

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
September 17, 2012
MINUTES

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board September 17, 2012 at 9:00 a.m.

Members Present

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

Others Present

Charles P. Wilkins, Legal Counsel to the Board, Barbara Williams, Board Administrator, and Elizabeth Welden, Assistant Board Administrator.

Members Absent

None. Heide Dorfman, NCOTA liaison, was absent.

Chairperson

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

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 July 16, 2012 minutes were approved as submitted. Mr. Walsh recommended that the minutes reflect more detail of motions passed by the Board.

Approval of Treasurer's Report

The treasurer's report for fiscal year 2011-2012 was approved as submitted. The treasurer's report for July and August 2012 was deferred pending substantiation of several line items. The July and August 2012 treasurer's report will be reviewed at the November Board meeting.

Staff Appraisals

Mr. Stephenson reported on the draft staff appraisals forms. The forms focus on the staff job descriptions developed and approved by the Board. Following review and discussion, the Board agreed with the forms recommended by Mr. Stephenson for implementing staff appraisals. Mr. Stephenson will send the draft forms to Ms. Williams for finalization. Implementation of the staff appraisals will be discussed at a future meeting.

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 5.

Rules .0301, .0802 and .0803

The Board reviewed and approved the proposed submittals to the Office of Administrative Hearings for Rules .0301, .0802 and .0803. The public hearing is scheduled for November 12, 2012 and the last day for receiving written public comment is January 28, 2013.

Computers for Board Members

The Board discussed the purchase of I-Pads for Board members and agreed to purchase three I-Pads for use by Ms. Mills, Ms. Gunnigle and Dr. Lang and one I-Pad for use by Board staff. The I-Pads will have Wi-Fi capability, however, if a Board member or staff wishes to add additional internet or telecommunication services such services will be the expense of the Board member or staff member.

NEW BUSINESS

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

Citizen Advocacy Center

Ms. Mills is authorized to attend the CAC conference October 24-26, 2012 in Seminole, FL.

NCOTA Annual Conference

Due to scheduling conflicts no members of the Board are available to attend and present at the NCOTA conference scheduled for October 20-21, 2012. Ms. Gunnigle has advised Ms. Kennell.

Change in Supervision Reporting Requirement

The Board discussed the requirement that an OT/L and OTA/L are required to provide change in supervision to the Board in writing. It was discussed that physical therapists and physical therapy assistants are not required to notify the North Carolina Board of Physical Therapy Examiners of supervision of physical therapy assistants. Mr. Walsh is waiting for clarification from the executive director of the North Carolina Board of Physical Therapy Examiners that supervision in physical therapy relates to the supervision of the physical therapy treatments provided by the physical therapy assistant and not of the physical therapist assistant and also whether physical therapists and physical therapy assistants are required to notify the North Carolina Board of Physical Therapy Examiners of supervision of physical therapy assistants.

The Board agreed the extensive provisions in the Occupational Therapy Practice Act and Rules relating to supervision between the OT/L and the OTA/L serve a legitimate and important function. The Board agreed the requirement that an OTA/L and OT/L shall provide change in supervision to the Board in writing should continue and the current form should continue to be used until online change of supervision is available.

The Board then discussed and agreed to work on implementing a change to the OT/L and OTA/L online profiles so they may notify the Board of a change in supervision online by updating the online profiles of the supervising OT/L and OTA/L who receives supervision and attest to the change. Additionally, the online renewal should be amended to provide for the OT/L and OTA/L to attest that the supervision as stated in the profiles of the OT/L and OTA/L are correct.

Frequently Asked Questions

In relation to the discussion regarding notifying the Board of a change in supervision, Ms. Williams asked the Board to review the current FAQs on pages 43 and 44 of the Occupational Therapy Practice Act and Rules booklet to update the FAQs and add others that might be of assistance to applicants and licensees. Board members were asked to provide feedback on the FAQs to Ms. Williams by October 1, 2012.

NBCOT Conference

Mr. Taylor is authorized to attend the NBCOT conference October 26-27, 2012 in Alexandria, VA.

Strategic Planning Retreat

Ms. Gunnigle asked for available dates for a strategic planning retreat in 2013. She will send suggested dates by "Doodle".

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 10:30 a.m.

Return to Open Session

The Board returned to Open Session at 11:05 a.m.

NBCOT

Mr. Paul Grace, Executive Director of the NBCOT and Past Board member and Chair, Tommianne Haithcock made a presentation to the Board on activities of the NBCOT, its disciplinary process, and continuing competence initiatives. Its two primary initiatives are (1) developing an online certification renewal/self assessment program by 2015, and (2) its five year "Review of Practice".

Adjournment

The Open Session adjourned at 12:05 p.m.

Luncheon Honoring Lauren Holahan

The Board attended a luncheon honoring Ms. Holahan for her years of service on the Board as a member and Chair.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on November 12, 2012 at 9:00 a.m.

Christine Gunnigle, Chair

Russ Stephenson,
Secretary/Treasurer