advance notice when ~~feasible, although this is not always~~ possible.
2. Non-exempt employees must have all overtime approved in advance by the CEO and will receive compensation for **approved** overtime work as follows:
 - a. Employee will be paid straight time (i.e. regular hourly rate of pay) for all hours worked up to forty hours per week; and
 - b. Employee will be paid one and one-half times the regular hourly rate of pay for all hours worked beyond the fortieth hour worked in any given workweek; and
 - c. If employee makes less than one and one-half times minimum wage, they will be paid one and one-half times the regular hourly rate of pay for all hours worked beyond the eighth hour in any given workday.

~~3. If there are questions concerning overtime pay, check with Human Resources.~~

PP1-23: Notification of Special Circumstances

Section: Personnel Policy
Policy Number: PP1-23
Policy Title: Notification of Special Circumstances
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA will make every effort to notify employees in advance when it is not necessary to report to work or when the employee may work remotely. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event employees report to work without being notified in advance that the employee's services are not needed, employees will be compensated in accordance with applicable state and federal wage and hour laws.

PP1-24: Holidays

Section: Personnel Policy
Policy Number: PP1-24
Policy Title: Holidays
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. ~~NVPCA recognizes the following holiday observances: The policy of NVPCA allows for the following holidays observances:~~
 - New Year's Day
 - Memorial Day
 - Martin Luther King Jr. Day
 - Juneteenth
 - President's Day
 - Independence Day

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- Labor Day
- Nevada Day
- Veteran’s Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Day

2. If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.
3. Full-time and part-time employees are eligible for paid holidays immediately upon hire.
4. Exempt employees, hourly employees, and part-time employees are eligible for holiday pay if they are normally scheduled to work on the day the holiday is observed. Temporary employees/Interns are not eligible for paid holidays.

PP1-25 Paid Time Off (PTO)

Section: Personnel Policy
 Policy Number: PP1-25
 Policy Title: Paid Time Off (PTO)
 Date: March 24, 2015
 Revision Date(s): March 2022

Policy:

1. Full-time employees are eligible to accrue Paid Time Off (PTO) based on the following schedule. Employees hired at the Director level or above begin PTO accrual at 152 hours per year and will receive an increase after four years of service.

Years of Service	PTO Days	Maximum Allowable PTO Carryover
0 to 2	104 hours	Up to 40 hours
3 to 4	152 hours	Up to 40 hours
5 to 7	192 hours	Up to 64 hours
8 to 9	208 hours	Up to 80 hours
10+ years	240 hours	Up to 120 hours

2. PTO is calculated according to NVPCA’s fiscal year. Part-time employees are eligible to accrue PTO on a prorated basis based on the number of hours they are normally scheduled to work. Temporary employees/Interns are not eligible to accrue PTO.
3. PTO benefits accrue from the date employment begins. Once an employee has successfully completed the introductory period of 90 days, accrued PTO time may be used. PTO days can be carried over to the following year. See chart above for maximum allowable carryover.
4. Employees must take at least one full week or five consecutive business days off during each fiscal year.
5. Employees will submit PTO requests in writing to their supervisor. If an employee is taking one or two days of PTO, the written request must be submitted at least one week in advance of requested time off. If an employee is taking three or more days off, the written request must be submitted at

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least two weeks in advance of requested time off. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO.

6. Employees using unplanned PTO time due to illness must follow the call-in procedure outlined in the Attendance Policy.
7. Employees will be paid for accrued but unused PTO upon termination. If an employee terminates before the introductory period is completed, accrued but unused PTO will not be paid out on the final paycheck.
- ~~8. Staff employed prior to March 1, 2015 are grandfathered in at a rate of 21 PTO days per year. This would compare to being given 15 vacation days and six (6) sick days in the system in place when they were hired. These employees will receive 21 PTO days until they reach 5 years of employment. After five years of employment, employees will follow the above PTO schedule.~~

Commented [LS5]: This language is no longer needed as all staff are covered by the chart above

PP1-25.1 Paid Time Off Cash-out

Section: Personnel Policy
Policy Number: PP1-25.1
Policy Title: Paid Time Off Cash-out
Date: July 11, 2019
Revision Date(s):

Policy:

1. Employees at the Director level and above, or who have worked for NVPCA for more than five consecutive years, and are in good standing may opt to have excess PTO hours paid out if they meet the following eligibility requirements:

~~2. Eligibility for PTO Payout:~~

- a. Employee must have been an employee for the entire current fiscal year.
- b. Employee must also have used at least 100 hours of planned personal time off (PTO) per year, in accordance with NVPCA Policies and Procedures.
- c. Employee must carry forward the maximum PTO allowed per employee's accrual level.
- d. In accordance with IRS rules cash payout will be included on a paycheck at 90% of employee's current, regular rate of pay.

PP1-26.1: Jury Duty Leave

Section: Personnel Policy
Policy Number: PP1-26.1
Policy Title: Jury Duty Leave
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Full-time and part-time employees summoned for jury duty are paid the difference between their normal rate of pay and the jury duty pay for up to two weeks. Thereafter, the leave is unpaid. All

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other employees are granted an unpaid leave in order to serve. If employees must take leave in excess of the two-week period, they may elect to use PTO.

2. To qualify for jury duty leave, the employee shall notify their immediate supervisor as soon as the summons is received and provide the supervisor with a copy of the summons. In addition, proof of service must be submitted to their immediate supervisor when the period of jury or witness duty is completed. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
3. Employees are expected to return to their job if they are excused from jury duty during their regular working hours. However, if jury service on the day of an excusal exceeds four hours, inclusive of travel time, the employee will not be required to work between the hours of 5:00p.m. on the day which she/he appeared for jury duty and 3:00a.m. the next day. Employees will also not be required to be present at work within eight hours before the time she/he is to appear for jury duty.

PP1-26.2: Voting Duty Leave

Section: Personnel Policy
Policy Number: PP1-26.2
Policy Title: Voting Duty Leave
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. If it is not practical for registered voters to vote before or after their regular working hours, sufficient paid time off to vote will be granted according to the following guidelines:
 - a. Up to one hour of voting leave if the polling place is within two miles of the worksite.
 - b. Up to two hours of voting leave if the polling place is more than two but less than ten miles from the worksite.
 - c. Up to three hours of voting leave if the polling place is more than ten miles from the worksite.
2. Employees will notify their supervisor one day in advance if a voting leave is needed. NVPCA reserves the right to select the hours employees are excused to vote.

PP1-26.3: Military Leave

Section: Personnel Policy
Policy Number: PP1-26.3
Policy Title: Military Leave
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Military leaves of absence are exclusively governed by federal law. As such, no employee may be placed on a military leave without first arranging the leave through Human Resources. The length of a military leave will coincide with the official orders of the military.

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2. Employee should endeavor to notify their immediate supervisor and Human Resources at least six (6) months in advance of any military leave; however, to qualify for military leave, employee must give notice as soon as they receive your orders and provide the supervisor and Human Resources with a copy of the orders. In addition, proof of military service must be submitted to the employee's immediate supervisor and Human Resources when the period of military duty is completed.
3. Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the National Guard shall be released from his/her/~~their~~ duties, upon request, to serve under orders on training duty without loss of regular compensation for a period not to exceed fifteen (15) days in any one calendar year. Any such absence shall not be deemed to be such Employee's annual vacation as provided for by NVPCA policy. This time off is allowed for attendance at annual training, commonly referred to as "summer camp," and is not to be used for weekend or evening meetings. Additional time off to attend weekly or monthly meetings will be scheduled as leave without pay if not on your regular day off.
4. Employees who return to work according to the specific terms of their official orders will be placed in an appropriate position according to applicable law.

PP1-26.4: Witness Leave

Section: Personnel Policy
Policy Number: PP1-26.4
Policy Title: Witness Leave
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Employees are given the necessary time off without pay to attend or participate in a non-NVPCA court proceeding in accordance with state law. Employee ~~should~~shall notify their supervisor of the need to take witness leave as far in advance as is possible.
2. If an employee is subpoenaed as a witness in a NVPCA-related case, they will be allowed to appear in court as a witness on NVPCA time with no loss of pay.
3. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

PP1-26.5: Bereavement Leave

Section: Personnel Policy
Policy Number: PP1-26.5
Policy Title: Bereavement Leave
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. Full-time and part-time employees are eligible immediately upon hire for five paid days for the death of an immediate family member. Part-time employees are eligible for bereavement pay in

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proportion to the number of hours they normally are scheduled to work.

- Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

PP1-26.6: Leave of Absence

Section: Personnel Policy
Policy Number: PP1-26.6
Policy Title: Leave of Absence
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

- ~~Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay, at NVPCA sole discretion. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the CEO.~~
- ~~No benefits will be accrued during a leave of absence. Leaves may not exceed one month during which time no benefits will accrue.~~ Leaves of absence are granted only after earned PTO is exhausted.
- To the extent allowed by the insurance contract, NVPCA will continue to provide medical insurance and dental insurance coverage for employees on an authorized leave of absence, up to a maximum of 30 days. During this time the employee will be responsible for paying their portion of the monthly premium(s).
- NVPCA will make reasonable efforts to return the employee to the same or similar job held prior to the leave of absence, subject to company staffing and business requirements.

PP1-26.7: Parental Leave

Section: Personnel Policy
Policy Number: PP1-26.7
Policy Title: Parental Leave
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

- Paid Parental Leave
 - NVPCA will provide up to two weeks (10 days) of paid parental leave, in addition to earned PTO, to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will be in effect for births, adoptions or placements of foster children occurring on or after July X, 2024.
 - Eligible employees must meet the following criteria:
 - Successfully complete the introductory employment period of 90 days.

Commented [LS6]: Paid Parental Leave is a new policy; procedural information will appear in the Employee Handbook

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is a victim of domestic violence. NVPCA will provide up to 160 hours of unpaid leave in one 12-month period, assuming the employee is not the alleged perpetrator. NVPCA will also provide a reasonable accommodation if necessary. The leave may be used intermittently or in a single block of time and must be used within 12 months after the date when the act of domestic violence occurred.

2. Eligible employees may take domestic violence leave for the following reasons:
 - a. For the diagnosis, care, or treatment of a health condition related to an act of domestic violence committed against the employee or the employee’s family or household member;
 - b. To obtain counseling or assistance related to an act of domestic violence committed against the employee or the employee’s family or household member;
 - c. To participate in court proceedings related to an act of domestic violence committed against the employee or the employee’s family or household member; or
 - d. To establish a safety plan, including any action to increase the safety of the employee or the employee’s family or household member from a future act of domestic violence.
3. A “family or household member” means a spouse, domestic partner, minor child, parent or another adult who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time the act of domestic violence was committed.
4. NVPCA may require employee to present documentation substantiating the need for leave, such as a police report, a copy of an application for a protective order, an affidavit from an organization that provides assistance to victims of domestic violence, or documentation from a physician. Any substantiating documentation provided to NVPCA will be treated confidentially.

PP1-26.9: Paid Caregiver Leave

Section: Personnel Policy
Policy Number: PP1-26.9
Policy Title: Paid Caregiver Leave
Date: TBD
Revision Date(s):

Policy:

1. NVPCA will provide up to two weeks (10 days) of paid caregiver leave, in addition to earned PTO, to eligible employees when an employee needs to take time off work to care for a spouse, domestic partner, child/ward, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition. This policy will be in effect on or after July X, 2024.
 - a. “Serious health condition” refers to an illness, injury, impairment, or physical or mental condition of a patient that involves inpatient care in a hospital, hospice or residential medical care facility or at home; and continuing treatment by a health care provider. This includes any period of incapacity (e.g., inability to work, attend school or perform other regular daily activities) or any subsequent treatment in connection with such inpatient care. Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches are examples of conditions that do not meet the definition of a serious health condition.
2. Eligible employees must meet the following criteria:

Commented [LS7]: This is a new policy. Procedural information will be included in the Employee Handbook

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- a. Successfully complete the introductory employment period of 90 days.
- b. Be a full-time employee (part-time employees, temporary employees and interns are not eligible for this benefit).

2-3. The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid time off.

3-4. See Employee Handbook for additional information regarding the process for requesting paid caregiver leave.

PP1-27: Insurance Programs

Section: Personnel Policy
Policy Number: PP1-27
Policy Title: Insurance Programs
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Medical Insurance

- a. Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the following month after 30 days from employment start date or elevation to full-time status. Eligibility may be defined by state law and/or by the insurance contract.
- b. To assist the employee with the cost of this insurance, NVPCA pays a portion of a single contract and a portion of the dependent(s) contract. The employee is responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.
- c. If an employee is covered by another benefit carrier outside of Nevada Primary Care Association (i.e. coverage is available through a spouse/partner) then NVPCA will reimburse the employee for the cost of a single plan contract up to 50% of the cost of a single plan contract provided by NVPCA. Information and enrollment forms will be provided to eligible employees upon hiring.
- d. Participating employees are also covered under ~~our~~ the NVPCA medical insurance plan's prescription drug programs.

2. Dental Insurance

- a. Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the following month 30 days after employment start date or elevation to full-time status.
- b. To assist the employee with the cost of this insurance, NVPCA pays a portion of a single contract and a portion of the dependent(s) contract. The employee is responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

3. Vision Insurance

- a. Eligible full-time employees may enroll in a single contract on the first of the following month ~~after 30 days~~ from employment start date or elevation to full-time status. The cost of this insurance is paid by the organization.

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4. Disability and Life Insurance

- a. Eligible full-time employees must enroll in this plan on the first of the month after ~~90~~³⁰ days from employment start date or elevation to full-time status. The employee must complete an insurance form and designate a beneficiary. The cost of this insurance is paid by the organization.
- b. Refer to the actual plans document and summary plan description if employees have specific questions regarding this benefit plan. Those documents are controlling.
- c. Upon termination, employee may be entitled to continuation or conversion of the group insurance plans in accordance with the terms of the policy and/or applicable state and federal law.

Commented [LS8]: Per the new insurance policy

PP1-27.1: SIMPLE IRA Retirement Plan

Section: Personnel Policy
Policy Number: PP1-27.1
Policy Title: SIMPLE IRA Retirement Plan
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

- 1. NVPCA provides eligible employees with a SIMPLE IRA Retirement plan which is an excellent means of long-term savings for retirement. NVPCA's contribution, if any, is determined by the employer on an annual basis. Employees shall be notified by Human Resources of any changes to the SIMPLE IRA Retirement Plan.
- 2. Employees can obtain details of the SIMPLE IRA retirement plan from Human Resources.

PP1-27.2: Tuition Reimbursement

Section: Personnel Policy
Policy Number: PP1-27.2
Policy Title: Tuition Reimbursement
Date: January 23, 2020
Revision Date(s):

Policy:

- 1. In lieu of SIMPLE IRA contribution, NVPCA provides eligible employees with reimbursement of tuition or loan repayment, equal to NVPCA's contribution to SIMPLE IRA Retirement plan. Tuition reimbursement will be awarded based on satisfactory completion of each course. Satisfactory completion requires a grade of at least B for all course work.

PP1-27.3: Employee Bonuses

Section: Personnel Policy
Policy Number: PP1-27.2
Policy Title: Employee Bonuses

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Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Employees may receive bonuses from time-to-time. These are based on individual merit, NVPCA's profitability and any other factors deemed significant by NVPCA. Whether or not bonuses are granted, and the amounts granted are within the sole discretion of the CEO or Board of Directors.

PP1-28: Social Security

Section: Personnel Policy
Policy Number: PP1-28
Policy Title: Social Security
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. During employment, the employee and the organization both contribute funds to the federal government to support the Social Security program. This program is intended to provide the employee with retirement benefit payments and medical coverage once the employee reaches retirement age.

PP1-28.1: Unemployment Insurance

Section: Personnel Policy
Policy Number: PP1-28.1
Policy Title: Unemployment Insurance
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Upon separation from employment, the employee may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from Human Resources.

PP1-28.2: Worker's Compensation

Section: Personnel Policy
Policy Number: PP1-28.2
Policy Title: Worker's Compensation
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. On-the-job injuries are covered by a Workers' Compensation insurance policy. This insurance is provided at no cost to employees. If an employee is injured on the job, no matter how slightly, report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize a claim.

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2. NVPCA asks for employees' assistance in alerting management to any condition that could lead to or contribute to an employee accident.

