

Adopted – Board Meeting – September 12, 2018

MINUTES
North Carolina Board of Physical Therapy Examiners
June 06, 2018
Siena Hotel
Chapel Hill, North Carolina

Members Present:

David C. Reed, PT, Chair
Stacia H. Britton, PT, Secretary-Treasurer
C. David Edwards, PT
Paul Garcia MD
Teresa F. Hale, PT
Stuart W. MacRoberts, Public Member
Crystal Morris, PTA
Pearl L. Rhone, PTA

Members Absent: none

Staff Present:

Kathy Arney, PT, Executive Director (ED)
Debbie Ragan, PT, Deputy Director (DD)
Cindy D. Kiely, Director of Administration / Recorder
Gregg Seipp, Director of Information Technology
John M. Silverstein, Attorney

Others Present:

Camden Campbell, PT Applicant by Endorsement – by telephone 9:30 am
Stephen Feldman, Attorney, Ellis & Winters, LLP
Jeremy B. Sudderth, PTA Applicant by Exam and Guest - Cynthia
Meredith Quinn, PT, DPT – by telephone 2:30 pm

The format for the Minutes is as follows: *V-# Summary of Motion (Board Member who introduced motion)*

Meeting Called to Order by Reed, Chair at 8:30AM

✦ **Announcements**

D. Reed, Chair, announced the following:
Welcome and opening remarks – Reed

- Leslie Kesler, a former Board member, is notifying NCBPTE members that she will not be seeking a second term on the FSBPT Foreign Educated Standards Committee, if anyone is interested in volunteering for the committee.
- Stephen Feldman will join the meeting for closed session and lunch at 11:00 a.m. vs. 11:30 a.m. due to agenda being reordered.
- Notes of thanks to the Board were received from Randy Stewart and family and Christopher Dunn

Public Notice of Meeting (*posted in Office*)

Notice of Meetings mailed/emailed to government officials and those requesting the agenda

Conflict of Interest Reminder by the Chair

D. Reed, Chair, reminded members of their duty to avoid conflicts of interest and appearances of conflicts of interest. In addition, D. Reed asked if there were any known conflicts of interest or appearance of conflicts of interest with respect to any matters that were to be brought before the Board today as required by Executive Order 127. No Board member indicated conflicts of interest with the business before the Board today.

V-30'18 Passed Minutes March 13, 2018

- Board adopted a motion to approve draft of the Minutes of the Board Meeting on March 13, 2018. (*Rhone*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

APPLICATIONS

The Board discussed the ED recommendation to update its delegated authority for review and approval of educational credentials for Foreign Educated applicants and to clarify parameters for approval of educational credentials, English proficiency and Exam Eligibility prior to being sent to the Board for review. [**Attachment 1**] Changes clarify these requirements for both PT and PTA foreign educated applicants. Board rules 21 NCAC 48E .0110 and .0112 allow the Board to make its own review of an applicant's educational program and the Board is not bound by the findings of the credentialing service. NCBPTE has previously agreed (with appropriate documentation) to allow clinical hours to make up educational deficiencies. Rule changes will be proposed going forward.

Exam Eligibility – Internal Board office policy, up to this point, has not included requirement for the completion of documentation of passport photos and English proficiency prior to Board approval with staff making applicants eligible for taking the NPTE going forward. Both passport photos and English proficiency documentation will be required prior to applications being sent to Board members for review and approval, as rationale is that both are required for licensure. English proficiency is required at some point, so prior to eligibility is reasonable. Since the passport photo is required at the Prometric Center for testing, it should be on file at the Board

office prior to exam eligibility for public protection purposes. Rule changes will be proposed going forward. These Board policies will add consistency to the process and allow Board to continue to provide efficient oversight of application approval.

