

**North Dakota State Board of Occupational Therapy Practice  
May 5, 2023  
Special 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.

Others – Jacinda Simmons; Annique Lockard, Legal Counsel.

***{Angie Neigum and Wanda Lauer absent}***

**Website Update**

**Albertson Contract – A motion was made** to approve the contract to update the website and database features.  
(Olson/Tindall/carried) [Neigum and Lauer absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y)]

**[Bd. Office]**

**APT, Inc. Contract**

APT, Inc., the management company for the Board, proposed an increase from \$2450 to \$2597 per month for reasons of increased costs due to inflation and to ensure continued quality service to the Board. The participating addendum amendment was acceptable by the State Procurement Office.

**A motion was made** to approve the participating addendum amendment with the new monthly amount of \$2597. (Olson/Tindall/carried) [Neigum and Lauer absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y)]

**[Bd. Office]**

**Adjourn**

The meeting was adjourned at 8:08 am.

**Respectfully submitted,**

**Janae Hughes,  
Board Chair**

**Jacinda Simmons  
Administrator, NDBOTP Office**