

# Attachment 1

Board Meeting June 10, 2020

**MINUTES**  
**North Carolina Board of Physical Therapy Examiners**  
**March 11, 2020**  
**NCBPTE OFFICE**  
**8300 HEALTH PARK, AIHF Conference Center**  
**Raleigh, North Carolina 27615**

**Members Present:**

Teresa F. Hale, PT, Chair  
Paul Garcia, MD  
C. David Edwards, PT  
Leslie Kesler, PT  
Stuart W. MacRoberts, Public Member  
Pearl L. Rhone, PTA  
Jamie L. Miner, PT

**Members Absent: Excused absences**

Crystal D. Ostlind, PTA, Secretary/Treasurer – (excused absence)

**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

**Guests:** David Gadd, Attorney

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

**Meeting Called to Order** by T. Hale, NCBPTE Board Chair – 8:30AM

**Announcements**

T. Hale, Chair, announced the following:

Thank you cards from David Reed and Leslie Kesler were passed around

If anyone has not had a recent Board photo, please be available when the photographer arrives at 11:45

**Conflict of Interest Reminder by the Chair**

T. Hale, Chair, reminded members of their duty to avoid conflicts of interest and appearances of conflicts of interest. In addition, T. Hale 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-001- '20 Passed Minutes December 11, 2019 [Attachment I]**

- Board adopted a motion to approve draft of the Minutes of the Board Meeting on December 11, 2019. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

**APPLICATIONS**

**V-002- '20 Passed – Mangrum, Adio K. (PT Endorsement Applicant)**

The applicant answered “Yes” to application question #7, “Have you ever been convicted of a felony?”. The Board approved his application for endorsement with additional information provided. Each application is considered individually, and date of offense, nature of offense, any subsequent offenses, and licenses in other states are all considered. Mr. Mangrum’s offense occurred more than 20 years ago, and he has been licensed without incident in other states. He completed his prison sentence, and he has had no additional offenses, nor has he had any discipline taken against his license to practice physical therapy. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

**V-003-'20 -Passed - SA#01-20 (PT Exam Applicant)**

The applicant provided the required Accommodation Request Form and documentation dated 02/21/2020, submitted by Stephen C. Strasser, Certified Licensed Psychologist. The applicant documents history of receiving special accommodations for testing in education testing settings. The Board voted to approve the request of time and one-half, and a separate testing room accommodation for the NPTE. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

**V-004-'20 -Passed - SA#02-20 (PT Exam Applicant)**

The applicant provided the required Accommodation Request Form and documentation dated 03/02/2020, submitted by J. Brayboy, MD. The applicant documents history of receiving special accommodations for testing in educational settings. The Board voted to approve the request of time and one-half, and a separate testing room for the NPTE. **(Rhone)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

**V-005-'20 -Passed - SA#03-20 (PT Exam Applicant)**

The applicant provided the required Accommodation Request Form and documentation dated 03/10/2020, submitted by Patricia Knaut, MD. The Board voted to approve the request of time and one-half, if documentation can be provided by the Duke DPT Program stating what, if any, accommodations she received during school. *(Garcia)*

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

**V-006-'20 -Passed – Kothari, Zarna (PT Endorsement Applicant)**

The applicant’s credentials were not considered substantially equivalent to the first professional degree in physical therapy in the United States at the time of graduation based on 05/01/2019 credentials evaluation review from FCCPT using Coursework Tool #6 (CWT#6). Based on CWT#6 the applicant’s credentials evaluation shows a combined General Education and Professional Education total of 214.41 semester credits which does satisfy the minimum requirement of 170 semester credit hours. The evaluation stated that she received 34.33 General Education semester credits. All required content areas are identified. Professional Education shows 158.08 credits with the following courses outstanding: Basic Health Science: Histology; Plan of Care Implementation: Interventions: Mechanical Agents, Wound Debridement, Discharge or Discontinuation.

The Board considered this information and approved her eligibility for licensure, subject to completing deficits in educational requirements. *(Kesler)*

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

**Assured Graduation**

The Attorney and Executive Director clarified the definition and intent of the term ‘assured graduation’ in Board Rule 21 NCAC 48A .0105 (6). In response to fixed date testing, the Board allowed program directors to “assure” an applicant would graduate to be eligible to take the exam even though the physical act of graduation has not occurred. The intent is not to be just ‘on track’. It is the Program Director’s burden and decision. Now with more post graduate fellowships and residencies available, there is increased pressure on Program Directors to assist students in getting a license sooner than in prior years. It is a Board accommodation for an applicant who has met all the requirements for graduation, not total absolution for having to complete all requirements.

**Attorney Report**

The Attorney reported that he and the ED attended the Joint Legislative Administrative Procedures Oversight Committee meeting on Monday, March 9, 2020. This committee plans to

meet monthly and House member Sarah Stevens, Co-Chair, has a robust agenda regarding Occupational Licensing Boards.

Investigative Committee Recommendations for Disciplinary Action – Report to Board - Actions (T. Hale, Member of the Investigative Committee, recused herself and did not participate in votes related to the investigations in which she participated)

**V-007-'20 Passed - Julian Scott P14023 (Warning)**

Mr. Scott entered discharge notes in a patient chart prior to seeing the patient. Board made a motion to accept the recommendation of Warning, documentation course and reimburse the Board the cost of the investigation submitted by the Investigative Committee. **(Kesler)**

Members voting in the affirmative: Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-008-'20 Passed Michael Harrington II, P18147 (Suspension)**

Mr. Harrington engaged in sexually inappropriate conduct with a patient. Board made a motion to accept the recommendation submitted by the Investigative Committee **(Kesler)**

Members voting in the affirmative: Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**Attorney Transition Task Force (ATTF) – Chair Hale**

Hale discussed the recommendations from the Attorney Transition Task Force. She reported on RFP's sent earlier in 2020 and 3 comprehensive responses received from applicants which included occupational licensing board and administrative law experience of the responding law firms.

**V-009-'20 Passed Board voted to accept the recommendation of the Attorney Transition Task Force to continue the Board's relationship with Satisfsky & Silverstein, LLP, with primary responsibility for legal services to transition to David Gadd, JD. Silverstein will serve in a back-up role to Gadd and as an advisor to the Board during the Attorney transition. (Kesler)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner  
Members voting in the negative: None

**V-010-'20 Passed Recognition Event – Board voted to accepted Recognition subgroup of the ATTF recommendations to honor Silverstein on June 10, 2020 after the June Board meeting.** The event will be held at the AIHF conference center and an attendee list is being compiled. The suggested budget was approved. The Recognition subgroup was tasked with execution of the recognition event. **(MacRoberts)**

Members voting in the affirmative: Hale, Garcia, Edwards, Kesler,  
MacRoberts, Rhone, Miner

