

**North Dakota State Board of Occupational Therapy Practice  
January 13, 2025  
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, and Lori Novak  
Others – Jacinda Simmons, Administrator; Stephen Hanson, Assistant Attorney General.

***{Klancy Tindall absent}***

**Election of Officers**

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

**Minutes**

**10/21/2024 – A motion was made** to approve the minutes. (Olson/Novak/carried) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y)] [Tindall absent] **[Bd. Office]**

**Financial Report**

Revenue and expenses are in-line with the budget. The Board has a current net income of \$106,979. Savings balance is \$371,891. CD balance is \$276,174. CDs are renewed at the best interest rate.

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

**Complaint**

**#2024-02 – A motion was made** to request records of clients served and the students who worked with those individuals, and billing records of the last year. (Olson/Lauer/carried) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y)] [Tindall absent] **[Bd. Office]**

**2025 Legislative Session**

**NDOTA Licensure Compact Bill (SB 2146) – A motion was made** support the bill as a Board, to write a letter of support and a request to add compact privilege fee to the bill. (Olson/Lauer/carried) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y)] [Tindall absent] **[Bd. Office]**

The Board will have a special meeting on Wednesday, January 15, 2025, at 8 am to approve written testimony letter. **[Hughes]**

**Labor Commission Legislative Study Report**

A report compiled from the Labor Commissions Study and meetings with all the Boards was sent out to the Board for their information.

**Board Licensing Survey**

A report compiled from the Workforce Survey of all the Boards was sent out to the Board for their information.

**Continuing Education Question**

The Board requested more information from the license but has not received a response yet.

**Approval of Licenses Issued: 10/5/2024 to 1/6/2025**

**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 absent] **[Bd. Office]**

**Board Appointments**

The Board positions for Olson and Tindall have not been reappointed yet. The Governor's office does not have any OTAs that have applied for Tindall's position. If the Board is aware of anyone who may be interested, they should have the person contact the Governor's office or the Board office.

**2025 Meeting Dates**

Monday, April 21, 2025	8 am	Virtual Means
Monday, July 21, 2025	8 am	Virtual Means
Monday, October 20, 2025	8 am	Virtual Means

**Other**

**Application for Licensure – Lauren Zitzow – A motion was made** to grant the license. (Olson/Lauer/carried) [Roll Call Vote: Hughes (y), Olson (y)], Lauer (y), Novak (y)] [Tindall absent] **[Bd. Office]**

**Adjourn**

The meeting was adjourned at 8:37 am.

**Respectfully submitted,**

**Janae Hughes,  
Board Chair**

**Jacinda Simmons  
Administrator, NDBOTP Office**