



Occupational Therapy Public Minutes  
Occupational Therapy Governing Board  
Monday, October 28, 2024 at 10:00 AM EDT

**Attendance:**

**Present:** Sarah Hinkley – Chair (SH), Nicole Quartulli (NQ), Kimberly Shurtleff (KS), Traci Johnson (TJ) – Remote.

**Staff:** Carson Hansford – Board Administrator, Rahkiya Medley, Esq. – Board Counsel.

**Minutes:**

**I. Call to Order**

SH called the meeting to order at 10:05 AM

**II. Remote Attendance**

TJ was remote due to excessive travel under the standing order.

**III. Approval of Public Minutes from Previous Meeting 9.30.2024**

Motion: Upon a motion by SH and a second by NQ the Board voted to approve the minutes as amended via roll call. *Roll Call: 4-0-0*

**IV. Rules With Chantell Wheeler 10:00AM**

**A. OCC 100**

The Board proposed changes to OCC 101.04 (a), suggesting a meeting frequency of "as needed, no less than four times per year." Additionally, the Board recommended moving the definitions from the 400's to the 100's and ensuring that AOTA's definition aligns with the OCC rules.

**B. OCC 400**

Chantell raised a question regarding the requirement for "active in the profession for two years" under PLC rules for initial 313 rules. Counsel advised that the Board would need to petition the agency to include this in the 313's. The Board will review this matter and vote on it at the next meeting. Furthermore, the Board and staff will revisit OCC 404.06 (a)(2) and investigate the rules of other professions. There was discussion about potentially striking A and B. The review paused at OCC 405.01, with no votes taken.

**V. Christina McCullough- Communications Administrator 10:30AM**

**A. Introduction**

Christina introduced herself to the Board.

**VI. Licenses Issued 9/25/2024 through 10/14/2024**

Board Noted

**VII. Board Administrator Updates**

**A. Election for Chair**

Sarah spoke about her time on the Board and wished the Board well in the future

Motion: Upon a motion by SH and a second by NQ the Board nominated TJ for Chair via roll call.

*Roll Call: 3-0-1*

TJ abstained.

**B. 2025 Meeting Dates Proposed**

Motion: Upon a motion by NQ and a second by KS the Board voted to adopt the meeting dates as presented via roll call. *Roll Call: 4-0-0.*

**C. OTC Oct 2024 Newsletter**

Informational only no action needed

Board Noted.

### **VIII. Legislative Topics and Updates**

#### **A. HB 1095**

#### **B. SB 369**

Counsel will have a standing order at the November meeting for review.

#### **C. HB 518**

Counsel spoke to the bill above and the impact on the Board and further the OPLC.

### **IX. Non-Public Session**

Motion: Upon a motion by TJ and a second by SH the Board voted to enter 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) & (e), RSA 91-A:5, IV, *Lodge v. Knowlton*, (1978), and the Board's executive and deliberative privileges via roll call. *Roll Call 4-0-0*.

### **X. Sealing of the Non-Public Session Minutes**

Motion: Upon a motion by TJ and a second by SH the Board voted to seal the minutes of the non-public session are sealed 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 4-0-0*

### **XI. Adjournment**

The Board adjourned at 11:50 AM