Members voting in the negative: None

### **Executive Director's (ED) Update – [Attachments II - III]**

- Licensee Count- Going forward this report will be more comprehensive, including compact privilege holders and permittees, as we compare metrics from prior quarters/years and for budget preparations. The Board staff will study trends in applications as the PT Licensure Compact continues to grow and evolve.
- Adopted NCBPTE Goals and Priorities with 4Q 2019 update and Proposed 1Q 2020
- Personnel Consulting Projects
  - CAI HR Consulting – Compliance Audit and Best Practices Assessment document was shared with the Board. The ED has obtained post-assessment HR consulting services to complete compliance with the assessment.
  - Suzy Nisbet, Strategic HR Solutions – Consulting – Reviewed and update Job Descriptions/Performance reviews and Wage and Salary Compensation to the market. This is almost complete and will be used in budget preparations for FY2021.
  - Suzy Nisbet, Strategic HR Solutions – ED Job Description, Performance Review and Compensation – in process. The Board will need to review and approve the updated documents and process and complete the review for FY 2020.
- Executive Director - Executive Personnel Assistant(s) - Update
- Renewal Stats 2020 - Final reports 96% of licensees renewed by January 31, 2020. 4 licensees inadvertently let their license lapse on February 1, 2020 and continued to work. Three received advisory letters and one will be invited to the next Board meeting based on working for 2.5 weeks with a lapsed license and a history of prior discipline.
- Board Succession Planning Overview. An initial draft of the written succession plan for the Board was shared with the Board. To date, the Board has had success conducting the transition process for a new Board attorney. Cross training has been implemented in the various departments with the exception of the NCBPTE Managers and ED.
- Tentative - Scope of Practice/Practice Act/Rules – Ordering Imaging – this issue will be coming before the Board in coming months as a scope of practice question. Consideration will need to be given to rule or Practice Act changes regarding this topic.
- NC Board of Chiropractic Examiners and NCBPTE - MOU has been confirmed and signatures obtained from both the NCBOCE and NCBPTE.
- The Board Chair Appointed and Executive Director Review Task Force – D. Edwards, Leslie Kesler, and Jamie Miner will review the documents, and make a recommendation regarding approval of a compensation philosophy, performance review process and job description.

### **V-011-'20 Passed ED Job Description and Performance Review Process**

Board voted to develop an ED Review Task Force. The Chair appointed the following Board Members to serve on the Task Force: D. Edwards, (Chair), L. Kesler, J. Miner **(Rhone)**

- Members voting in the affirmative: Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
- Members voting in the negative: None

**Financial Report- [Attachments IV-VI]**

The Executive Director reviewed the following with the Board:

- Financials – Comparison July 1, 2019 – Feb 26, 2020 to comparable period the following year (Profit – Loss comparison)
- Financials – Balance Sheet – February 26, 2020 comparison to the same period in 2019
- Adopted Budget for 2019-2020 – as reference
  - The Adopted budget FY 2020 as shown does not include Board approval for Executive Assistance of \$26,000.00 in Dec 11, 2019.
- Update Implementation of Financial Recommendations from Dec 11, 2019 - Board Staff successfully opened a CDARS account with Pinnacle transferring \$500,000.00 to establish the account. Information documentation for Pinnacle CDARS program
- Financial Recommendations – March – June 2020 – the Board approved moving all monies not covered by FDIC insurance and CD’s with terms ending to the CDARS account.

**V-012-'20 Passed Pinnacle Bank**

Board voted to approve recommendation to move money into the Pinnacle CDARS account as needed to maintain FDIC limits with all accounts. **(Kesler)**

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

- Personnel Hiring – Systems Administrator – David Nall

**V-013-'20 Passed Systems Administrator**

Board voted to hire David Nall as a full time employee - Systems Administrator with the wage and benefits determined by the ED. **(MacRoberts)**

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

Comparison Budget to Actual – YTD – 02-26-20 Year to date the financial landscape of the NCBPTE is much more favorable than in recent past FYs, due to the end of litigation. Reserves are growing and monies are being transferred to more secure institutions. As CDs mature, they will be consolidated as well.

Reserve Accounting – MacRoberts asked about the accounting for allocation of funds to the Information Technology Reserve not shown on the documents reviewed. The Board approved this allocation in December 2019. This will be updated by the Dir. Administration and ED in concert with the Board Auditor.

**Federation (FSBPT)** – The ED reported the following:

- Board Regulatory Training – June 19-21, 2020 - Alexandria, VA –

- Leadership Issues Forum - Alexandria, VA, - July 18-19, 2020 Delegate and Administrator will attend
- 2020 Annual Meeting – October 22-24 – Orange Co., CA
  - 2020 Annual Meeting – October 22-24,– Orange Co., CA – Board Members interested in attending: MacRoberts, Rhone, Hale, (Rhone - Delegate & Ostlind -Alt Delegate)
- February News Brief and Events cancellation memos were shared with the Board.

#### **FSBPT Committee Service**

- Ostlind – Resolutions Committee
- Reed, Former Member – Finance Committee

#### **NCPTA & APTA Updates**

##### **NCPTA**

- NCPTA Newsletters–[https://ncpt.site-ym.com/page/ncpta\\_newsletters](https://ncpt.site-ym.com/page/ncpta_newsletters)
- Fall Conference 2020 – October 23-24, 2020 Benton Convention Center Winston-Salem.
- NCBPTE Board Appointments – Nomination/Voting Process.. By statute, this process is managed by APTA-NC. The ED and Board Attorneys will have a conference call with APTA-NC representatives to discuss their questions regarding the process and moving to electronic versus paper mechanism.

##### **APTA**

- CSM-2020-February 12-15-2020, Denver, Colorado
- NEXT Conference and Exposition, June 3-6-2020, Phoenix Arizona

#### **Report from Deputy Director, which includes Continuing Competence [Attachments VII - IX]**

- Deputy Director Report-  
Exemptions- The Board has not received any new continuing competence exemption request since the previous Board meeting. Currently the Board has 13 licensees with exemptions from continuing competence requirements because they are over 65.

Audits- The Board was able to electronically assure that all licensees in the 2018-20 continuing competence reporting period had entered the minimum number of points (contact hours) (20 PTA, 30 PT) in order to renew their license for 2020. We are currently conducting a random audit on licensees who just finished the 2018-20 continuing competence reporting period and those licensees who had discipline. The initial notifications were sent out on February 28, 2020.

Course approvals- Since the previous Board meeting, the Board office has reviewed and approved 5 continuing competence activities that were submitted.

School Education- Ragan is scheduled to talk to the first year DPT students at Methodist University on May 17.

- Record Retention Calendar - The Board staff has successfully implemented a perpetual calendar for scheduled retention tasks in accordance with the NC State Functional



Record Retention Schedule. The office is in the research phase of transitioning toward an electronic record retention schedule.

- Licensing Team Update
  - Renewals 2020 – update
  - Licensing-modernization-work flow and written process. The goal is to have an up to date, comprehensive, electronic policy and procedure manual for licensing functions before the end of 2020. This will include consistent email templates, FAQ’s, How-To Sections, and updated procedures reflecting current processes as determined by the PT Practice Act and Board Rules.
  - Revivals and FBI CBC requirement – this will require a rule change to be implemented. It is anticipated this can be addressed during the summer of 2020.

