

**OCCUPATIONAL THERAPY MINUTES**  
August 16, 2002

**MEMBERS PRESENT:** Sue Elcik, Julie Kadnar, Mary Woodbury, Sherlee Keough and Shelley Rau

**OTHERS PRESENT:** Elaine Thibodeau, Board Administrator; Diane Staples, Board Clerk; Judy Peters, AAG;

**CALL TO ORDER:** The meeting was called to order by Sue Elcik at 9:35 a.m.

**MINUTES**

A motion was made by Sherlee Keough and seconded by Mary Woodbury to approve the minutes of the July 19, 2002 meeting. Motion passed unanimously.

**LICENSE APPROVALS**

A motion was made by Shelley Rau and seconded by Julie Kadnar to approve 3 occupational therapists, 2 occupational therapy assistants, 2 temporary occupational therapists, and 1 temporary occupational therapy assistant since the last meeting. Motion passed unanimously.

**ADMINISTRATOR'S COMMENTARY**

Elaine:

- Announced that Katy Longley has resigned and that Anne Head will be the acting commissioner
- Reported that Angela McAllister, the clerk II in our unit, is out on medical leave
- Gave a budget update with a draft of 2004-2005 fiscal year
- Gave the Board information regarding a conference that they may want to attend.

**INFORMAL CONFERENCE**

OT-009: The complainant did not appear and the informal conference was cancelled. A hearing will be scheduled for December 6<sup>th</sup> or 13<sup>th</sup>.

**COMPLAINT OFFICERS REPORT**

OT-010: No response from the licensee yet

OT-011: Has received a response and the complaint will be presented at a later date

OT-012: Just received, has not received a response yet.

**MISCELLANEOUS**

The supervisor's affidavit has been revised to include the supervision levels. Diane will make the changes to the packets and the website.

The Continuing education letter and forms were approved and will be mailed the first week of September.

## **CORRESPONDENCE**

The Board received a letter from NBCOT regarding the transition to on demand testing

Sue Elcik received a phone call from Karen Smith form AOTA regarding the dysphagia issue and the letter the Board wrote in regard to this. Sue said the letter is clear and that the Board does not restrict the practice of Occupational Therapy.

The Board received a newsletter from AOTA.

## **NEXT MEETING**

The next meeting is scheduled for September 20, 2002 at 9:15 a.m.

## **ADJOURNMENT**

The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Diane L. Staples, Board Clerk