V-31-'18 Passed NCBPTE Policy - Board approved the updated request for delegated authority to the Executive Director re: Educational Credentials and English language proficiency for Exam Eligibility - Motion to approve policy as written. [**Attachment 1**] (*Morris*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-32-'18 Passed Antoun, George (PT for Endorsement - NY)

Board approved application for licensure. Although the 03/26/18, credentials evaluation review from FCCPT stated the education was not substantially equivalent to the first professional degree in physical therapy in the United States at the time of graduation. Since the applicant has held a license to practice physical therapy for approximately 18 years, and completed studies in the English language, the Board felt the length of time the applicant had worked as a physical therapist in the United States more than compensated for the lack of completion of general education requirements, and professional education significantly exceeded the credits required in North Carolina for the year of graduation from the entry level program. The Board voted to waive general education content and approved the application for licensure upon completion of all requirements. (*Britton*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-33-'18 Passed - Humphreys, Charlotte (PT for Exam - Military)

Board denied application based on the 11/30/2017, credentials evaluation review from ICD which states her education is not substantially equivalent to the first professional degree in physical therapy in the United States. For applicants who graduated in 2013, NC required 60 credits of general education and 90 credits of professional education. The applicant has a combined general education and professional education total of 133 credits, plus 20 credits from General Certificate of Education Advanced Subsidiary Level. Based on CWT#5 she will need to meet a total of 150 credits, however, her educational credentials review shows deficiencies in general education and professional education. The FCCPT Review also stated she has 50 semester credits lacking one course in Humanities; one course in Chemistry with lab; one course in Physics with Lab; one course in Mathematics. For Professional Education FCCPT stated she has 83 credits with deficiencies in the following: Medical Sciences, General Medical/Surgical Metabolic Conditions. Clinical Science: Examination and Evaluation;

Integumentary System a. Examination b. Evaluation Content Area Summary. Clinical Science: Intervention: Integumentary Interventions; Intervention Content Area Summary. Related Professional Coursework: Emergency Procedures; Screening; Delegation. Her application will be reconsidered upon completion of the aforementioned deficiencies. Although she is a military spouse, she has never been licensed in the United States, so there is no endorsement process to expedite. (*Garcia*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-34-'18 -Passed - SA#07-18 (PT applicant for Exam)

The applicant provided the Accommodation Request Form and medical documentation dated May 2, 2018 from Stanley Oakley, MD, Professor of Psychiatry CCSD East Carolina University, Greenville, NC. Medical documentation submitted by Dr. Oakley lacked evaluations supporting the diagnosis, including the scores and interpretive data for all administered diagnostic tests. The applicant does not have a history of receiving special accommodations for testing in education and standardized testing settings. Motion to deny the request of time and one half and separate testing room. The Board will reconsider at the September 12, 2018 Board Meeting, if current evaluation and testing assessments are provided. (*Britton*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-35'18 Passed -Anderson, Mary Ellen (PT for Endorsement)

Answered “yes” to application question #7 on online application, “Has disciplinary action ever been taken or is pending against you by a PT Licensing board?” She received disciplinary action from the TX Board of PT for practicing with an expired license. The licensee fulfilled the conditions of the discipline. Board approved application based on background check, personal statement and length of time since her conviction. (*Rhone*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-36-'18 -Passed - SA#08-18 (PTA applicant for Exam)

The applicant provided the Accommodation Request Form and medical documentation dated 05/02/2018 from Peggy Barnhill, MD. Medical documentation submitted supported a medical diagnosis which provides a rationale for the requested accommodations. The applicant does have a history of receiving special accommodations for testing in education and standardized

testing settings. Motion to approve the request of time and one half and separate testing room passed. (*Edwards*)

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,
Hale, Morris, MacRoberts, Rhone,
Members voting in the negative: None

V-37-'18 -Passed - SA#09-18 (PT applicant for Exam)

The applicant provided the Accommodation Request Form and medical documentation dated May 24, 2018 from Donna M. Daniels, MA. Medical documentation submitted supported a medical diagnosis which provides a rationale for the requested accommodations. The applicant does have a history of receiving special accommodations for testing during PT education Motion to approve the request of time and one half and separate testing room passed. (*Britton*)

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,
Hale, Morris, MacRoberts, Rhone,
Members voting in the negative: None

V-38'18 Passed -Morcom, Erin (PTA for Endorsement)

Answered “yes” to paper application question #6, “Have you ever been convicted for violating any narcotic or controlled substance law?” Convicted of a misdemeanor in 2000. Board approved application based on background check, personal statement and length of time since her conviction. (*Morris*)

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,
Hale, Morris, MacRoberts, Rhone,
Members voting in the negative: None

