

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
July 14, 2014
MINUTES

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board July 14, 2014 at 9:00 a.m.

Members Present

Bill Walsh, Melanee Mills, Ron Taylor, Dr. Stephen Lang, Lynn Losada 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 9:15 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 May 19, 2014 minutes were approved as submitted.

To-Do List

The May 19, 2014 to-list was approved as submitted and reviewed.

Approval of Treasurer's Report

The treasurer's report for May 1, 2014 through June 30, 2014 was discussed

and approved as submitted.

Administrator's Report

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

Legal Services Committee

Mr. Wilkins reported the Committee reviewed a bill from Broughton Wilkins Sugg & Thompson, PLLC for the months of May and June 2014 for twenty (20) 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.

2015 Board meeting dates

The Board discussed and approved 2015 Board meeting dates.

Strategic Planning Retreat

The Board held a retreat on June 6-8, 2014 at the Rizzo Conference Center in Chapel Hill, NC. The Board reviewed the retreat agenda and the retreat to-do list developed by Board staff and made additions and changes to the chart as presented. The Board agreed to set expectations for the facilitator in a future retreat.

Documentation of Supervision

Board staff informed the Board the redrafted chart for supervision documentation has been implemented on the Board's website. The licensee is required to enter in the supervisor or supervisee's license number, name and supervision start and end date which is separated into three columns. The Board agreed to require verification if an OTA adds an OT through the supervision chart by submitting an email to the OT if their name is entered as a supervisor. The request has been made to IT services and Board staff will follow-up with this work.

NC Legislature

Mr. Wilkins reported that HB 74, which passed the legislature in 2013, provides for a study regarding licensing boards being placed 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. Mr. Wilkins also reported on session law directing the General Assembly’s Program Evaluation Division to conduct a survey on each occupational licensing agency. Board staff will send a copy of the survey to the Board for review.

AOTA Conference

Mr. Walsh and Ms. Donica reported on the 2014 AOTA Annual Conference and Exposition.

NBCOT 2014 State Regulatory Conference

Board members were advised the NBCOT Conference is meeting in Alexandria, VA on October 24-25, 2014. Ms. Losada indicated she can attend.

CAC 2014 Annual Meeting

Board members were advised the CAC is meeting in Baltimore, MD on October 23-24, 2014. Mr. Stephenson indicated he can attend.

CLEAR 2014 Annual Educational Conference

Board members were advised the CLEAR conference is meeting in New Orleans, LA on September 11-13, 2014. Ms. Mills indicated she can attend.

NEW BUSINESS

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

AOTA Ethics Commission Advisory Opinions

The Board reviewed the AOTA Ethics Commission Advisory Opinions.

Contract with Broughton, Wilkins, Sugg & Thompson, PLLC

The Board reviewed and approved the proposed contract with Broughton, Wilkins, Sugg & Thompson, PLLC for July 1, 2014 through June 30, 2018.

Changes to Pre-Approval Request Form

The Board reviewed the changes to the Pre-Approval Request Form and

made additional changes to the form. The Board discussed its concerns with assessing competence for each course submitted for approval. Board staff agreed to complete the changes as instructed and present the request form at the September meeting.

Rule change - .0802

The Board reviewed the Notice of Text and changes to Rule .0802 allowing licensees to take continuing competence activities from July 1 of the previous year to June 30 of the renewal year. Upon motion made, seconded and passed, the Board agreed to complete the rules review process for Rule .0802.

Telehealth FAQs

The Board reviewed the FAQ template for the topic of Telehealth as discussed at the Board's Strategic Planning Conference. The Board agreed to place the FAQ template on the Board's website under a tab titled Telehealth and also under News and Announcements.

Online applications/paperless feasibility

The Board reviewed the June 13, 2014 email from Kyna Herzinger, Records Analyst for the NC State Archives. Board staff informed the Board of meeting with Ms. Herzinger in August. The Board agreed to keep this topic as an agenda item for future discussion.

FARB membership

The Board reviewed the Federation of Associations of Regulatory Boards membership information as presented. Upon motion made, seconded and passed, the Board agreed to join FARB.

Board member training in 2015 with Dale Atkinson

The Board reviewed an email sent to Dale Atkinson requesting he provide a one-day seminar for the members and Board staff in 2015. The Board agreed to a Sunday-Monday, Monday-Tuesday format surrounding a Board meeting date or an off-day in an off-month for the one-day seminar.

NCOTA Annual Conference

Board members were advised the NCOTA meeting will be held in Winston-Salem, NC on October 18-19, 2014. Ms. Donica recommended the NC Board of Occupational Therapy provide an OT ethics session during the annual

conference in 2015.

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 2:50 p.m.

Closed Session Report

Mr. Wilkins reported the Board was advised in Closed Session that he is investigating three pending complaints and two new complaints. Two complaints were finalized with a Consent Order, one with a Letter of Reprimand and one with a Letter of Admonishment. One complaint was dismissed.

Adjournment

The Open Session adjourned at 3:20 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on September 22, 2014 at 9:00 a.m.

Bill Walsh, Chair

Russ Stephenson, Secretary/Treasurer