**Committee on Board Rules - Updates:**

- The Rules Committee will reconvene after the current permanent rule making process has concluded, anticipated in early May, 2020.
- Technical Rule Changes: The Board is submitting technical rule changes for the following rules: 21 NCAC 48C .0103, .0501; 48G .0105-.0108, .0110-.0112, and .0704-.0706, to address various statutory reference updates and History Notes
- Adopting and Amending Permanent Proposed Rules – Vote required. The Board reviewed the rules and proposed a motion.

**V-014-'20 Passed** The North Carolina Board of Physical Therapy Examiners moved to adopt the rule cited as 21 NCAC 48E .0510 and amend the rules cited as 21 NCAC 48B .0102, .0103; 48D .0102; 48E .0101, .0110-.0112; 48G .0109, .0202, and .0504. The changes to the aforementioned rules are being requested to make the rules consistent with current practice and policy by the NCBPTE

Motion to adopt proposed rules. **(Kesler)**

Members voting in the affirmative:	Hale, Garcia, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

**Prometric Report – [Attachment X]**

CBT comments submitted by examination candidates for Oct-Dec 2019 were reviewed by the Board. *(Note NC results)*. As noted, the satisfaction scores for NC have improved. Licensing staff believes that after several months of applicants familiarizing themselves with new online application processes and FBI CBC requirements applicants satisfaction perceptions are similar to historical high scores.

**Correspondence with schools and Annual School Reports [Attachments XI-XIV]**

Pass rates for the following years were reviewed with the Board:

- Pass rate **(2019)** for North Carolina PT & PTA schools *(as of Feb 17, 2020)*
- Pass rate **(2018)** for North Carolina PT & PTA schools *(as of Feb 17, 2020)*
- Pass rate **(2017)** for North Carolina PT & PTA schools *(as of Feb 17, 2020)*

- Pass rate (**2016**) for North Carolina PT & PTA schools (*as of Feb 17, 2020*)
- Updated School Addresses were shared with the Board
- 2019-2020 – Exam Schedule and Board Member Score date notifications were noted for Board member availability (Important dates – eligibility deadlines; Score days)
- Schools presentations:
  - Ragan – Methodist University – March 2020
  - Arney – Wingate University – March 2020
- Schools communications:
  - Fayetteville Tech CC – Bridge Program for military members
  - WCU PT CAPTE Probation
  - ECU – Amy Gross-McMillan re: Faculty licensure
  - Craven CC – Assured graduation
  - South CC – Response letter addressing the Board’s concerns about pass rates
  - Southwestern CC PTA program – Assured Graduation - Ragan

**Ethics Commission-** Board members were reminded of their annual obligation to complete the SEI form and biennial Ethics Training. Different methods for completing ethics training were reviewed. The Board was reminded that the NC School of Government is available for periodic Board Ethics training.

- [www.sosnc.gov](http://www.sosnc.gov) - IMPORTANT: Reminder regarding requirement for Mandatory Ethics Education and finding instructions. (*required every 2 years--submit reimbursement request*) See the Compliance Report for dates due.
- SEI Due Annually – April 15 SEI reminder and Online filing instructions

**Responses from ED/DD to questions addressed at the previous Board Meeting – [Attachments XV - XIX]**

- R. Bruzga & M. Essa – Blood Flow Restriction Training
- B. Harding – Musculoskeletal Ultrasound Practice; Can Diagnostic US be used in guiding dry needle placement?
- H. Abrams – Radial Pressure Wave Treatment
- R. Lazicki – Dry Needling – Connective Tissue
- D. Fowler – Rigid Casting

**PT Licensure Compact [Attachment XX]**

Compact Privilege and Payer Policy

- Medicare – a letter shared with the Centers for Medicare and Medicaid Services by the Compact was shared with the Board. Medicare will allow compact privilege holders to be eligible for reimbursement under Medicare.
- NC Medicaid and third-party payers allowing compact privilege holders to be eligible for reimbursement was discussed.

All member states have been requested to submit Public Comments for Compact Bylaws, Rules and Policy and Procedure

## **Board Appointments - 2020**

Governor Appointments – for Terms from Jan. 1, 2020 – Dec. 31 2022

- Paul Garcia MD – re-appointed
- Jamie Miner, PT – appointed
- Public Member – no change to date. Stuart MacRoberts will continue to serve.

**Potential legislation (and other materials) that could impact Boards** - Silverstein provided an update of the 2020 Legislative Session thus far, including:

- Arney and Silverstein attended the scheduled – March 9, 2020 – Joint Legislative Administrative Procedure Oversight Committee Meeting- NCGA. This topic was addressed in the Attorney Report.

**Submission of Reports to the State** – The Board reviewed the reports to the State and other entities submitted in the last quarter: **[Attachments XXI - XXVII]**

- OSBM Fee Report
- Department of Commerce Military Permittees
- Notification of Governors office of scheduled meetings of NCBPTE 2020
- NC Community Colleges - submission
- Public Records Request – updated disciplinary information 4Q 2019
- Director and Officers Insurance Policy – Renewal 2020
- Child Support - submission
- State Farm Policy Update – Worker’s Comp. Liability and Cyber rider
- CAI Survey Benefits – 2020
- Annual Report to OSBM on Rulemaking
- Response to AETHA request for information

**Board Technology - Updates – Seipp [Attachments XXVIII - XXIX]**

- IT Department Updates – Director of IT – Gregg Seipp
- Systems Administrator (contract) – David Nall
- Website Modernization – Overview
- Questions for the IT Staff
- Appointment of Board Member to Website Task Force – Hale

**Scope of Practice Questions for Board Consideration –**

- M. Essa, PT – follow up question regarding Blood Flow Restriction Training. Arney provide this response as information to the Board, that was addressed after the December 11, 2019 scope of practice decision. Mike Essa, PT, posed the question: Does the ruling that was discussed below (BFRT) apply to PTA’s? Arney responded with the following: In order to respond to your follow-up question regarding Blood Flow Restriction Training and whether a PTA may perform the technique, I have consulted with the Board Attorney. First, if the technique does not require evaluation, it may be delegated to a

PTA who has the education/training and competence to perform the technique. It is incumbent upon the PT license to assure that the PTA always works under the supervision of a PT, the PT delegates only portions of the plan of care that are safe and effective for the patient and the PTA is trained to perform.

- A. Potts, PT – Labs Question – The Board considered three questions as follows:

1) Is it against our state practice act/PT scope to suggest to a patient that they get certain lab testing (not blood panel - only blood spot, stool sample, saliva for example).

2) Is it ok to review, explain, and educate the patient about their labs without giving them a diagnosis?

3) Is it ok to give recommendations about diet based on lab results for educational and general purposes with "prescribing" anything?

The Board responded with the following:

In response, your questions were brought before the Board on March 11, 2020 for discussion and consideration. After the Board discussion, and review of information available, the Board provided this response: "...The standard for making this determination is contained in Board Rule 21 NCAC 48C .0101 (a) Permitted Practice, which states, "Physical therapy is presumed to include any acts, test, procedures, modalities, treatments, or interventions that are **routinely** taught in educational programs, or in continuing education programs for physical therapists and are **routinely** performed in practice settings."

