

**North Dakota State Board of Occupational Therapy Practice
October 21, 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, Wanda Lauer, Lori Novak, and Klancy Tindall.
Others – Jacinda Simmons, Administrator; Stephen Hanson, Assistant Attorney General.

Minutes

6/17/2024 – A motion was made to approve the minutes. (Olson/Tindall/unanimous) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

7/15/2024 – A motion was made to approve the minutes. (Olson/Tindall/unanimous) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

8/8/2024 – A motion was made to approve the minutes. (Olson/Tindall/unanimous) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

Financial Report

Revenue and expenses are in-line with the budget. The Board has a current net income of \$109,659. Savings balance is \$370,009. CD balance is \$276,174. CDs are renewed at the best interest rate.

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

Proposed Legislation

No bill has been filed yet by NDOTA for the NBCOT compact. The pre-filing deadline is December 5, 2024.

Fiscal Note Contact – Hughes will be the new contact, replacing Olson.

Website Updates

Removing SSN as Login – For security reasons, Albertson Consulting recommends using passwords to login into the Board’s database for licensees to renew and update information. Applicants will be able to create a password when they apply for a license and current licensees will make a password when they next login to the database, at renewal time. Albertson Consulting states they would take 5-6 hours at \$135 per hour. The Board does get about 2 hours per month within their current contract.

A motion was made to move forward with requiring passwords to login instead of SSN and to expend the funds to do so. (Olson/Lauer/unanimous) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

Supervision Audits

There were no concerns or questions with the supervision audits the Board reviewed.

A motion was made to approve the supervision plans for those audited: Sharon Pich, Patricia Neidviecky, Kofinda Kofa, Brenna Schmidt, Dana Mork, Vicki Krenz, Ashley Piatz, Precious Thole-Judovsky, Lindsey

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Meidinger, Nicole McCarl, and Katie Havelka. (Olson/Lauer/unanimous) [Roll Call Vote: Hughes (y), Olson (y)],
Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

Continuing Education Question

Question about receiving continuing education hours for a certification course. The Board office has requested more information. Tabled to next meeting. **[Bd. Office]**

Approval of Licenses Issued: 4/2/2024-10/4/2024

A motion was made to approve the list of licensees. (Olson/Lauer/unanimous) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

NBCOT/AOTA Update

NBCOT recently held their 2024 Leadership Forum. One of the speakers stated there is a nationwide surplus of OTs and a shortage of OTAs. The OTA shortage is expected to continue for the next 10 years. Several states are moving toward implementing the NBCOT compact. Boards are encouraged to collaborate with legislators and stakeholders, such as licensees, instructors, and professional associations, when changing laws and rules.

Board Appointments

Olson's second term and Tindall's first term will end on 12/31/2024. Olson cannot be reappointed again, and Tindall does not wish to be reappointed for a second term. The Board will need to fill a spot for both an OT and OTA Board member. The Board office will stay connected with the ND Governor's office on the new appointments. **[Bd. Office]**

Check Signer

With Olson coming off the Board, a new check signer is needed while also keeping Bill Kalanek with APT, Inc. as check signer.

The Board is required to have a Board member sign the check for APT, Inc. Bill will continue to sign the checks for all other invoices such as the Attorney General Office and Albertson Consulting.

A motion was made to change the check signing duties from Olson to Hughes and continue to keep Bill Kalanek with APT, Inc as a check signer. (Lauer/Novak/unanimous) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y), Tindall (y)] **[Bd. Office]**

2025 Meeting Dates

The Board office will send out dates for 2025 meetings. Board wishes to continue with quarterly meetings.

Other

Novak attended the Attorney General Seminar. She said it was beneficial, and she learned a lot about Board procedures.

Adjourn

The meeting was adjourned at 8:24 am.

Respectfully submitted,

**Janae Hughes,
Board Chair**

**Jacinda Simmons
Administrator, NDBOTP Office**