

**NORTH CAROLINA BOARD OF OCCUPATIONAL THERAPY
January 16, 2017
MINUTES**

REGULAR SESSION

Time and Place

The North Carolina Board of Occupational Therapy met in Regular Session in the offices of the Board January 16, 2017 at 9:00 a.m.

Members Present

Bill Walsh, Dr. Stephen Lang, Lynn Losada, Ron Taylor, Danielle Seale and Denise Donica.

Others Present

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

Members Absent

Jessica Lowery has been appointed but her appointment is not yet active pending SEI and oath of office.

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 14, 2016 minutes were approved as amended. Mr. Taylor was unable to attend the NCOTA conference so that section of the minutes will be amended.

To-Do List

The November 14, 2016 to do-list was approved as submitted and reviewed.

Approval of Treasurer's Report

The treasurer's report for November 1, 2016 through December 31, 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 November and December 2016 for five (5) disciplinary proceedings. Upon motion made and seconded, the bills were approved for payment.

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. The Board agreed to hold a retreat on July 28-30, 2017 at the Rizzo Conference Center in Chapel Hill, NC, pending availability.

NC Legislature

Mr. Wilkins reported on proposed laws pending in the North Carolina General Assembly that may affect professional licensing boards.

Online Progress/paperless feasibility

Board staff informed the Board that the scanning process is complete for the current licensure files and the files in storage will be the next project.

AOTA Annual Conference

Board members were advised the AOTA Annual Conference will meet in Philadelphia, PA on March 29-April 2, 2017. Mr. Walsh, Ms. Donica agreed to attend the conference. Mr. Wilkins and Ms. Kirk were also approved to attend a Licensure Portability Stakeholder meeting on March 29, 2017 and a

State Regulatory Forum on March 31, 2017 in conjunction with the AOTA Annual Conference.

CLEAR Annual Conference

Board members were advised the CLEAR Annual Educational Conference is meeting in Denver, Colorado on September 13-16, 2017 and the CLEAR 2017 International Congress is meeting in Melbourne, Australia on November 16-17, 2017. Ms. Losada agreed to attend the annual conference.

CCA Pre-Approval Request Form

The Board reviewed the CCA Pre-Approval Request form and agreed to amend the instructions to clarify the information must be provided in answer to the questions and not merely by attachments.

NEW BUSINESS

Request from students at Midwestern University

The Board reviewed an email dated December 8, 2016 from students at Midwestern University regarding obtaining an email list at no cost. The Board agreed not to provide this information but the students may request a mailing list from the Board.

December 2016 ACOTE Action

The Board reviewed an email dated December 22, 2016 regarding the December 2016 ACOTE accreditation actions.

2016 CCA Audit results

The Board reviewed the 2016 CCA Audit results.

Request from Pamela Ambrico regarding CCA approval

The Board reviewed an email dated January 10, 2017 from Pamela Ambrico regarding CCA approval. The Board agreed she would be able to count the educational experience as a CCA if she provides a presentation on the activity.

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 11:10 a.m.

Closed Session Report

Mr. Wilkins reported the Board was advised in Closed Session that one case was closed. Mr. Wilkins is currently investigating four pending complaints.

Contract with Broughton Wilkins Sugg & Thompson, PLLC

The Board reviewed, considered and approved its contract with Broughton Wilkins Sugg & Thompson, PLLC through June 30, 2018.

Adjournment

The Open Session adjourned at 11:50 p.m.

Next Meeting

The next Regular Session meeting will be held at the office of the Board on March 20, 2017 at 9:00 a.m.

Bill Walsh, Chair

Denise Donica, Secretary/Treasurer