

**North Dakota State Board of Occupational Therapy Practice  
March 3, 2025  
Special 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, Kyla Guthmiller, and Wanda Lauer.

Others – Jacinda Simmons, Administrator; Stephen Hanson, Assistant Attorney General; Kevin Anderson.

***{Lori Novak and Klancy Tindall absent}***

**Introduction of Board Member**

Guthmiller was introduced and welcomed to the Board.

**Legislative Session**

**HB 1270** – The Board’s testimony was submitted but the bill was withdrawn from consideration.

**SB 2395** – It was amended to include some language from HB1270 stating that the public can bring a complaint about delays in the licensure process to the Governor. However, this is already allowed without having another law. Discussion only; the Board took no position on the bill.

**Complaint**

**#2024-02 - A motion was made** to request the licensee to submit treatment records and billing information for the client named by the complainant. (Lauer/Guthmiller/carried) [Novak & Tindal absent] [Roll Call Vote: Hughes (y), Lauer (y)], Guthmiller (y)] **[Bd. Office]**

The Board will have a special meeting when the response from the licensee is received.

**Adjourn**

The meeting was adjourned at 8:09 am.

**Respectfully submitted,**

**Janae Hughes,  
Board Chair**

**Jacinda Simmons  
Administrator, NDBOTP Office**