The Board considered to what extent a physical therapist can gather information from patient lab testing. The Board determined it would be within the scope of practice and appropriate for a physical therapist to gather basic information on lab values which may have an impact on the PT plan of care. However, to provide an educational intervention, especially on lab results unrelated to the PT plan of care, would not be considered within the scope of practice for a physical therapist. If a PT identifies an abnormal lab value, it is the physical therapist's responsibility to contact the appropriate health care practitioner to let him / her know of the discrepancy.

Therefore, advising patients that they need to get certain labs, and educating patients about their labs would not fall within the scope of physical therapy practice in North Carolina. Further, clients receiving this education should not be advised or led to believe they are receiving physical therapy.

The Board determined that the standards of Board Rule 48C .0101 (a) are not met at this time for a PT licensee to order or recommend lab tests for patients and provide other than general, publicly available information about patient lab test results, as physical therapists do not make medical diagnoses.

Question three (3) is answered by Position Statement: "Vitamins, Nutritional Supplements, Over-the-Counter Medications", which can be viewed in its entirety on the Board's website at [www.ncptboard.org/PositionStatements](http://www.ncptboard.org/PositionStatements).

Other regulatory organizations. These organizations have relevant regulatory information and educational sessions that Board members should find useful as they increase their knowledge and understanding of their roles and responsibilities as Board members.

- INPTRA and CLEAR notifications were provided for Board review

### **Credentialing Agencies**

- FCCPT - The FCCPT has changed the foreign educated application credentials review form. Board members were provided a copy of the recent version which provides the most relevant information consistently on the front page. They will begin to see these forms when reviewing applications for exam eligibility and licensure.

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

- Ethics and Compliance
- Your NC PT/PTA license has NOT been renewed
- Referral to Physicians and Dentists via EMR Referrals
- Iontophoresis
- Self-Reporting
- Supervision contract for associate licensure decrypt
- Acupuncture
- Primary Source Verification

### **Chair Hale reminded the Board of dates for upcoming Board Meetings:**

Meetings will be held in Raleigh for the next proposed dates. Details about hotel arrangements will be sent to all Board members prior to the next meeting. The Board Chair expressed a preference on behalf of fellow Board members to have all future meetings at the AIHF conference center vs. the Board office suite, due to increased space available. Preference for hosting subcommittee meetings via telecommunication or at the Board office was expressed by the Chair, which was agreed to by the Board Attorneys Silverstein and Gadd.

### **Location: 8300 Health Park, Raleigh, NC 27615 - AIHF Conference Center or Suite 233**

- June 10, 2020– (Wednesday)
- September 02, 2020–(Wednesday)
- December 09, 2020–(Wednesday)

Meeting adjourned by T. Hale, Chair, at 2:07p.m.

Submitted,



Cindy D. Kiely  
Director of Administration  
Recording Secretary

\*Indicates unanimous approval

# Attachment 2

Board Meeting June 10, 2020

**MINUTES**  
**North Carolina Board of Physical Therapy Examiners**  
**April 21, 2020**  
**NCBPTE OFFICE**  
**8300 HEALTH PARK, Suite 233**  
**Raleigh, North Carolina 27615**  
**Teleconference**

**Members Present:**

Teresa F. Hale, PT, Chair  
Crystal D. Ostlind PTA, Secretary/Treasurer  
C. David Edwards, PT  
Leslie Kesler, PT  
Stuart W. MacRoberts, Public Member  
Pearl L. Rhone, PTA  
Jamie L. Miner, PT

**Absent:**

Paul Garcia, MD – excused absence

**Staff Present:**

Kathy Arney, PT, Executive Director (ED)  
Debbie Ragan, PT, Deputy Director (DD)  
David Gadd, Attorney

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

**Meeting Called to Order** by T. Hale, NCBPTE Board Chair – 9:16 am

**Announcements**

Executive Director K. Arney, announced the following:

- FSBPT Announcements regarding re-opening of Prometric and Exam taking
- Prometric has announced it will re-open May 1. The FSBPT is allowing ‘windows’ of time for testing in May for PT/PTA students who were previously made eligible for the April NPTE exam.

**Conflict of Interest Reminder by the Chair**

T. Hale, Chair, reminded members of their duty to avoid conflicts of interest and appearances of conflicts of interest. In addition, T. Hale 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.

This Board meeting was properly noticed and posted ahead of this meeting.

## MINUTES

### V-018-'20 Passed Minutes – April 8, 2020 Special Board Meeting

- The Board adopted a motion to approve draft Minutes of the Board meeting held April 8, 2020 via teleconference. **(Rhone)**  
Members voting in the affirmative: Hale, Ostlind, Edwards, Kesler, MacRoberts, Rhone, Miner  
Members voting in the negative: None

## GOVERNOR COOPER EXECUTIVE ORDER 130 – MEETING NORTH CAROLINA’S HEALTH AND HUMAN SERVICES NEEDS

### V-019-'20 Passed – Certain Exemptions from Licensure during the NC State of Emergency

- The Board adopted a motion to not modify or waive licensure requirements at this time in the context of Executive Order 130 items 3A (1)(a) (ii-iv). **(Edwards)**  
Members voting in the affirmative: Hale, Ostlind, Edwards, Kesler, MacRoberts, Rhone, Miner  
Members voting in the negative: None

Discussion of Executive Order 130, Section 3 A 1 a i-iv, Increasing the Pool of Professional Health Care Workers – Regulatory flexibility to expand the health care workforce to meet the needs for additional health care workers to treat patients, included:

- i. “...persons to provide care if they are licensed in other states, territories, or the District of Columbia, but not licensed in NC.” The NC PT Practice Act 90.270.101(8) includes an exemption from licensure for local disasters and States of emergency. The temporary exemption is in place during the state of emergency in NC, and is compliant with EO 130. Those with the license exemption are posted on the website in compliance with EO130.
- ii. “...persons to provide care if they are retired or if their licenses are inactive.” The Board Rules already address revival methods; there does not appear to be a need for waivers since there are many PT/PTA licensees without work currently.
- iii. “...skilled, but unlicensed volunteers to provide care, and The ED did not make recommendations for waiver or modification for this group of individuals. Skilled, but unlicensed workers who choose to volunteer in another capacity in the medical field during this state of emergency will be trained as aides and will work under the supervision of the healthcare service they are providing.
- iv. “...students at an appropriately advanced stage of professional study to provide care.” The NC PT/PTA educational institutions were contacted for feedback



concerning this clause. Generally, educational programs educate students, have them successfully graduate, obtain a license to practice and enter the workforce. The Board's mission is public protection. The Board discussed no modification or waiver is needed at this time due to exams re-starting and FBI CBC fingerprinting alternative methods being available.

