

**North Dakota State Board of Occupational Therapy Practice
August 27, 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, and Carol Olson.
Others – Jacinda Simmons

Introduction of Board Members

New Board members, Carol Olson and Kari Idso, were introduced to the Board.

Minutes

6/19/2018- A motion was made to approve the minutes as amended that the Board will still have two Jurisprudence exams, one for applicants and one for renewal. (Salzwedel/Idso/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y), Olson (abstains)] **[Bd. Office]**

Financial Questions Update

A motion was made to ask APT staff how much money could be moved to a higher earning CD and still maintain enough in savings. (Salzwedel/Olson/unanimous) [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y), Olson (y)] **[Bd. Office]**

OTA Supervision Audits

A motion was made to send a certified letter to OTA with an incomplete plan, with a copy to the OT supervisor, noting the insufficient areas according to the Supervision Guidelines and they must resubmit plan within 60 days. (Nielsen/Olson/unanimous) [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y), Olson (y)] **[Bd. Office]**

Carla Albrecht – The Board has no concerns about the plan. The Board accepts the plan.

Sandra Andersen – The Board has no concerns about the plan. The Board accepts the plan.

Kaela English – The plan needs more information for the Description of Practice Setting and Practice Content Areas Addressed.

Melissa Faul – The Board has no concerns about the plan. The Board accepts the plan.

Heather Frey – She is not currently practicing as an OTA. The Board has no further concerns.

Kelsey Hennen – She has not submitted a plan after two attempts to contact her. The Board office will send the audit notice by certified mail.

Trudy Hjelseth – The Board has no concerns about the plan. The Board accepts the plan.

Amy Karls – The plan needs more information on Evidence to Support Areas and Levels of Competency and Description of Practice Setting.

Lisa Keaveny – The plan is incomplete because she has conflicting signature dates and inconsistent yearly updates.

Bridgit Lehfeldt – The Board has no concerns about the plan. The Board accepts the plan.

Lauren Milham – The Board has no concerns about the plan. The Board accepts the plan.

Alvina Reichert – The Board has no concerns about the plan. The Board accepts the plan.

Ashley Rutkowski - The plan needs more information on Evidence to Support Areas and Levels of Competency and Description of Practice Setting and is missing the date reviewed.

Kristen Stroh– The Board has no concerns about the plan. The Board accepts the plan.

Bonnie Teske– The Board has no concerns about the plan. The Board accepts the plan.

Vicki Vigesaa – The plan needs more information and dates regarding Years of Practice in Practice Setting and Evidence to Support Areas and Levels of Competencies and is missing the hire date.

Penny Weiss – The Board has no concerns about the plan. The Board accepts the plan.

A motion was made to approve the supervision plans accepted by the Board and to send certified letters to those with an incomplete plan. (Nielsen/Salzwedel/unanimous) [Roll Call Vote – Salzwedel (y), Nielsen (y), Neigum (y), Idso (y), Olson (y)] **[Bd. Office]**

NBCOT Presentation

Shaun Conway with NBCOT has inquired if the Board would be interested in a presentation from him on the NBCOT Navigator, an online continuing education method. In January, the Board decided to wait until new Board members were appointed. Today, the Board stated they did not feel it was necessary for him to present to the Board. The Board will accept hours earned through NBCOT Navigator, in accordance with the Board’s Rules regarding CE, but they do not wish to promote it to licensees.

Board Member Training

The ND Attorney General’s office will offer a one-day training on Board legal matters to all Board members. Nielsen cannot make it and hopes they will offer it electronically next time. Olson plans to attend but will depend on the birth of grandchild.

Next Meeting Date

The next meeting will be November 19, 2018 11:00 am to review revised supervision plans. **[Bd. Office]**

Adjourn

The meeting was adjourned at 1:57 pm

Respectfully submitted,

**Sarah Nielsen,
Chair**

**Jacinda Simmons
Administrative Assistant**