

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
January 28, 2013
MINUTES

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board January 28, 2013 at 9:00 a.m.

Members Present

Melanee Mills, Christine Gunnigle, Russ Stephenson, Bill Walsh, Ron Taylor, Dr. Stephen Lang and Denise Donica

Others Present

Charles P. Wilkins, Legal Counsel to the Board, Elizabeth Welden, Board Administrator, Lynne Daubert, Assistant Board Administrator and Heide Dorfman, NCOTA liaison.

Members Absent

None

Chairperson

Ms. Gunnigle, Chair, called the meeting to order at 9:00 a.m.

Computers for Board Members

I-Pads were provided to Ms. Gunnigle, Ms. Mills, Mr. Stephenson, Dr. Lang, Mr. Wilkins, Ms. Welden and Ms. Daubert for use on Board business. The I-Pads have Wi-Fi capability, however, if a Board member or staff member wishes to add additional internet or telecommunication services such services will be the expense of the Board member or staff member.

Conflict of Interest

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

Approval of Minutes

The November 12, 2012 minutes were approved as submitted.

Approval of Treasurer's Report

The treasurer's report for November through December 2012 was approved as submitted.

Legal Services Committee

Mr. Stephenson reported that the Committee met earlier this year and reviewed a bill from the firm for the second quarter of the Board's 2012-2013 fiscal year. The bill was reviewed by Mr. Walsh, the OT member of the Board with whom the firm collaborates on pending disciplinary matters. The Board authorized the bill to be paid. The firm will submit future bills bi-monthly instead of quarterly.

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 the agenda items 6 and 7.

Strategic Planning Retreat

Ms. Gunnigle reported that Cathy Nielsen was not available to facilitate the retreat. Mr. Wilkins will contact Ms. Nielsen to see if she has anyone else to recommend as a possible facilitator. Mr. Taylor will contact the NBCOT and other Board members will check to see if they have a facilitator to recommend. The Board agreed a retreat is beneficial and should be held.

Board Member Orientation

Mr. Taylor agreed to review and make recommendations to the orientation section of the 2011 Strategic Planning Retreat "red list" in an effort to make the orientation process more meaningful to new Board members.

Minutes and TO DO Lists

The Board requested that the minutes contain more detail, particularly regarding the reasoning for Board decisions, as well as a TO DO LIST for identification of matters to be completed and the person responsible for doing so.

Staff Appraisals

Mr. Stephenson reported on the staff appraisals forms. The forms will be renamed to show Legal Counsel vs. Board Executive Administrator and Assistant Board Administrator. Appraisals for 2013 will be completed by February 27, 2013 and sent to Ms. Gunnigle. Ms. Gunnigle will review the appraisals and make them available to Board members for discussion at the March 2013 meeting.

Jurisprudence Exam

The Board agreed the questions on the Jurisprudence Exam need to be reviewed for accuracy due to online renewals and other changes of the Board. Ms. Gunnigle requested Mr. Walsh review the exam content and report at the Board's March meeting.

Frequently Asked Questions

The Board agreed the current FAQs on pages 43 and 44 of the Occupational Therapy Practice Act and Rules booklet and on the Board webpage need to be reviewed for accuracy due to online renewals and other changes of the Board and may need to be expanded upon. Ms. Gunnigle requested Ms. Mills review the FAQs and report recommended changes at the Board's March meeting.

NEW BUSINESS

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

Discussion of Proposed Amendments to Rules .0301, .0802 and .0803

On November 12, 2012, the Board received public comment during its hearing on its proposed Rules .0301, .0802 and .0803. The last day for receiving written public comment is today, January 28, 2013. Public written comment was received on all three proposed rule changes. Also, Mr. Chuck Willmarth from AOTA appeared to present his letter that he sent to the Board on January 27, 2013 and Mr. Carol Seibert appeared to present her letter objecting to and discussing the proposed rules. Due to the number of letters and complexity of the issues, the Board will review the issues discussed and objections raised by Mr. Willmarth and Ms. Seibert as well as the oral and written objections presented by all persons who filed oral or written statements with the Board and will further discuss those issues and objections at the March 2013 Board meeting.

Chair

Ms. Gunnigle excused herself from the meeting and Mr. Walsh continued the meeting as Vice Chair.

AOTA Conference

Ms. Gunnigle was authorized to attend the 2013 AOTA Conference in San Diego.

CAC Annual Meeting

Board members were advised the CAC is meeting in Seattle on October 29 and 30, 2013 and to let the Board know if anyone has an interest and is able to attend. Mr. Stephenson indicated an interest.

2013 Board Meeting Dates

The Board agreed to change its May meeting from May 20, 2013 to May 13, 2013 and its November meeting from November 18, 2013 to November 11, 2013.

Chair

Ms. Gunnigle continued the meeting as Chair.

Board Mailing List

The Board considered the manner in which it makes its mailing list available to the public. After discussion, the Board agreed it should continue to encourage and recommend that licensees provide their email addresses to the Board as a means of communication between the Board and licensees. The Board further agreed to continue its policy of not providing a licensee's email address or telephone number as a part of any mailing list.

The Board agreed its email policy should be placed on its webpage.

Virginia McGinnis

Mr. Wilkins reported that Ms. McGinnis had entered into a proposed Consent Order with the Board. The Board approved the Consent Order as proposed.

Denise Nesbitt

Mr. Wilkins reported that Ms. Nesbitt had entered into a proposed Consent Order with the Board. The Board approved the Consent Order as proposed.

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 12:20 p.m.

Return to Open Session

The Board returned to Open Session at 12:50 p.m.

Discussion of Proposed Amendments to Rules .0301, .0802 and .0803

The Board discussed its process for the March meeting when it will further review and discuss the oral and written objections to the proposed Rules. It was noted the objections received relate not only to the proposed Rules but also to the entire process of continuing education, continued competency and the role of the Board in protecting the public.

Adjournment

The Open Session adjourned at 1:10 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on March 18, 2013 at 9:00 a.m.

Christine Gunnigle, Chair

Russ Stephenson,
Secretary/Treasurer