## LICENSURE REQUIREMENTS

### **V-020-'20 Passed – Accepting certain documents required for licensure temporarily via email during the NC State of Emergency**

- The Board adopted a motion to approve accepting the following documents temporarily via email from the originating institution during the NC State of Emergency: licensure verifications from other states, educational transcripts and foreign educated applicant's proof of curriculum being taught in English. The latter will only be accepted until May 1, 2020 due to the effective date of rule amendments to 21 NCAC 48E .0110 - .0112 and 21 NCAC 48E .0501. The Board based its decision on concerns expressed by other US licensing boards, educational institutions and applicants related to work-at-home requirements and the inability to send documents via mail during the COVID-19 pandemic. This decision will be reviewed and revision considered at each subsequent quarterly Board meeting. *(Edwards)*

Members voting in the affirmative:	Hale, Ostlind, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

### **V-021-'20 Passed – Grant an extension of time to applicants needing to reapply, totaling the time during which the State of North Carolina is under a declared state of emergency due to the COVID-19 pandemic.**

- The Board adopted a motion to approve modifying the reapplication after 1-year requirement per Executive Order 130 during the state of emergency to minimize application burden on applicants and especially those who have had a delayed exam taking date. It will be nullified when the current state of emergency is terminated by the Governor. *(Kesler)*

Members voting in the affirmative:	Hale, Ostlind, Edwards, Kesler, MacRoberts, Rhone, Miner
Members voting in the negative:	None

### **Updates for Exemptions from licensure for out of state licensees was provided by K. Arney ED (noted above in discussion of EO130) and progress of alternative FBI CBC fingerprinting processes was provided by D. Ragan, Deputy Director**

Applicants are being advised on all current methods for obtaining FBI criminal background check fingerprints. Exam applicants are being made aware of the current waiver of FBI/CBC results prior to exam eligibility during the current state of emergency.

## **FUTURE BOARD MEETING AND EVENTS:**

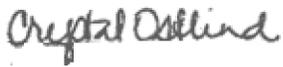
As discussed at the last Special Board Meeting - June 10, 2020 – either in person or remote to be determined closer to the date of the meeting

Meeting adjourned by T. Hale, Chair, at 10:01 a.m.

Submitted,

Handwritten signature of Kathy O. Arney, PT, MA in cursive.

Kathy O. Arney, PT, Executive Director  
Executive Director

Handwritten signature of Crystal Ostlind in cursive.

Crystal Ostlind, PTA  
Secretary/Treasurer  
Recorder

# Attachment 3

Board Meeting June 10, 2020



## NCBPTE Licensee Counts

Category	05/20/2020	05/16/2019
<b>All Licensees</b>		
Active Licensees	13159	12918
Dropped licensees	13508	12820
Active licensees living in NC	11608	11241
Active licensees not living in NC	1551	1682
Compact Privileges	78	0
Military Temporary Permits	6	
<b>Physical Therapists</b>		
Active licensees	9130	8976
Dropped licensees	10349	9862
Active PTs living in NC	7968	7680
Active PTs NOT living in NC	1166	1296
Active PTs working in NC	8022	7705
Active PTs NOT working in NC	1154	1124
Active PTs living in NC with no business address	1204	1168
Active PTs NOT living in NC with no business address	464	563
Compact Privileges	57	0
Military Temporary Permits	3	
<b>Physical Therapist Assistants</b>		
Active licensees	4029	3942
Dropped licensees	3158	2958
Active PTAs living in NC	3644	3556
Active PTAs NOT living in NC	385	386
Active PTAs working in NC	3737	3578
Active PTAs NOT working in NC	372	378
Active PTAs living in NC with no business address	601	589
Active PTAs NOT living in NC with no business address	161	171
Compact Privileges	21	0
Military Temporary Permits	4	
<b>Miscellaneous</b>		
Total Exam PTs	546	391
Total Exam PTAs	208	160
Total Endorsements PTs	672	568

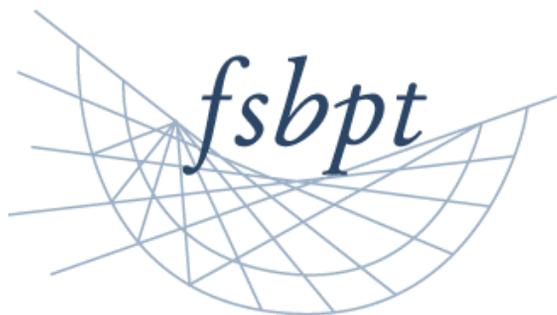


## NCBPTA Licensee Counts

Total Endorsements PTAs	166	135
Total Exam Failures	504	496
<b>Total Licensees-increase of 2.66%</b>	13159	12918

# Attachment 4

Board Meeting June 10, 2020



## Board Assessment Resource (BAR)

Raising the BAR for Board Performance

The Board Assessment Resource (BAR) is a method of evaluating the regulatory board's performance in accomplishing its mission of preventing and reducing real or potential harm while ensuring access to safe and competent physical therapy services.

[BAR Background Paper](#)

The individual completing the BAR should answer the yes/no questions to the best of their knowledge about the operations of the board. At a minimum, the board administrator should complete the BAR and discuss it with board members, however, all board members may desire to complete the tool. Once you begin the BAR, you must finish; you cannot save and return to the point where you left off. The BAR takes approximately 10 minutes to complete. To preview the questions, click the appropriate button to the right.

[Review BAR Questions](#)

In the end, a summative report is generated and may be saved by the user or printed for future reference, however, it will not be stored by FSBPT. At the completion of the assessment, the user is provided a list of resources to help improve in the areas where the individual answered "no". Jurisdictions are not able to compare answers nationally, regionally, or against any other jurisdiction.

[Start Board Assessment](#)

Use Chrome browser for the best experience

*Federation of State Boards of Physical Therapy  
124 West Street South, Third Floor  
Alexandria, VA 22314*

