

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
March 21, 2016
MINUTES**

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board March 21, 2016 at 9:00 a.m.

Members Present

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

Others Present

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

Members Absent

None

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 January 18, 2016 minutes were approved as submitted.

To-Do List

The January 18, 2016 to do-list was approved as submitted and reviewed.

Approval of Treasurer's Report

The treasurer's report for January 1, 2016 through February 29, 2016 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 January and February for twelve (12) disciplinary proceedings and was of the opinion the bills were in order. The Board authorized the bills 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.

Online Progress/Online applications/paperless feasibility

Board staff presented a test version of the online application. The Board suggested several changes which Board staff will provide to IT services. The Board will also receive a test version prior to the application going live on the website.

FARB Regulatory Law Seminar/Forum

Board members were advised the 2016 FARB Regulatory Law Seminar is meeting in Chicago, IL on September 29-October 2, 2016 and the 2017 FARB Forum is meeting in San Antonio, TX on January 26-29, 2017.

AOTA Annual Conference

Board members were advised the AOTA Annual Conference is meeting in

Chicago, IL on April 7-10, 2016. Mr. Walsh agreed to attend.

CLEAR Annual Conference

Board members were advised the CLEAR Regional Symposium is meeting in Raleigh, NC on March 24, 2016, the CLEAR Annual Conference is meeting in Portland, OR on September 15-17, 2016 and the CLEAR 2017 International Congress is meeting in Melbourne, Australia. Ms. Mills agreed to attend the annual conference.

Response to question regarding ID badges

The Board reviewed an email dated January 19, 2016 from Elizabeth Kirk to Paula Pitman in response to her question regarding a collective request to use the first name/title only on the name badge.

Response to question regarding email addresses on mailing list

The Board reviewed an email dated January 19, 2016 from Elizabeth Kirk to Nancy Murphy in response to her question regarding adding email addresses to the Board's mailing list.

Response to question regarding employment information on mailing list

The Board reviewed an email dated January 19, 2016 from Elizabeth Kirk to Wayne Townsend in response to his question regarding providing names and addresses of employers and the complete profile database of all licensees.

NBCOT

a. Provider's Request for Pre-Approval of CCA

The Board reviewed NBCOT's request for pre-approval of its continuing competence activity. Mr. Conway submitted more information for the request for CCA pre-approval. Mr. Wilkins will respond to Mr. Conway with additional questions and the topic will be continued to the May 2016 Board meeting.

c. OT Regulator E-Newsletter February 2016

The Board reviewed the February 2016 E-Newsletter contained in an email dated February 25, 2016.

HB74 – Rules Review Commission Periodic Review of Rules

The Board reviewed the Periodic Review and Expiration of Existing Rules

Report for Submission to the Rules Review Commission and the Board's decision to classify all 52 rules of the Board as necessary without substantive public interest. There were no comments received on the Board's rules. Upon motion made, seconded and passed, the Board agreed to classify all 52 rules of the Board as necessary without substantive public interest.

NEW BUSINESS

AOTA Telehealth chart

The Board reviewed an email dated February 12, 2016 from AOTA regarding OTs and telehealth. The Board agreed to place a link to the AOTA website on the Board's website referring licensees to the telehealth information.

Second Annual Occupational Licensing Agencies Best Practice Seminar

The Board reviewed an email dated March 7, 2016 regarding the second annual occupational licensing agencies best practice seminar scheduled for April 12, 2016 in Raleigh. Ms. Mills agreed to attend with Mr. Wilkins and Ms. Kirk.

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 12:00 p.m.

Closed Session Report

Mr. Wilkins reported the Board was advised in Closed Session that two complaints were finalized with a Letter of Reprimand and one complaint was finalized with an Order. Mr. Wilkins is currently investigating six pending complaints and four new complaints.

Adjournment

The Open Session adjourned at 1:20 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on May 16, 2016 at 9:00 a.m.

Bill Walsh, Chair

Denise Donica, Secretary/Treasurer