

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
January 20, 2014
MINUTES**

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board January 20, 2014 at 9:00 a.m.

Members Present

Melanee Mills, Bill Walsh, Ron Taylor, Dr. Stephen Lang and Denise Donica.

Others Present

Charles P. Wilkins, Legal Counsel to the Board and Elizabeth Kirk, Board Administrator.

Members Absent

Russ Stephenson

Chairperson

Mr. Walsh, Chair, called the meeting to order at 9:00 a.m.

Conflict of Interest

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

Approval of Minutes

The November 11, 2013 minutes were approved as submitted.

To-Do List

The November 11, 2013 to-list was approved as submitted and reviewed.

Approval of Treasurer's Report

The treasurer's report for November 1, 2013 through December 31, 2013 was discussed and approved as submitted.

Administrator's Report

The administrator's report was reviewed and approved as submitted.

Legal Services Committee

Mr. Taylor and Ms. Donica reported the Committee reviewed a bill from Broughton Wilkins Sugg & Thompson, PLLC for the months of November and December 2013 for eleven (11) disciplinary proceedings and were of the opinion the bill was in order. The Board authorized the bill to be paid.

OLD BUSINESS

The Board reviewed correspondence and general information received following the last Board meeting.

Strategic Planning Retreat

The agreed upon date for the retreat has been set for June 6-8, 2014. Mr. Wilkins reported Mr. Dale Atkinson is not available to be the facilitator. The Board discussed contacting other possible facilitators to confirm availability and fees. The Board needs to clarify the days for the retreat. Discussions included arriving Friday and working Saturday with no Sunday meeting as well as including a Sunday meeting day. The Board discussed contacting the new potential Board members to advise them of the retreat dates.

I-pad Depreciation Policy

The Board reviewed the I-pad depreciation policy. Upon motion made, seconded and passed, the Board agreed to change the depreciation schedule from a five-year to a three-year scale.

Documentation of Supervision

Mr. Wilkins provided the Board with a redrafted attestation statement. The Board approved the statement but agreed to add a supervision starting date box for the licensee to check when adding or changing the information and a drop down box to add more than one supervisor or supervisee. The licensee will be required to enter in the supervisor or supervisee's license number, name and supervision starting date which will be separated into three columns. The licensee will also be provided a box to check whether the licensee is changing the supervisor or supervisee section. Ms. Kirk will provide the updates to IT to finalize.

Pending Rules .0301 and .0802

Mr. Wilkins reported the amendments to rules .0301 and .0802 were approved by the Rules Review Commission and will be effective February 1, 2014.

NC Legislature

Mr. Wilkins reported that HB 74 passed the legislature and provides for a study regarding having licensing boards under an “umbrella” and a “sunset provision”. The study is in progress. The legislature is also requiring that the Board’s rules be reviewed by the Rules Review Commission by May 2016.

Email regarding IEPs

The Board reviewed Mr. Wilkins’ response to the email from Mr. Smith regarding IEPs.

NEW BUSINESS

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

2013 CCA Audit results

The Board reviewed the 2013 CCA audit results. Board staff indicated eleven audit results that were deemed incomplete and the Board advised Board staff on how to handle the incomplete CCA audits.

AOTA Conference

Board members were advised the AOTA Conference is meeting in Baltimore, MD on April 3-6, 2014 and to let the Board know if anyone has an interest and is able to attend. Ms. Donica and Mr. Walsh indicated they will be attending.

ACOTE December 2013 Accreditation Actions

The Board reviewed the ACOTE December 2013 Accreditation Actions and requested this information be placed in Dropbox.

Richard Brown hearing

Mr. Wilkins informed the Board Mr. Brown’s hearing has been postponed to the March Board meeting.

Mary Villanueva-Black hearing

Mr. Wilkins informed the Board Ms. Villanueva-Black's hearing has been postponed to the March Board meeting.

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 3:20 p.m.

Closed Session Report

Mr. Wilkins reported that the Board in Closed Session was advised that he is investigating five pending complaints and two new complaints. The Board received notification from one disciplinary matter that the criminal case was dismissed. Three complaints were dismissed.

Adjournment

The Open Session adjourned at 3:35 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on March 10, 2014 at 9:00 a.m.

Bill Walsh, Chair

Russ Stephenson, Secretary/Treasurer