

OFFICE OF LICENSED ALLIED HEALTH PROFESSIONALS

Occupational Therapy Governing Board



PUBLIC MEETING MINUTES

January 31, 2022

The January 31, 2022, meeting of the Occupational Therapy Governing Board convened at 10:01 a.m. at 7 Eagle Square, Concord New Hampshire, 03301, with the following members present:

Olivia Freeman, OT, Chair  
Sarah Hinkley, OT  
Nicole Quartulli, OTA  
Traci Johnson, OT (via Zoom)  
Pat Gruttemeyer, Public Member

Others Present:

Jessica Whelehan, Board Administrator III  
Jenna Wilson, Board Administrator II

---

**PUBLIC SESSION**

**CALL TO ORDER:** Olivia Freeman called the meeting to order at 10:07 AM.

**APPROVAL OF THE DECEMBER 20, 2021 MEETING PUBLIC MINUTES FROM THE:**

Pat Gruttemeyer questioned the language on the minutes for entering and exiting public and non-public meetings. The Board discussed the need for specific information to be included on the public minutes for RSA 91-A compliance. There was also discussion of the content of non-public meeting minutes. Chairperson Freeman suggested to save the discussion for non-public session if there were concerns related to non-public minutes. Sarah Hinkley moved to accept the 12/20/2021 public meeting minutes at written, and Nicole Quartulli seconded. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**OPLC OFFICE CHANGES/UPDATES:**

Jessica Whelehan, Board Administrator, introduced Jenna Wilson, Board Administrator. The Board welcomed her to OPLC and to the OT Board Meeting.

Olivia Freeman relayed to the Board that she had recently attended an Allied Health Board of Directors meeting and Scott Roy, AT is the new chair of that board. Freeman explained that there are many vacancies on most of the Allied Health boards, especially public members, and asked that the members encourage people to apply.

Olivia Freeman explained that the Hearing Care Board and the Speech Language Board had merged. Ms. Whelehan stated that two people were recently nominated by Governor and Council, and she is hopeful they will be confirmed so that the board has enough members for a quorum.

Pat Gruttemeyer acknowledged that her 2<sup>nd</sup> term expires in August of this year. Ms. Whelehan explained what "hold over status" is and the possibility of being appointed to a different board.

Olivia Freeman explained that a Bill regarding licensees renewing during the month of their initial licensure has been stalled. OPLC is following this closely.

Ms. Whelehan relayed that Plc 802 regarding emergency licenses has been extended to 5/30/2022.

**OCCUPATIONAL THERAPIST APPLICATION FOR LICENSURE:**

- a) Kristin Nuckols, OT: Upon motion of Pat Gruttemeyer and Sarah Hinkley seconded, the Board voted to accept the application for licensure. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**OCCUPATIONAL THERAPIST APPLICATIONS FOR RENEWAL**

- a) Leah Campbell, OT: Upon motion of Traci Johnson and Sarah Hinkley seconded, the Board voted to deny the request for an extension of time to complete continuing education for license renewal. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**PUBLIC HEARING - OPEN:**

Olivia Freeman opened the Rulemaking Public Hearing related to Occ 400 at 10:37 AM. There were no members of the public present at that time. The Board announced it would keep the hearing open for 15 minutes for comments.

**OCCUPATIONAL THERAPIST APPLICATIONS FOR RENEWAL (CONTINUED):**

- b) Jennifer Haynes, OT: Upon motion of Sarah Hinkley and Nicole Quartulli seconded, the Board voted to accept the application for licensure renewal. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.
- c) Kathleen Kimbrough, OT: Upon motion of Sarah Hinkley and Pat Gruttemeyer seconded, the Board voted to accept the application for licensure renewal. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**OCCUPATIONAL THERAPY ASSISTANT RENEWAL APPLICATIONS**

- a) Megan Hudzikiewicz, OTA: Upon motion of Nicole Quartulli and Pat Gruttemeyer seconded, the Board voted to accept the application for licensure renewal. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**OCCUPATIONAL THERAPIST APPLICATIONS FOR REINSTATEMENT**

- a) Jessi Bergeron, OTA: Olive Freeman, chairperson, tabled discussion of this application for reinstatement.

**PUBLIC HEARING - CLOSED:**

Olivia Freeman closed the Rulemaking public hearing related to Occ 400 at 10:52 AM. There was no public comment.

**NEW BUSINESS:**

The Board discussed a recent AOTA white paper which suggested dry needling is within the scope of practice for occupational therapists. Olivia Freeman will locate the source of the information and bring it back to the next meeting to discuss a possible rule change to add dry needling to the scope of practice.

**MOTION TO ENTER INTO NON-PUBLIC SESSION:**

- a) Upon motion of Sarah Hinkley and Nicole Quartulli seconded, the Board voted to enter into non-public session at 10:57AM for the purpose of discussing alleged licensee misconduct which, if discussed in public, would likely affect adversely the reputation of a person who is not a member of this body pursuant to RSA 91-A:3, II (c). Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**RESUME PUBLIC SESSION:**

- b) At 11:12AM the Board returned to public session. Sarah Hinkley moved to seal the non-public minutes because divulgence of the information in the minutes would likely adversely affect the reputation of the licensee(s) discussed, and Nicole Quartulli seconded the motion. The Board voted unanimously seal the minutes of the non-public session pursuant to RSA 91-A:3. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**OCCUPATIONAL THERAPIST APPLICATIONS FOR REINSTATEMENT**

- d) Jessi Bergeron, OTA: Upon motion of Sarah Hinkley and Pat Gruttemeyer seconded, the Board voted to accept the application for licensure reinstatement. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes.

**NEW BUSINESS (Continued):**

- a) Pending renewals: Sarah Hinkley asked if there were still renewal applications pending with OPLC which needed to be processed. Ms. Whelehan reported there are approximate 5 outstanding applications waiting for Licensee responses. This meant that OPLC contacted the applicants who likely have outstanding required documents, information, or payments. Pursuant to administrative rules, these licensees will lapse 60 days after non-renewal and the licensees will then have to submit reinstatement applications.
- b) Licensee Audits: The Board inquired when the randomly selected audit letters will be sent to licensees. In past years the letters have been sent in February. Due to staffing levels at OPLC, there is no established timeline yet for the audits.  
The Board discussed audit responses received since March of 2020 when the state of emergency was declared. OPLC did not process the audit responses due to physical location change, staffing changes, and constraints of the COVID-19 pandemic. Further legal guidance is needed to determine what to do with the old audit submissions.
- c) Electronic licensing document uploads: The Board inquired about changes to the online licensing and renewal software, specifically about making changes so that supervision forms can be uploaded to licensee's files. OPLC has made many fixes already to the programming, but they are also in the RFP process now to explore other software options to ensure licensing needs are addressed.

- d) **ADJOURNMENT:** Upon motion by Pat Gruttemeyer, seconded by Sarah Hinkley, the Board voted to end the public meeting. Rollcall vote: Olivia Freeman - Yes, Sarah Hinkley - Yes, Nicole Quartulli - Yes, Traci Johnson - Yes, Pat Gruttemeyer - Yes. Olivia Freeman adjourned the meeting at 11:25AM.