V-39-'18 Passed – Walker, Jasmin (PT applicant for Exam - NPTE Appeal) The applicant has already taken the NPTE six (6) times without achieving a passing score and has submitted an Appeal to retake the examination. The applicant’s personal statement indicated the reason for the appeal was that she has improved her knowledge base and test taking skills by attending a PT final exam course. The applicant was in PT school during the eligibility notification period in 2015 and the Board believed this was sufficient reason to allow the applicant one additional attempt to take and pass the NPTE. Motion to accept the application for one additional attempt to take the exam was approved. (*Hale*)

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,
Hale, Morris, Rhone,
Members voting in the negative: MacRoberts

V-Deferred - Campbell, Camden, PT applicant for endorsement (KY) - Mr. Campbell participated in Board Meeting via telephone conference @ 9:30AM. Based on the advice of the Board’s attorney, the Board placed the application on hold until notification from Kentucky (KY) is received on pending disciplinary action. A hearing is scheduled for August 1, 2018. The outcome of the KY hearing on August 1 will determine the appropriate course of action.

(Note: the Vote# listed below is out of order due to the Board addressing this application at 1:30 p.m., but is included with the other applications for ease of reference)

V-42'18 Passed -Sudderth, Jeremy (PTA for Exam)

Answered “yes” to **paper** application questions #6 & 7, “Have you ever been convicted for violating any narcotic or controlled substance law?” / “Have you ever been convicted of a felony or other public offence involving moral turpitude?” The applicant had a 2006 criminal drug offense, to which he plead guilty. Concerns regarding the applicant’s aggravated assault conviction and potential violent tendencies which may affect patient safety were discussed by the Board. He attended the Board meeting at 1:10 p.m. and stated he understands he needs to demonstrate good moral character and outlined his rehabilitation and current civic and work engagement. A motion to approve the application to sit for the PTA Exam passed.

(MacRoberts)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

Attorney Report

General update from Silverstein – JLAPO Committee has proposed efforts to effect changes to improve consistency in how OLB’s maintain and audit financial records through HB974 - Reform Financial Reporting by Occupational Licensing Boards. The bill requires a “yellow book audits” which the Board CPA consultant currently performs. The proposed effective date of the legislation is the 2019 fiscal year starting July 1, 2019. The requirements will not be effective unless the bill is passed. The Board is monitoring the legislation.

Reed and Britton attended the 4th annual OLA meeting. Britton enjoyed the section about Sovereign Citizens and enjoyed interacting with other Board members.

Real Estate Board request - There was discussion that an ongoing opinion by the state Comptroller’s office that the Board’s per diem had to be listed as 1099 income to the Board member is not fully resolved. Lawyers for the NC Real Estate Board hired outside counsel who concluded that it is not required to be reported on the 1099. The Real Estate Board had requested that other occupational licensing boards contribute to defer the legal costs but have not followed up with the NCPBTE through Attorney Silverstein.

IC recommendations- none. For educational purposes Silverstein described two scenarios that resulted in advisory letters to illustrate the thought processes and parameters that go into decisions made by the IC committee.

Executive Director’s (ED) Update – the Executive Director provided the following update and requests for discussion:

- The Board member address and contact listing was distributed and a request made for updates.
- The ED announced that the current licensee count- 5% growth continues as compared to last year at this time.
- The 2018-2019 Exam Schedule Calendar was provided to the Board members who were asked to take note of important dates - Score days and eligibility deadlines; and were asked to keep Board staff apprised of their eligibility on those dates. [**Attachment 2**]
- A copy of the adopted NCBPTE Goals and Priorities – 2017 – 2018, from the prior Board meeting, was provided for the Board’s review.
- The ED provided a verbal update and a copy of a response to public records request for all Disciplinary Actions. This is not a common occurrence as this information is available individually per licensee on the Board’s website.
- Recommendation: Formation of Board Technology Committee – the ED discussed the possibility of forming a Technology Committee to address the Board’s ongoing modernization efforts, which will involve significant technology issues. During discussion the Board voiced no objection. T. Hale recommended the Committee not include Board members necessarily, but office staff and outside parties who might best address these issues, then report the decisions and outcomes at each Board meeting.
- The ED discussed Strategic Planning for Short and Long-term of NCBPTE and Questionnaire from Susan Layton, COO FSBPT, as part of the modernization effort. Arney will bring additional items on this topic to the next Board meeting.
- The ED reviewed a note sent to Rep. Jackson thanking him for his comments at the OLA Training May 17, 2018.
- Board Office Updates and Staff Accomplishments: Board office restructuring of the organizational chart and staff for modernization has been implemented, which has shown the need for additional operational modernization especially in the area of technology.
 - Technology update - The Board website and email systems were down for several days. When the office is moved, it will be moved physically and virtually as far as IT goes. The Board now has our website hosted by a larger domain provider which should prove more responsive and stable. Incoming email to the Board office did bounce back to the recipient during that time. Staff worked diligently to field phone calls and monitor the files and reports with regard to applications.
 - Future Operational modernization- The ED recommended creating a strategic plan in addition to developing Goals and Priorities. This will be further investigated for the next Board meeting.
 - Application updates:
 - ✦ Online applications- tweaking is ongoing for end user efficiency
 - ✦ Military applicants continue to have an expedited applications process - Now have 3 permittees and the process is fully implemented.
 - ✦ Criminal Background Checks – process is to be determined and implemented prior to issuing Compact privileges. A goal is set for end of 2018 for full implementation. Applicants will pay the fee for the CBC at

the same time as the application fee. The applicant also pays the law enforcement office for the fingerprinting

- ✦ Employee Misclassification question on applications – (Senate Bill 407 – Employee Fair Classification Act) Employee Misclassification has been added to all forms, online application and renewal system.
- Applicant emailed note of Thanks- Received a positive note from an applicant with a military background. Silverstein recommended sending it to the sponsors of our Compact Bill that also had the amendment for the military expedited process.
- Blueprints for the new office space are available for viewing.

V-40-'18 Passed “Closed Session”

Motion passed to go into Closed Session in accordance with GS § 143-318.11 (a) (3) to receive an update from Stephen Feldman of Ellis & Winters regarding pending litigation and GS § 143-318.11 (a) (6) to discuss personnel issues. (*Reed*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-41-'18 Passed Return to "Open Session"

Motion to return to Open Session was adopted. (*Reed*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

V-43 -'18 Passed Personnel Matter

Motion to approve the salary adjustment to the budgeted ED salary for FY 2019 discussed in closed session was approved. (*Reed*)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone,
Members voting in the negative:	None

Financial Report (Attachments 3-6)

- Executive Summary
-
- ○ The Board is in an improved financial position as opposed to the last fiscal year due primarily to a significant decrease in litigation expenses. Credit card expenses are higher due to higher volumes of applicants and license renewals.

- The ED asked Board members to be aware of PNC’s new check policy - if a Board member cashes checks from PNC greater than \$25.00 they will be charged 2% of the value if they do not have a PNC account.
 - The Budget for 2019 was created very conservatively. It is unclear what impact the Compact will have on income from endorsements, license verifications and renewal. Income is still expected to be higher than expenses.
 - The Board reviewed and considered the information in the documents below for the purposes of approving the budget for the fiscal year of 2019 and funding the office relocation.
- Financials – June 1, 2017 – June 1, 2018 (Profit - Loss) (**Attachment 3**)
 - Financials – June 1, 2018 comparison to same period 2017 (Balance Sheet) (**Attachment 4**)
 - Adopted Budget for 2017-2018 (with \$20.00 renewal fee increase) (**Attachment 5**)
 - Finance and Audit Committee – 2018
 - Minutes – Meeting May 3, 2018 – includes: (**Attachment 6**)
 - Memo to F&A Committee
 - Proposed Budget for 2018-2019

The Board reviewed supporting documents prior to approving the Proposed budget for FY 2019

- P&L as of April 23, 2017
- 2017-18 Wage and Salary Scale
- 2017-2018 Adopted budget – reference
- CAI 2017 Data -Wage and Salary Ref.
- Updated Proposed NCBPTE 2018-2019 Wage and Salary Scale ○ Wage and salary scale for 2018-2019 was presented and reviewed. There were no questions or concerns.