PP1-29: Standards of Conduct

Section: Personnel Policy
Policy Number: PP1-29
Policy Title: Standards of Conduct
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA employees are expected to conduct themselves at all times in a manner that supports the NVPCA mission; adheres to business principles in matters of personal conduct; exhibit a high degree of personal integrity at all times; and comply with Board policies, Association procedures, and federal/state laws and regulations. Employees shall not be discourteous or disrespectful to co-workers, individuals from member organizations, or any member of the public while in the course and scope of NVPCA business. Employees are expected to always observe the highest standards of professionalism.
- ~~2. As an integral member of NVPCA's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Employees must not be discourteous or disrespectful to patients, co-workers, or any member of the public while in the course and scope of NVPCA business. Employees are encouraged to observe the highest standards of professionalism at all times.~~
- ~~3.2.~~ NVPCA will take appropriate action for failure to follow the NVPCA's standards of conduct and discipline based on the seriousness of the situation and the circumstances, as analyzed in ~~our~~the Association's sole discretion.
- ~~4.3.~~ Discipline less than termination may take the form of an oral warning, a written warning, a performance appraisal indicating below-standard performance in one or more areas, probation or suspension. The action taken, if any, prior to termination will depend on the seriousness of the disciplinary problem. The evaluation of the seriousness of the situation will be made solely by management in its complete and sole discretion. NVPCA's attempt to take appropriate action in response to improper conduct in no way alters the fact that ~~the employees-staff~~ are ~~an~~ at-will employees who may be terminated or demoted at any time, with or without cause and with or without notice.
- ~~5.4.~~ Although it is not possible to provide an exhaustive list, the following are examples of conduct that are considered grounds for discipline, up to and including termination with no prior warning. Conduct that may be considered grounds for discipline, up to and including termination with no prior warning, include, but are not limited to:
 - a. Dishonesty
 - b. Reporting to work under the influence of alcohol or ~~drugs~~a controlled substance ~~or~~
 - c. Possessing, distributing or selling ~~drugs~~a controlled substance(s) on NVPCA property, ~~or~~ during working hours, or at an NVPCA-sponsored event
 - d. Sexual harassment or other unlawful harassment, discrimination, intimidation, or retaliation

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- e. Verbal or physical violence on the job or at a NVPCA event
- f. Failure to comply with NVPCA policy regarding attendance
- g. Falsification of forms, records or reports including work logs or employment application materials, including without limitations, omitting requested information ~~asked~~
- h. Entering or leaving NVPCA property without permission
- i. Abusing, destroying or willfully damaging company or employee property
- j. Disclosing confidential or proprietary information about NVPCA, a fellow employee, or customer
- k. Theft or other criminal act
- l. Conduct or behavior which affects overall employee morale
- m. Violating safety or health rules or practices or conduct that creates a safety or health hazard
- n. Failure to comply with an NVPCA Board policy or administrative procedure.

6-5. The above are merely examples; other conduct that adversely affects job performance or the reputation of NVPCA may also be grounds for disciplinary action. If employee performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of NVPCA, employee will be subject to disciplinary action, up to and including termination.

7-6. All written correspondence to persons, agencies, or others outside NVPCA on NVPCA stationary or in the name of NVPCA must be made with the knowledge and consent of employee supervisor or manager.

PP1-30: Employee and Member Interaction

Section: Personnel Policy
Policy Number: PP1-30
Policy Title: Employee and Member Interaction
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. When working offsite at an NVPCA member's office, employees must conduct themselves in a professional manner at all times.
2. No employee shall disclose member information to outsiders, including other members or third parties and members of one's own family.
3. Under no circumstances shall outside requests for member material be fulfilled unless prior written permission is received from the CEO.
4. If evidence of theft, embezzlement, defalcation or some other irregular practice on the part of the member or member personnel is discovered, the employee shall immediately inform the CEO, and will not, under any circumstances, discuss the matter with the member or member personnel.

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PP1-30.1: Confidentiality of Member Matters

Section: Personnel Policy
Policy Number: PP1-30.1
Policy Title: Confidentiality of Member Matters
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. All information received as an employee of NVPCA is presumed to be confidential including, but not limited to, information regarding the Board of Directors, employees, business processes and procedures, financial data, trade secrets, know-how, computer codes and programs, wage and salary information, marketing and sales programs, patient and client information, pricing schedules, supplier information, services and products of NVPCA. Employees shall not use or disclose any confidential information to anyone outside NVPCA. Every employee has the responsibility to safeguard confidential information.
2. Any requests from inside or outside persons, other than in the scope of normal business activities, must be directed to employee supervisor or department head.
3. To safeguard confidential information, employees must take all necessary steps to maintain the confidentiality of such information. The duty to protect the confidential information continues even after employment with the NVPCA ends.
4. Strict observance of this policy is required and any violation may result in disciplinary action up to and including termination.

PP1-30.2: Care of Member Records

Section: Personnel Policy
Policy Number: PP1-30.2
Policy Title: Care of Member Records
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. The impression that members have of NVPCA is based, in part, on the way NVPCA cares for their records. If NVPCA is careless with their files and records, members may conclude that NVPCA has the same attitude toward our technical work. As professionals, employees must respect the confidence in which they are entrusted and ensure that member files are handled with care.
2. When possible, obtain all material from member files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.
3. Under no circumstances will outside requests for member material be fulfilled unless prior written permission is received from the CEO.

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PP1-31.1: Misuse, Licensing and Duplication of Software or Related Documentation

Section: Personnel Policy
Policy Number: PP1-31.1
Policy Title: Misuse, Licensing and Duplication of Software or Related Documentation
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA purchases or licenses the use of various computer software programs. Neither NVPCA nor any of NVPCA's employees have the right to duplicate this computer software or its related documentation.
2. NVPCA ~~prohibits does not condone~~ the illegal duplication of software. Employees must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.
3. Employees learning of any misuse of software or related documentation within the organization shall notify a member of management.
4. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge. ~~Unauthorized duplication of computer software is a federal offense, punishable by up to \$250,000 fine and up to five years in jail, potentially punishable by monetary fine and/or jail.~~

PP1-32: Solicitation and Distribution

Section: Personnel Policy
Policy Number: PP1-32
Policy Title: Solicitation and Distribution
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. In order to avoid disruption of the NVPCA's operations, the following rules shall apply to solicitations and distribution of literature on any NVPCA property or premises. Persons who are not employed by NVPCA may not solicit or distribute literature on NVPCA property at any time for any purpose. Clients that contract with NVPCA, may not solicit or distribute literature to employees at any time for any purpose.
2. Employees may not solicit, during working time, for any purpose, and employees may not distribute literature during working time for any purpose. For purposes of this policy "working time" includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Employees also may not distribute literature at any time for any purpose in working areas.
3. Solicitation or distribution of literature that pertains directly to an approved NVPCA employee program, may be permitted in certain situations, only with the advance knowledge and approval by

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Human Resources.

4. This policy is not intended to supersede any conflicting local ordinance or state law which applies to NVPCA facilities.

PP1-33: Care of Equipment and Property

Section: Personnel Policy
Policy Number: PP1-33
Policy Title: Care of Equipment and Property
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Employees are expected to demonstrate proper care when using the NVPCA's property and equipment. No property may be removed from the premises without the proper authorization of management. If an employee loses, breaks, or damages any property, report it to Human Resources immediately.

PP1-33.1: Laptop Security

Section: Personnel Policy
Policy Number: PP1-33.1
Policy Title: Laptop Security
Date: October 4, 2012
Revision Date(s): February 2017

Policy:

1. Each employee provided with a computing device (e.g. laptop, notebook) is responsible for the physical security of the laptop device. All laptops-devices acquired for or on behalf of NVPCA are company property. The laptop device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the laptop device immediately upon request of NVPCA. ~~A laptop-~~The user must notify his/her/their supervisor immediately if the laptop device is lost, stolen, misplaced, or damaged.
2. All work created or performed on the laptop device is ~~company~~ property of NVPCA. The laptop device is subject to inspection by ~~the company~~ NVPCA at any time without advance notice. The laptop device must be used in a manner that complies with all NVPCA policies including the Acceptable Use of Electronic Communications, Non- Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Member Records, and Information Technology.
3. Violations of this policy may be grounds for disciplinary action up to and including discharge.

PP1-33.2: The Company Vehicles

Section: Personnel Policy
Policy Number: PP1-33.2
Policy Title: The Company Vehicles
Date: October 4, 2012

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Revision Date(s): February 2017

Policy:

1. Operation of a company vehicle is both a privilege and a responsibility, not a right. Operators of the company vehicle(s) are responsible for the safe operation and cleanliness of the vehicle. To operate a vehicle under this policy, staff must have a current, valid driver's license. A current copy of driver's license must be on file with Human Resources.
2. Scope of Use:
 - a. The company vehicle(s) should be operated by the employee only. A non-employee, or any employee not authorized to operate the vehicle, is not allowed to operate the vehicle.
 - b. Smoking is prohibited in NVPCA vehicles.
 - c. The use of seat belts is mandatory for operators and passengers of NVPCA vehicles.
 - d. Consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed. The abuse of alcohol and/or controlled substances prior to and during operation of a NVPCA vehicle is prohibited. Operation of a company vehicle while impaired may result in disciplinary action being taken, up to and including termination.
 - e. Accidents involving NVPCA vehicle must be reported to the police and your supervisor immediately.
 - f. Employees are responsible for any moving, parking violations and fines that may result when operating NVPCA vehicle.
 - ~~g. A signed copy of the "Vehicle Use Agreement-Company Vehicle" must be on file in Human Resources~~
 - ~~h.g. "What to do in Case of an Accident," "How to Report an Accident," and "Accident Report" should be read and completed following an accident involving NVPCA vehicles.~~

Commented [LS9]: Procedural information will be contained within the Employee Handbook

PP1-33.3: Cellular Phone and Equipment Usage

Section: Personnel Policy
Policy Number: PP1-33.3
Policy Title: Cellular Phone and Equipment Usage
Date: March 2022
Revision Date(s):

Policy:

1. Employees are prohibited from talking on or otherwise using cellular telephones, walkie-talkies, personal planning devices, internet access devices, or any similar device while:
 - a. driving or otherwise operating any vehicle during work hours, while on work premises, or while on NVPCA-related business.
 - b. driving or otherwise operating a NVPCA vehicle during work or non-work hours.
 - c. operating or otherwise using any equipment or machinery during work hours, while on work premises, or while on NVPCA-related business, and
 - d. operating or otherwise using any NVPCA equipment or machinery during work or non-work

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hours.

2. Personal cell phone use should be during the employee's breaks and meal times only. Emergency calls from the outside should be directed to the Company's main phone.

PP1-34: Document Retention

Section: Personnel Policy
Policy Number: PP1-34
Policy Title: Document Retention
Date: October 4, 2012
Revision Date(s):

Policy:

1. The company maintains a formal document retention policy and procedure. Employees must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the NCPA's policy have been satisfied. Failure to comply with the company document retention policy and procedure may result in discipline up to and including discharge.

PP1-35: Employment of Relatives

Section: Personnel Policy
Policy Number: PP1-35
Policy Title: Employment of Relatives
Date: October 4, 2012
Revision Date(s):

Policy:

1. A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews, or other family members residing in the same household.
2. In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security, and morale.

PP1-36: Travel/Expense Accounts

Section: Personnel Policy
Policy Number: PP1-36
Policy Title: Travel/Expense Accounts
Date: October 4, 2012
Revision Date(s):

Policy:

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1. The organization will reimburse employees for reasonable expenses incurred through pre-approved business travel. All cash advances must be accounted for, and expense receipts are required.
2. The following are acceptable business expenses:
 - a. Travel Expense (airfare & ground transportation)
 - b. Automobile/Mileage/Gas
 - c. Lodging
 - d. Business Meals (in accordance with federal per diem rates and Tips)
3. ~~Additional~~All reimbursable business expenses must be reviewed and approved by ~~your~~the ~~employee's~~supervisor or the CEO.

PP1-37: Personal Property

Section: Personnel Policy
Policy Number: PP1-37
Policy Title: Personal Property
Date: October 4, 2012
Revision Date(s):

Policy:

1. NVPCA is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

PP1-38: Social Media

Section: Personnel Policy
Policy Number: PP1-38
Policy Title: Social Media
Date: March 2022
Revision Date(s):

Policy:

1. The NVPCA Information Systems (e.g. communications system, e-mail, computer network, and software operating on those systems, including, but not limited to, the e-mail system,) are the property of NVPCA and are to be used for NVPCA business only. NVPCA ~~has reserves~~ the right, but is not obligated, but not the duty, to monitor any and all aspects of ~~its~~the Association's communications and computer systems, including, but not limited to, monitoring voice mail, monitoring sites employees visit on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees for purposes including ensuring that communications and computer resources are not abused, ensuring confidential information is not disclosed, investigating complaints of harassing or offensive materials, and responding to potential information requests. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.
2. Employees shall not send, receive, display, print, or otherwise disseminate material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory.

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NVPCA's discrimination and sexual harassment policies apply in full to voice mail, e-mail, Internet, and network components of NVPCA's communications and computer systems. Any employee encountering such material should report it to the appropriate supervisor, CEO or Human Resources immediately.

3. No employee may use NVPCA's voice mail, Internet, or e-mail resources for commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other unauthorized or personal use. In addition, no NVPCA information should be posted on the Internet without prior approval from the CEO.
4. Employees should never leave devices that contain confidential and proprietary information unattended or in vehicles. If a device containing such information is lost or stolen the employee must report it immediately to their supervisor.
5. Employees should exercise the same care in drafting e-mail, communicating in chat groups, and posting items to newsgroups as they would for any other written communication. Anything created on the computer, e-mail or Internet may, and likely will, be reviewed and further distributed by others.
6. All material downloaded from the Internet or from computers or networks that do not belong to NVPCA MUST be scanned for viruses and other destructive programs before being placed onto NVPCA's computer system.
7. Use of Social Media by Employees:
 - a. NVPCA acknowledges that employees may maintain, participate in, or contribute to social networking sites including personal websites, blogs, chat rooms, message boards, Facebook, Instagram, LinkedIn, TikTok, ~~Snap Chat~~, ~~X (formerly known as Twitter)~~, or other forms of social media ("Social Media") outside of their job duties and work time. Employees who engage in such activities and post to Social Media sites must comply with this policy.
 - b. Employees are strictly prohibited from engaging in personal Social Media activities during work time or using any NVPCA computer hardware or software to engage in such activities. Employees who engage in personal Social Media activities shall not make any representations or imply that any postings are made on behalf of NVPCA. In order to deliver an appropriate message and avoid giving misinformation, any media inquiry or request made to an employee through any Social Media shall be directed to the ~~owner of~~ NVPCA CEO or designee.
 - c. Employees engaging in personal Social Media activities are encouraged to exercise discretion, good judgment, and respect for NVPCA, its services, other employees, and clients. While engaging in personal Social Media activities, employees should avoid posting any inappropriate, inaccurate, threatening, harassing or offensive material that may be harmful or objectionable to other employees or clients, damage NVPCA's reputation in the community, or violate any policy or procedure of NVPCA. Employees are strictly prohibited from disclosing any confidential or proprietary information learned through the course of the employee's work for NVPCA or any client. Employees are responsible for any material they post on Social Media.
 - d. Nothing in this policy is intended to improperly restrict an employee's right to engage in protected activity such as discussing terms and conditions of employment. Employees will not be subject to adverse employment action for engaging in such protected activity.
8. Upon termination of employment, NVPCA will wipe all confidential and proprietary information about NVPCA from all devices that are in the employee's possession.
9. If there is evidence that an employee is not adhering to the guidelines set out in this Policy, NVPCA

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reserves the right to take disciplinary action, including termination and/or legal action.

10. ~~Any questions regarding this policy should be directed to the CEO of NVPCA. Any employee that violates this policy will be subject to appropriate disciplinary action, up to and including termination.~~

PP1-39: Dress Policy

Section: Personnel Policy
Policy Number: PP1-39
Policy Title: Dress Policy
Date: October 2, 2012
Revision Date(s): March 2022

Policy:

1. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.
2. Our members' satisfaction represents the most important and challenging aspect of our business. Whether or not job responsibilities place an employee in direct member contact, employees represent NVPCA with their appearance as well as their actions. The properly attired individual helps to create a favorable image for NVPCA, to the public and fellow employees.
3. ~~NVPCA maintains a business casual environment on Fridays.~~ All employees should use discretion in wearing attire that is appropriate for the office and member interaction. If any clothing or body decoration is out of compliance with the approved dress code (See Employee Handbook), ~~deemed to be unacceptable by your supervisor~~, the employee will be asked to change. If an employee is unable to change the improper clothing or remove/cover the body decoration while at work, NVPCA reserves the right to send any employee home to do so. Time away from work will be unpaid. Continued violations of this policy will lead to discipline, up to and including termination.

PP1-40: Reference Checks

Section: Personnel Policy
Policy Number: PP1-40
Policy Title: Reference Checks
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA will honor oral and written requests for references. NVPCA will only confirm our employees' dates of employment and job title. If employee receives a request for reference information, it must be forwarded to the CEO. Under no circumstances should an employee provide another individual with information regarding current or former employees of NVPCA.

PP1-41: Conflict of Interest/Code of Ethics

Section: Personnel Policy
Policy Number: PP1-41
Policy Title: Conflict of Interest/Code of Ethics
Date: October 4, 2012

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Revision Date(s): March 2022

Policy:

1. A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with NVPCA or any of its clients, for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations, or business entities.
2. NVPCA adheres to the highest legal and ethical standards applicable in our business. NVPCA's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of the utmost importance. Employees of NVPCA shall conduct their personal affairs such that their duties and responsibilities to NVPCA are not jeopardized and/or legal questions do not arise with respect to their association or work with NVPCA.

PP1-42: Outside Employment

Section: Personnel Policy
Policy Number: PP1-42
Policy Title: Outside Employment
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. If an employee is planning to accept an outside position, while continuing employment with the NVPCA, the employee must notify their supervisor and CEO in writing prior to accepting the position. The, providing the position ~~must~~ does not pose a conflict of interest or interfere with your NVPCA position by affecting your ability to meet scheduling needs or performance standards. This includes refraining from having a financial interest, investment, association or by conducting activities that are inconsistent or compete with NVPCA's best interests, or exploits one's position with the Association for personal gains. The CEO will notify the employee in writing of the decision and send a copy of the written decision to Human Resources.
2. Employees may not conduct outside work or use NVPCA property, equipment, or facilities in connection with outside work while on NVPCA time.

PP1-43: Contact with the Media

Section: Personnel Policy
Policy Number: PP1-43
Policy Title: Contact with the Media
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. All media inquiries regarding NVPCA and its operations must be referred to the CEO. Only the CEO is authorized to make or approve public statements on behalf of NVPCA. No employees, unless specifically designated by the CEO, are authorized to make statements on behalf of or as a representative of NVPCA.

