

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
May 18, 2015
MINUTES**

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board May 18, 2015 at 9:00 a.m.

Members Present

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

Others Present

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

Members Absent

Ron Skow

Chairperson

Mr. Walsh, Chair, called the meeting to order at 9:05 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 March 16, 2015 minutes were approved as submitted.

To-Do List

The March 16, 2015 to-list was approved as submitted and reviewed.

Approval of Treasurer's Report

The treasurer's report for January 1, 2015 through February 28, 2015 was

discussed and approved as submitted.

Administrator's Report

The administrator's report was reviewed and approved as submitted. The Board discussed the updates to the online renewal system, specifically uploading the documentation for each CCA added. The Board recommended adding a statement on the Online Renewal Instructions page notifying the licensees of the random audit.

Legal Services Committee

Ms. Donica reported the Committee reviewed a bill from Broughton Wilkins Sugg & Thompson, PLLC for the months of March and April 2015 for fourteen (14) disciplinary proceedings and was 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 Board held a retreat on June 6-8, 2014 at the Rizzo Conference Center in Chapel Hill, NC. The Board reviewed the retreat to-do list developed by Board staff and agreed to continue working on the to-do list.

NC Legislature

Mr. Wilkins reported on proposed laws pending in the North Carolina General Assembly that may affect professional licensing boards. Study recommendations were reported to the Joint Legislative Program Evaluation Committee and the Joint Legislative Administrative Procedure Oversight Committee in December 2014 and January 2015. Mr. Wilkins also reported he has been meeting with a group of attorneys who represent various professional licensing boards to respond to the Program Evaluation Division study and suggest possible legislation. Mr. Wilkins provided the Board with a copy of Senate Bill 469 addressing changes to occupational licensing board reporting requirements.

Board member training in 2015 with Dale Atkinson

The Board reviewed an email from Dale Atkinson's office confirming Sunday, November 15, 2015 for a one-day seminar for the members. Board staff

agreed to contact Dale Atkinson and have a draft agenda prepared by the July meeting. Mr. Wilkins will send the Board the content areas that Mr. Atkinson presents at other Board member trainings sessions and the Board will determine what it would like presented at its training session in November 2015. The Board also reviewed the agenda for the First Annual Occupational Licensing Agencies Best Practice Seminar held on May 5, 2015 at the North Carolina State Bar. Board staff informed the Board that the seminar was very helpful and attendance at the next seminar may be a better option than the future Board member training session scheduled for November 2015. The Board also considered contacting NBCOT regarding its participation in a future one-day seminar.

Online Progress/Online applications/paperless feasibility

Board staff informed the Board IT services has launched an online application for another Board, which will be customized and implemented for NCBOT. The Board discussed the submission of moral character and license verification forms through the online application process and agreed these forms should be submitted by the individual or other state licensing board completing the forms. The Board also determined notaries will not be required on the forms but attestations will be with digital signatures. The Board agreed to set a goal to implement online applications by July 1, 2015. The Board requested IT services to provide an update on the implementation of online applications for the July Board meeting.

FARB Regulatory Law Seminar/Forum

Board members were advised the FARB Regulatory Law Seminar is meeting in Denver, CO on October 1-4, 2015.

NCOTA Annual Conference

Board members were advised the NCOTA Annual Conference is meeting in Raleigh, NC on October 17-18, 2015.

AOTA Annual Conference

Board members were advised the AOTA Annual Conference met in Nashville, TN on April 16-19, 2015. Ms. Donica attended and reported on the conference.

CLEAR Annual Conference

Board members were advised the CLEAR Annual Conference is meeting in Boston, MA on September 17-19, 2015. Ms. Mills agreed to attend.

Email from Cathy Driscoll – CCA requirements

The Board reviewed a response to an email from Cathy Driscoll on February 1, 2015, requesting changes to CCA requirements that would allow more than six points for fieldwork supervision.

Email from Gwendolyn Marseille – practice question

The Board reviewed a response to a March 4, 2015 email from Gwendolyn Marseille regarding a non-employee occupational therapist performing hospital pediatric patient eligibility evaluations.

Email from Nadine Gardner and Ann Spock – treating patients with chronic respiratory conditions

The Board reviewed a response to a February 25, 2015 email from Nadine Gardner and Ann Spock regarding treating patients with chronic respiratory conditions. Mr. Taylor discussed concerns with the Board's response to the question; changes were suggested and agreed upon by the Board. Mr. Wilkins will respond to Ms. Gardner and Ms. Spock with an updated response to the question.

NEW BUSINESS

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

CAC Annual Meetings

Board members were advised the CAC Annual Meetings are in Washington, DC on June 23, 2015 and November 12-13, 2015. Ms. Mills agreed to attend the November 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 12:10 p.m.

Closed Session Report

Mr. Wilkins reported the Board was advised in Closed Session that he is investigating one pending complaint. One complaint was finalized with a Consent Order; one complaint was finalized with a Letter of Admonishment;

and five complaints were dismissed.

Adjournment

The Open Session adjourned at 3:00 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on July 20, 2015 at 9:00 a.m.

Bill Walsh, Chair

Denise Donica, Secretary/Treasurer