V-44-'18 Passed Proposed Budget for 2018-2019 [Attachment 6]

Motion to approve the proposed budget for 2018-2019. Arney will update the adopted budget with final adjustments for 2019 after June 30, 2018 personnel performance and wage/salary reviews are complete. (**Reed**)

Members voting in the affirmative:	Reed, Britton, Edwards, Garcia, Hale, Morris, MacRoberts, Rhone
Members voting in the negative:	None

Discussion regarding the Finance and Audit committee review and recommendation of the Proposed Relocation budget (reallocation from 2017-2018 budget) was held. Arney proposed funds from line 45 of the 2017-18 budget that were not spent be reallocated for relocation of Board office. This amount is \$80,000. If this amount proves insufficient, there are designated

reserves (noted in the Balance Sheet) for Information Technology and Replacement of property and equipment of \$100,000 each that may also be reallocated, if necessary. The proposed move budget, as provided with the Board materials is an estimate as not all specific estimate for move expenses have been received.

V-45-'18 Passed Proposed Office Relocation budget [Attachment 6]

Motion to reallocate \$80,000 of funds for office relocation from the 2017-2018 budget. Reserve funds in the designated categories of Information Technology and Equipment and Furniture Replacement may also be utilized, if necessary. **(Hale)**

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,
Hale, Morris, MacRoberts, Rhone,
Members voting in the negative: None

- Board Meeting venue post-move – The ED shared the Siena Cancellation Policy which is 365 days without financial liability. The Board recommend continuing at the Siena until the December Board meeting 2018, then make a determination for March 2019. Reed recommended obtaining estimates and if the Board is able to save more than the estimated loss then we consider cancelling and moving the meeting to the new Board office. A June reservation will not be made until the March Board meeting determination is finalized.

Federation (FSBPT) A verbal update was provided from ED concerning the following:

- **Future Meeting dates** – FYI - 2018
 - Regulatory Training – June 8-10, 2018 - Alexandria, VA – Ragan, Hale and Edwards will attend funded by FSBPT
 - Leadership Issues Forum - Alexandria, VA, July 14-15, 2018 – Arney, Reed and Morris will attend funded by FSBPT
 - 2018 Annual Meeting – October 25-27, 2018 - Reston, VA

V-46-'18 Passed FSBPT Annual Conference Meeting Attendance (Oct 25-27, 2018)

Board voted to fund 2 staff to attend the meeting in addition to the ED. **(Britton)**

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,
Hale, Morris, MacRoberts, Rhone,
Members voting in the negative: None

The Board will consider which members to fund to attend the FSBPT Annual Conference after a decision is made regarding the Jurisdiction Excellence Awards which may result in funding additional attendees from the Board.

- **FSBPT Committee Service:** (no new reports)
 - Kiely – Verifications Task Force
 - Ragan – Re-entry Task Force
 - Arney – Board Assessment Task Force
 - Reed – Ethics and Remediation Committee
- **FSBPT Excellence in Regulation Award Nomination** - Pat Hodson [Attachment 7]
Former Board Chair, Patricia Hodson, PT nominated the NCBPTE for the annual FSBPT Excellence in Regulation Award. The nomination is attached.

NCPTA & APTA

NCPTA

- No new report
- Newsletters – March April and May 2018 – All Access – were provided for members to review.
- FYI -Future Meeting - NCPTA Fall Conference – **October 18-20, 2018** (location Khoury Center, Greensboro, NC) - A Board member may be funded to attend one event per year and may choose to go to NCPTA in lieu of annual FSBPT or other meeting.

APTA

- NEXT Conference and Exposition, June 27-30, 2018, Orlando, FL

APTA- NC is sponsoring an RC (what's that?) on changing language for complementary therapies.

Report from Deputy Director, includes Continuing Competence (Attachment 8)

- Report submitted by D. Ragan
- Exemptions – None

Prometric Report - (Attachment 9)

- CBT comments submitted by examination candidates for Jan. - March, 2018

Correspondence with schools and Annual School Reports (Attachments 10-13)

The following reports were provided for the Board's review and consideration.