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PP1-44: Office Supplies

Section: Personnel Policy
Policy Number: PP1-44
Policy Title: Office Supplies
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. All office supplies are for business use only and should not be removed from the office for non-business or personal use.

PP1-45: Workplace Violence

Section: Personnel Policy
Policy Number: PP1-45
Policy Title: Workplace Violence
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Violence by a member of the Board, an employee, contractor/consultant, 3rd party vendor or anyone else against a member of the Board, an employee, contractor/consultant, or 3rd party vendor supervisor or member of management is prohibited and will not be tolerated. ~~The purpose of this~~Through this policy, NVPCA seeks ~~to~~ provide a safe working environment while minimizing the potential risk of personal injuries to employees at work and ~~to reducing~~ the possibility of damage to NVPCA property.
2. If an employee receives or overhears any threatening communications from an employee or outside third party, it should be reported ~~it~~ to the CEO ~~at once~~immediately. Employees shall ~~Do not~~ engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to an employee or visitor to ~~our~~ NVPCA premises or an NVPCA event, contact an emergency agency (such as 911) immediately.
3. All reports of work-related threats will be kept confidential, to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.
4. Violations of this policy, including an employees' failure to report or fully cooperate in the NVPCA's investigation, may result in disciplinary action, up to and including discharge.

PP1-46: Weapons in the Workplace

Section: Personnel Policy
Policy Number: PP1-46
Policy Title: Weapons in the Workplace
Date: October 4, 2012
Revision Date(s): March 2022

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Policy:

1. Possession, use or sale of weapons, firearms or explosives on work premises, while operating NVPCA machinery, equipment or vehicles for work-related purposes or while engaged in NVPCA business off premises is forbidden except where expressly authorized by NVPCA and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.
2. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the CEO immediately.
3. Violations of this policy will result in disciplinary action, up to and including termination.

PP1-47: Smoking in the Workplace

Section: Personnel Policy
Policy Number: PP1-47
Policy Title: Smoking in the Workplace
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA is committed to providing a safe and healthy environment for employees and visitors. In addition, state, city and county laws/ordinances have been enacted relating to smoking in places of employment and other venues.
2. No smoking is allowed on NVPCA premises.
3. Violations of this policy may result in disciplinary action, up to and including termination.

PP1-48: Drugs and/or Alcohol in the Workplace

Section: Personnel Policy
Policy Number: PP1-48
Policy Title: Drugs and/or Alcohol in the Workplace
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. NVPCA aims to provide a safe and productive workplace through elimination of employee substance abuse and its effects on NVPCA's workplace. Employees must act as responsible representatives of NVPCA and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to their immediate supervisor.
2. Employment or continued employment with NVPCA is conditioned upon full compliance with this drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including termination.
3. Alcohol
 - a. The use of alcohol or being in a state of intoxication or being impaired by alcohol during normal business hours, while performing NVPCA business, while on NVPCA premises, or

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while operating a NVPCA vehicle at any time, is prohibited. A failed alcohol test is grounds for disciplinary action, up to and including termination.

- b. This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by NVPCA where alcohol is served. Employees choosing to consume alcohol at social or business functions sponsored by NVPCA must conduct themselves in an appropriate manner at all times and should ensure that they do not become Impaired, as defined below, or reach a state of intoxication. NVPCA does not and will not assume responsibility for the safety and/or transportation of their employees who consume alcoholic beverages at such functions.
- c. The consumption of alcohol that reflects negatively in any way on NVPCA or its employees may result in disciplinary action.

4. Illegal Drugs

- a. NVPCA strictly prohibits the use, sale, attempted sale, transfer, distribution, manufacture, attempted manufacture, purchase, attempted purchase, possession or cultivation of illegal drugs, or being under the influence of, or being impaired by, illegal drugs.
- b. A failed drug test is grounds for disciplinary action, up to and including termination.

5. Legal Drugs

- a. NVPCA prohibits being ~~under the influence of, or being~~ impaired by, a legal drug, during normal business hours, while performing NVPCA business, while on NVPCA premises, or while operating a NVPCA vehicle at any time, unless it has been approved by NVPCA as a reasonable accommodation.
- b. An employee using a legal drug has an obligation to inquire (including, where appropriate, confer with the employee's medical provider) and determine whether the legal drug the employee is taking may or will affect the employee's ability to safely and efficiently perform the employee's job duties. If the inquiry indicates that an employee may be impaired or the employee feels he or she will be Impaired by taking a legally prescribed drug, he or she is required to inform his or her immediate supervisor, prior to starting work. The employee is only expected to disclose the functional limitations that the employee may be experiencing as a result of taking the legal drug, not the underlying reason for use of the drug, so that appropriate measures to ensure safety can be taken. If deemed appropriate, NVPCA may provide an accommodation, which may include a possible assignment to other appropriate work or placed on a medical leave of absence until the employee no longer requires the legal drug.
- c. An employee taking over-the-counter medications contrary to instructions provided by the provider, manufacturer, or their health care provider may be subject to disciplinary action, up to and including termination and appropriate legal action.

6. Medical Marijuana

- a. For purposes of this policy, marijuana is in a unique class because it is legal under Nevada law, but remains unlawful under current federal law. However, under any circumstance, marijuana is still considered an Illegal Drug to the extent it is not obtained pursuant to a valid registry identification card or when it is lawfully obtained but not used in the appropriate time, manner, place, combination, or quantity. The use of Medical Marijuana during an employee's scheduled shift or other work hours, while performing NVPCA business, while on NVPCA premises, or while operating a NVPCA vehicle at any time, is prohibited regardless of

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the possession of a valid registry marijuana card. In the event an employee fails a drug test due to Medical Marijuana, NVPCA will evaluate an accommodation, on a case- by-case basis, under NVPCA’s accommodation policy.

7. Definitions

- a. “NVPCA Property” means all property owned, leased or otherwise in the control of NVPCA. This includes, but is not limited to, buildings, facilities, vehicles, offices, parking lots, desks, cabinets, lockers, closets, etc., and as described by any other policy of NVPCA.
- b. “Illegal Drugs” means any substance or drug, the sale, possession, ingestion, cultivation, transfer, use, purchase, or distribution, of which is illegal or controlled and any related paraphernalia or other related item. Illegal drugs include prescription drugs or consumer products not legally obtained and/or not being used in the time, manner, combination or quantity prescribed, or by the individual for whom prescribed. Illegal Drugs includes items that are prohibited by the 2012 Federal Synthetic Drug Abuse Prevention Act. Although certain marijuana possession, cultivation, and consumption is no longer criminally prosecuted under Nevada state law, for purposes of this policy (except as otherwise provided in this policy above), Illegal Drugs also includes marijuana, unless the employee utilizes Medical Marijuana, as defined above.
 - i. “Illegal drugs” includes a legal prescription drug or medication that has not been lawfully prescribed by the individual possessing or using the substance.
- c. “Legal Drugs” include prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, time, combination and/or quantity for which they were prescribed or manufactured. Legal Drugs, for purposes of this NVPCA policy only, includes “Medical Marijuana” unless the employee is employed in a position in which use of medical marijuana is considered to be a safety concern.
- d. “Medical Marijuana” means marijuana (as defined by NRS 453.096), edible marijuana products (as defined by NRS 453A.101), and marijuana-infused products (as defined by NRS 453A.110) obtained pursuant to a valid recommendation and valid registry identification card as defined in NRS Chapter 453A and obtained, used, and possessed in a manner considered lawful by the State of Nevada. “Impaired” means the presence of any Legal Drug or Illegal Drug in a person’s system where the level or amount may be reasonably anticipated to: (1) pose a threat of harm or danger to persons or property; or (2) adversely affects the employee’s job performance, or (3) adversely affects the safety of other employees, or (4) prohibits the employee from fulfilling any or all of his or her job responsibilities.
- e. ~~Impairment is determined by NVPCA in its discretion.~~ “Impairment” is generally defined as being under the influence of a substance such that the individual’s motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.
- f. “Reasonable Suspicion” means either (a) reason to believe an employee is currently affected by alcohol, drugs or a controlled substance, based upon specific personal observations concerning behavior, speech, or body odors, including circumstances which could have or did result in personal injury or damage to NVPCA Property; (b) actual or near occurrence of a personal injury or damage to NVPCA Property under circumstances by which a supervisory employee has reasonable belief that the employee’s acts or omissions contributed to the occurrence, near occurrence or severity of the accident, incident or circumstances; or (c) evidence of other specific contemporaneous physical, behavioral, pattern or performance

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indicators suggesting that the employee has violated this policy. For example, Illegal Drugs or alcohol found on the employee’s person or at or near the employee’s work area may constitute reasonable suspicion. Reasonable Suspicion is determined by NVPCA in its discretion.

- g. “State of Intoxication” means the level of alcohol in the employee’s system meets or exceeds a concentration of alcohol of 0.08 or more.
 - h. “Under the Influence” means the employee has an amount of a controlled or prohibited substance in his or her system that: (1) is equal to or greater than the limits set forth in subsection 3 of NRS 484C.110 or the limits set forth by the Department of Transportation (or any other government agency regulating the employee), whichever is less, or (2) negatively affects his or her performance; or (3) poses a threat to safety or risks property damage.
8. In accordance with the Drug-Free Workplace Act of 1988, employees must notify the CEO of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.
 9. Consistent with its fair employment policy, NVPCA maintains a policy of non- discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. NVPCA encourages employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. NVPCA will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the organization's policies and applicable federal, state or local laws.
 10. NVPCA further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol-free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when NVPCA has Reasonable Suspicion to believe that the employee has violated this drug and alcohol-free workplace policy.

~~11. For more information, please speak to the CEO.~~

PP1-49: In An Emergency

Section: Personnel Policy
Policy Number: PP1-49
Policy Title: In An Emergency
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. The CEO should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the CEO is unavailable, contact the nearest NVPCA official.
2. Should an emergency result in the need to communicate information to employees outside of business hours, the CEO or designated employee will contact the employees.
3. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your supervisor when this information changes.

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4. When events warrant an evacuation of the building, employees should follow the instructions of the CEO or any other member of management. Employees should leave the building in a quick and orderly manner. Employees should assemble at the pre-determined location as communicated to await further instructions or information.
5. Please direct any questions about the organization's emergency procedures to the CEO.

PP1-50: Filing a Grievance

Section: Personnel Policy
Policy Number: PP1-50
Policy Title: Filing a Grievance
Date: February 7, 2017
Revision Date(s): March 2022

Policy:

1. Any employee may appeal any disciplinary action by writing a letter, within two weeks of the disciplinary action, to the CEO stating his/her/their position, if the grievance is not against the CEO.
2. If the employee's appeal to the CEO is not resolved and the employee wishes to appeal to the Board President, the employee must request a grievance hearing within two (2) weeks after presentation of the problem to the CEO. The Board President can request specific information from any source and shall pursue any further fact-finding actions necessary for delivering a decision. The CEO and participating parties shall be notified of the Board President's decision within one (1) week of the hearing. The decision of the Board President is final.
 - a. If the grievance is against the CEO, the grievance must be filed with the Board President. The Board President can request specific information from any source and shall pursue any further fact-finding actions necessary for delivering a decision. The CEO and participating parties shall be notified of the Board President's decision within one (1) week of the hearing. The decision of the Board President is final.
3. Terminated Employee: If an employee feels his/her/their dismissal has been unfair, he/she/they must submit a letter to the CEO within one (1) week of dismissal. The CEO must notify the Board President of receipt of the letter within five (5) days, and the Board President must consider the matter as soon as possible.

PP1-51: Each Employee's Responsibility

Section: Personnel Policy
Policy Number: PP1-50
Policy Title: Each Employee's Responsibility
Date: October 4, 2012
Revision Date(s): March 2022

Policy:

1. Safety can only be achieved through teamwork at our organization. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

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2. Please observe the following precautions:
 - a. Notify management of any emergency situation. If an employee is injured or becomes sick at work, no matter how slightly, they must inform their supervisor immediately.
 - b. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
 - c. Use, adjust and repair machines and equipment only if properly trained and qualified.
 - d. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
 - e. Understand the job fully and follow instructions. If an employee is not sure of the safe procedure, do not guess; ask the supervisor for assistance.
 - f. Know the locations, contents, and use of first aid and firefighting equipment.
 - g. Wear personal protective equipment in accordance with the job being performed. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
3. A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

PP1-52 COVID-19 Vaccine Requirements

Section: Personnel Policy
Policy Number: PP1-52
Policy Title: COVID-19 Vaccination Requirements
Date: January 2022
Revision Date(s):

Policy:

1. The Centers for Medicare & Medicaid Services (CMS) issued an Omnibus COVID-19 Health Care Staff Vaccination rule in November 2021 for recipients of Medicare and/or Medicaid reimbursements. NVPCA does not receive Medicare and/or Medicaid reimbursements. Due to the nature of our relationship with the Federally Qualified Health Centers (FQHCs) in Nevada, NVPCA is considered to have an “other arrangement” relationship with the FQHCs.
2. This policy applies to all NVPCA employees and is effective immediately upon board approval:
 - a. NVPCA employees are strongly encouraged to be fully vaccinated, including vaccine boosters.
 - b. NVPCA employees who visit an FQHC or other Medicare/Medicaid reimbursement recipient clinic location on behalf of NVPCA must be fully vaccinated.
 - c. Employees must carry official documentation of vaccination status with them to the clinic location. Employees found to have provided false documentation will be subject to termination of employment.
 - d. Employees who are not fully vaccinated are prohibited from visiting FQHC clinic and administrative locations or other Medicare/Medicaid reimbursement recipient clinic locations on behalf of NVPCA.
 - e. Reasonable Accommodation: Employees in need of an exemption from this policy due to a

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medical reason or because of a sincerely held religious belief must submit a completed request and receive approval for accommodation from the FQHC or other Medicare/Medicaid reimbursement recipient before visiting clinic location.

- f. If employee non-vaccination causes cause NVPCA or FQHCs undue hardship or poses a direct threat to the health and safety of others, employee may be subject to termination of employment.

3. Resources:

- a. Federal Register: Medicare and Medicaid Programs; Omnibus COVID-19 Health Care Staff Vaccination

PP1-53 Whistleblower Policy

Section: Personnel Policy
Policy Number: PP1-53
Policy Title: Whistleblower Policy
Date: March 2022
Revision Date(s):

Policy:

1. Whistleblower policies are critical tools for protecting individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper.
2. NVPCA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, ~~or~~ poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the [Human Resources Director-CEO](#) immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
 - a. [If the CEO is suspected of wrongdoing, reports may be made to the Board President.](#)
3. Contractors and subcontractors are prohibited from discharging, demoting or otherwise discriminating against an employee as a retaliation for disclosing, to any of the entities listed in the “Entities to whom Disclosure can be made” section, information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract, gross waste of Federal funds, an abuse of authority relating to a Federal contract, a substantial and specific danger to public health or safety, or a violation of a law, rule, or regulation related to a Federal contract. An employee who initiates or provides evidence of contractor or subcontractor misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract shall be deemed to have made a disclosure.
4. The provisions of this policy do not:
 - a. Require NVPCA to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
 - b. Prohibit NVPCA from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
 - c. Authorize the disclosure of information that is legally required to be kept confidential.

5. Definitions:

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- a. “Whistleblower” is defined by this policy as an employee who reports to one or more of the parties specified in this policy an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.
 - b. “Employee” means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for the organization.
 - c. “Matter of public concern” means:
 - i. A violation of a state, federal, or municipal law, regulation or ordinance;
 - ii. A danger to public health or safety; and/or
 - iii. Gross mismanagement, substantial waste of funds, or a clear abuse of authority
 - d. “Public body” includes an officer or agency of:
 - i. The federal government;
 - ii. The state;
 - iii. A political subdivision of the state including a municipality or a school district; and
 - iv. A public university in the state
6. Entities to Which Disclosure Can Be Made.
- a. A Member of Congress or representative of a committee of Congress
 - b. An Inspector General
 - c. The Government Accountability Office
 - d. A Federal employee responsible for contract oversight or management at the relevant agency
 - e. An authorized official of the Department of Justice or other law enforcement agency
 - f. A court or grand jury
 - g. A management official or other employee of the contractor or subcontractor who has the responsibility to investigate, discover, or address misconduct
7. Protection for Whistleblower
- a. Whistleblower protections are provided in two important areas: confidentiality and retaliation. Reports of matters of public concern, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Identity of the whistleblower may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.
 - b. Individuals protected include:
 - i. The employee, or a person acting on behalf of the employee, who reports to a public body or is about to report to a public body a matter of public concern; or
 - ii. The employee who participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern
 - c. An employee, or other protected individual, is not entitled to the protections under this policy unless he or she reasonably believes that the information reported is, or is about to become, a matter of public concern and reports the information in good faith.

