

**OCCUPATIONAL THERAPY MINUTES**  
**December 17, 2004**

**MEMBERS PRESENT:** Sue Elcik, Shelley Rau, and Mary Woodbury.

**MEMBERS ABSENT:** Julie Kadnar, Sherlee Keough.

**OTHERS PRESENT:** Colleen Eugley, Board Clerk; Penny Vaillancourt, Administrator.

**I. CALL TO ORDER**

The meeting was called to order by Sue Elcik at 9:25 a.m.

**II. OLD BUSINESS**

**A. Review and approval of September 24, 2004 minutes**

Shelley Rau made a motion to approve the September 24, 2004 minutes as amended.

The motion was seconded by Sue Elcik.

**Vote: 3 – In Favor**

**III. New Business**

**A. Application Review**

**B. Complaint Officer's Report**

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

**C. Administrator's Commentary**

Penny Vaillancourt provided the board with a financial update. She also provide the board with a copy of the department's proposed legislation – "An Act to Update Professional and Occupational Licensing Laws" which would amend Title 5 to provide health boards within the office the ability to consider certain sexual crimes, as well as crimes committed within a ten year period.

The board was also informed of the Governor's Executive order for the remainder of FY05 that included a hiring freeze and restrictions on out-of-state travel.

The board received some OT practice questions requesting clarification on treatments and scripts from doctors. Specifically, questions regarding wound care and requirements for training in procedures such as "brushing."

**D. Correspondence**

10/15/04 correspondence – Bernadette Barr

NBCOT - letter '06 - effective changes

#### **E. Miscellaneous**

Discussion on changing meeting dates from Friday's to another day, or changing time to 1:15 p.m. instead of 9:00 a.m.

Shelley Rau will continue to serve until reappointed or replaced and will submit letter to seek reappointment to the Governor's Office. Mary Woodbury will serve only until the expiration date of her seat and is not seeking reappointment at this time, and is not able to serve beyond her expiration date. Sherlee Keough resigned from the Board effective immediately as she moved out of state.

There was discussion that temporary licenses would be issued for a 6 month period instead of a three month period as there appears to be a delay in the timing of examination results.

There was discussion about the mechanics of the ceu audit review, which will be held after the renewal period and the 90 day late period.

#### **IV. Other Business**

#### **V. Adjourn**

Mary Woodbury made a motion to adjourn, Shelley Rau seconded the motion. The meeting was adjourned at 10:52 a.m.

The next meeting is scheduled for January 21, 2005.

Respectfully submitted,

Colleen Eugley, Board Clerk