

**North Dakota State Board of Occupational Therapy Practice
January 26, 2026
Regular Meeting
Held by virtual means via Zoom.
Minutes**

Call to Order

The meeting was called to order at 8:00 am by Wanda Lauer, Vice Chair.

Present

Board Members – Wanda Lauer, Kyla Guthmiller, Marissa Loll, and Taylor Kittelson.

Others – Jacinda Simmons, Administrator; William Woodworth, Assistant Attorney General; Sherri Martin, NDOTA; Michelle Donarski, attorney with ABST Law.

{Lori Novak and Marissa Loll absent}

Election of Officers

A motion was made to elect Lauer as Board Chair. (Kittelson/Guthmiller/carried) [Roll Call Vote: Lauer (y) Guthmiller (y), Kittelson (y)] [Novak and Loll absent] **[Bd. Office]**

The Board will vote on a Vice Chair at their next meeting.

Introduction of New Board Member

New Board member, Taylor Kittelson, was introduced to the Board. She replaces Janae Hughes as the OT Board member.

Minutes

10/23/2025 - A motion was made to approve the minutes. (Guthmiller/Kittelson/carried) [Roll Call Vote: Lauer (y) Guthmiller (y), Kittelson (y)] [Novak and Loll absent] **[Bd. Office]**

{Loll present}

NDOTA OT Compact

Joint Statement – The missing background check piece is now effective with the Special Legislative Session last week. It has been signed and will be updated on the legislative website. The Board office will work with BCI and the OT Compact Committee to get things started to accept compact applications.

Financial Report

Everything is in line with the budget. Renewal revenue will begin in April 2026 which is the bulk of the Board's revenue. CDs are always renewed at the best rate.

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

Audit Update

The Board recently submitted the financial audit for the past several years to the ND Auditor's office. The Board was charged \$500 by APT, Inc. for the preparation of each audit which is reflected in the financial report. The online status with the Auditor's Office shows that the audits have been submitted but nothing further. The auditor's office is busy catching up with outstanding audits for several different agencies. When they process the

NDBOTP January 26, 2026, Minutes
audits, they will charge a fee as well.
Office]

[Bd.

Check Signer

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

Licensee Self-Report

A motion was made to dismiss the self-report from Kayla Phillips but include language that future similar offenses may warrant disciplinary actions. (Lauer/Guthmiller/carried) [Roll Call Vote: Lauer (y) Guthmiller (y), Kittelson (y), Loll (y)] [Novak absent] **[Bd. Office]**

Attorney General Opinion on Ancillary Services

Full Circle, a Fargo business offering various kinds of pediatric therapies, is requesting an AG opinion to be requested by the Board. The ND Secretary of State is requiring that they submit a statement that they are allowed to provide OT, PT, speech therapy, and other therapies at their facility. Legal Counsel states the Board cannot make that statement. Many businesses do operate under one business name with multi-disciplinary services. Legal counsel states that an AG opinion may not have a favorable outcome or change with a different AG in the future. It was suggested that the law instead should be changed.

A motion was made to table the decision to a special meeting on February 23, 2026. (Lauer/Kittelson/carried) [Roll Call Vote: Lauer (y) Guthmiller (y), Kittelson (y), Loll (y)] [Novak absent] **[Bd. Office]**

2026-2028 OT/OTA Renewal

Renewal notices will be sent out after April 1st to all licensees licensed before 1/1/2026. Those licensed in 2026 do not renew until the 2028 renewal. **[Bd. Office]**

OTCC Update

The Board office will notify the OT Compact Committee that legislation was passed authorizing background checks. The Board may need to make some decisions regarding fees and processes at the special meeting.

Approval of Licensure List

A motion was made to list of licenses issued from 10/7/2025 to 1/12/2026. (Lauer/Loll/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

Secretary of State Statement of Interests

New annual requirement for all Board members from a new law in the 2025 legislative session. Deadline of January 31st to avoid late fees.

Other

Lauer received a phone call regarding combining therapy Boards. Legal counsel states he has not seen any specific yet. The Board may need to speak to their legislature about why OT is different from PT and other therapies.

2026 Board Meeting Dates

February 23, 2026	8 am	Virtual meeting - Special meeting
April 20, 2026	8 am	Virtual meeting
June 22, 2026	8 am	Virtual meeting
October 19, 2026	8 am	Virtual meeting

Adjourn

The meeting was adjourned at 9:10 am.

Respectfully submitted,

**Wanda Lauer,
Board Chair**

**Jacinda Simmons
Administrator, NDBOTP Office**