North Dakota State Board of Occupational Therapy Practice
June 22, 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, Board Chair.

Present

Board Members – Wanda Lauer, Kyla Guthmiller, Marissa Loll, Lori Novak, and Taylor Kittelson.
Others – Jacinda Simmons, Administrator; William Woodworth, Assistant Attorney General; Francine Pineda, NBCOT.

{Lori Novak and Taylor Kittelson absent}

Minutes

04/20/2026 - A motion was made to approve the minutes. (Guthmiller/Loll/carried) [Roll Call Vote: Lauer (y), Guthmiller (y), Loll (y)] [Kittelson and Novak absent] **[Bd. Office]**

{Novak present}

Financial Report

Report ending May 31, 2026, the revenue and expenses are in line with the budget. Revenue has been coming in with online renewals. The report shows 2 months of management fees for May. Bill Kalanek with APT was out of the office at the beginning of June so June invoices were written early. There will be no additional management fees in June. CDs are always renewed at the best rate.

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

Application Review

Morlock - A motion was made to grant the license. (Lauer/Loll/carried) [Roll Call Vote: Lauer (y), Guthmiller (y), Loll (y), Novak (y)] [Kittelson absent] **[Board Office]**

S. Gustafson - A motion was made to grant the license. (Loll/Guthmiller/carried) [Roll Call Vote: Lauer (y), Guthmiller (y), Loll (y), Novak (y)] [Kittelson absent] **[Board Office]**

OTCC Update

Update on Contract with Albertsons – Albertson's Consulting has been working with procurement to amend the contract with Albertson's Consulting to work with the compact to integrate the Board's database with the compact.

BCI Process – The FBI denied our request for an ORI number. Legal counsel believes they are misinterpreting the Board's law regarding background checks and thinks we will be sharing the background check results with the compact. The FBI does not allow a third party to view the results. There is a possible federal law change in Congress as this is also affecting other states. But Legal Counsel thinks it may be a faster process for the Board to draft legislation to amend the law for the 2027 session. The prefiling deadline is December 4, 2026.

{Kittleson present}

OT/OTA Renewal Update

Renewals have been coming in, and the late fee went into effect on June 2nd. Licenses not renewed will expire on June 30, 2026.

K. Gayton – **A motion was made** to deny the request to waive the late fee. (Lauer/Loll/carried) [Roll Call Vote: Lauer (y), Guthmiller (y), Loll (y), Novak (y), Kittelson (y)] **[Board Office]**

Approval of Licensure List

A motion was made to approve the list of licenses issued from 4/7/2026 to 6/16/2026. (Guthmiller/Lauer/carried) [Roll Call Vote: Lauer (y), Guthmiller (y), Loll (y)**,** Novak (y), Kittelson (y)] **[Bd. Office]**

2026 Board Meeting Dates

October 19, 2026, at 8 am - Virtual meeting

Other

State Survey - The ND Department of Labor is requesting a report regarding the number of licenses issued within the past year and due by July 31, 2026. The Board office will bring the report to the next Board meeting.

NBCOT – Francielle Pineda with NBCOT was present for the meeting. She mentioned the 2026 Leadership Forum coming up September 22-23, 2026. All Board members and staff are invited to attend. More information will be sent when it is available. She also mentioned that NBCOT is always available to assist the Board as needed.

Adjourn

The meeting was adjourned at 8:25 am.

Respectfully submitted,

Wanda Lauer,
Board Chair

Jacinda Simmons
Administrator, NDBOTP Office