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- d. Anyone reporting must act in good faith and have reasonable grounds for believing the information that has been disclosed indicated an improper accounting or auditing practice, or a violation of the Codes.
 - e. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination. Such conduct may also give rise to other actions, including civil lawsuits.
 - f. An employee, or other protected individual is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by his or her employer.
 - g. Before an employee initiates a report to a public body on a matter of public concern under this policy, the employee shall submit a written report concerning the matter to the organization's chief executive officer. However, the employee is not required to submit a written report if he or she believes with reasonable certainty that the activity, policy, or practice is already known to the chief executive officer or that an emergency is involved.
8. Discharge of Whistleblower
- a. Based on whistleblowing activity, NVPCA may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment.
 - b. An employee who believes that he or she has been discharged, demoted, or otherwise discriminated against contrary to the policy may submit a complaint with the Human Resources Manager or the Inspector General of the agency concerned. Procedures for submitting fraud, waste, abuse, and whistleblower complaints are generally accessible on the Office of Inspector General Hotline or Whistleblower Internet sites. A complaint by the employee may not be brought more than three years after the date on which the alleged retaliation took place.
9. Whistleblower Relief and Penalties
- a. An employee, or other protected individual who alleges a violation of this policy may bring a civil action and the court may grant appropriate relief.
 - b. An employee, or other protected individual, who violates or attempts to violate this policy may also be liable for a civil fine of not more than ten thousand dollars (\$10,000.00)



Succession Planning for Chief Executive Officer

Section: Board of Directors Policy
Policy Number: BOD1-01
Policy Title: Succession Planning for Chief Executive Officer
Date: TBD
Revision Date(s): n/a

Policy:

Through succession planning, the Nevada Primary Care Association (“NVPCA” or “Association”) Board of Directors (“Board”) seeks to ensure the continuation of effective day-to-day operations should the chief executive officer (“CEO”) be absent through an emergency, short-term leave, long-term leave, or permanent separation. As changes in staffing are inevitable, the Board has established this process to provide continuity in staffing and avoid extended and costly vacancies in the position. Thus, ensuring the transition is managed to assure staff remain focused, feel supported, are productive, and morale remains high during the period of transition. Succession planning for the CEO position is the responsibility of the board of directors. Succession planning for all other executive and management positions is the responsibility of the CEO.

1. **Definitions.** For the purposes of this policy:

- a. A “short-term absence” is one in which it is expected that the CEO will return to the position once the events precipitating the absence are resolved. Such events are generally unplanned or unexpected and are three months or less. A “long-term absence” is one that is expected to last more than three months.
- b. “Acting” refers to a person assigned to fulfill the duties of a position on a temporary emergency or short-term basis, excluding vacation leave and business travel.
- c. “Interim” refers to a person designated to fulfill the duties of a position on a temporary long-term basis or until the position is permanently filled.
- d. “Succession planning” is an organized, proactive process of preparing for the loss of a position; and involves the development of existing employees to fill key leadership positions in an organization.
- e. “NVPCA Leadership” refers to Directors at the senior management level.
- f. “Board Leadership” refers to the Board president, vice-president, and secretary/treasurer.

2. **Short-Term Absence of the CEO** - An Acting CEO shall be named during the time of a short-term absence of the CEO to protect the Board and NVPCA, and to maintain consistent day-to-day operations.

- a. Pending formal action of the Board, the NVPCA Director of Strategic Partnerships shall serve as Acting CEO. In the event the Director of Strategic Partnerships is not able to assume the role of Acting CEO, the line of succession, pending formal action by the Board, shall be the Director of Administration and Finance.
- b. The Acting CEO status shall be communicated to employees and appropriate stakeholders as soon as reasonably possible.

- c. The Acting CEO shall consult with the CEO, if available, on major decisions and continue to implement the goals and initiatives of the Strategic Plan; and
 - d. The Acting CEO shall receive, in addition to their standard salary, an additional 10% of the daily rate of pay, unless otherwise approved by the Board.
- 3. **Long-Term Absence of the CEO** – In the event that the CEO’s short-term absence is determined to become long-term, or the absence is greater than 3 months, the Board shall take action to formally name an Interim CEO.
 - a. It is recommended for continuity that the Acting CEO be named as Interim CEO. (See below for general guidelines).
 - b. Once named, the Interim CEO, in consultation with the board president may consider other temporary appointments necessary to backfill the former responsibilities of the Interim CEO to ensure smooth functioning of the organization.
- 4. **Permanent Leadership Change / New CEO**
 - a. Upon announcement of the resignation or immediate vacancy of the CEO, the Board shall determine the process for hiring a new CEO.
 - b. A CEO Search Committee comprised of NVPCA Board Members will be formed and shall be responsible for ensuring the CEO search is conducted via the process decided by the Board.
 - c. If CEO change is immediate, the Board shall vote to name an Interim CEO.
 - i. It is recommended for continuity that the Director of Strategic Partnerships be named as Interim CEO.
 - ii. An Interim CEO does not necessarily have to be a current member of NVPCA Leadership, though it is highly recommended it is not an individual seeking to become the permanent CEO.
 - iii. The Director of Administration and Finance (Human Resources) shall make recommendations to the board regarding NVPCA policies to be followed and the process for filling the vacancy. (See below for general guidelines)
- 5. **Continuity of Daily Operations during CEO Transition** - The Board, CEO and NVPCA Leadership shall have strategies and processes in place to ensure that transitions occur smoothly, with little disruption to the operations of the Association. To that end, following are roles and responsibilities:
 - a. The Board:
 - i. Shall direct the CEO to create and maintain a Chief Executive Transition Plan that addresses timelines, transfer of organizational knowledge, communication, and personnel plans.
 - ii. Shall select and take action to hire an interim, or new CEO, as necessary.
 - iii. Shall create a CEO Search Committee to manage CEO transition including the search, selection, onboard and support processes for a new CEO.

- b. The current CEO shall:
 - i. Create and adopt a Chief Executive Transition Plan that addresses timelines, transfer of organizational knowledge, communication, and personnel plans.
 - ii. Maintain an up-to-date leadership succession plan that addresses unplanned absences as well as planned transitions for all NVPCA Leadership positions. This includes instances where a current individual from NVPCA Leadership becomes the Acting or Interim CEO, leaving an open position in senior management. The leadership succession plan does not require board approval.
 - iii. Ensure appropriate employees become familiar with Board, CEO, and Association issues and processes. Knowledge of Board policies, and personnel, legal, and financial issues shall enable the designee to assume the role of Acting or Interim CEO with reasonable proficiency and be fully accountable to the Board for all CEO authority.
 - iv. Manage the orderly transition for all staff roles other than the CEO position.
 - v. Disclose plans to separate from NVPCA as CEO to the Board at least six months before the departure date, when possible.
- 6. Hiring of New CEO
 - a. Chief Executive Succession Plan
 - i. To support proper due diligence and ensure that the best possible candidate is hired, the Association is committed to a dynamic search and selection process that includes internal and external candidates. A regional or national search shall be conducted unless the board concludes that a current staff member is most appropriate and available for the job.
 - ii. To develop a finalist pool that reflects the communities served by member organizations, NVPCA commits to the recruitment of diverse candidates to fill the role of CEO.
 - b. Board CEO Search Committee (“Committee”)
 - i. Composition - The Committee will be comprised of a minimum of three (3) to a maximum of five (5) Board members. The Board may also consider appointing a non-voting staff member for the purposes of planning and preparation; the appointed staff member will not participate in the interviews of the CEO candidates.
 - ii. The Committee may:
 - 1) Implement and manage the core tasks of the leadership transition:
 - a) Manage the entire transition process from planning for the leadership change through the conclusion, making sure the new executive is properly onboarded and supported.
 - b) Ensure team readiness by making sure that the board and the departing executive are ready to play their parts in the transition process and are clear about their roles.

- c) Ensure leadership continuity by recommending the board appoint an interim CEO to serve for a minimum of one month between departing CEO and incoming CEO. This allows staff a neutral zone to emotionally transition from the old CEO so they may fully embrace the new CEO (The Bridges Transition Model).
 - d) An interim CEO will also allow time to hire for any senior leadership position that will be vacated if senior leadership is promoted to CEO.
 - e) Manage transition communications with appropriate announcements and updates for staff and key stakeholders. Also, ensure that there is positive closure with the current executive.
 - f) Onboard and support the new executive with an appropriate introduction to the Association and the community.
- 2) Determine the need for consulting assistance (i.e., transition management consultant, executive search firm) based on the circumstances.
 - 3) If needed, schedule a board retreat or work session to review and refresh the Association’s strategic plan and recalibrate the CEO role.
7. Guidelines for the Appointment of an Interim CEO
- a. The NVPCA Board authorizes the board president (or the vice-president if the president is not available) to implement this policy in the event of the absence of the CEO.
 - b. Either the current CEO or a member of NVPCA Leadership shall immediately inform the board president of the absence (or the vice-president if the board president is not available).
 - c. As soon as possible following the notification, the board president shall confer with Board Leadership on the implementation of this policy.
 - d. The full board shall be convened to appoint the interim CEO and or hire a new CEO, as applicable.
 - e. The board president (and potentially board leadership) shall consult with the Interim CEO on the circumstances of the absence, organizational situation, and related factors, making necessary adjustments to the implementation of this policy.
 - f. After the board chair and Interim CEO confer, the staff and stakeholders will be notified of the temporary staffing structure.
 - g. The acting or Interim CEO may have the same authority for day-to-day decision-making and independent action as the CEO except for decisions that require board approval including:
 - i. Program expansion or divestiture
 - ii. New partnerships or collaborations with external parties
 - iii. Taking public or policy positions on behalf of the organization
 - iv. Financial decisions not included in the current approved budget

- h. The Interim CEO shall receive compensation as determined by the Board as part of the formal action of the Board. NVPCA Human Resources shall provide the Board with research and related information for potential salary as part of the action to name the Interim CEO.
 - i. The Board President and Board of Directors will have the responsibility for monitoring the work of the Interim CEO. The Interim CEO will provide regular updates and meet regularly with the president. The president will also be alert to the special support needs of the Interim CEO serving in this temporary leadership role, and act to address them.
- 8. Professional Development
 - a. NVPCA is committed to a program for developing leaders who are dedicated, prepared, and equipped to continue with the initiatives of the Association. This comprehensive approach to growing, cultivating, and nurturing talents within the Association is a positive step toward ensuring success and the evolution of an equitable environment.
 - b. The CEO shall continuously identify, encourage, and develop staff members to meet the Association's future leadership needs, including occasions when the CEO or other leadership position must be filled on a temporary basis.
 - c. To provide career advancement for staff, NVPCA is committed to encouraging the professional development of all employees.
 - d. Where reasonable and practical, funds shall be set aside and/or obtained for professional development opportunities. Such opportunities must be approved by the CEO to ensure they align to the initiatives and objectives of the Association.

Leadership Assessment and Development
 For Internal Succession Planning

<i>Potential</i>	Satisfactorily Placed	High Professional	High Potential
→ → →	Remain at current level of organization, in current or similar role; has likely achieved highest career level.	Able to do the work of bigger jobs at the same management level in the next 1 to 2 years.	Able to do the work at the next management level in 3 to 5 years or sooner.
↑	Box 4	Box 2	Box 1
Outstanding/ Excellent	Highly valued, seasoned professional in current role; remain at current level.	Does extremely well at current job with potential to do more, give stretch assignments to help prepare leader for next management level.	Consistently performs well in a variety of assignments, prime targets for recruitment by other companies.
↑	Box 7	Box 5	Box 3
Effective	Probably solid performers in current roles. Could progress higher in specialty and become a box 4.	These individuals should be considered for a bigger job at the same level if they can deliver better results.	Current role may still provide opportunity for growth/development; focus should be on helping them improve performance.
↑	Box 9	Box 8	Box 6
Needs Improvement	Consider reassignment, reclassification or exit.	Tight performance management is crucial, consider helping leader manage time more effectively.	Maybe job mismatch, new hire with lots of potential, or new assignment. May require coaching to improve performance.

Leadership Assessment and Development
 For Internal Succession Planning

Nevada Primary Care Association

<u>Key Position Title</u>	<u>Incumbent Name</u>	<u>Position Vulnerability</u>			<u>Succession Candidate Names</u>		
		<u>Open in < 1 Yr</u>	<u>Open in 1–3 Yrs</u>	<u>Open in 3 + Yrs</u>	<u>Ready in < 1 Yr</u>	<u>Ready in 1–3 Yrs</u>	<u>Ready in 3 + Yrs</u>

Leadership Assessment and Development
 For Internal Succession Planning

Succession of Job Responsibilities and Title

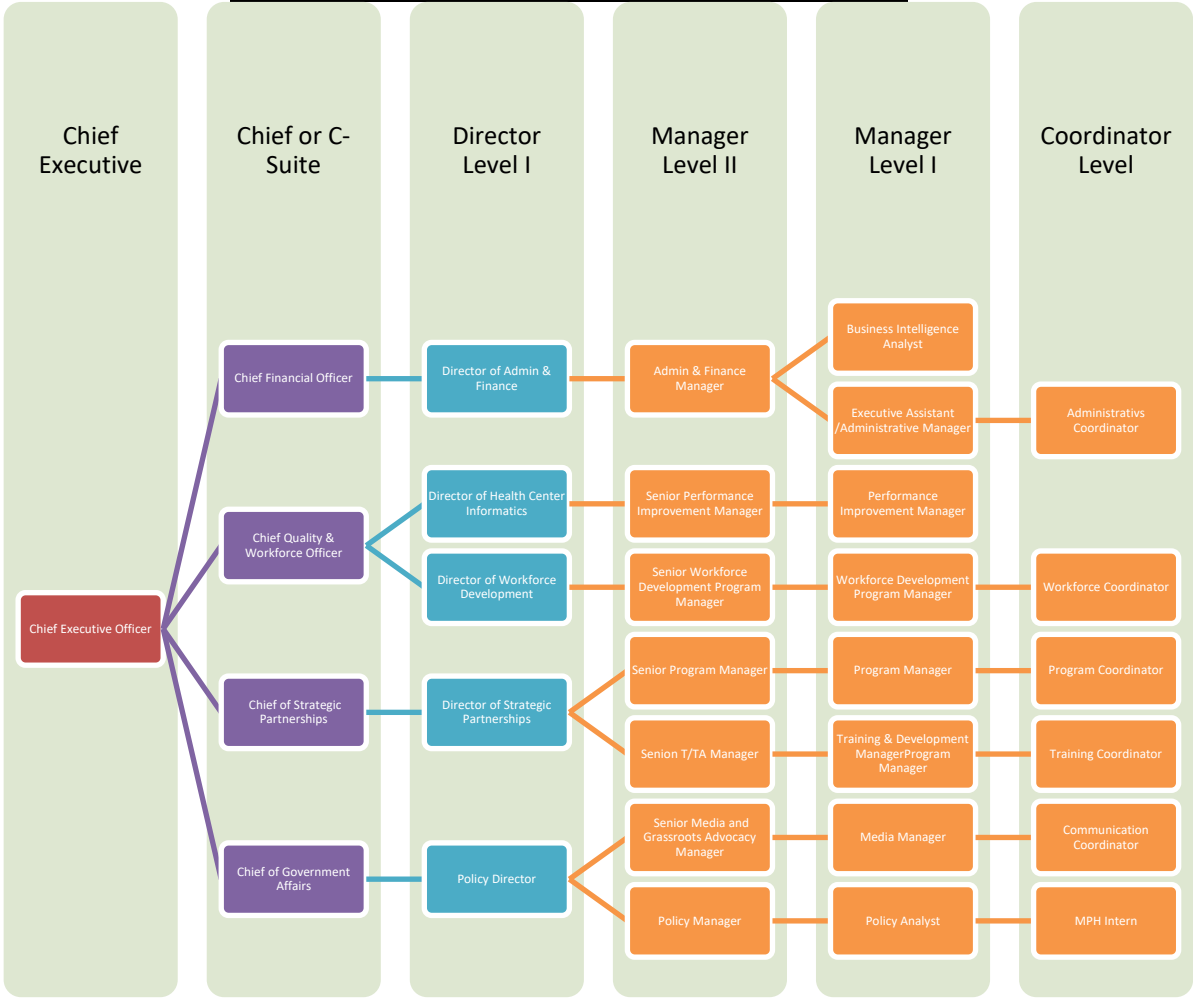


Figure 1. Succession of Job Positions

Note: July 2024 - This document is to demonstrate a progression of position advancement within NVPCA. NVPCA CEO reserves the right to not staff all positions listed.



Item 4f: Proposed Updates to the Bylaws

Several revisions to the NVPCA Bylaws are being recommended. Although revision of the bylaws must be approved by the membership at the Annual Member Meeting in September, they are being presented to the Board of Directors for review and comment.

ARTICLE AND SECTION	EXPLANATION OF REVISION/ADDITION
Article I, Section 1.2 (pg 1)	<ul style="list-style-type: none"> Update new office address
Article II, Section 2.1.3 (pg 2)	<ul style="list-style-type: none"> Remove this section. NVPCA do longer has Corporate Members
Article II, Section 2.8 (pg 3)	<ul style="list-style-type: none"> Clarified language: Added “members of the Board of” to “Directors”
Article II, Section 2.14 (pg 5)	<ul style="list-style-type: none"> Clarified language: Added “of the Board of Directors” to “President.”
Article II, Section 2.15 (pg 5)	<ul style="list-style-type: none"> Added section related to participation in meetings using remote technology (e.g. zoom). This is the same language as under the Board of Directors section.
Article III, Section 3.1 (pg 5)	<ul style="list-style-type: none"> Clarified language: Added “of the Board of Directors” to “President.”
Article III, Section 3.3 (pg 6)	<ul style="list-style-type: none"> Assigned the performance of the annual written evaluation of the CEO to the Board Officers (President, Vice-President, and Secretary/Treasurer) and added that the evaluation will be presented to the Board for review prior to the end of each fiscal year
Article III, Section 3.5 (pg 6-7)	<ul style="list-style-type: none"> Clarified that a Board member who is absent for more than 4 meetings in a year without notice, that includes the reason for the absence, may be asked to resign from the Board
Article III, Section 3.8 (pg 7)	<ul style="list-style-type: none"> Removed reference to the annual member meeting. The annual member meeting is covered under Article II.
Article III, Section 3.10 (pg 7)	<ul style="list-style-type: none"> Changes who can call a special meeting of the Board to any Board officer
Article III, Section 3.12 (pg 8)	<ul style="list-style-type: none"> Adds “remote technology” to participation in meetings, in addition to telephone.
Article IV, Section 4.5 (pg 9)	<ul style="list-style-type: none"> Adds to Board president role: oversee CEO success process and oversee annual CEO evaluation
Article IV, Section 4.6 (pg 9)	<ul style="list-style-type: none"> Adds to Board vice-president role: oversee biennial board self-assessment
Article IV, Section 4.7 (pg 10)	<ul style="list-style-type: none"> Adds to Board secretary/treasurer role: oversee completion of the annual financial report and fin
Throughout	<ul style="list-style-type: none"> Revised “he/she” language to add “they” or “their,” as appropriate

To advocate for, broaden, and strengthen the health center network.