- Pass rate (**2018**) for North Carolina PT & PTA schools (*as of May 16, 2018*) • Pass rate (**2017**) for North Carolina PT & PTA schools (*as of May 16, 2018*) • Pass rate (**2016**) for North Carolina PT & PTA schools (*as of May 16, 2018*)
- Pass rate (**2015**) for North Carolina PT & PTA schools (*as of May 16, 2018*)
- Updated School Addresses- the list was reviewed by the Board. Britton requested Methodist will be moved into the CAPTE accredited portion of the list.
- Schools communications/presentations:
- *PT Programs - Dry needling educational curriculums*
- Other Communications: (**Attachments 14-16**)

- *Letter to South University – High Point, PTA Program, Program Director, Jeffery Leatherman, PT, MA and response - (Attachment 14)*
- *Eileen Coleman, Surry Community College, PTA Program, Program Director – email for information on Exam Scores - (Attachment 15)*
- *CAPTE Accreditation – Methodist U – Complete May 2018. - (Attachment 16)*

Ethics Commission

- (www.ethicscommission.nc.gov/index.htm)
IMPORTANT: Reminder regarding requirement for Mandatory Ethics Education and (required every 2 years) (Board members should submit reimbursement requests for their time.)
- SEI Due *Annually* – April 15, 2018 - Ethics Commission – SEI reminder and Online filing instructions. All were completed in a timely manner for 2018.

Responses from ED/DD to questions addressed at the previous Board Meeting – (Attachments 17)

- Response regarding PT's assessment of Lung and Bowel Sounds - – Andrea Williams, PT

PT Licensure Compact

- Update on Privilege issue dates and NC readiness – anticipate readiness by late 2018 or early 2019.
- Implementation of FBI Criminal Background Checks and fingerprints – update
- NC Compact Workflow for completion of JE
- Compact Update from the PTLC Commission – The report is available at ptcompact.org
- Arney providing presentations regarding licensure Compacts:
 - Presentation at 4th Annual NC OLA Training – May 17, 2018
 - NC Board of Pharmacy – Asheville, NC – August, 2018
 - Association of Speech Language and Audiologists – Tysons Corner, VA – October 2018

Board Appointments

Board Appointments – 2019 – the annual process for appointments began April 1, 2018 (1 PT and 1 PTA to be nominated/appointed) (Current Board members eligible for reappointment – Britton, PT and Morris, PTA) A recommendation was made to add license number for those who nominate for next year. It was challenging to read some of the handwriting and adding license numbers will eliminate having to try to verify a licensee by name only.

Potential legislation (and other materials) that could impact Boards - Silverstein discussed during the Attorneys report.

- Legislative Session begins May 16, 2018 - FYI
- JLAPO Meeting May 1, 2018 (inc. HB974) – to view the proposed bill go to nclg.net and enter the Bill number.

Submission of Reports to the State – These are the reports to the State submitted in the last quarter: (**Attachments 18-22**) Submission of Reports to State, etc.

- Survey of Public Employment and Payroll – U.S. Census Report 2018 (**Attachment 18**)
- NEIS – Audit related to Workers Compensation Policy – State Farm Insurance (**Attachment 19**)
- Ethics Liaison Expense Reports 1st Quarter 2018 (Arney/Ragan)
- Board member annual SEI filings
- NC Department of Commerce - Quarterly report – March 31, 2018 (licensee counts) (**Attachment 20**)
- Financial Reporting Update – OSC for GASB Statement 72 – provided to Dodd (Auditor) (**Attachment 21**)
- *NEW*- North Carolina Business and Occupational License Database (NCBOLD) registration (**Attachment 22**)

Lease – Update (Attachments 23-24)

- Council of State meeting -April 10, 2018 – Proposed lease for AIHF was approved. (**Attachment 23**)
- Board Chair signed lease (**Attachment 24**)
- Timeline for Move

All lease papers were signed by the Board Chair. The facility ownership has obtained permits to upfit the space and is beginning construction. The Board office will have to do data and phone cabling and the anticipated cost is approximately \$1500.00, but estimates have not yet been received. August 15, 2018 is the scheduled move date if data and phones are functioning. The ED will notify our present landlord after this Board meeting about our intention not to negotiate a new lease and vacate current Board offices. Janet Clayton, our real estate broker, will assist us until we move.

Scope of Practice Questions for Board Consideration

- **Wound Care scope of practice questions submitted by M. Quinn, PT** – The licensee participated by phone and provided additional information to the Board and answered questions. She will be notified after the meeting of the Board’s response below.

