

**North Dakota State Board of Occupational Therapy Practice
April 21, 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, Wanda Lauer, Lori Novak, Kyla Guthmiller, and Marissa Loll.
Others – Jacinda Simmons, Administrator; Stephen Hanson, Assistant Attorney General; and Janeene Sibla, NBCOT Ambassador.

{Wanda Lauer absent}

Introduction

Marissa Loll was introduced as the new OTA Board member, replacing Klancy Tindall.

Minutes

1/13/2025 - A motion was made to approve the minutes. (Novak/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y)] [Lauer absent] **[Bd. Office]**

1/15/2025 - A motion was made to approve the minutes. (Novak/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y)] [Lauer absent] **[Bd. Office]**

1/27/2025 - A motion was made to approve the minutes. (Novak/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y)] [Lauer absent] **[Bd. Office]**

2/4/2025 - A motion was made to approve the minutes. (Novak/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y)] [Lauer absent] **[Bd. Office]**

3/3/2025 - A motion was made to approve the minutes. (Novak/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y)] [Lauer absent] **[Bd. Office]**

Financial Report

Report for month ending February 28, 2025. Revenue and expenses are in line with the budget.

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

2025-2027 Budget

Proposed budget was presented. This will begin July 1, 2025, through June 30, 2027. The line items for management may change within the budget cycle as the contract will come due. The Board office will check with the accountant if the PayPal fees line item is still needed as the Board is now using Stripe as the payment processor.

A motion was made to approve the budget. (Guthmiller/Novak/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y)] [Lauer absent] **[Bd. Office]**

{Lauer present}

Complaint

#2024-02 - A motion was made to dismiss the complaint. (Hughes/Novak/unanimous) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y), Lauer (y)] **[Legal Counsel]**

2025 Legislative Update

SB 2395 – This should not affect the Board as the Board now has a licensure compact.

OT Compact Implementation – The law has been signed by the Governor. It will go into effect on August 1, 2025. Janeene Sibla, NBCOT Ambassador, said that the compact is not in effect yet in any state. OTCompact.gov has useful information.

Administrative Rules Changes – The Board will review the new law and current rules before the next meeting. Legal Counsel will research more what needs to be changed to include the new licensure compact law. Tabled to the July meeting.

Approval of Licensure List

A motion was made to list of licenses issued from 1/7/2025 to 4/7/2025. (Hughes/Lauer/unanimous) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Novak (y), Lauer (y)] **[Bd. Office]**

Next Board Meeting

The July meeting will be moved to July 14, 2025, instead of July 21, 2025.

July 14, 2025	8 am	Held virtually by Zoom.
October 10, 2025	8 am	Held virtually by Zoom.

Adjourn

The meeting was adjourned at 8:25 am.

Respectfully submitted,

**Janae Hughes,
Board Chair**

**Jacinda Simmons
Administrator, NDBOTP Office**