

**North Dakota State Board of Occupational Therapy Practice
October 23, 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, Kyla Guthmiller, and Marissa Loll.

Others – Jacinda Simmons, Administrator; Stephen Hanson, Assistant Attorney General; William Woodworth, Assistant Attorney General; and Bill Kalanek, APT, Inc.

{Lori Novak absent}

Minutes

7/14/2025 - A motion was made to approve the minutes. (Lauer/Loll/carried) [Roll Call Vote: Hughes (y), Guthmiller (y), Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

8/18/2025 - A motion was made to approve the minutes. (Lauer/Loll/carried) [Roll Call Vote: Hughes (y), Guthmiller (y), Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

Financial Report

It is only a few months into the new budget cycle, but the revenue and expenses are in line with the budget. The bulk of the Board's revenue will come during the license renewal period beginning April 2026. CDs are always renewed at the best rate.

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

Audit

The Board's accountant is working on the audit with the state auditor's office. The auditor's office does not have a deadline as they are backed up in reviewing audits. The bulk of the accountant's work is finding the requested financial reports. Since this is beyond the scope of the APT, Inc. contract, the Board will be charged \$500 per audit. The auditor's office will also charge about \$700 to review each audit. The Board is behind on audits as are many Boards due to fewer CPAs doing audits and the cost of such audit by a CPA. Most CPAs are charging \$15,000 or more for one audit. The Board's annual receipts are below the \$2 million threshold set in law to require a full audit.

NBCOT Leadership Forum

Lauer, Guthmiller, and Simmons attended sessions of the forum. Lauer mentioned the OTCC compact and the Board's ability to provide background checks.

OTCC Update

Proposed OTCC Rules - The Board had no changes or concerns to the proposed rules. Simmons is a delegate to the OTCC committee, and they will have a meeting on October 30, 2025, to discuss and vote on the rules.

Hanson, the Board’s Legal Counsel, states that the ND law regarding background checks does not differentiate between state and federal background checks. He does not think that the OTCC rules changes will benefit the Board in doing background checks sooner than the next legislative session.

Approval of Licensure List

A motion was made to list of licenses issued from 7/7/2025 to 10/16/2025. (Lauer/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

2026 Board Meeting Dates

January 26, 2026	8 am	Virtual meeting
April 20, 2026	8 am	Virtual meeting
June 22, 2026	8 am	Virtual meeting
October 19, 2026	8 am	Virtual meeting

Other

Board Appointments – Hughes second term will expire 12/31/2025. She cannot serve another term. She will stay on the Board until replaced. When replaced, the Board will need a new Board chair and check signer.

The position is for an OT living in North Dakota and practicing for at least 3 years before being appointed. If the Board know of any interested people, they can direct them to the ND Governor’s office or to the Board office.

Lauer’s first term also expires 12/31/2025. She may sit for another term if she wants. She will need to reapply with the Governor’s office if she wishes to be reappointed.

New Attorney – Hanson will be taking a different role in the ND Attorney General’s office. The Board has been appointed William Woodworth, another attorney in the ND Attorney General’s office.

Adjourn

The meeting was adjourned at 8:23 am.

Respectfully submitted,

**Janae Hughes,
Board Chair**

**Jacinda Simmons
Administrator, NDBOTP Office**