

**North Dakota State Board of Occupational Therapy Practice
June 19, 2018
Special Board Meeting
Conference Call
Minutes**

Call to Order

The meeting was called to order by Board Chair, Sarah Nielsen, at 1:00 pm.

Present

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

{Carol Olson absent}

Minutes

1/29/2018 - A motion was made to approve the minutes. (Salzwedel/Neigum/carried) [Olson absent] **[Bd. Office]**

Financial Report

Eleven months into the two-year budget, revenue and expenses are in line with the budget. Additional revenue from license renewals will be reflected on the next financial report.

The Board asked what the rate of return is for savings, as it contains a large balance. They would like to know if it would be better to move some to a CD. **[Bd. Office]**

A motion was made to approve the financial report. (Salzwedel/Neigum/carried) [Olson absent]

Audit

The only item noted in the audit was the segregation of duties which is due to the Board's small office staff. No further action is necessary.

A motion was made to approve the financial report. (Salzwedel/Idso/carried) [Olson absent]

Complaint

Melanie Phillips – A motion was made to dismiss the complaint. (Salzwedel/Neigum/carried) [Olson absent] [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y)] **[Legal Counsel]**

License Renewal Update

To date, 770 have renewed their licenses. Surprisingly, 612 licenses were renewed online during this initial online renewal. 103 have not renewed yet. Typically, about 10% of licenses do not renew. Licenses must be renewed by June 30, 2018, to avoid expiration. **[Bd. Office]**

Online Renewal Feedback – The online renewal did have some issues mostly with the Jurisprudence exam which many felt was too hard. For the next renewal the Board made the following recommendations: licensees should not be able to print their license until the Board has reviewed and accepted their renewal, the exam should have a pass/fail page and indicate what questions were incorrect, post the entire Laws and Rules in one document on the website, have a save button within the exam, and a save button after all CE info has been entered.

[Bd. Office]

Application for License Renewal

A. Wark - A motion was made to approve the application for license renewal. (Salzwedel/Neigum/carried) [Olson absent] [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y)] **[Bd. Office]**

C. Benning - A motion was made to approve the request for medical hardship extending the continuing education date to January 31, 2019 without charging the late fee. (Salzwedel/Neigum/carried) [Olson absent] [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y)] **[Bd. Office]**

B. Wilhelm - A motion was made to grant the request to waive the late fee due to first-time online renewal problems. (Nielsen/Salzwedel/carried) [Olson absent] [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y)] **[Bd. Office]**

L. Norman - A motion was made to grant the request to waive the late fee due to first-time online renewal problems. (Salzwedel/Neigum/carried) [Olson absent] [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y)] **[Bd. Office]**

Jurisprudence Exam

To assist licensees and applicants in looking up answers, the Board will add the reference for the question. The Board’s goal in requiring the exam is to have licensees and applicants familiarize themselves with the Law and Rules. The exam for renewal will be 10 core questions and 10 rotating questions. There will still be a separate exam for new applicants. **[Bd. Office]**

A motion was made for Salzwedel and the Board office to work together with Albertsons Consulting to update the exam and clear up the technical problems. (Nielsen/Salzwedel/carried) [Olson absent] [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y)] **[Bd. Office]**

AOTA Conference

Nielsen would like to attend the next conference. Conference information will be sent to all Board members. **[Bd. Office]**

NBCOT Conference

Simmons and Neigum attended the conference in Atlanta, GA in April. Both felt the conference was relevant to licensing boards. The conference focused on whether licensure is still appropriate for today’s OT professionals, challenges faced by all licensure boards, and the security of examinations.

Board Appointments

The ND Governor’s office has appointed Carol Olson (OT) and Kari Idso (OTA) to the Board.

The link to apply as a Board member will be sent to Nielsen so she can apply for reappointment. **[Bd. Office]**

Next Meeting Date

The next meeting will be sometime in August 2018, once supervision plan audits have been submitted. **[Bd. Office]**

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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.

The Board office will ask when sending the agenda if Board members has any additional agenda items with a date to respond.

Adjourn

The meeting was adjourned at 2:13 pm

Respectfully submitted,

**Sarah Nielsen,
Chair**

**Jacinda Simmons
Administrative Assistant**