



## September 25, 2023, OTGB Public Meeting

### Minutes

Occupational Therapy Governing Board

Sep 25, 2023 at 10:00 AM EDT

@ OPLC - 7 Eagle Square, Concord, NH 03301

#### **Attendance**

##### **Present:**

Members: Sarah Hinkley (SH), Nicole Quartulli (NQ), Kimberly Shurtleff (KS)

Guests: Bethany Cottrell-Division Director of Licensing and Board Administration (remote),  
Brenda Rines-Board Administrator

##### **Absent:**

Members: Traci Johnson

#### I. Call to Order

Chair, Sarah Hinkley called the meeting to order at 10:03 am.

#### II. Approval of Public Minutes

##### A. August 28, 2023 - Public Meeting Minutes

##### **Motion:**

Upon a motion by NQ and seconded by SH, the board voted to approve as submitted. KS abstain

#### III. New Business

##### A. Bethany Cottrell, Division Director of Licensing and Board Administration OT Compact

Division Director of Licensing and Board Administration, Bethany Cottrell spoke about the OT Compact. OTGB needs a new OT delegate since Olivia Freeman resigned from the OTGB this month. She is willing to become the OT Compact delegate until a new one is voted on by the board. The board will vote on this next meeting on October 30, 2023.

##### B. Amanda Perry - Executive Director, OTCC

OTCC, Executive Director, Amanda Perry gave details on the time commitment for the delegate. The committee meets at a minimum of once a year but no more than twice a year. If the delegate participates on a sub-committee, they typically meeting once every other month OR once a month. If both the Delegate and the alt Delegate are attending a meeting where a vote is needed, only one vote is

counted not both of them. Amanda will be emailing the Board Administrator and/or Division Director Bethany Cottrell the required forms that need to be completed by the new Delegate/Alt Delegate.

C. OT Compact Delegate Nominee

**Motion:**

Upon a motion by SH and seconded by NQ to have Division Director, Bethany Cottrell to be voted in as the OTGB delegate on the OT Compact. Motion passed unanimously.

IV. Licensure Approval

A. Fast-Track Approvals for Ratification 8.18.23 thru 9.11.23

**Motion:**

Upon a motion by NQ and seconded by SH to ratify the fast-track approvals from 8.18.23-9.11.23. Motion passed unanimously.

V. Rules Review and other Legislative Topics

A. HB308

HB308 increases remote participation for public bodies. Starting October 3, at least 1/3 of the members appointed by the gov. must be physically present. Other members whose physical presence is not reasonably practicable may request of the chair to participate remotely. These members would still count towards quorum and participate as fully as any in-person member. The chair has discretion to grant or deny a request to participate remotely, and the board must vote to allow the remote participation. The reason for remote attendance must be stated in the meeting minutes. The member participating remotely must be able to be seen and heard.

SH asked a question for Board Counsel to clarify. This be used to recruit additional applicant to apply for a board member position since they could attend the board meeting remotely as a case by case situation not normal course of business for a board member.

VI. Non-Public Session

“The Board will conduct a Non-Public session for the purpose of discussing investigations of alleged licensee misconduct and other confidential Board business. Such a non-public session is authorized by RSA 91-A:3, II (c), RSA 91-A:3 II (e), RSA 91-

A:5, IV, Lodge v. Knowlton, 119 N.H. 574 (1978), and the Board’s executive and deliberative privileges.”

**Motion:**

Upon a motion by NQ and a seconded by SH to go into a non-public session. Motion passed unanimously by roll call at 10:35 am.

VII. Resume Public Session

Public session returned at 10:38 am.

VIII. Seal the Minutes of the Non-Public Session

“The Board votes to seal the minutes of the non-public session to maintain the privacy of the items discussed in non-public session pursuant to RSA 91-A:3, II (c), on the grounds that public disclosure may adversely affect the reputation of a person other than a Board member or render the proposed action ineffective.”

**Motion:**

Upon a motion by SH and seconded by NQ. Motion passed unanimously.

IX. Adjourn meeting - Next meeting October 30, 2023 at 10:00 am

Meeting adjourned at 10:41 am.