AMENDED AND RESTATED BYLAWS
OF
NEVADA PRIMARY CARE ASSOCIATION, A Nevada Non-Profit Corporation

ARTICLE I
NAME, OFFICES, and PURPOSE

- 1.1 NAME. The name of the Corporation shall be Nevada Primary Care Association.
- 1.2 PRINCIPAL EXECUTIVE OFFICE. The Principal Executive Office of the Corporation is hereby fixed at ~~3264 Goni Rd, Suite 152, 755 N. Reop St, Suite 211~~, Carson City in the State of Nevada, 89706~~4~~, or at such other location as the Board of Directors may from time to time determine.
- 1.3 REGISTERED OFFICE. The Registered Office of this corporation shall be as determined by the Board of Directors.
- 1.4 OTHER OFFICES. Branch or subordinate offices may be established by the Board of Directors at such other places as may be desirable.
- 1.5 PURPOSE. The Corporation is organized and shall be operated exclusively for charitable, religious, educational, scientific, and literary objects and purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and to promote such other charitable objects and purposes as determined by the Board of Directors, in its discretion. Specifically, the purpose of the corporation is to improve the quality, access, and delivery of care to the medically underserved in the State of Nevada.
- 1.6 FISCAL YEAR. The fiscal year shall be from July 1 to June 30.

ARTICLE II
MEMBERS

- 2.1 CLASSIFICATION OF MEMBERS. All organizations desiring to be members of Nevada Primary Care Association (hereinafter “NVPCA” or the “Corporation”) shall make written application and pay the membership dues and assessments, if any. The Corporation shall have the following classes of members:
 - 2.1.1 Organizational Member: Organizational members of NVPCA are: Federally Qualified Health Centers (FQHC), which can be Community Health Centers, Tribal Health Centers, Migrant Health Centers, and Health Care for the Homeless Programs and Health Services for Residents of Public Housing Programs which serve Nevadans, among others, and FQHC Look-Alikes.
 - 2.1.2 Associate Member: Associate members of NVPCA are: Providers of primary health care who do not meet the above criteria to become organizational members; or other organizations that demonstrate a commitment to the mission of NVPCA through programs or activities that support the provision of

comprehensive primary health care services to underserved populations regardless of the patient’s ability to pay (e.g., on a sliding fee scale).

2.1.3 ~~Corporate Member: Corporate members of NVPCA are: Any nonprofit or for-profit entities that have an interest in supporting primary health care services in NV and are interested in advocating for and supporting NVPCA’s goals to improve access to health care for Nevada’s underserved populations while improving their health and wellbeing. This is a non-voting membership.~~

2.2 APPLICATION FOR MEMBERSHIP. Membership shall be by application and submitted to the Chief Executive Officer of NVPCA. Membership shall become effective upon confirmation of required documents and payment of membership dues.

2.2.1 Application for Organizational Membership: Each Organizational membership application must present evidence that it meets the criteria for membership. Documentation shall include, but not be limited to the following:

a. Copy of the most recent Notice of Award or Look-Alike designation letter from the Health Resources and Services Administration (“HRSA”).

2.2.2 Application for Associate Membership: Each Associate Membership applicant must present evidence that it meets the criteria for membership. Documentation shall include, but not be limited to:

- a. Evidence of non-profit, 501(c)(3) corporation or public sector status
- b. Copy of mission statement
- c. List of provided services

2.2.3 Application for Corporate Membership: Each Corporate Membership applicant must present evidence that it meets the criteria for membership. Documentation shall include, but not be limited to:

- a. Copy of mission statement
- b. List of primary care health care organizations working in the State of Nevada

2.3 REPRESENTATION. Each organizational or associate member shall designate or appoint one representative as the NVPCA voting member. The representative shall serve at the pleasure of the appointing member organization or association to vote and act on behalf of the member whenever membership action is required. Any voting member may at any time appoint a replacement representative, upon written notice to the Corporation.

2.3.1 Removal of Representative: An organizational or associate member representative shall be automatically removed upon suspension or expulsion of his/~~or~~her/their organization or association, or upon termination of his/~~or~~her/their association with the organizational member or associate member.

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- 2.4 VOTING. Each organizational and associate member appointed member representative shall have one vote. A voting member not in good standing is not eligible to vote on any action to remove, expel, or suspend itself from membership or office, nor would an ineligible member be included in determining a quorum for action. The voting members entitled to notice of any meeting or to vote at such meeting shall only be organizations in good standing on the Corporation's records on the record date the notice is sent.

No voting member shall have more than one vote in any matter brought before the members or within the voting power of the Board of Directors.

- 2.5 MEMBERSHIP DUES. The Board of Directors may establish such membership fees, dues, and assessments for members which may vary by class of membership and may establish such rules and procedures for the manner and method of payment, the collection of delinquent dues and assessments, and the suspension, proration, or refund of dues and assessments as necessary or appropriate.

The membership year of the Corporation shall be on a rolling calendar beginning on the first of the month following the submittal and approval of the membership application and ending on the last day of the twelfth month of the membership year. Annual renewal notice and invoice of dues payable shall be given no later than thirty (30) days prior to the membership expiration date with net 30 terms. If dues have not been paid by membership expiration date, a payment reminder notice will be sent and payment must be received within the 30-day grace period following membership renewal date, otherwise, account will be considered not in good standing.

- 2.6 SUSPENSION OF MEMBERSHIP. Any member who fails to pay any dues or other assessments within the thirty (30) day grace period of delivery of written notice, shall be suspended from membership. Upon payment of all past-due dues and assessments, such member shall be automatically reinstated. If the dues or special assessments are not paid for an entire membership year, however, the organization must reapply for membership in accordance with section 2.2.

Members, who indulge in unethical practices, or display conflicts of interest shall be suspended from membership. During any period of suspension, organizational and associate members shall not be entitled to the rights and privileges of membership, including without limitation, the right to vote.

- 2.7 TRANSFER OF MEMBERSHIP. No membership in the Corporation is transferable. Members shall have no ownership rights or beneficial interests of any kind in the Corporation's assets.

- 2.8 ANNUAL MEMBER MEETINGS. The annual meeting of members shall be held in September of each year. At such meetings, assuming a quorum exists as defined in Section 2.11, members of the Board of Directors shall be elected for any vacancies or re-elected for new terms by majority vote of those members with voting rights who are present, and any other proper business may be transacted. The term for the newly elected directors shall begin in November of each year.

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2.9 SPECIAL MEMBER MEETINGS. Special meetings of the members may be called for any purpose permitted under Chapter 82 of Nevada Revised Statutes at any time by the Board, the President, or by the members entitled to cast not less than twenty-five percent (25%) of the votes at such meeting. Upon request in writing to the President, any Vice President, or the Secretary, by any person or persons entitled to call a special meeting of members, the Secretary shall cause notice to be given to the members entitled to vote that a special meeting will be held not less than thirty (30) nor more than sixty (60) days after the date of the notice.

2.10 NOTICE OF ANNUAL OR SPECIAL MEMBER MEETING. Written notice of each member meeting shall be given not less than ten (10) or more than sixty (60) days before the date of the meeting to each voting member. Such notice shall state the place, date, and hour of the meeting and (i) in the case of a special meeting, the general nature of the business to be transacted, or (ii) in the case of the annual meeting, those matters which the Board, at the time of the mailing of the notice, intends to present for action, but any proper matter may be presented at the meeting. The notice of any meeting at which directors are to be elected shall include the names of the nominees intended to be presented for election at the time of the notice.

Notice of a members meeting shall be given personally, by mail, or e-mail, addressed to the member at the address of such member appearing on the books of the Corporation.

2.11 QUORUM FOR MEMBERS MEETING. Twenty-five percent (25%) of the voting members in good standing shall constitute a quorum at any members meeting. If a quorum is present, the affirmative vote of the majority of the voting members represented and voting at the meeting on any matter shall be the act of the voting members. Notwithstanding the foregoing, the (1) sale, transfer, and other disposition of substantially all of the Corporation's assets and (2) a merger or consolidation of the Corporation shall require the approval of not less than two-thirds (2/3) of those members in good standing voting.

2.12 ADJOURNED MEETING AND NOTICE THEREOF. Any members meeting, whether or not a quorum is present, may be adjourned from time to time. In the absence of a quorum, no other business may be transacted at such meeting.

It shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted, other than by announcement at the meeting at which such adjournment is taken; provided, however, when a members meeting is adjourned for more than forty-five (45) days or, if after adjournment a new date is fixed for the adjourned meeting, notice of the adjourned meeting shall be given as in the case of an original meeting.

2.13 ACTION WITHOUT MEETING. Any action may be taken without a meeting and without prior notice if a consent in writing, setting forth the actions to be taken, is signed by the holders of outstanding membership interest having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all membership interests entitled to vote were present and voted. The date for determining members entitled to give consent pursuant to this Section, when no prior

action by the Board has been taken, shall be the day on which the first written consent is given.

- 2.14 CONDUCT OF MEETING. The President of the Board of Directors shall preside as chair at all meetings of the members unless another chair is appointed by the President. The President shall conduct each such meeting in a businesslike and fair manner, but shall not be obligated to follow any technical, formal, or parliamentary rules or principles of procedure. The chair's ruling on procedural matters shall be conclusive and binding on all members, unless at the time of ruling a request for a vote is made by a member entitled to vote and represented at the meeting, in which case the decision of a majority of such membership interest shall be conclusive and binding on all members. Without limiting the generality of the foregoing, the chair shall have all the powers usually vested in the chair of a meeting of members.
- 2.15 PARTICIPATION IN MEETINGS BY CONFERENCE TELEPHONE OR REMOTE TECHNOLOGY SYSTEM. Members may participate in a member meeting through use of a remote technology system, conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

ARTICLE III BOARD OF DIRECTORS

- 3.1 POWERS. Subject to limitations contained in the Nevada Revised Statutes, the Articles of Incorporation, of these bylaws, and of actions required to be approved by the members, the business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised by or under the direction of the Board of Directors (hereinafter referred to as the "Board" or "Directors"). The Board may, as permitted by law, delegate the management of the day-to-day operation of the business of the Corporation to a Chief Executive Officer or other persons or officers of the Corporation provided that the business and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, it is hereby expressly declared that the Board shall have the following powers:
- a. To select and remove the Chief Executive Officer, prescribe the powers and duties of that position consistent with law, or with the Articles of Incorporation or bylaws, fix the compensation, and perform an annual review of the Chief Executive Officer.
 - b. To conduct, manage, and control the affairs and business of the Corporation and to make such rules and regulations consistent with law, with the Articles of Incorporation, and these bylaws.
 - c. To adopt, make, and use the forms of certificates of membership and to alter the form of such certificates from time to time in their best judgment.
 - d. To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed, in the corporate name, promissory notes, bonds, debentures,

- deeds of trust, mortgages, pledges, hypothecation, or other evidence of debt and securities therefor.
- e. To elect and vote to fill vacancy of a member organization representative whose previous representative is no longer with the member organization.
- 3.2 COMPOSITION OF THE BOARD. The authorized number of Directors shall be a minimum of nine (9) and maximum of thirteen (13) unless changed by amendment of the Articles and bylaws duly adopted by approval of not less than two-thirds (2/3) of those members voting if a quorum is present.

Directors shall be elected at the annual members meeting or by consent of members in lieu of meeting. If any such annual meeting is not held or the directors are not elected thereat, the directors may be elected at any special members meeting held for that purpose. Nominations shall be accepted up to seven (7) days prior to the annual meeting and at the annual meeting. Each member shall cast the number of votes that equals the number of positions to be filled. The individuals that receive the highest number of votes will fill the positions available; however, if the individuals who receive the highest number of votes are associate members, they can only fill up to three (3) of the total Board positions. If there are more associate members than positions available for associate members, then the positions will be filled by the organizational members who receive the most votes.

- 3.3 CHIEF EXECUTIVE OFFICER. The Board of Directors may appoint a Chief Executive Officer who shall be the corporate general manager and shall be responsible for carrying out corporate policies and programs and the directions of the Board of Directors and shall perform such other functions as set forth by the Board. The Chief Executive Officer shall be responsible for the Corporation's records. The Chief Executive Officer shall serve as an ex officio non-voting member of the Board of Directors and each of the Corporation's committees. The ~~Board of Directors~~ Board Officers (President, Vice-President, and Secretary/Treasurer) shall perform an annual written evaluation of the Chief Executive Officer's performance and shall present such evaluation to the Board for review and approval on an annual basis, generally prior to the end of each fiscal year. The Board shall have complete discretion and authority to hire and fire the Chief Executive Officer.

3.3.1 Other Staff: The Chief Executive Officer shall be empowered to employ such additional staff and/or independent contractors as may be required to carry out the programs and work of the Corporation. Such staff and/or independent contractors shall be responsible to and serve under the direction of the Chief Executive Officer.

- 3.4 TERM OF OFFICE. Each Director shall hold office for a two (2) year term and until a successor has been elected and qualified.
- 3.5 ABSENCE. Any Director unable to attend a meeting shall communicate by email or phone to the Board Chair or CEO of the Corporation, stating the reason for his/~~or~~ her/their absence prior to the meeting. If a Director is absent for more than four meetings in a board calendar year (November through October) without written or verbal notice

~~stating the reason for the absence, the Board may request the resignation of the Director.~~ ~~member organization provide a new representative to serve on the NVPCA Board of Directors.~~ If a Director ceases to be affiliated with the organizational or associate member of which ~~he or she~~ he/she/they is a representative, such person shall be automatically terminated as a director.

- 3.6 VACANCIES. Any Director may resign effective upon giving written notice to the President, Vice-President, Secretary/Treasurer, or any member of the Board, unless the notice specified a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective.

Vacancies in the Board, including those existing as a result of a removal of a Director, shall be filled by the Board of Directors at a regularly scheduled board meeting or by written consent. A Director elected to fill a vacancy shall be elected for the unexpired term of such person's predecessor in office and shall hold such office until such person's successor is duly elected and qualified.

A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any director. The Board may declare vacant the office of a director who has been declared of unsound mind or convicted of a felony by an order of court.

No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

- 3.7 REMOVAL OF DIRECTORS. Except as otherwise provided in Chapter 82.296 of the Nevada Revised Statutes, any director or one or more of the incumbent directors may be removed from office by the majority vote of Board of Directors excluding the director who is subject to removal.

- 3.8 BOARD MEETINGS. ~~Except that~~ ~~the Board shall have regular meetings at the time and place of the annual member meeting and~~ at least six (6) times each year at such time and place as the Board may determine. ~~;~~ ~~the Board shall meet upon call of the President, at such times and places as the President designates and shall be called to meet upon demand of a majority of its directors.~~ Notice of all meetings of the Board of Directors shall be sent by email or other mode of transmittal to each director of the board at the last recorded address at least ten (10) days in advance of such meetings.

- 3.9 PLACE OF BOARD MEETING. Any meeting of the Board shall be held at any place within or outside the State of Nevada which has been designated from time to time by the Board. In the absence of such designation, meetings shall be held at the principal executive office of the Corporation.

- 3.10 SPECIAL BOARD MEETINGS. Special meetings of the Board for any purpose may be called at any time by ~~the President, or the Secretary/Treasurer~~ Board Officer ~~or by any two directors.~~

Special meetings of the Board shall be held upon at least four (4) days written notice by U.S. mail or forty-eight (48) hours' notices given personally, by e-mail, facsimile, telephone, or other similar means of communication. Any such notice shall be addressed or delivered to each director at such director's address as it is shown upon the records of the Corporation or as may have been given to the Corporation by the director for the purposes of notice.

- 3.11 QUORUM OF THE BOARD FOR TAKING ACTION. A majority quorum shall consist of at least fifty percent (50%) plus one (1) of the membership of the Board of Directors. Approval by a majority of those directors present at regular board meeting at which a quorum is present shall constitute an action of the Board. A two-thirds (2/3) majority vote is required for hiring/firing the Chief Executive Officer. Every act or decision done or made by a majority of the directors then in office shall be regarded as the act of the Board, unless a different number is required by law or by the Articles of Incorporation or bylaws. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors if any action taken is approved by at least a majority of the number of directors required as noted above to constitute a quorum for such meeting.
- 3.12 PARTICIPATION IN MEETINGS BY CONFERENCE TELEPHONE OR REMOTE TECHNOLOGY SYSTEM. Members of the Board may participate in a meeting through use of a remote technology system, conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.
- 3.13 WAIVER OF NOTICE. The transactions of any meeting of the Board however called and noticed or wherever held are valid. Either before or after the meeting, each of the directors not present signs a written waiver of notice, consent to holding such meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made part of the minutes of the meeting.
- 3.14 ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any directors' meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place be fixed at the meeting adjourned. If the meeting is adjourned for more than forty-eight (48) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of adjournment.
- 3.15 FEES AND COMPENSATION. Directors and members of committees may not receive any compensation for their services but may be provided reimbursement for service-related expenses as may be fixed or approved by the Board.
- 3.16 ACTION WITHOUT MEETING. Any action required or permitted to be taken by the Board may be taken without a meeting if, before or after the action, all members of the Board shall individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board.

