

**North Dakota State Board of Occupational Therapy Practice
April 17, 2023
Regular Meeting
Held by virtual means via GoTo Meeting.
Minutes**

Call to Order

The meeting was called to order at 8:00 am by Janae Hughes.

Present

Board Members – Janae Hughes, Carol Olson, Klancy Tindall, Angie Neigum, and Wanda Lauer.

Others – Jacinda Simmons; Josh Amundson, Legal Counsel; Shaun Conway, NBCOT Vice President, External & Regulatory Affairs; and Brad Sibla, NBCOT Ambassador for ND.

Introduction

The Board's legal counsel, Annique Lockard, is out of the office for maternity leave. Josh Amundson, another attorney with the Attorney General's office, is attending this meeting to assist the Board with any legal matters. Lockard should be back for the next meeting.

NBCOT Presentation

Shaun Conway, NBCOT Vice President, External & Regulatory Affairs, presented on the services they provide for students, certificants, and those licensed with the Board.

The validity of the exam is tested every 5 years. The most recent study was in 2022 and they did update content outlines. The current exam does not reflect the new content. The new content outlines will begin in January 2024.

Over 22,000 score transfers were sent out to states in 2022.

NBCOT Navigator offers continuing education for licensees. New topics include autism and content related to the pandemic. 46 states and the District of Columbia accept continuing education earned through the NBCOT Navigator.

Several states do allow current NBCOT certificants to confirm their renewal with their state licensing board. NBCOT requires 36 hours every 3 years. Those states do also offer traditional renewal.

25 states have the license compact with Indiana and Montana Boards awaiting signature by their Governors.

NBCOT has an agreement with CE Broker for current certificants to track and store their continuing education.

The next NBCOT Leadership Forum is September 19-20, 2023 and will be offered virtually.

NBCOT offers a disciplinary action database for states to check and report disciplinary actions.

Presentation by Brad Sibla, OT, ND Ambassador for NBCOT

NBCOT has an ambassador in all states except Hawaii, who is currently recruiting someone. Sibla served two terms on the Board and understands the Board's function and purpose. NDOTA is having a conference on April 25, 2023, where the OT compact will be discussed. He encouraged Board members to attend. It will be offered virtually.

{Neigum absent}

Minutes

January 23, 2023 - A motion was made to approve the minutes. (Olson/Tindall/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y)]

Financial Report

Twenty months into the 2-year budget, expenses and revenue are in line and are under budget. The Board has a net income of \$86,117.

The Board's accountant transfers money from savings into checking as needed. No action is needed by the Board.

A motion was made to approve the financial report. (Tindall/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y)]

Budget

The two-year budget for 2023-2025 was presented. Most amounts were unchanged as almost everything was under the budgeted amount for the current budget. The interest line item was lowered since interest rates are still low. The current monthly fee for management is \$2450 which results in just under \$59,000 per 2-year budget. This amount was missed when updating the budget but will be corrected. A new line item was added for "Licensing Database Management System – Albertsons" in the amount of \$10,000. The budgeted net income is \$67,050.

A motion was made to approve the new budget for 2023-2025. (Lauer/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y)] **[Bd. Office]**

Website Update

Albertson Contract – Hughes waiting to hear back from Procurement Office. Tabled to next meeting.

[Hughes]

Procurement Liaison

The procurement liaison is a person who works with the state procurement office for purchases related to the Board. The liaison can be either a Board member or Board staff.

A motion was made to appoint Simmons, Administrator of the Board, as the liaison. (Hughes/Lauer/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y)] **[Bd. Office]**

Legislative Update

HB1372 – Regarding foreign/out-of-state practitioners becoming licensed in the state. This bill failed to pass.

HB1416 – Freedom of choice for insurance. Occupational therapy is listed as a profession. This would affect practitioners more than the Board. This bill did pass both chambers and is awaiting the Governor's signature.

SB2184 – Affects board terms, renewal, and state audit. This bill failed to pass.

SB2237 – Proposed bill to move all board administrative services under OMB. This bill failed to pass.

SB2249 – Proposed bill to move all board administrative services under the Labor Commission. This bill did pass. The Labor Commission will study and survey licensing boards regarding CE requirements and licensing of out-of-state applicants and may introduce legislation during the next session.

Continuing Education Approval

Energy Work for Medical Professionals – A motion was made to have no opinion on the course as the Board doesn't see how it would relate to OT or a specific OT practice but that licensees who attend can still submit the course certificate for approval. (Olson/Lauer/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y), Tindall (y), Lauer (y)] **[Bd. Office]**

If an OT/OTA attends and submits the CE course for the next renewal, they will need to provide explanation of how the course relates or supports the OT profession or their specific practice. **[Bd. Office]**

CE Broker

Board members logged in and reviewed the website. They thought it would be beneficial to licensees, especially travelers, and was easy to navigate. CE Broker already has a contract with the state procurement office. There is no charge to the Board. They have various levels of service the licensee can subscribe with basic services being free.

A motion was made to proceed with the contract and implement the program so licensees can use the system to track their CE. (Tindall/Olson/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y)] **[Bd. Office]**

The Board office will contact Donald Oliva with CE Broker for a contract and begin the implementation process. **[Bd. Office]**

AOTA Update

The Board office attended the webinar in January 2023. The webinar centered around collaboration between boards and associations. Collaboration may include increased communication, attendance at meetings for both, a representative or liaison for both board and association, and the association providing feedback on law and rule changes.

Approved List of Licensees (1/13/2023-4/10/2023)

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

Next Meeting Date

July 17, 2023 8:00 am GoTo meeting and Board office

The Board will have a special meeting if necessary to discuss the Albertson Contract.

Adjourn

The meeting was adjourned at 9:35 am.

Respectfully submitted,

**Janae Hughes,
Board Chair**

**Jacinda Simmons
Administrator, NDBOTP Office**