

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

Call to Order

The meeting was called to order by Board Chair, Sarah Nielsen, at 11:00 am.

Present

Board Members - Sarah Nielsen, Janet Salzwedel, and Carol Olson.

Others – Jacinda Simmons

{Neigum and Idso absent}

Minutes

8/27/2018- A motion was made to approve the minutes. (Salzwedel/Olson/carried) [Neigum and Idso absent] **[Bd. Office]**

Financial Questions Update

A motion was made to move \$100,000 into a 36-month CD and \$50,000 into a 12-month CD. (Salzwedel/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

OTA Supervision Plan Audits

Kaela English – A motion was made to approve the revised plan. (Nielsen/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Kelsey Hennen – A motion was made to approve the revised plan. (Nielsen/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Amy Karls – A motion was made to approve the revised plan but advised her to review the “Established Competency” dates on her plan as some have not yet occurred. (Nielsen/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Lisa Keaveny – A motion was made to approve the revised plan. (Nielsen/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Ashley Rutkowski - A motion was made to approve the revised plan. (Nielsen/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Vicki Vigesaa – A motion was made to approve the revised plan. (Nielsen/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Online Jurisprudence Exam Update

Albertson Proposal - A motion was made to approve the proposal and to require renewals to go awaiting updates until the continuing education has been reviewed by the Board office with an email sent to the licensee when approved, if the total does not exceed \$2500. (Salzwedel/Nielsen/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office & Salzwedel]**

Before the next Board meeting, the Board office will send the current Jurisprudence Exam to the Board and Salzwedel will write up instructions for the Board office to send to the Board.

[Bd. Office & Salzwedel]

2020-2022 Renewal Procedures

CE Audit – The Board will not audit continuing education and will continue reviewing each renewal and continuing education before approving.

A motion was made for Board office and Salzwedel to work with Albertsons to correct the problem from the 2018 renewal by having all online renewals sent to awaiting updates to be approved by the Board office. (Nielsen/Salzwedel/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

The Board office will send out the section of the renewal notice that mentions the June 1 and June 30 deadlines to discuss at the next meeting. **[Bd. Office]**

New Signer for APT, Inc. Check

A motion was made to approve Olson as the new signer to replace Salzwedel and to continue having William Kalanek of APT, Inc. as a check signer. (Nielsen/Salzwedel/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Board Seal

A motion was made to have the seal realigned. (Salzwedel/Olson/carried) [Roll Call Vote – Salzwedel (y), Nielsen (y), Olson (y)] [Neigum and Idso absent] **[Bd. Office]**

Board Appointments

The Board office will contact Legal Counsel to put some pressure on the Governor’s office for a timely appointments of new Board members. The Board office will keep the Board updated. **[Bd. Office]**

Next Meeting Date

Nielsen will send out possible January 2019 meeting dates around the middle of December. The Board office will send out those dates to Board members. **[Nielsen & Bd. Office]**

Adjourn

The meeting was adjourned at 12:02 pm

Respectfully submitted,

**Sarah Nielsen,
Chair**

**Jacinda Simmons
Administrative Assistant**