ARTICLE IV
OFFICERS AND THEIR DUTIES

- 4.1 OFFICERS. The officers of the Corporation shall be, at a minimum, a President, Vice-President, and a Secretary/Treasurer. The Corporation may also have at the discretion of the Board, one or more vice presidents, one or more assistant vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be elected or appointed in accordance with the provisions of these bylaws.
- 4.2 ELECTION AND TERM. The officers of the Corporation, except such officers as may be elected or appointed in accordance with the provisions of Section 3 or Section 5 of this Article, shall be chosen annually by the Board at the first meeting following the annual meeting of members for one-year terms, and shall hold their respective offices until their resignation, removal, or other disqualification from service or until their respective successors shall be elected.
- 4.3 SUBORDINATE OFFICERS. The Board may elect, such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these bylaws or as the Board may from time to time direct.
- Any officer may resign at any time by giving written notice to the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein. The acceptance of such resignation shall be necessary to make it effective.
- 4.4 VACANCIES. A vacancy of any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed by these bylaws for the regular election or appointment to such office. Vacancies in any office may be filled for the balance of the term thereof by vote of the Board of Directors at any regular or special board meeting.
- 4.5 PRESIDENT. The President shall: (i) preside at all members meetings, (ii) arrange for the time and place of holding regular meetings, (iii) call special meetings of the Board of Directors for the purpose of carrying on the Corporation's work, (iv) appoint chairpersons and members of all committees, ~~and~~ (v) serve as a chairperson of the Board of Directors, (vi) oversee the NVPCA succession protocols related to the CEO (see relevant Board policy), and (vii) oversee the annual evaluation of the NVPCA CEO.
- 4.6 VICE PRESIDENT. The Vice President shall: (1) assume the office of President when a vacancy is declared in that office, (2) -The Vice President shall preside over all meetings and assume full authority of the President in the President's absence, (3) -I in the event of the removal of the President through resignation, death, or other action; the Vice President shall preside until such time as a new President is elected by the Board of Directors, and (4) oversee the biennial Board self-assessment.

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- 4.7 SECRETARY/TREASURER. The Secretary/Treasurer shall have the following duties and powers:
- a. Annually approve the record of and update the names and addresses of the Members;
 - b. Keep a record of all proceedings of the meetings of the Members and the Board of Directors;
 - c. Serve as the chair of the Membership and Finance Committees;
 - d. Keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and financial transactions of the Corporation and shall cause to be sent to the members such financial statements and reports as are required to be sent to them. This includes oversight of the annual financial audit and filing of Form 990;
 - e. Make a report of the financial affairs of the Corporation at the regular meetings of members; and
 - f. Perform, in general, all duties incident to the office of Secretary/Treasurer and such other duties as are assigned by these Bylaws or by the President.
- 4.8 SURETY BOND. The members may require any Officer to execute to the Corporation a bond in such sums and with sureties as shall be satisfactory to the Board, conditioned upon the faithful performance of his/~~or her~~/their duties and for the restoration to the Corporation of all books, papers, vouchers, money, and other property of whatever kind in his/~~or her~~/their possession or under his/~~or her~~/their control belonging to the Corporation.

ARTICLE V
COMMITTEES OF THE BOARD

- 5.1 The Board may appoint one or more committees, each consisting of one or more directors and two or more members, and delegate to such committees any of the authority of the Board, except with respect to:
- a. The approval of any action which requires members' approval;
 - b. The filling of vacancies on the Board or on any committees;
 - c. A proposal for amendment or repeal of bylaws or the adoption of new bylaws;
 - d. The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable by a committee of the Board;
 - e. The appointment of other committees of the Board or the members thereof.
- 5.2 Any such committee must be appointed by resolution adopted by a majority of the authorized number of directors and may be designated by an Executive Committee or by such other name as the Board shall specify. The Board shall have the power to prescribe

the manner in which proceedings of any such committee shall be conducted. Unless the Board or such committee shall otherwise provide, the regular or special meetings and other actions of any such committee shall be governed by the provisions of this Article applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

ARTICLE VI OTHER PROVISIONS

- 6.1 INSPECTION OF RECORDS. The Corporation shall keep at its Registered Office and its Principal Executive Office (1) the original or a copy of these bylaws as amended to date certified by an officer, (2) a copy of articles of incorporation with all amendments certified by the Secretary of State, and (3) a Membership ledger or duplicate, revised annually, all of which shall be open to inspection by members at all reasonable times during office hours. If the Corporation has no principal business office in Nevada, it shall, upon the written request of any member, furnish to such member a copy of the aforementioned documents as amended and revised to date.
- 6.2 PRESUMPTION OF ASSENT. A member representative who is present at a meeting of the members at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless a dissent shall be entered in the minutes of the meeting or unless ~~he or she~~he/she/they files a written dissent before the adjournment thereof or forwards such dissent by certified mail to the Secretary/Treasurer immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member representative who voted in favor of such action.

ARTICLE VII LIABILITY OF DIRECTORS AND OFFICERS

- 7.1 ELIMINATION OF LIABILITY. A director or officer of the Corporation shall not be personally liable to the Corporation or its members for damages for breach of fiduciary duty as a director or officer, excepting only acts or omissions which involve intentional misconduct, fraud, malfeasance, misfeasance or a knowing violation of law, but liability shall otherwise be eliminated or limited to the fullest extent permitted by Nevada law, as it may be allowed from time to time.
- 7.2 MANDATORY INDEMNIFICATION. The Corporation shall indemnify the officers and directors of the Corporation to the fullest extent permitted by Nevada law as the same exists or may hereafter be amended.
- 7.3 MANDATORY PAYMENT OF EXPENSES. The expenses of officers and directors incurred in defending a civil or criminal action, suit or proceeding must be paid by the Corporation as they are incurred and in advance of the final disposition of the action upon receipt of an undertaking by or on behalf of the director or officer to repay the amount if it is ultimately determined by a court of competent jurisdiction that ~~he or she~~he/she/they is not entitled to Corporate indemnification.

- 7.4 EFFECT OF AMENDMENT OR REPEAL. Except as provided in the Articles of Incorporation or by Nevada law, this corporation reserves the right to amend or repeal any provision contained in these Bylaws. However, any amendment to or repeal of any of the provisions in this Article VI shall not adversely affect any right or protection of a director or officer of the Corporation for or with respect to any act or omission of such director or officer occurring prior to such amendment or repeal.
- 7.5 INSURANCE. The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was an officer, director, employee, or agent of the Corporation against any liability asserted against or incurred by the officer, director, employee, or agent in such capacity or arising out of such person's status as such, whether or not the Corporation would have the power to indemnify the officer, director, employee, or agent against such liability under the provisions of this Article.

ARTICLE VIII
AMENDMENTS

- 8.1 These Bylaws may be altered, amended, or repealed by approval of not less than two-thirds (2/3) of those members voting where quorum is present.

ARTICLE IX
CONFLICTS WITH GENERAL CORPORATION LAW

- 9.1 In the event and to the extent of any conflict between the provisions of these Bylaws and any mandatory requirements of Nevada Revised Statutes, Chapter 82, as it may be amended from time to time, the latter shall govern and all other provisions of the Bylaws not in conflict thereof shall continue in full force and effect.

ARTICLE X
CONFLICT OF INTEREST

- 10.1 DUTY TO DISCLOSE. Each officer and Director shall comply with the procedures of the Corporation's conflicts of interest policy with respect to any transaction in which an economic benefit is provided by the Corporation to a Director or officer:
- a. in exchange for services rendered;
 - b. in connection with the purchase or sale of one or more assets or services or;
 - c. in connection with any partnership, joint venture or revenue sharing arrangement (an "Applicable Transaction").
- 10.1.1 The Board may provide parameters from time to time defining transactions that are not subject to this policy to the extent that the authorized officers of the Corporation comply with the parameters set forth in such policy, in which case such transaction will not be considered an Applicable Transaction.

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10.2 APPROVAL OF APPLICABLE TRANSACTIONS. Except as otherwise provided pursuant to the Corporation's policy, all Applicable Transactions must be approved by the affirmative vote of a majority of a quorum of the Board in advance in accordance with the following procedures:

- a. Disinterested Board. Any officer or Director that will benefit, directly or indirectly from such Applicable Transaction, shall not participate in any discussions with respect to the Applicable Transaction, except to the extent of the disclosure required hereunder and in the conflicts of interest policy and in response to inquiries of the disinterested members of the Board, and shall leave the room before the Board votes to approve or disapprove the Applicable Transaction.
- b. Acquisition of Relevant Data. The Board shall determine and obtain sufficient comparable data, including, but not limited to asset or business valuation appraisals, compensation surveys, copies of third-party bids or offers, and such other data necessary for the Board to determine, in good faith, that the value of the economic benefits provided to the officer or Director are fair in comparison to the assets, services or other consideration to be provided by the officer or Director to the Corporation.
- c. Records of Proceedings. The Board shall document, before the implementation of the Applicable Transaction:
 - i. the name of the officer or Director, the nature of the Applicable Transaction, a summary of the comparable data reviewed, a summary of any other action taken to determine the economic fairness of the Applicable Transaction to the Corporation, and the Board's decision as to whether such Applicable Transaction is approved;
 - ii. the names of the persons who were present for discussions and votes relating to the Applicable Transaction, the content of the discussion, and a record of any votes taken in connection therewith.

CERTIFICATE OF PRESIDENT

THIS IS TO CERTIFY that I am the duly elected, qualified, and acting president of NEVADA PRIMARY CARE ASSOCIATION and that the above and foregoing Bylaws, constituting a true original copy, were duly ~~adopted~~ revised as the Bylaws of said Corporation on ~~September 27, 2021~~ September 24, 2024, by the Members of said Corporation.

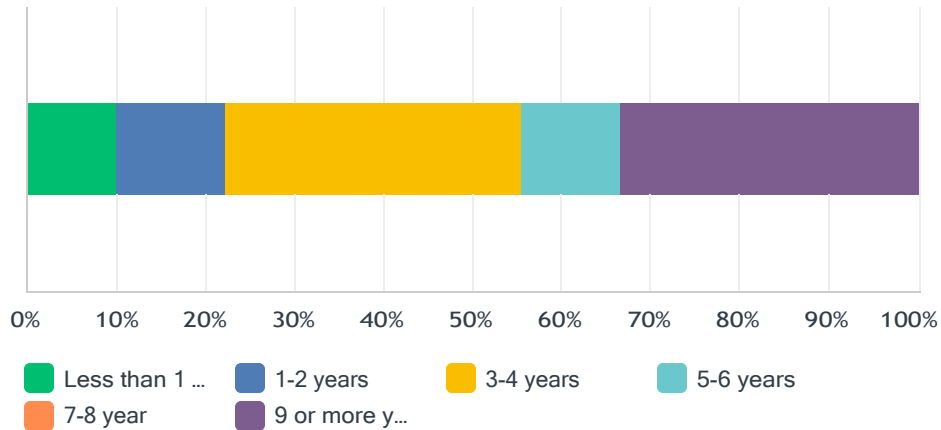
IN WITNESS WHEREOF, I have hereunto set my hand.

~~Christopher J. (CJ) Hansen~~ Steve Flores,
Board President

Date

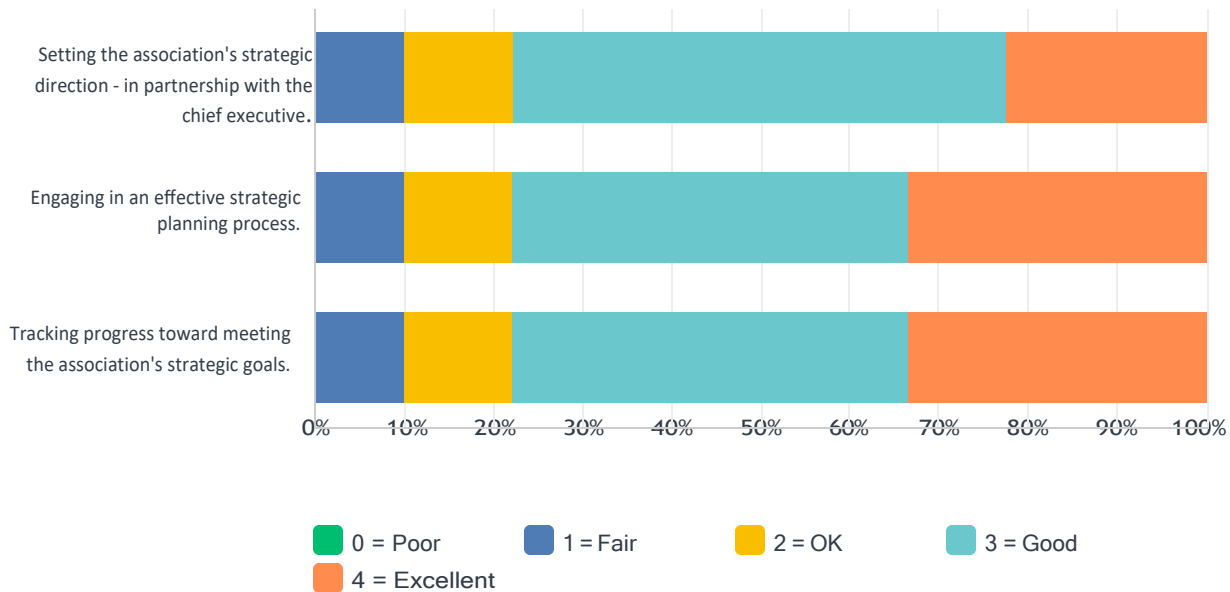
Q1 How many years have you served on the NVPCA Board of Directors?

Answered: 9 Skipped: 0



Q2 How well do you think the Board's strategic planning process works?

Answered: 9 Skipped: 0



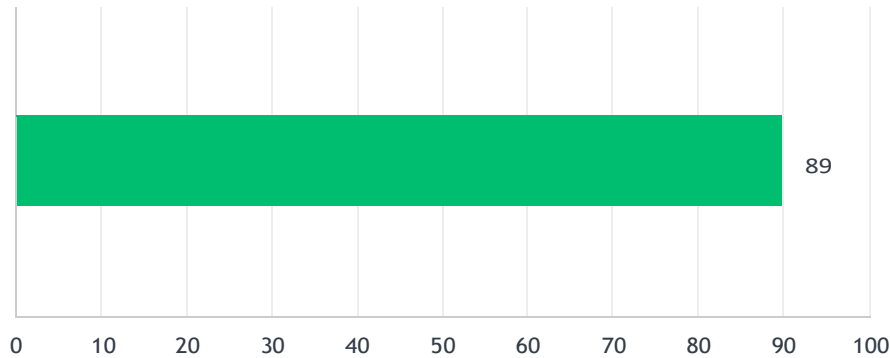
Comments:

😊 Continue to work on the strategic planning process
5/21/2024, 11:35 am

😞 I am new to the board and have limited experience working with this group.
5/20/2024, 10:01 am

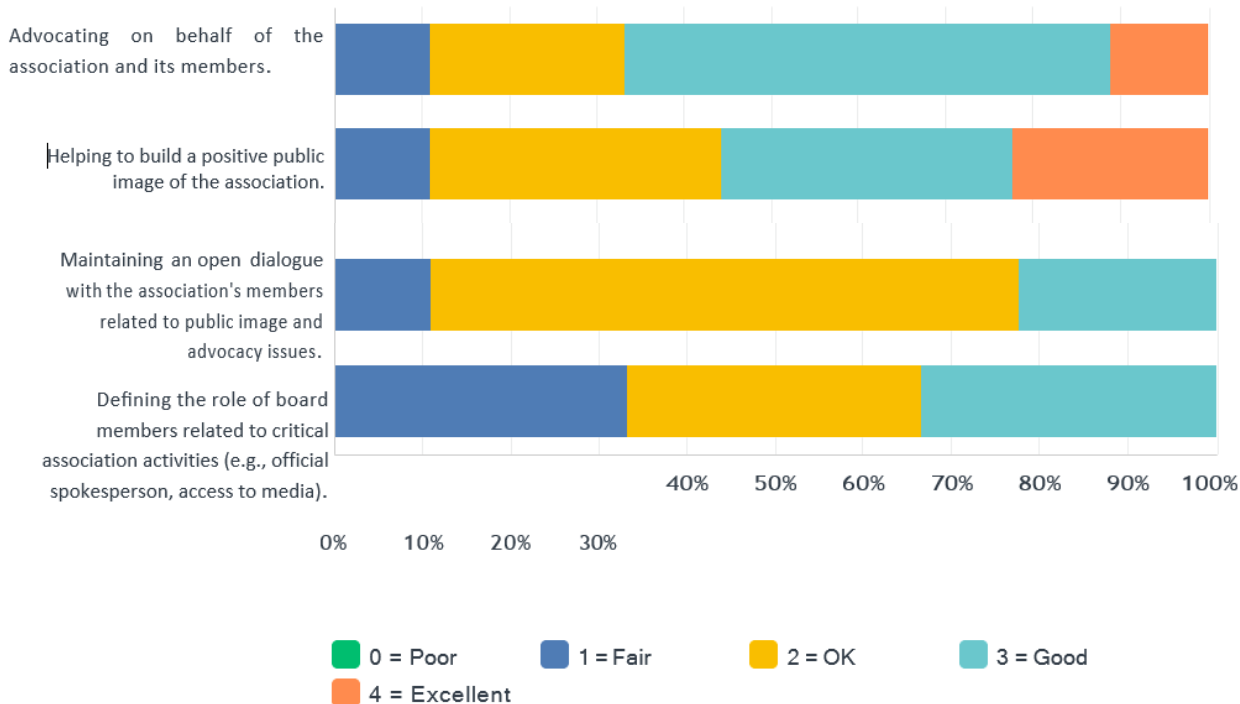
Q3 How well do you understand NVPCA's mission, vision, and values?