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# Attachment 5

Board Meeting June 10, 2020



## Profit &amp; Loss Prev Year Comparison

July 1, 2019 through May 22, 2020

	Jul 1, '19 - May 22, 20	Jul 1, '18 - May 22, 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4305 · Credit Card Cost - Military	114.47	0.00	114.47	100.0%
4304 · Credit Card Processing Cost	62,894.64	0.00	62,894.64	100.0%
4303 · FBI/CBC Background check ...	40,181.50	0.00	40,181.50	100.0%
<b>Continuing Competence</b>				
4301 · CC Licensee	275.00	350.00	-75.00	-21.4%
4300 · CC Business	450.00	600.00	-150.00	-25.0%
<b>Total Continuing Competence</b>	<b>725.00</b>	<b>950.00</b>	<b>-225.00</b>	<b>-23.7%</b>
<b>License Verifications Income</b>				
4203 · NC License Verif (CCard)	22,531.09	28,770.00	-6,238.91	-21.7%
4204 · NC License Verif (by check)	810.00	2,970.00	-2,160.00	-72.7%
License Verifications Income - Ot...	30.00	0.00	30.00	100.0%
<b>Total License Verifications Income</b>	<b>23,371.09</b>	<b>31,740.00</b>	<b>-8,368.91</b>	<b>-26.4%</b>
<b>PT Income</b>				
4092 · PT Compact privilege app c...	2,600.00	0.00	2,600.00	100.0%
4107 · PT Ex Out of St	600.00	150.00	450.00	300.0%
4123 · PT Exam Fee	900.00	13,200.00	-12,300.00	-93.2%
4091 · PT Endors Fee	2,250.00	24,750.00	-22,500.00	-90.9%
4015 · PT-OnlineExamApp	55,650.00	47,400.00	8,250.00	17.4%
4090 · PT Online End	46,321.09	35,550.00	10,771.09	30.3%
4016 · PT Online-EXOST	3,150.00	3,150.00	0.00	0.0%
4162 · PT Retake Fee New	2,400.00	2,580.00	-180.00	-7.0%
<b>PT Renewals</b>				
4007 · PT Renewal by Check	55,830.00	9,120.00	46,710.00	512.2%
4009 · PT Renewal Credit Cards	978,000.00	1,013,640.00	-35,640.00	-3.5%
<b>Total PT Renewals</b>	<b>1,033,830.00</b>	<b>1,022,760.00</b>	<b>11,070.00</b>	<b>1.1%</b>
<b>PT Revivals</b>				
4012 · PT Revive by payment	5,550.00	5,550.00	0.00	0.0%
4052 · PT Revival Fee Current	150.00	0.00	150.00	100.0%
4103 · PT Rev by End	5,700.00	4,800.00	900.00	18.8%
<b>Total PT Revivals</b>	<b>11,400.00</b>	<b>10,350.00</b>	<b>1,050.00</b>	<b>10.1%</b>
<b>Total PT Income</b>	<b>1,159,101.09</b>	<b>1,159,890.00</b>	<b>-788.91</b>	<b>-0.1%</b>
<b>PTA Income</b>				
4054 · PTA Compact privilege app...	900.00	0.00	900.00	100.0%
4053 · PTA Endors Fee	300.00	8,400.00	-8,100.00	-96.4%
4133 · PTA Exam Fee	300.00	10,050.00	-9,750.00	-97.0%
4118 · PTA Ex Out of State	150.00	0.00	150.00	100.0%
4025 · PTA Online Exam App	19,050.00	17,400.00	1,650.00	9.5%
4055 · PTA Online End	16,050.00	9,150.00	6,900.00	75.4%
4026 · PTA Online-EXOST	60.00	450.00	-390.00	-86.7%
4172 · PTA Retake Fee new	1,740.00	2,460.00	-720.00	-29.3%
<b>PTA Renewals</b>				
4017 · PTA Renewal by Check	29,280.00	5,640.00	23,640.00	419.2%
4019 · PTA Renewal Credit Card	468,000.00	449,040.00	18,960.00	4.2%
<b>Total PTA Renewals</b>	<b>497,280.00</b>	<b>454,680.00</b>	<b>42,600.00</b>	<b>9.4%</b>
<b>PTA Revivals</b>				

## Profit &amp; Loss Prev Year Comparison

July 1, 2019 through May 22, 2020

	Jul 1, '19 - May 22, 20	Jul 1, '18 - May 22, 19	\$ Change	% Change
4113 · PTA Rev by End	1,800.00	1,350.00	450.00	33.3%
4063 · PTA Rev by Exam	150.00	0.00	150.00	100.0%
4062 · PTA Revival Fee Current	150.00	0.00	150.00	100.0%
4024 · PTA Revive by payment	2,250.00	3,750.00	-1,500.00	-40.0%
<b>Total PTA Revivals</b>	<b>4,350.00</b>	<b>5,100.00</b>	<b>-750.00</b>	<b>-14.7%</b>
<b>Total PTA Income</b>	<b>540,180.00</b>	<b>507,690.00</b>	<b>32,490.00</b>	<b>6.4%</b>
4256 · Certificates (wall & Lic Card)	150.00	300.00	-150.00	-50.0%
4281 · Discipline Reimbursement	5,538.20	1,100.00	4,438.20	403.5%
4280 · Interest Income	9,504.29	4,605.40	4,898.89	106.4%
4255 · License List	4,580.00	6,040.00	-1,460.00	-24.2%
4299 · Other Rewards Income	1,213.73	1,059.85	153.88	14.5%
4290 · Returned Check	60.00	40.00	20.00	50.0%
<b>Total Income</b>	<b>1,847,614.01</b>	<b>1,713,415.25</b>	<b>134,198.76</b>	<b>7.8%</b>
<b>Gross Profit</b>	<b>1,847,614.01</b>	<b>1,713,415.25</b>	<b>134,198.76</b>	<b>7.8%</b>
<b>Expense</b>				
<b>Personnel</b>				
<b>6010 · Salary/Wage</b>				
Other Staff Comp/holiday/bday	59.48	0.00	59.48	100.0%
Gross Wages	501,460.98	511,904.11	-10,443.13	-2.0%
6010 · Salary/Wage - Other	-505.38	-40.00	-465.38	-1,163.5%
<b>Total 6010 · Salary/Wage</b>	<b>501,015.08</b>	<b>511,864.11</b>	<b>-10,849.03</b>	<b>-2.1%</b>
<b>Continuing Educ</b>				
5130 · Staff Registrations	455.00	1,985.00	-1,530.00	-77.1%
<b>Total Continuing Educ</b>	<b>455.00</b>	<b>1,985.00</b>	<b>-1,530.00</b>	<b>-77.1%</b>
<b>Employee Benefits</b>				
<b>Insurance</b>				
6711 · Group Insurance Hlth	101,467.75	92,197.54	9,270.21	10.1%
6712 · Group Life,Disab,LTC,De...	25,266.14	21,676.02	3,590.12	16.6%
<b>Total Insurance</b>	<b>126,733.89</b>	<b>113,873.56</b>	<b>12,860.33</b>	<b>11.3%</b>
Meals/Entertain/Events (Staff)	1,106.39	204.21	902.18	441.8%
6730 · Retirement Contribution	30,179.14	30,137.97	41.17	0.1%
6731 · Retirement Fees	2,454.33	1,060.44	1,393.89	131.4%
<b>Total Employee Benefits</b>	<b>160,473.75</b>	<b>145,276.18</b>	<b>15,197.57</b>	<b>10.5%</b>
<b>Payroll Taxes</b>				
6040 · FICA Board (Soc Sec-Empl...	30,682.58	31,035.09	-352.51	-1.1%
6041 · Medicare Board (Employer)	7,260.70	7,351.50	-90.80	-1.2%
<b>Total Payroll Taxes</b>	<b>37,943.28</b>	<b>38,386.59</b>	<b>-443.31</b>	<b>-1.2%</b>
6560 · Payroll Fee Expense	2,245.71	2,234.19	11.52	0.5%
6610 · Contracted Services-Admin	26,087.50	0.00	26,087.50	100.0%
<b>Consulting-Contract Labor</b>				
IT Consultant-special projects	54,277.76	0.00	54,277.76	100.0%
Admin Rules Consultant	552.50	0.00	552.50	100.0%
6630 · Personnel Consultants	18,058.14	16,251.14	1,807.00	11.1%

