

**North Dakota State Board of Occupational Therapy Practice  
January 25, 2024  
Regular Meeting  
Held by virtual means via Zoom.  
Minutes**

**Call to Order**

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

**Present**

Board Members – Janae Hughes, Carol Olson, and Wanda Lauer.

Others – Jacinda Simmons, Administrator; and Janeene Sibla, NBCOT Ambassador

*{Klancy Tindall and Angie Neigum absent}*

**OT Compact**

Janeene Sibla introduced herself as the new NBCOT ambassador. The Board would like her to speak about the NBCOT compact at the next meeting.

**Minutes**

**October 16, 2023 - A motion was made** to approve the minutes. (Olson/Lauer/carried) [Tindall and Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y)] **[Bd. Office]**

**Financial Report**

Six months into the 2-year budget, expenses and revenue are in line and are under budget. CDs will be renewed at the best rate. CD interest rates are currently around 4% to 5%. Renewal revenue will begin in April 2024 and is most of the Board's revenue.

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

**Labor Commissioner Survey**

**A motion was made** to approve the responses pending final approval from Board chair. (Olson/Lauer/carried) [Tindall and Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y)]

The Board will meet with the Labor Commissioner at the July 15, 2024, meeting.

**Military and Military Spouse Licensure**

New federal laws regarding military members and military spouse licensure were effective on January 5, 2023. This requires Boards to expedite licensure for military members and their spouses. Legal Counsel will explain further at the next meeting.

**Possible Law and Rules Changes**

The Board considers requiring background checks for a future law change. The NBCOT compact may also require law changes if the Board joins it.

**2024 License Renewal**

Renewal notices will be sent out April 1, 2024, by email to all current licenses.

**Approved List of Licensees (10/6/2023 -1/16/2024)**

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

**NBCOT/AOTA Update**

The virtual NBCOT Leadership Forum will be September 10-11, 2024. Board members are encouraged to attend. More information will be sent out as it becomes available.

**Board Appointments**

A new Board member to fill the consumer position has been appointed and will complete the final paperwork.

The Board will be appointed new legal counsel as Josh Amundson has taken another position. Annique Lockard will be interim legal counsel until a replacement is appointed.

**Election of Officers**

**A motion was made** to elect Hughes as Chair and Olson as Vice Chair. (Olson/Lauer/carried) [Tindall and Neigum absent] [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y) **[Bd. Office]**

**2024 Meeting Dates**

April 15, 2024	8:00 am	Zoom meeting and Board office
July 15, 2024	8:00 am	Zoom meeting and Board office
October 21, 2024	8:00 am	Zoom meeting and Board office

**Adjourn**

The meeting was adjourned at 8:40 am.

**Respectfully submitted,**

**Janae Hughes,  
Board Chair**

**Jacinda Simmons  
Administrator, NDBOTP Office**