Answered: 9 Skipped: 0



Q4 How well do you engage in NVPCA's public image and advocacy?

Answered: 9 Skipped: 0

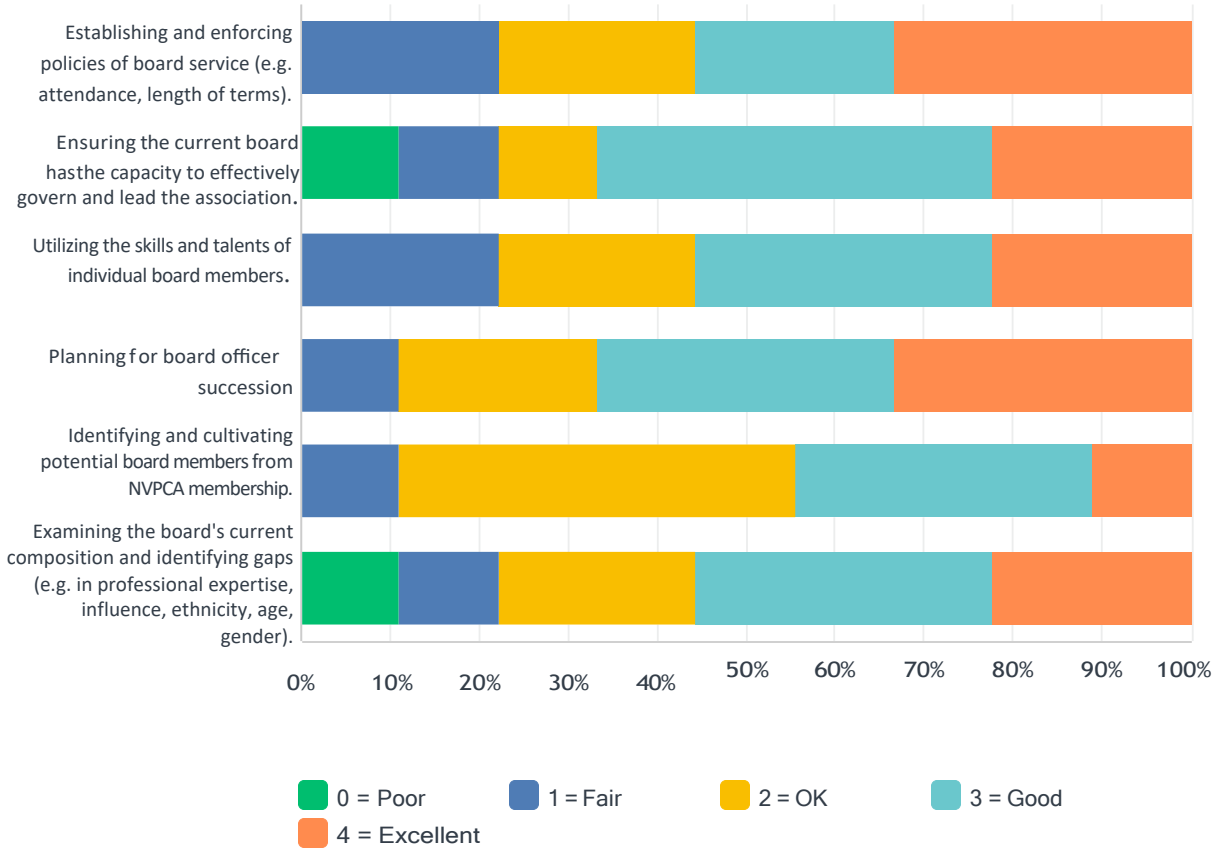


Comments:




☹️ I am new to the board and have limited experience working with this group.
5/20/2024, 10:01 am

Q5 How effective is the Board related to the following items?

Answered: 9 Skipped: 0

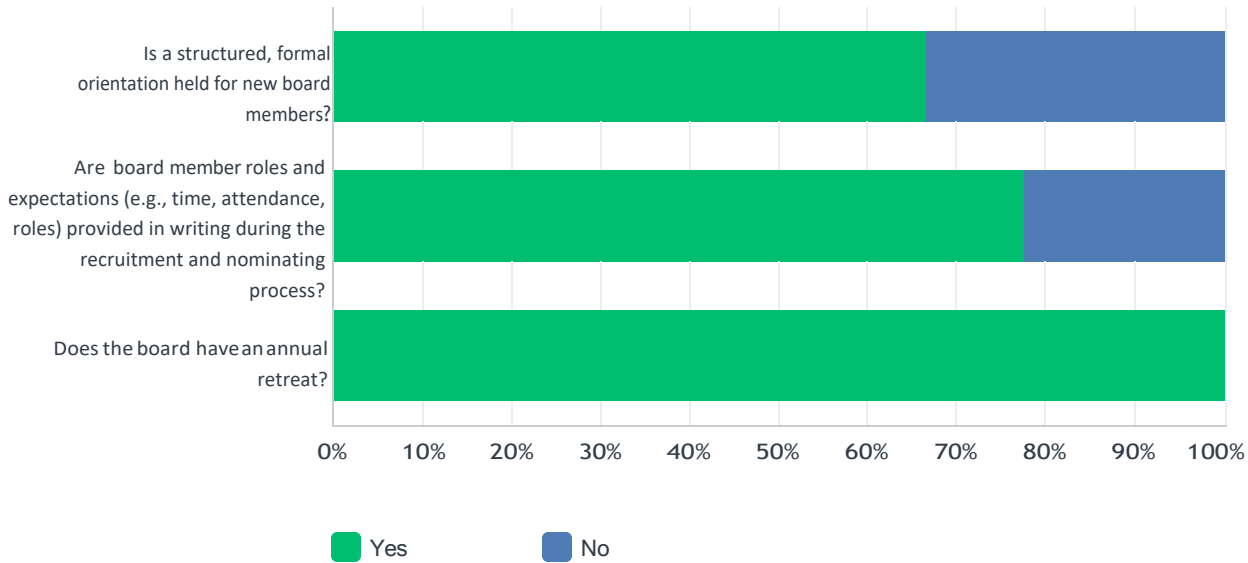


Comments:

-  I am new to the board and have limited experience working with this group.
5/20/2024, 10:01 am
-  I don't feel like we do the last bullet- perhaps because the Board members are the FQHCs CEOs automatically?
5/20/2024, 11:30 am
-  The board struggles to have a quorum for board meetings. This demonstrates a lack of commitment to leading and governing the organization. I don't understand what the PCA is looking for with some of these questions like identifying gaps on the board. Are we open to recruiting non FQHC CEO board members?
5/20/2024, 9:40 am

Q6 NVPCA's Board Member Training

Answered: 9 Skipped: 0



Comments:



Create a check list for new board orientation
5/21/2024, 11:34 am



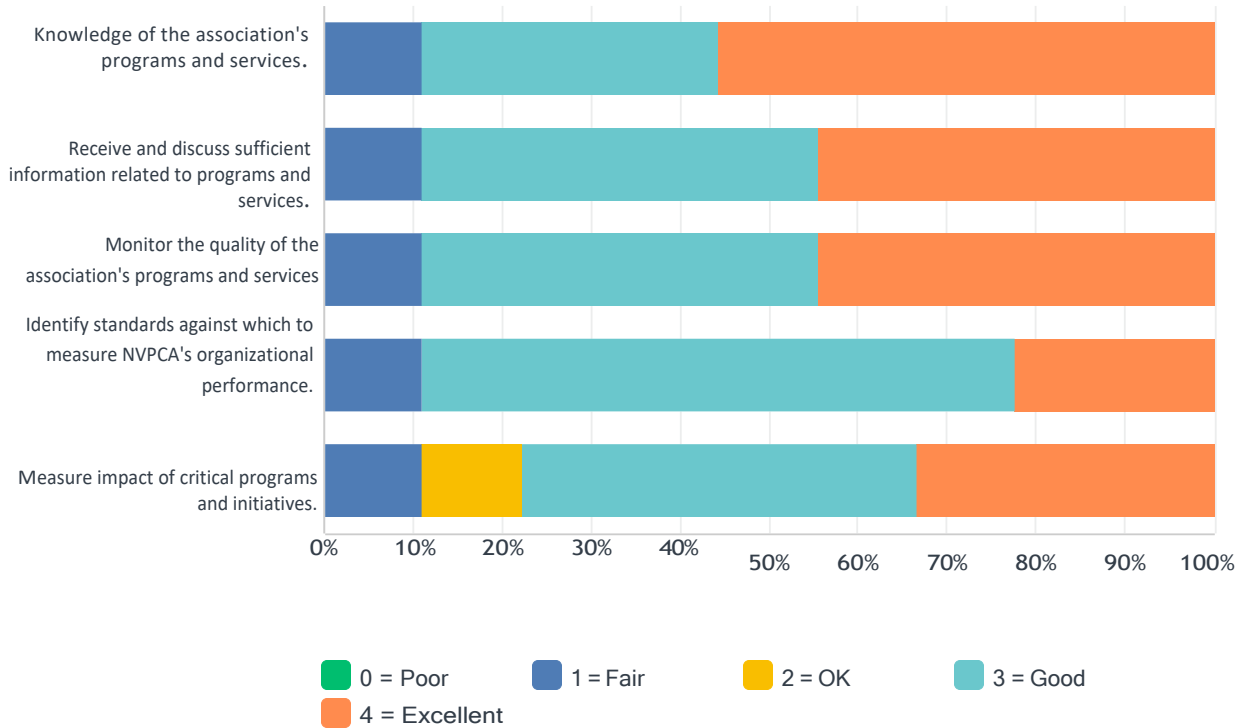
The first two were not in place when I started on the Board. Perhaps they are now?
5/20/2024, 11:30 am



I am fairly confident we provide these this. It's been a long time since I was a new board member.
5/20/2024, 9:40 am

Q7 How well does the Board do on program oversight?

Answered: 9 Skipped: 0



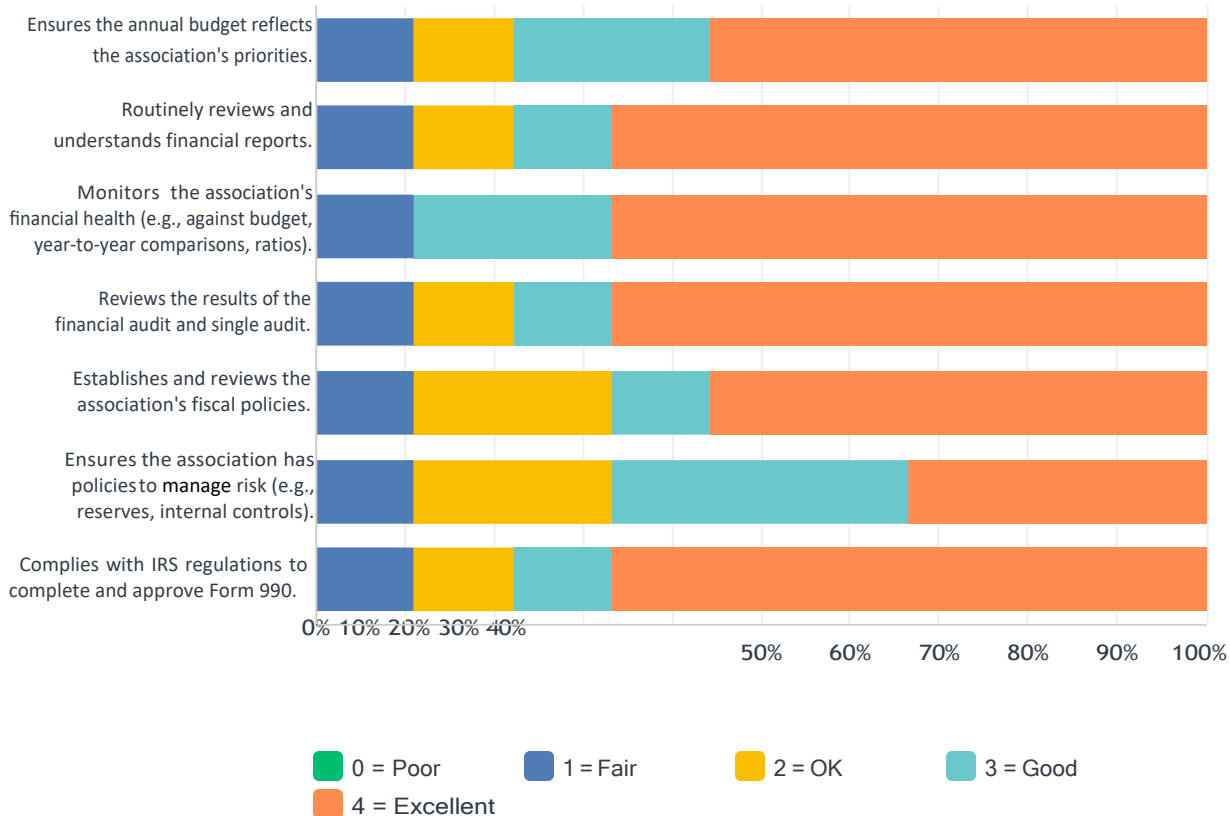
Comments:







Staff does a great job of keeping us informed and is transparent!
5/17/2024, 5:21 pm

Q8 How well does the board monitor and understand NVPCA's finances and budget?

Answered: 9 Skipped: 0

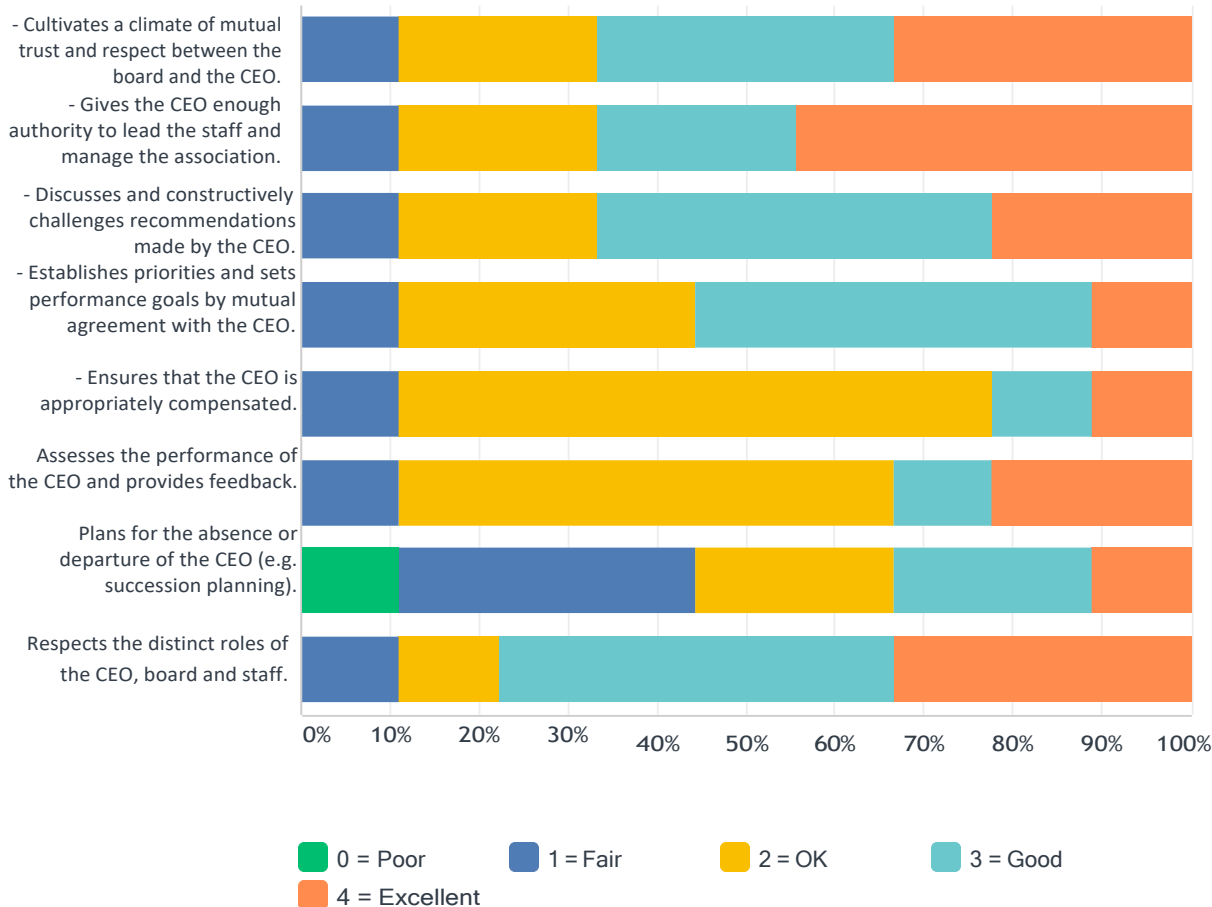


Comments:

- 
 NVPCA staff does a great job sharing the relative information with the board
5/20/2024, 11:30 am
- 
 I am new to the board and have limited experience working with this group.
5/20/2024, 10:01 am
- 
 I don't recall the last time the fiscal policies were reviewed by the board. I believe it has been a long time.
5/20/2024, 9:40 am
- 
 Staff does a great job of keeping us informed and is transparent!
5/17/2024, 5:21 pm

Q9 Does the board provide effective oversight of and feedback to the Chief Executive Officer?

