

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
May 19, 2012
MINUTES**

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the Hand & Rehabilitation Specialists of NC offices of Board member Bill Walsh in Greensboro, N.C. on May 19, 2012 at 10:10 a.m.

Members Present

Melanee Mills, Lauren Holahan, Bill Walsh, Ron Taylor and Dr. Stephen Lang

Others Present

Charles P. Wilkins, Legal Counsel to the Board, Elizabeth Welden, Assistant Board Administrator and Heide Dorfman, NCOTA liaison. Several members of the NCOTA Board of Directors also were in attendance.

Members Absent

Christine Gunnigle and Russ Stephenson

Chairperson

Ms. Holahan, Chair, called the meeting to order at 10:10 a.m.

Welcome New Board Member

Ms. Holahan welcomed Dr. Stephen Lang who was appointed by Governor Perdue to complete the term of Dr. Ben Wall.

Conflict of Interest

Ms. Holahan called for any conflicts of interest with the meeting agenda. There were no conflicts or potential conflicts.

Closed Session

Upon motion duly made, seconded and passed, and pursuant to NCGS 143-318.11(a)(1) and (6) as well as NCGS 143-318.18(6), the Board went into Closed Session at 10:15 a.m.

Return to Open Session

The Board returned to Open Session at 10:55 a.m.

Approval of Minutes

The March 19, 2012 minutes were approved as submitted.

Approval of Treasurer's Report

The treasurer's report was approved as submitted.

Administrator's Report

The administrator's report was reviewed.

OLD BUSINESS

The Board reviewed correspondence and general information received following the last Board meeting as set forth in agenda item 14.

NBCOT

Mr. Wilkins reported he had spoken with past Board member and Chair, Tommianne Haithcock about making a report to the Board on activities of the NBCOT and its disciplinary action committee. Ms. Haithcock is agreeable to making a presentation and suggested the Board also invite Mr. Paul Grace, Executive Director of the NBCOT to join with her for the presentation. The Board agreed this was a good idea and asked Mr. Wilkins to invite both Ms. Haithcock and Mr. Grace to appear at the July 2012 Board meeting to discuss NBCOT's disciplinary process, continuing competence initiatives and "hot topics" in ethics.

Rule .0802(b)

The Board agreed to adopt a rule that further defines the Board's ethics requirements and requires OT practitioners to complete one contact hour of ethics each year.

Upon motion made, seconded and passed, the Board agreed to proceed with an amendment to Rule .0802(b) as presented.

Adopt Rule to Charge a Fee to Approve CCA Courses

The Board agreed it should adopt a rule to charge a fee to approve CCA

courses. Mr. Wilkins was asked to draft the proposed rule.

Adopt a Rule to Charge a Late Fee for CCA Earned After May 31

The Board agreed it should adopt a rule to charge a \$50 late fee for licensees who fail to obtain their CCA within the appropriate time period. Mr. Wilkins was asked to draft the proposed rule.

Rule .0301

The Board agreed to adopt a rule that OT practitioners should be allowed to use only their first names on their name badges in compliance with NCGS 90-640(d). The Board reviewed the proposed amendments to Rule .0301.

Upon motion made, seconded and passed, the Board agreed to proceed with an amendment to Rule .0301 as presented.

Board Meeting Procedures

Upon motion made, seconded and passed, the Board adopted its Meeting Procedures as presented. Page numbers will be inserted and the Meeting Procedures and Code of Conduct will be posted on the Board's webpage.

Board Member Code of Conduct

Upon motion made, seconded and passed, the Board adopted its Board Member Code of Conduct as presented.

Computers for Board Members

The Board discussed the need for I-Pads, tablets, PCs or computers for Board members to use since the Board is emphasizing Drop Box, online and webpage communications among Board members, licensees and the public. The Board asked Mr. Wilkins to confer with the Board's IT consultant and select an I-Pad, tablet, PC or computer to offer to Board members who elect to have them.

Job Descriptions for Director, General Counsel and Administrator

The Board reviewed and discussed job descriptions for Director, General Counsel and Administrator. Upon motions made, seconded and passed, the Board adopted job descriptions for Director, General Counsel and Administrator. The Board agreed these job descriptions would assist the Board with its assessment and appraisal of the work performed on behalf of the Board by its Director, General Counsel and Administrator.

Future Vision Retreat Follow-Up

The Board reviewed its To Do List that was developed at its August 2011 Strategic Planning Retreat. The To Do List is an ongoing document that will be a part of the Board's agenda each meeting until the list is completed. Ms. Holahan reported on the progress made on the items on the list. Of the 11 priority items on the list, 9 are complete and the remaining 2 are on schedule to be completed. Great progress has been made in less than one year thanks to everyone's hard work and dedication. Ms. Holahan will maintain the To Do List and amend it as items on the list proceed to completion.

NEW BUSINESS

The Board reviewed correspondence and general information received following the last Board meeting as set forth in the agenda item 16.

Speaker for NC AHEC Conference

Ms. Holahan volunteered to speak at the NC AHEC Conference on September 19, 2012.

Adjournment

The Open Session adjourned at 12:30 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on July 16, 2012 at 9:00 a.m.

Lauren Holahan, Chair

Russ Stephenson, Secretary/Treasurer