

**North Dakota State Board of Occupational Therapy Practice  
February 23, 2026  
Special Meeting  
Held by virtual means via Zoom.  
Minutes**

**Call to Order**

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

**Present**

Board Members – Wanda Lauer, Kyla Guthmiller, Lori Novak, and Taylor Kittelson.

Others – Jacinda Simmons, Administrator; William Woodworth, Assistant Attorney General.

*{Marissa Loll absent}*

**Update on AG Opinion on Ancillary Services**

Full Circle withdrew their request for an AG opinion. No further action is needed by the Board.

**OTCC Update**

**Albertson Consulting Proposal for API** – Legal counsel states that the Board will need to seek three bids in accordance with the state’s procurement laws. The process can take about a month. Legal counsel will assist the Board office.

**A motion was made** to begin the process of procurement to get three bids from similar vendors.

(Guthmiller/Novak/carried) [Roll Call Vote: Lauer (y) Guthmiller (y), Kittelson (y), Novak (y)] [Loll absent]

**[Bd. Office & Legal Counsel]**

**OTCC Proposed Rules** – Legal Counsel had concerns of judicial enforcement being given to other states (proposed rules section 8.4). Lauer will review rules further and submit her comments to OTCC if needed.

**[Lauer]**

**BCI Update** – With the authority now in law to conduct background checks, BCI is working with the FBI to request approval for the Board to begin. BCI states that it can take a few months for approval.

At the April meeting, the Board will need to select a Board member to be the Non-criminal Agency Contact (NAC). The NAC receives and reviews the background check results. The NAC must complete a training with BCI before they can be assigned as the NAC. The NAC must always maintain confidentiality and comply with FBI disposal requirements.

**Compact Fees - A motion was made** to charge \$75 for the compact fees. (Novak/Guthmiller/carried) [Roll Call Vote: Lauer (y) Guthmiller (y), Kittelson (y), Novak (y)] [Loll absent]

**[Bd. Office]**

For the fees for those in the military, the compact fees would apply if they are in the compact. If they are not in the compact, the current federal laws would still apply.

**2026 Board Meeting Dates**

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 8:24 am.

**Respectfully submitted,**

**Wanda Lauer,  
Board Chair**

**Jacinda Simmons  
Administrator, NDBOTP Office**