



Occupational Therapy Public Meeting Minutes
Occupational Therapy Governing Board
Monday, February 10, 2025

Attendance:

Present: Traci Johnson (TJ) – Chair, Kimberly Shurtleff (KS) - Remote & Nicole Quartulli (NQ).

Absent: Patricia H. Gruttenmeyer

Staff: Carson Hansford – Board Administrator, Justin “JB” Frazier – Board Administrator, Rahikya Medley, Esq. – Board Counsel.

Minutes:

I. Call to Order

Motion: Call to order, made by TJ at 10: 02 AM

II. Remote Attendance – Kimberly Shurtleff

Discussion: Kimberly Shurtleff was remote due to illness.

III. Approval of Public Minutes

A. Public Minutes from Previous Meeting 01.13.2025

Discussion: Counsel proposed an amendment to IV (c).

Motion: Upon a motion by NQ and a second by TJ the Board voted to approve the minutes as amended via roll call. *Roll Call: 3-0-0*

IV. Public Comment

Discussion: There were no members present for public comment.

V. Licenses Issued 12/30/2024 through 01/27/2025

Discussion: Board stated no concerns with the list.

VI. Rules

A. OCC 400

Discussion: Chantell worked with the Board on OCC 400’s. Chantell raised questions about 401.01, active in the profession. Chantell would like to add 401.01 to the rule support project, board assented. The Board feels strongly that applicants need to be active in the profession, the Board feels that 401.01, active in the profession, is necessary for public safety. The Board is considering an addendum to call out active in the profession as an attestation. Chantell raised a question of adding an attestation for applicants reading all OCC Rules and PLC 313.43. Chantell will bring a universal application for the Board to review next meeting. Next month the Board will talk about the PLC 313, OCC 400, and OCC 300.

Motion: No votes were taken

B. OCC 300

Discussion: Counsel spoke to a potential issue with older citations that point to allied health RSAs, Counsel suggested starting rulemaking on OCC 300’s.

Motion: Upon a motion by TJ and a second by NQ the Board voted to being the rulemaking process and request rulemaking support from the OPLC for OCC 300 via roll call. *Roll Call: 3-0-0*

Motion: Upon a motion by NQ and a second by KS the Board voted to authorize TJ to be the point of contact with the office for OCC 300 via roll call: *Roll Call: 3-0-0*

VII. Board Administrator Updates

A. CE Broker and NBCOT

Discussion: Traci talked about how to connect NBCOT and CE Broker. Traci walked the Board through the process for uploading your NBCOT certification. Carson is going to put together a communication or bulletin notice for license.

B. Compact Public Comment

Discussion: Carson had worked on this, the Board thanked Carson for his work.

Motion: Upon a motion by TJ and a second by NQ the Board voted to approve the comments as presented via roll call. *Roll Call: 3-0-0*

VIII. Legislative Topics and Updates

A. Link to Legislative Service Requests

[New Hampshire Legislative Service Requests \(LSR's\)](#)

Discussion: Counsel spoke to legislative topics, there are no major changes proposed, at this time, for the profession. Counsel spoke to potential changes to RSA 91-A.

IX. Non-Public Session

Motion: Upon a motion by NQ and a second by KS the Board voted to enter into a non-public session conducted 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) & (e), RSA 91-A:5, IV, *Lodge v. Knowlton*, (1978), and the Board's executive and deliberative privileges via roll call. *Roll Call: 3-0-0*

X. Sealing of the Non-Public Session Minutes

Motion: Upon a motion by NQ and a second by TJ the Board voted 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 via roll call. *Roll Call: 3-0-0*

XI. Adjournment

The Board adjourned at 11:13 AM.