

NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
September 16, 2013
MINUTES

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board September 16, 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.

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 15, 2013 minutes were approved as submitted.

Notability App

Ms. Donica provided the IPAD application for "Notability" to the Board by email.

Approval of Treasurer's Report

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

Administrator's Report

The administrator's report was reviewed.

Legal Services Committee

Mr. Stephenson reported that the Committee reviewed a bill from Broughton Wilkins Sugg & Thompson, PLLC for the months of July and August 2013 for eighteen (18) disciplinary proceedings and was of the opinion the bill was in order. The Board authorized the bill to be paid. Mr. Taylor was appointed to serve as the Board member to review disciplinary matters with Mr. Wilkins.

OLD BUSINESS

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

Board Member Orientation

The Board discussed Board member orientation. The Board member orientation handbook is available on Dropbox and called Orientation Handbook. When Board members are appointed they will be shown where they can find the online Orientation Handbook. Mr. Taylor will add a section regarding where to park to the Board orientation materials.

Minutes and TO DO Lists

Mr. Wilkins reported on the status of the July 15, 2013 TO DO LIST and the progress of designated tasks.

Strategic Planning Retreat

The agreed upon date for the retreat has been set for June 6-8, 2014. Mr. Wilkins reported Rizzo Center is available at this time and Dale Atkinson is available to be the facilitator. The Board needs to decide which days Mr. Atkinson needs to be at the Retreat and confirm his 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.

Documentation of Supervision

Mr. Wilkins reported that when the licensee “checks” the electronic box for the attestation statement, they are complying with the signature requirements of Rule .0901. The Board asked that this be more clearly stated. Mr. Wilkins will provide the Board with a redrafted attestation statement and process when finalized with IT.

Telehealth

The Board discussed that licensees can perform OT services, including telehealth, only in a state where they are licensed. The Board discussed its jurisdiction over an OT or OTA from another state performing telehealth in another state or in North Carolina.

Mr. Walsh requested that an additional folder be added to Dropbox titled Telehealth.

NC Legislature

Mr. Wilkins reported that HB 74 that provides for a study regarding having licensing boards under an “umbrella” and a “sunset provision” passed the legislature. The study will still need to be financed and prioritized and he will be keeping an eye on its progress.

CAC Annual Meeting

Ms. Melanee Mills will attend the CAC annual conference in Seattle. Mr. Stephenson had a scheduling conflict.

NCOTA Conference

Ms. Donica and Mr. Taylor advised the Board they will attend the fall NCOTA conference October 19-20, 2013 in Raleigh, North Carolina. Ms. Donica will present information for the Board at this meeting. Ms. Donica is completing the PowerPoint presentation for this Conference.

NBCOT Conference

Ms. Donica will attend the NBCOT regulatory meeting in Cincinnati.

Board Member Purchase I-Pad Upon Completion of Term

The Board agreed that insurance on the I-Pads was not cost effective and further agreed that if a Board member damages their I-Pad the I-Pad should be returned to the Board for repair or replacement. If a Board member

loses their I-Pad, it will be replaced by the Board. Mr. Wilkins will draft a policy for loss and/or accident damage to IPADs stating that returning the damaged IPAD or documentation of loss will be needed from the member. Replacement costs will be covered by the Board as part of normal business expenses.

Search Button for Webpage

The Board requested that the Search Button function on the web site be completed. The Board asked that IT provide a search button for the Board's webpage so the Board's content can be easily searched with key words. IT needed clarification from the Board as to what "search" parameters were needed. The search needs to include information on the NCBOT web site, but, not the specific forms and documents. IT is to contact Bill Walsh for more information and clarification.

School Curricula Directors

The information compiled by Ms. Donica for initial licensing has been sent to program directors. This document is currently located at the bottom of the Board's Application Process web page and is called "What OT Students Need to Know to Work in North Carolina."

NEW BUSINESS

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

NCOTA Nominee for NCBOT

An appointment recommendation for the school-based member, Ms. Toni Scott, was received from the North Carolina School Counselor's Association and the NCOTA and will be presented to the governor's office. Ms. Mills will continue in this position until her replacement is appointed. A nominee for the OT Board position is pending at the governor's office.

Election Board Members

Elections were held. Board members were nominated and elected to the positions as follows: Mr. Walsh was elected Chair, Mr. Taylor was elected Vice Chair, and Mr. Stephenson was elected Secretary/Treasurer.

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 11:20 a.m.

Closed Session Report

Mr. Wilkins reported that the Board in Closed Session was advised that he is investigating one pending complaint and four new complaints. One complaint was dismissed and three Consent Orders were approved.

Barbara Williams Recognition

The Board agreed to put a photograph and memorial for Barbara Williams on the Board webpage under News and Announcements recognizing her seven years of service to the Board as the Board's Administrator.

Adjournment

The Open Session adjourned at 11:55 a.m.

Luncheon for Ms. Mills and Ms. Gunnigle

The Board attended a luncheon honoring Ms. Mills for her eight years of service on the Board and Ms. Gunnigle for her four years of service on the Board.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on November 11, 2013 at 9:00 a.m.

Christine Gunnigle, Chair

Russ Stephenson, Secretary/Treasurer