

**North Dakota State Board of Occupational Therapy Practice
January 29, 2018
Special Board Meeting
Conference Call & Board office
Minutes**

Call to Order

The meeting was called to order by Board Vice Chair, Janet Salzwedel, at 12:00 pm.

Present

Board Members - Sarah Nielsen, Janet Salzwedel, Angie Neigum
Others – Jacinda Simmons; Sandra DePountis, Legal Counsel; Brittany Schock.

{Two vacant Board member positions}

Election of Officers

A motion was made to elect Nielsen for Chair and for Salzwedel to continue as Vice Chair.
(Salzwedel/Neigum/carried) [Two vacant Board member positions] [Roll Call Vote – Salzwedel
(y), Nielsen (y), Neigum (y)] **[Bd. Office]**

Salzwedel continues to run this meeting.

Minutes

9/7/2017 - A motion was made to approve the minutes. (Salzwedel/Neigum/carried) [Two
vacant Board member positions] **[Bd. Office]**

Financial Report

Six months into the two-year budget, revenue and expenses are in line with the budget. Most of
the Board’s revenue will come in with license renewals this spring.

A motion was made to approve the financial report. (Salzwedel/Neigum/carried) [Two vacant
Board member positions] **[Bd. Office]**

Complaint

Brittany Schock – A motion was made that the Board will not take disciplinary actions at this
time but will keep the complaint on file to establish a pattern of practice.
(Nielsen/Salzwedel/carried) [Two vacant Board member positions] [Roll Call Vote – Salzwedel
(y), Nielsen (y), Neigum (y)] **[Legal Counsel]**

List Requests

A motion was made to release only business and email addresses for all list requests.
(Salzwedel/Neigum/carried) [Two vacant Board member positions] **[Bd. Office]**

License Renewal

Renewal Notices – Notices will be mailed this year as the Board transitions toward online
renewal, but the renewal form will not be mailed. **[Bd. Office]**

Licensees will be able to upload the continuing education into the online renewal portal.

Online Jurisprudence Exam Update – Salzwedel will send any updates on the questions to the Board office. Changes can be made to the exam but also send to Board to discuss at next meeting. **[Bd. Office]**

Application Forms – The application will list phone number, which may include either home or cell phone number, and employer phone number. **[Bd. Office]**

More information will be added to the website and CE guidelines about licensees who are new graduates in the two years preceding renewal and what they need to submit for renewal. **[Bd. Office]**

License Certificates – The Board will no longer mail out certificates. The Board will send an email that their license has been renewed. **[Bd. Office]**

FARB Trainings

DePountis attended a FARB conference and said the main topic was about states being sued over anti-trust laws, such as the case with the North Carolina Dental Board. She said the ND Legislature is looking at this for the next session. She will keep the Board updated.

[DePountis]

Salzwedel attended the FARB conference held recently in Bismarck. She said they recommend the Board have policies in place, so new Board members understand more about the Board, such as how many licensees there are. **[Bd. Office]**

ACOTE Standards

The Board already changed its rules to reflect the new requirement that new graduate OTs must have a master's degree or higher. The Board may need to update its rules again if ACOTE decides that OTAs must have an associate's or bachelor's degree.

AOTA License Portability Update

Nielsen said there was no update on this.

[Nielsen]

AOTA Conference

The information will be emailed out to the Board and will be sent to new Board members when appointed. **[Bd. Office]**

NBCOT Conference

Simmons will attend the conference. The Board office will email the information to the Board and to the new Board members when appointed. **[Bd. Office]**

Shaun Conway with NBCOT has offered to come to a Board meeting to speak to the Board. The Board will wait until the new Board members are appointed and decide if they feel it would be beneficial to the Board to have him come.

Next Meeting Date

The next meeting will be sometime in early to mid-June 2018.

The Board would like Legal Counsel to give a presentation on open meetings and open records at the next face-to-face meeting when new Board members are present.

Adjourn

The meeting was adjourned at 1:15pm

Respectfully submitted,

**Janet Salzwedel,
Vice Chair**

**Jacinda Simmons
Administrative Assistant**