

**North Dakota State Board of Occupational Therapy Practice  
October 10, 2022  
Special Meeting  
Held by virtual means via GoTo Meeting.  
Minutes**

**Call to Order**

The meeting was called to order at 9:00 am by Janae Hughes.

**Present**

Board Members – Janae Hughes, Carol Olson, Klancy Tindall, Sarah Nielsen,  
Others – Jacinda Simmons; Annique Lockard, Legal Counsel.

***{Angie Neigum absent}***

**Minutes**

**April 13, 2022 - A motion was made** to approve the minutes. (Nielsen/Olson/carried) [Neigum absent]

**June 8, 2022 - A motion was made** to approve the minutes. (Nielsen/Olson/carried) [Neigum absent]

**June 21, 2022 - A motion was made** to approve the minutes. (Nielsen/Olson/carried) [Neigum absent]

**Financial Report**

As of August 31, 2022, revenue and expenses are in line with the budget. Current net income of \$96,651.  
Current CD balance of \$267,486.

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

**Worker's Compensation** – The Board does pay the annual premium for this. Board members are covered in case they are involved in an accident enroute or during a meeting.

**Attorney General Seminar**

Olson and Tindall attended. Both felt topics were common sense for Board meetings, open records, and procurement.

**Disciplinary Action Update**

**Kevin Sandness - #2022-01** – He is working on completing the continuing education to end his probation and complete his settlement agreement. The Board chair has approved a few courses and he is looking for remaining courses. He will submit certificate upon completing courses.

**Website Update**

**Albertson Contract** – The last contract was signed in 2016 for updating the website, database, and online renewal. The Board will need a new contract to add services before current updates can be done.

**A motion was made** to have Hughes work with procurement to get a new contract. (Nielsen/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Hughes]**

**Board Logo Use**

Licensee requesting to use Board logo on her business website. Legal counsel advises against this as logo is contractual with Albertsons and it would look like the Board endorses her and not other licensees.

**A motion was made** to deny the request to use the Board's logo. (Nielsen/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Bd. Office]**

### **International Licensing**

Board recently reinstated an OT license but was licensed in another country, not another state. Board does not have provisions for licensure in another country and the NBCOT exam has an 18-month shelf life. Licensee had choice of retaking NBCOT exam or becoming licensed in another state and applying for reciprocity, which she did.

The Board is not interested in changing law and rules at this time for an isolated incident.

### **Supervision Audits**

**A motion was made** to approve the supervision plan audits for Leah Ames, Jolynn Dickson, Brandi Heinsen, Renae Irwin, Jill Johnson, Kyle Kvislen, Brooke Sanford, Jennifer Schwingler, Bonnie Wald, and Susan Weiland. (Olson/Tindall/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Bd. Office]**

The Board office will contact Stacie Bellmore, Robyn Berg, Trentrice Gordon, Jodi Kilen, Geralynn Peterson, and Shelly Pfennig for additional information to complete their plans. **[Bd. Office]**

### **AOTA Model Practice Act**

**A motion was made** to have Hughes respond to the survey on behalf of the Board. (Olson/Tindall/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Hughes]**

### **NBCOT/AOTA Update**

**NBCOT – Leadership Forum available online** – Forum was held in September. The links to the recording was sent out to the Board if they wish to view the seminars.

**AOTA Update – Dry Needling Update** – Board reviewed AOTA's approved motions from Fall 2021 meeting. No concerns from the Board.

### **Continuing Education Approval**

**NBCOT Journal Study Club - A motion was made** to approve the continuing education for 1 hour per meeting with a maximum of 6 hours. (Olson/Nielsen/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Bd. Office]**

Board office will remind the licensee that the date and hours must be on the certificates. **[Bd. Office]**

### **Approved List of Licensees (1/21/2022-09/30/2022)**

**A motion was made** to approve the list of new licenses. (Nielsen/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Bd. Office]**

### **Non-renewed List (Expired 6/30/2022)**

**A motion was made** to approve the list of expired licenses. (Nielsen/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Bd. Office]**

### **Quarterly Meetings**

The Board will have quarterly meetings beginning in 2023. These will be regular meetings which by law will allow additions to the agenda.

**A motion was made** to schedule quarterly meetings for 2023. (Nielsen/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), & Nielsen (y)] **[Bd. Office]**

The Board would like early or later in the day. Day of the week did not matter to Board members present. Board office will check with Neigum to see what works for her and send out suggested dates to Board for 2023.

**[Bd. Office]**

**Next Meeting Date**

**January Board Meeting** – Suggested dates for 2023 will be sent out to the Board.

**Adjourn**

The meeting was adjourned at 10:00 am.

**Respectfully submitted,**

**Janae Hughes,  
Board Chair**

**Jacinda Simmons  
Administrator  
NDBOTP Office**