## Profit &amp; Loss Prev Year Comparison

July 1, 2019 through May 22, 2020

	Jul 1, '19 - May 22, 20	Jul 1, '18 - May 22, 19	\$ Change	% Change
<b>Total Consulting-Contract Labor</b>	72,888.40	16,251.14	56,637.26	348.5%
5110 · Travel - Staff	2,246.56	5,571.79	-3,325.23	-59.7%
Workers Comp Ins	0.00	1,029.00	-1,029.00	-100.0%
<b>Total Personnel</b>	803,355.28	722,598.00	80,757.28	11.2%
<b>Board Members</b>				
Other Meeting Regs/FSBPT,edu	1,220.84	0.00	1,220.84	100.0%
Subsistance				
5021 · Other Meeting Subsistance	734.09	0.00	734.09	100.0%
5020 · Board Mtg Subsistance	4,478.77	767.15	3,711.62	483.8%
<b>Total Subsistance</b>	5,212.86	767.15	4,445.71	579.5%
<b>Travel</b>				
5011 · Other Mtgs Travel	3,050.38	0.00	3,050.38	100.0%
5010 · Board Mtg Travel	3,285.79	5,998.65	-2,712.86	-45.2%
<b>Total Travel</b>	6,336.17	5,998.65	337.52	5.6%
<b>Meetings</b>				
5030 · Board Meetings	4,469.96	11,998.01	-7,528.05	-62.7%
<b>Total Meetings</b>	4,469.96	11,998.01	-7,528.05	-62.7%
<b>5000 · BD Per Diem</b>				
Jamie Miner	275.00	0.00	275.00	100.0%
C. David Edwards	500.00	375.00	125.00	33.3%
Crystal Morris	800.00	1,125.00	-325.00	-28.9%
David C. Reed	800.00	1,325.00	-525.00	-39.6%
Leslie P. Kesler	350.00	200.00	150.00	75.0%
Paul Garcia	400.00	600.00	-200.00	-33.3%
Pearl L. Rhone	1,150.00	1,000.00	150.00	15.0%
Stacia H. Britton	0.00	650.00	-650.00	-100.0%
Stuart MacRoberts	650.00	950.00	-300.00	-31.6%
Teresa Hale	2,125.00	1,125.00	1,000.00	88.9%
5000 · BD Per Diem - Other	0.00	0.00	0.00	0.0%
<b>Total 5000 · BD Per Diem</b>	7,050.00	7,350.00	-300.00	-4.1%
<b>Total Board Members</b>	24,289.83	26,113.81	-1,823.98	-7.0%
<b>Disciplinary Expenses</b>				
6555 · Investigations Expense				
Mark Scott	21,456.74	16,534.40	4,922.34	29.8%
6555 · Investigations Expense - ...	0.00	88.50	-88.50	-100.0%
<b>Total 6555 · Investigations Expense</b>	21,456.74	16,622.90	4,833.84	29.1%
<b>Total Disciplinary Expenses</b>	21,456.74	16,622.90	4,833.84	29.1%
<b>Information Technology</b>				
6420 · Computer Support	2,403.30	3,686.84	-1,283.54	-34.8%
6325 · Computer Supplies & Equi...				
Computer Equipment Less 500	4,260.94	0.00	4,260.94	100.0%
6325 · Computer Supplies & Equi...	7,273.37	9,721.67	-2,448.30	-25.2%
<b>Total 6325 · Computer Supplies &amp; ...</b>	11,534.31	9,721.67	1,812.64	18.7%

## Profit &amp; Loss Prev Year Comparison

July 1, 2019 through May 22, 2020

	Jul 1, '19 - May 22, 20	Jul 1, '18 - May 22, 19	\$ Change	% Change
6310 · Telephone	7,581.20	6,991.17	590.03	8.4%
<b>Total Information Technology</b>	<b>21,518.81</b>	<b>20,399.68</b>	<b>1,119.13</b>	<b>5.5%</b>
<b>Licensing</b>				
6823 · NC SBI - Reimb	28,348.00	0.00	28,348.00	100.0%
6821 · Board Background Checks	54.00	313.00	-259.00	-82.8%
6822 · Exam/SA Expense	0.00	200.00	-200.00	-100.0%
<b>Total Licensing</b>	<b>28,402.00</b>	<b>513.00</b>	<b>27,889.00</b>	<b>5,436.5%</b>
<b>Office Related Expenses</b>				
7000 · Office Rent	59,283.66	55,716.30	3,567.36	6.4%
7020 · Office Cleaning Service	0.00	466.66	-466.66	-100.0%
7010 · Office Utilities	0.00	1,066.50	-1,066.50	-100.0%
<b>Total Office Related Expenses</b>	<b>59,283.66</b>	<b>57,249.46</b>	<b>2,034.20</b>	<b>3.6%</b>
<b>Operations</b>				
6620 · Accounting				
6622 · Year-End Audit	10,400.00	10,260.00	140.00	1.4%
<b>Total 6620 · Accounting</b>	<b>10,400.00</b>	<b>10,260.00</b>	<b>140.00</b>	<b>1.4%</b>
6851 · Association Expenses	4,415.00	5,510.00	-1,095.00	-19.9%
6810 · Bank Charges	-1,536.37	379.53	-1,915.90	-504.8%
6210 · Copying & Printing	3,295.52	8,057.45	-4,761.93	-59.1%
6811 · Credit Card Fees	65,942.89	60,336.88	5,606.01	9.3%
6450 · Equipment Lease & Maint	7,179.12	6,508.78	670.34	10.3%
6710 · Insurance/office/Prop/Honest	22,314.00	21,978.26	335.74	1.5%
6321 · Minor Equip Purchases	0.00	1,812.02	-1,812.02	-100.0%
6212 · Newsletter	557.70	375.38	182.32	48.6%
6320 · Office Supplies	8,312.68	10,037.20	-1,724.52	-17.2%
6340 · Postage				
FedX Postage NCSBI	97.50	0.00	97.50	100.0%
6340 · Postage - Other	11,436.08	12,027.81	-591.73	-4.9%
<b>Total 6340 · Postage</b>	<b>11,533.58</b>	<b>12,027.81</b>	<b>-494.23</b>	<b>-4.1%</b>
6214 · Voting	1,500.11	1,754.41	-254.30	-14.5%
<b>Total Operations</b>	<b>133,914.23</b>	<b>139,037.72</b>	<b>-5,123.49</b>	<b>-3.7%</b>
<b>6530 · Legal</b>				
6532 · Atty- Employment	3,895.00	0.00	3,895.00	100.0%
6530 · Legal - Other	67,687.50	62,016.35	5,671.15	9.1%
<b>Total 6530 · Legal</b>	<b>71,582.50</b>	<b>62,016.35</b>	<b>9,566.15</b>	<b>15.4%</b>
6531 · Litigation Expenses	0.00	2,334.95	-2,334.95	-100.0%
6900 · Miscellaneous Expense	158.05	0.00	158.05	100.0%
7005 · Office Relocation Expense	2,057.31	9,649.52	-7,592.21	-78.7%
5140 · Oth Expenses	0.00	108.41	-108.41	-100.0%
5120 · Oth Subsistence (Meals & E...	0.00	1,805.67	-1,805.67	-100.0%
6999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,166,018.41</b>	<b>1,058,449.47</b>	<b>107,568.94</b>	<b>10.2%</b>
<b>Net Ordinary Income</b>	<b>681,595.60</b>	<b>654,965.78</b>	<b>26,629.82</b>	<b>4.1%</b>
<b>Other Income/Expense</b>				

