

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY**  
**January 19, 2015**  
**MINUTES**

**REGULAR SESSION**

**Time and Place**

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board January 19, 2015 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**

Ron Skow

**Chairperson**

Mr. Walsh, Chair, called the meeting to order at 9:10 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 17, 2014 minutes were approved as submitted.

**To-Do List**

The November 17, 2014 to-list was approved as submitted and reviewed. Board staff informed the Board IT services is working on purchasing Adobe Professional for use with the CCA Pre-Approval Request Form.

**Approval of Treasurer's Report**

The treasurer's report for November 1, 2014 through December 31, 2014 was discussed and approved as submitted.

### **Administrator's Report**

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

### **Legal Services Committee**

Ms. Donica reported the Committee reviewed a bill from Broughton Wilkins Sugg & Thompson, PLLC for the months of November and December 2014 for nine (9) 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.

### **Online Progress/Documentation of Supervision**

Board staff informed the Board that implementation of notification by email to the supervising OT when an OTA adds an OT through the supervision chart as a supervisor has been completed by IT services. The Board reviewed the notification email and approved the changes to the email. The Board also discussed requiring all OTAs to enter in their updated supervisor with the 2015 renewal so the online profile is up-to-date. Board staff agreed to review this information with IT services to make sure the data entry is synched with the online system and will follow-up with the Board at the March meeting.

### **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". Mr. Wilkins also reported on session law directing the General Assembly's Program Evaluation Division to conduct a survey on each occupational licensing agency and reported the results of

the survey were made available in December 2014. Mr. Wilkins provided the Board with a copy of the letter to the Program Evaluation Division providing the Board's view of the results of the study. Mr. Wilkins also reported he has been meeting with a group of attorneys overseeing licensing boards to respond to the Program Evaluation Division and their study.

### **FARB Regulatory Law Seminar/Forum**

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

### **AOTA Guidelines for Re-Entry**

The Board reviewed the proposed AOTA Guidelines for Re-Entry revision. Ms. Losada reported she responded to the survey.

### **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 have a draft agenda prepared for the March meeting.

### **Online applications/paperless feasibility**

The Board discussed consideration of online applications and reviewed a proposal from IT services on how to implement the online application process. The Board agreed to set a goal to implement online applications by July 1, 2015. The Board discussed various ways to allow forms to be submitted for the online process and agreed to have Board staff contact the South Carolina OT Board for more information on their process.

## **NEW BUSINESS**

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

### **NBCOT Updates**

The Board discussed the email dated December 12, 2014 regarding the NBCOT updates.

### **2014 CCA audit results**

The Board reviewed the 2014 CCA audit results. Board staff indicated eight audit results that were deemed incomplete and the Board advised Board

staff on how to handle the incomplete CCA audits.

**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 11:50 a.m.

**Closed Session Report**

Mr. Wilkins reported the Board was advised in Closed Session that he is investigating three pending complaints and one new complaint. One complaint was finalized with an Order. Two complaints were dismissed.

**Adjournment**

The Open Session adjourned at 12:30 p.m.

**Next Meeting**

The next Regular Session meeting will be held at the office of the Board on March 16, 2015 at 9:00 a.m.

---

Bill Walsh, Chair

---

Denise Donica, Secretary/Treasurer