

OCCUPATIONAL THERAPY MINUTES
September 24, 2004

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

MEMBERS ABSENT: Mary Woodbury

OTHERS PRESENT: Jessica Doody, Board Clerk; Penny Vaillancourt, Administrator;

I. CALL TO ORDER

The meeting was called to order by Sue Elcik at 9:14 a.m.

II. OLD BUSINESS

A. Review and approval of July 16, 2004 minutes

Shelley Rau made a motion to approve the July 16, 2004 as amended. The motion was seconded by Sherlee Keough.

Vote: 4 – In Favor

III. New Business

A. Application Review

Sarah Parlin – Approved

B. Complaint Officer's Report

Shelley Rau informed the board that there are no new complaints to report.

C. Administrator's Commentary

Penny Vaillancourt spoke to board regarding personnel issues.

Ms. Vaillancourt also informed the board of their primary responsibilities as a board. Those roles include discipline & protection of the public, legislative issues and rulemaking.

Ms. Vaillancourt also provided a financial update to the board. She will continue to provide a financial update on a quarterly basis.

She reported to the board that a commissioner has not been named and that the department still has an acting commissioner.

She also informed the board of the OLR Observer link on the website.

D. Correspondence

Bernadette Barr – Penny Vaillancourt to draft a response for approval by Sue Elcik.

The board does not limit the scope of practice if the licensee is well trained and the practice is in line with the code of ethics.

Marie Hodge – Penny Vaillancourt to respond.

NBCOT Committee Vacancies – Notification was reviewed

Blue Hill Memorial Hospital – Penny to draft the Advisory Ruling for review/action at the October meeting

Based on supervision standards in the rules, the supervisor is responsible for the standard of care. Additionally, COTA's may not perform an evaluation independently.

Shelley Rau made a motion to table the issue for the next meeting. The motion was seconded by Sherlee Keough.

Vote: 4 – In Favor

Department of Homeland Security Updates – Notification was reviewed
AOTA Enforcement Procedures – Notification was reviewed
AOTA Newsletter – Newsletter was reviewed
NBCOT Survey – Penny to complete

E. Miscellaneous

Sue Elcik discussed the proposed disposition sheets with the board members. She is comfortable with the disposition as presented.

Ms. Elcik also discussed concerns regarding training the new board clerk in the review of applications.

Ms. Elcik also proposed that all of the board members be selected in the CEU audit system.

The board will also elect a new complaint officer at the next meeting as Shelley Rau's term is over in December and she will not be seeking re-appointment.

IV. Other Business

V. Adjourn

The meeting was adjourned at 11:44 a.m.

The next meeting is scheduled for October 22, 2004.

Respectfully submitted,
Jessica S. Doody, Board Clerk