

**North Dakota State Board of Occupational Therapy Practice  
October 16, 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, Administrator.

*{Neigum absent}*

**Minutes**

**July 17, 2023 - A motion was made** to approve the minutes. (Tindall/Lauer/carried) [Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y)]

*{Neigum present}*

**Financial Report**

Two months into the 2-year budget, expenses and revenue are in line and are under budget.

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

**Audit - A motion was made** to proceed with the state form with the auditor's office. (Olson/Wanda/carried) [Roll Call Vote: Hughes (y), Olson (y)], Tindall (y), Lauer (y), Neigum (y)]

If the Board does not qualify with the state form, the Board will have a special meeting before proceeding with an audit.

**CE Broker Update**

Simmons and Hughes have met with CE Broker and the file of licensee information has been sent to them.

**[Bd. Office and Hughes]**

**Board Website Update**

The updates to the website are coming along smoothly.

**[Bd. Office]**

**Labor Commission Study**

The Labor Commission will be studying all Boards in 2024. The study may result in proposed legislation for the next session in 2025.

**Approved List of Licensees (07/11/2023-10/5/2023)**

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

**[Bd. Office]**

**Board Appointments**

Neigum's appointment ends 12/31/2023. It is her second term so she cannot be reappointed as the consumer member. If Board members have any names for a consumer member, they should refer them to the Governor's office.

**Other**

Add the license compact to January meeting agenda and invite Brad Sibla with NBCOT to present to the Board.  
**[Bd. Office]**

**2024 Meeting Dates**

January 22, 2024	8:00 am	GoTo meeting and Board office
April 15, 2024	8:00 am	GoTo meeting and Board office
July 15, 2024	8:00 am	GoTo meeting and Board office
October 21, 2024	8:00 am	GoTo meeting and Board office

**Adjourn**

The meeting was adjourned at 8:33 am.

**Respectfully submitted,**

**Janae Hughes,  
Board Chair**

**Jacinda Simmons  
Administrator, NDBOTP Office**