Answered: 9 Skipped: 0



Comments:



I am new to the board and have limited experience working with this group.
5/20/2024, 11:30 am



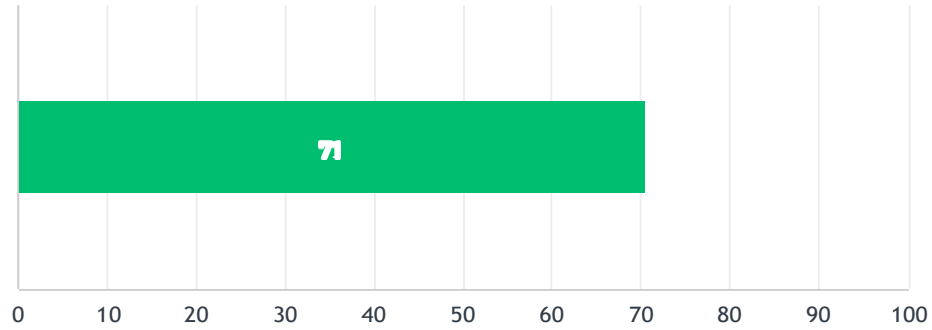
I don't believe there is a solid succession plan in place. I believe there are opportunities for improvement related to compensation assessment and ensuring reviews are completed annually.
5/20/2024, 10:01 am



CEO is key to the success of this agency. We are blessed with Nancy. I'm never confident she is sufficiently compensated in this key leadership role.
5/20/2024, 9:40 am

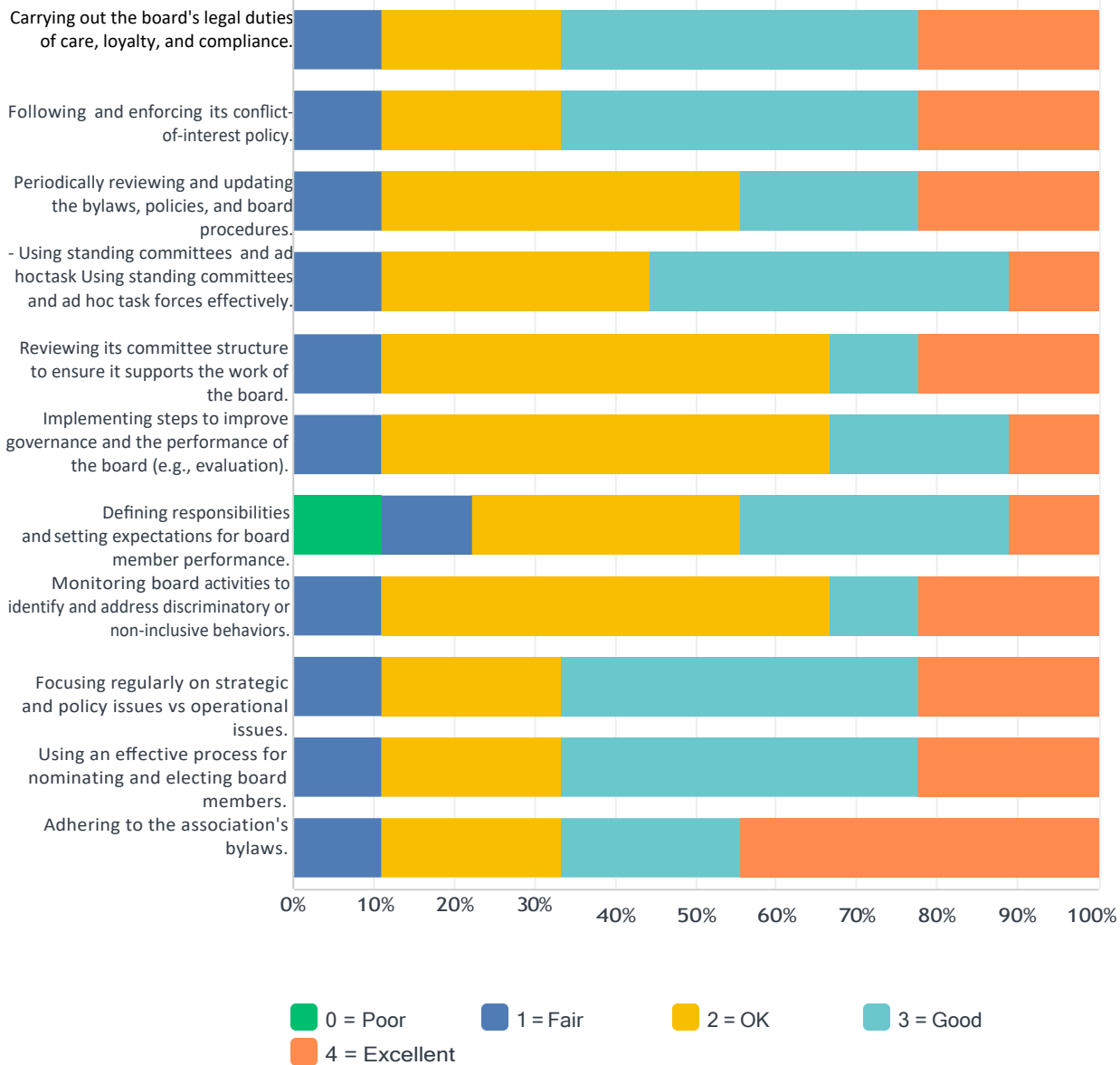
Q10 How well does the board foster an environment that builds trust and respect among board members?

Answered: 9 Skipped: 0



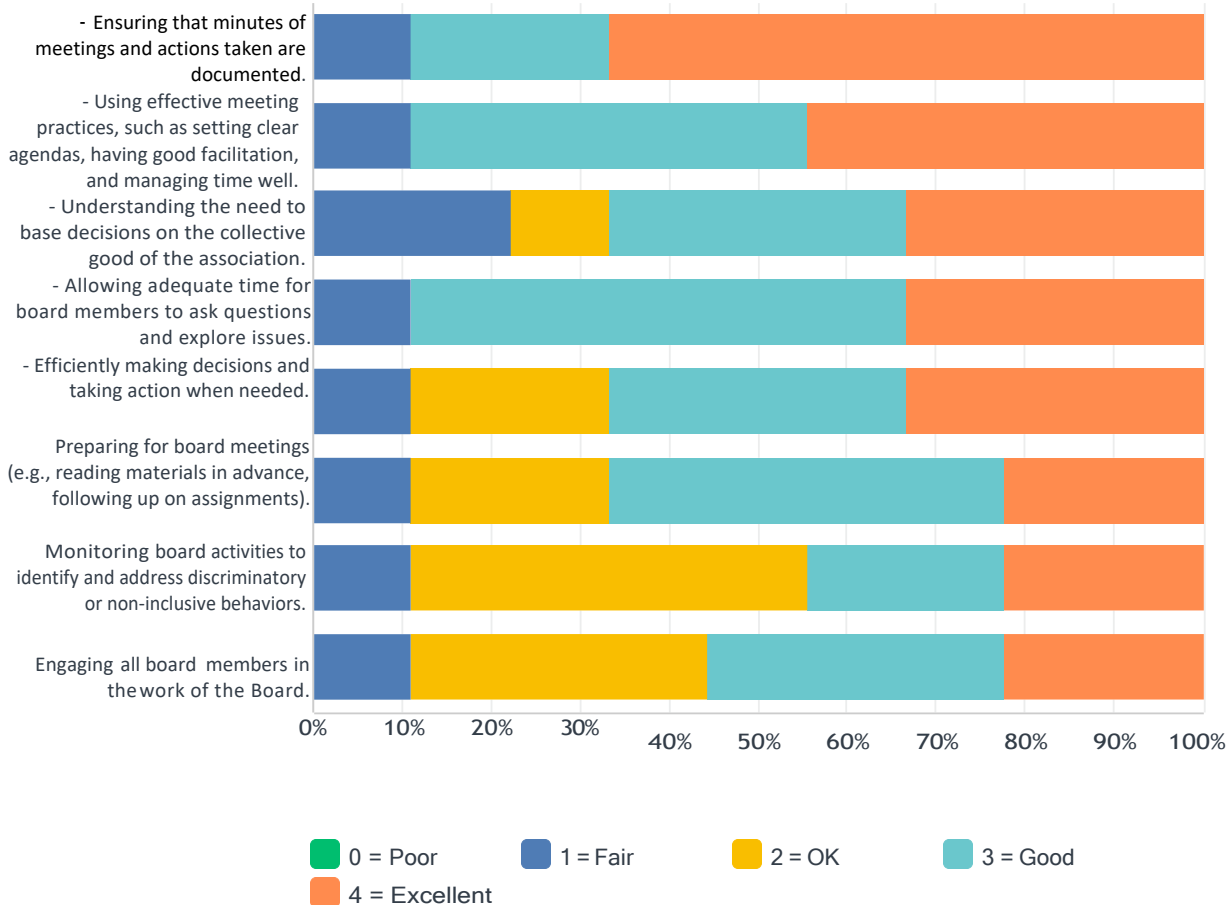
Q11 How well do the board members understand the board structure and roles?

Answered: 9 Skipped: 0



Q12 Please rate how well the board members and board meetings adhere to the following.

Answered: 9 Skipped: 0



Comments:



It is concerning that some FQHC CEOs never attend.
5/20/2024, 11:30 am



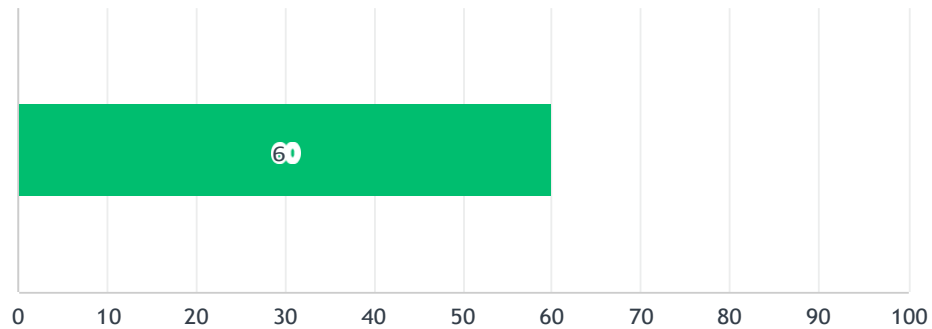
I am new to the board and have limited experience working with this group.
5/20/2024, 10:01 am



The lack of quorum creates a number of issues related to these questions. The board does not do a good job holding board members accountable. The board doesn't always look at issues from the perspective of the PCA. Quite often they look at issues through the lense of the health center CEO.
5/20/2024, 9:41 am

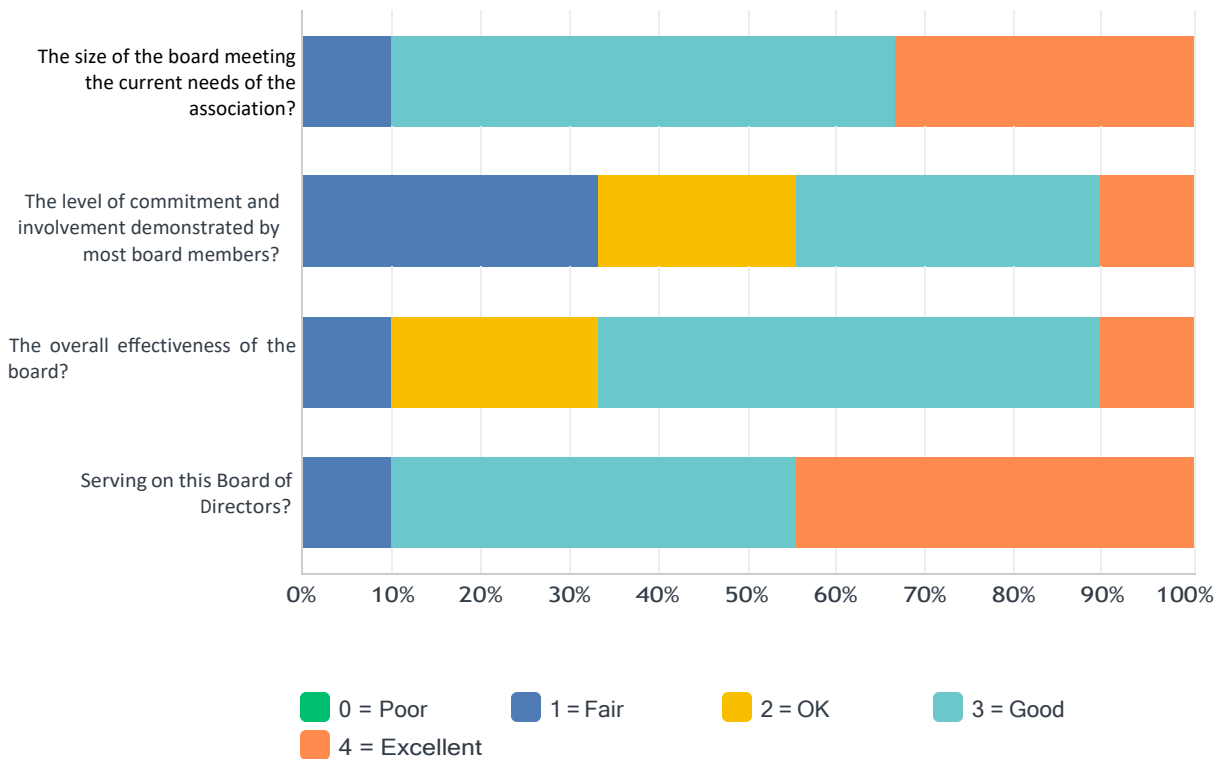
Q13 How well does the board monitor board activities to identify and address discriminatory or non-inclusive behaviors.

Answered: 9 Skipped: 0






Q14 How satisfied are you with...

Answered: 9 Skipped: 0



Comments:

-  I enjoy serving on the board. I've learned a great deal about FQHCs which has informed the work of my office.
6/15/2024, 12:13 pm
-  I am new to the board and have limited experience working with this group.
5/20/2024, 10:01 am
-  I really enjoy serving on this board. I wish there was more commitment from the other board members.
5/20/2024, 9:41 am

RECOMMENDATION FOR THE JOINT INTERIM STANDING COMMITTEE ON HEALTH AND HUMAN SERVICES

Submission deadline: Friday, June 28, 2024

You may use this form to submit your recommendation. Save this form on your local device, complete it and save it again, and then send it as an attachment to: HHSInterim@lcb.state.nv.us.

Name:	Steven Messinger
Contact Information:	smessinger@nvpc.org 775-224-6324
Date:	6/28/24
Organization: (if applicable)	Nevada Primary Care Association
Recommendation: Please provide a detailed description of the recommendation.	In order to ensure continued access for uninsured and underinsured Nevadans to affordable discount drugs in Community Health Centers and other Covered Entities in the 340B program, this Legislature should pass protections to guarantee patients the right to access these medications in 3rd party Contract Pharmacies. These protections would also guarantee the right for Covered Entities to contract with pharmacies in the communities where their patients live while still receiving the benefits of the 340B program. The protections under this proposal would fall under Nevada's Unfair Trade Practices law to prohibit pharmaceutical manufacturers from 1) denying or interfering with delivery of a 340B drug to a contract pharmacy, 2) denying or interfering with a patient of a Covered Entity in receiving prescribed drugs at a contract pharmacy, or 3) requiring any data identifying a 340B drug from a Covered Entity unless it is required by Nevada Medicaid. Enforcement of this act would fall to the Attorney General, as there would be no right to bring a private action.
Nevada Revised Statutes (NRS) Revisions: Does the recommendation revise one or more current NRS? If "Yes," please provide the reference to the NRS citation(s) affected by the recommendation.	NRS Chapter 598A Unfair Trade Practices sections 290 through 440 deal with obligations of health providers and health carriers to report ownership changes and other information. This section would be ideal to add obligations of pharmaceutical manufacturers.
Background Information: Please attach or link to any background information, as needed. Sufficient detail will assist staff to better understand the intent of the recommendation. This may include model legislation or laws or bills from other states, to name a few.	<p>In the Fall of 2020, manufacturers began Contract Pharmacy restrictions against Covered Entities, including Community Health Centers. In 2022, courts ruled definitively that HRSA has no power to enforce the Contract Pharmacy provisions in federal statute, regulation, and guidance.</p> <p>By prohibiting or raising barriers to Contract Pharmacies, manufacturers have effectively reduced the number of 340B drugs being administered. This is reflected in less access for uninsured or underinsured patients who can no longer obtain their medications in a private pharmacy in their community at dramatically reduced cost. It is also reflected in lower 340B revenues that are intended to support safety net providers when they can bill insurance for drugs obtained through the 340B program.</p> <p>The best example of a bill with this objective, statutory placement, and enforcement is Louisiana House Bill 548 from the 2023 Regular Session: https://legis.la.gov/Legis/BillInfo.aspx?i=244536</p> <p>It is important to note that much of HB548 was already enacted by the Nevada Legislature in AB434 during our 2023 Legislative Session. These protections deal with payment discrimination by PBMs and insurers, and they do not need to be revisited. The policy for this proposal is</p> <ol style="list-style-type: none"> 1) denying or interfering with delivery of a 340B drug to a contract pharmacy--§2884 2) denying or interfering with a patient of a Covered Entity in receiving prescribed drugs at a contract pharmacy--§2883(e) 3) requiring any data identifying a 340B drug from a Covered Entity unless it is required by Nevada Medicaid--§2883(b)(v) and (f) <p>See §2885 for enforcement and statutory placement.</p> <p>See also WV SB325 enacted in the 2024 session https://legiscan.com/WV/text/SB325/2024</p> <p>Arkansas was the first to do this in 2021, but they based it on a license to distribute pharmaceuticals in the state. This has been effective, but would require new resources and is not the favored structure for Nevada. https://legiscan.com/AR/bill/HB1881/2021</p>