Instillation Negative Pressure Wound Therapy (iNWPT) related questions were posed. With an MD order, is it within scope of practice to hang the solution and administer solutions/medications within the parameters of the therapy guidelines for negative wound therapy with instillation. Volume of solution is dependent on size of wound, dwell time, cycle frequency time. Board recommended that letter be drafted with standard, vetted language about scope of practice and permitted practice.

The Board determined that wound care is already in the scope of practice, may be performed by both PT and PTA's with the proper training and education and if delegated and supervised in the case of the PTA. A verbal order, which is later signed by a provider is required for medication and the PT may make recommendations and execute setting of the equipment required for iNWPT.

V-47-'18 Passed Biennial Position Statement - Position statements- (Attachments 25-26)

Motion made by Rhone to adopt position statements 6 and 12 with amendments as written. All other position statements were re-adopted without changes during this biennial review. (*Rhone*)

Members voting in the affirmative: Reed, Britton, Edwards, Garcia,

Hale, Morris, MacRoberts, Rhone,

Members voting in the negative:

None

Record Retention – State Functional Schedule Update

There will be an annual review of the functional schedule for OLBs each year coinciding with the state fiscal year of July 1-June 30. The Board is continuing to study the schedule and develop internal schedules that are within the parameters of the functional schedule.

Other regulatory organizations – ED provided a report outlining the benefits and costs of membership in these various organizations. Further research will be completed by Ragan with other jurisdictions and the issue brought back to the Board for consideration in September, 2018.

- **Report provided by Kiely (Attachments 27)**
- **CAC** (Citizen Advocacy Center); <http://www.cacenter.org>
- **FARB** (Federation of Associations of Regulatory Boards); <http://www.farb.org/>
- **CLEAR** (Council on Licensure, Enforcement, and Regulation); <http://www.clearhq.org/>)
– the Board was informed that CLEAR is offering a webinar regulatory series if they choose to participate.
- **INPTRA** (International Network of Physiotherapy Regulatory Authorities);
www.inptra.org

Credentialing Agencies –

- FCCPT – Arney reported on the death of the FCCPT Managing Director, Sue Lindeblad
- • IERF
- ICA – retiring, thus will no longer provide review.
- ICD/COGFNS (Commission on Graduates of Foreign Educated Schools)

Correspondence from ED, Articles, etc. - the following questions and answers received and answered by the ED were reviewed.

- Article – Sunshine Week Partners – www.wral.com – Months after Closed meetings, details often remain off limits; NC Statue re: Closed Session

- Emailed question P. Motschweiller, PTA, Question re: PTA Scope of Practice – Drug Screens
- Emailed question A. Bensky, Student PT, Question re: PT Ability to do sharp debridement
- Emailed question K. Hodge, Question re: Mission trip to Belize
- Emailed question J. Pederson, Question re: Reassessment by PT in home care
- Emailed question M. Saunders, Question re: Documentation and possible disciplinary action
- Emailed question A. Hornthal, Question re: reporting medical malpractice settlement
- Emailed question, M. Sharpe Question re: PTA Clinicals
- Emailed question M. Sharpe, Question re: PTA Clinicals – response from H. Shearin
- Emailed question D. Deitz, Question re: Distributing Promotional Materials
- Emailed question D. Berry, Question re: Use of PTA’s in performing evaluations
- Emailed question D. Mines, Question re: Animal Rehabilitation
- Article – WV Legislation on Opioid Reduction – provided by T. Hale
- Emailed response by J. Campbell, NCBOP to NC proposed Opioid legislation – HOPE Act
- Federal Register – Veterans Affairs Department and Authority of Health Care Providers to Practice Telehealth

Reed reminded the Board of the dates for upcoming Board Meetings:

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- September 12, 2018 (Wednesday) at the Siena Hotel, Chapel Hill, NC
- December 5, 2018 (Wednesday) at the Siena Hotel, Chapel Hill, NC
- March 13, 2019 (Wednesday) at the Siena Hotel, Chapel Hill, NC (Tentative)
- June 19 or 26 - Location TBD after a decision on location of the March, 2019 meeting is decided.

Meeting adjourned by D. Reed, Chair, at 3:27 p.m.

Submitted,

Cindy D. Kiely
 Director of Administration
 Recording Secretary

Stacia H. Britton, PT
 Secretary/Treasurer

*Indicates unanimous approval