

## OCCUPATIONAL THERAPY MINUTES

January 20, 2006  
Public Board Meeting

**MEMBERS PRESENT:** Sue Elcik, Shelley Rau, and Julie Kadnar.

**MEMBERS ABSENT:** None.

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

### I. CALL TO ORDER

The meeting was called to order by Sue Elcik at 1:14 p.m.

### II. OLD BUSINESS

#### A. Review and approval of September 9, 2005 minutes.

Julie Kadnar made a motion to approve the September 9, 2005 minutes. The motion was seconded by Shelley Rau.

**Vote: 3 in favor**

### III. New Business

#### A. Application Review

##### Erin Weston – Temporary Occupational Therapist

Shelley Rau made a motion to table the application for more information, to include updated references and a more detailed supervision plan; Julie Kadnar seconded the motion.

**Vote: 3 in favor**

#### B. Complaint Officer's Report

Shelley Rau informed the Board that there is a complaint pending for future presentation.

##### OT-022 – Review of continuing education

Motion to accept the continuing education documentation made by Julie Kadnar; Shelley Rau seconded the motion.

**Vote: 3 in favor**

### **C. Administrator's Report**

Penny Vaillancourt gave the licensing update and the financial update. Penny Vaillancourt reported to the Board that the legislature is back in session and will inform the Board of any items that may affect the Board.

Penny informed the board that the continuing education audit information will be preliminary reviewed by staff and then given to the board to review.

### **D. Correspondence**

The Board reviewed email correspondence from Melissa Tilton of the Maine Occupational Therapy Association regarding the proper documentation of supervision records. Penny Vaillancourt will draft response for Sue Elcik's review and signature.

### **E. Miscellaneous**

## **IV. Other Business**

### **V. Adjourn**

Shelley Rau made a motion to adjourn the meeting; Sue Elcik seconded the motion. The meeting was adjourned at 2:29 p.m.

**Vote: 3 in favor**

The next scheduled board meeting is February 17, 2006.

Respectfully submitted,

Colleen Eugley, Acting Board Clerk