NCPT Board  
**Profit & Loss Prev Year Comparison**  
July 1, 2019 through May 22, 2020

	<u>Jul 1, '19 - May 22, 20</u>	<u>Jul 1, '18 - May 22, 19</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Other Expense</b>				
<b>Voids</b>	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<u>681,595.60</u>	<u>654,965.78</u>	<u>26,629.82</u>	<u>4.1%</u>

# Attachment 6

Board Meeting June 10, 2020

## Balance Sheet Prev Year Comparison

As of May 22, 2020

	May 22, 20	May 22, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1028 · Pinnacle	1,550,448.67	0.00	1,550,448.67	100.0%
1020 · BB&T	180,975.64	215,007.49	-34,031.85	-15.8%
1046 · First Citizen Bank - MM Account	51,217.71	51,184.38	33.33	0.1%
0001 · First National Bank (Yadkin B)	55,820.20	55,362.53	457.67	0.8%
1025 · Mechanics & Farmers Bank - 124	0.00	30,986.41	-30,986.41	-100.0%
1024 · Mechanics & Farmers Bank -011	64,602.92	64,088.67	514.25	0.8%
1021 · Mechanics and Farmer2006-456	0.00	57,036.66	-57,036.66	-100.0%
1023 · Mechanics and Farmers - 386	25,000.00	25,000.00	0.00	0.0%
0003 · North State Bank -#11656	106,762.86	106,762.86	0.00	0.0%
0004 · North State Bank #11720	106,500.41	106,500.41	0.00	0.0%
0002 · North State Bank #4167	55,650.24	55,650.24	0.00	0.0%
1026 · PNC - RBC-MM Acct	3,722.44	3,720.85	1.59	0.0%
1027 · PNC/RBC - Business 300 Checki...	481,107.82	905,457.80	-424,349.98	-46.9%
1040 · State Employees Credit Union	210,002.72	552,901.51	-342,898.79	-62.0%
1030 · State Employees Share Acct	85.69	85.15	0.54	0.6%
1011 · Wells Fargo / Int CK#3970	0.00	55,243.26	-55,243.26	-100.0%
1010 · Wells Fargo / Wachovia #324	0.00	23,229.95	-23,229.95	-100.0%
1012 · Wells Fargo / Wachovia MM#0052	0.00	83,102.35	-83,102.35	-100.0%
<b>Total Checking/Savings</b>	<b>2,891,897.32</b>	<b>2,391,320.52</b>	<b>500,576.80</b>	<b>20.9%</b>
<b>Other Current Assets</b>				
1902 · Accounts Receivable	0.00	500.00	-500.00	-100.0%
1900 · Prepaid Rent	5,810.70	3,420.00	2,390.70	69.9%
1901 · Prepaid Warranty	4,568.08	6,716.56	-2,148.48	-32.0%
<b>Total Other Current Assets</b>	<b>10,378.78</b>	<b>10,636.56</b>	<b>-257.78</b>	<b>-2.4%</b>
<b>Total Current Assets</b>	<b>2,902,276.10</b>	<b>2,401,957.08</b>	<b>500,319.02</b>	<b>20.8%</b>
<b>Fixed Assets</b>				
1510 · Furniture & Equipment	257,015.18	219,089.03	37,926.15	17.3%
1520 · Accumulated Depreciation	-135,835.23	-118,838.97	-16,996.26	-14.3%
<b>Total Fixed Assets</b>	<b>121,179.95</b>	<b>100,250.06</b>	<b>20,929.89</b>	<b>20.9%</b>
<b>TOTAL ASSETS</b>	<b>3,023,456.05</b>	<b>2,502,207.14</b>	<b>521,248.91</b>	<b>20.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2002 · Accounts Payable	2,338.00	0.00	2,338.00	100.0%
2600 · Accrued Vacation Pay	86,710.13	82,535.89	4,174.24	5.1%
2500 · Deferred Revenue	43,650.00	43,050.00	600.00	1.4%
<b>2100 · Payroll Liabilities</b>				
2100.60 · Life Insurance - Employee Pd	107.83	67.50	40.33	59.8%
2100.80 · Health Ins-Employee Cont	192.44	0.00	192.44	100.0%
2100.70 · Retirement - Employee Con...	-1,748.03	0.00	-1,748.03	-100.0%
2100.99 · Net Cks Holding-Payroll	-29,369.48	0.00	-29,369.48	-100.0%
<b>Total 2100 · Payroll Liabilities</b>	<b>-30,817.24</b>	<b>67.50</b>	<b>-30,884.74</b>	<b>-45,755.2%</b>

NCPT Board  
**Balance Sheet Prev Year Comparison**  
 As of May 22, 2020

	May 22, 20	May 22, 19	\$ Change	% Change
<b>Total Other Current Liabilities</b>	101,880.89	125,653.39	-23,772.50	-18.9%
<b>Total Current Liabilities</b>	101,880.89	125,653.39	-23,772.50	-18.9%
<b>Total Liabilities</b>	101,880.89	125,653.39	-23,772.50	-18.9%
<b>Equity</b>				
3505 · Continuing Education Reserve	50,000.00	50,000.00	0.00	0.0%
3504 · Information Technology Reserve	200,000.00	100,000.00	100,000.00	100.0%
3010 · Investment in Assets	68,418.72	51,868.56	16,550.16	31.9%
3503 · Unanticipated Litigation costs	800,000.00	300,000.00	500,000.00	166.7%
3901 · Net Assets	-33,094.33	-33,094.33	0.00	0.0%
3501 · Replacement of Property & Equip	100,000.00	100,000.00	0.00	0.0%
3502 · Reserve for Building Acquisitio	735,000.00	735,000.00	0.00	0.0%
3920 · Reserve for Prepaid Expenses	5,810.70	3,920.00	1,890.70	48.2%
3900 · Retained Earnings	313,844.47	413,893.74	-100,049.27	-24.2%
Net Income	681,595.60	654,965.78	26,629.82	4.1%
<b>Total Equity</b>	2,921,575.16	2,376,553.75	545,021.41	22.9%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,023,456.05</b>	<b>2,502,207.14</b>	<b>521,248.91</b>	<b>20.8%</b>



# Attachment 7

Board Meeting June 10, 2020

NCPT Board  
**Profit & Loss Budget vs. Actual**  
 July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4305 - Credit Card Cost - Military	0.00	70.30	0.00	70.30	100.0%
4304 - Credit Card Processing Cost	65,000.00	62,215.04	54,880.00	7,335.04	113.37%
4303 - FBI/CBC Background check fees	43,500.00	36,191.50	38,000.00	-1,808.50	95.24%
<b>Continuing Competence</b>					
4301 - CC Licensee	250.00	250.00	600.00	-350.00	41.67%
4300 - CC Business	450.00	450.00	350.00	100.00	128.57%
<b>Total Continuing Competence</b>	<b>700.00</b>	<b>700.00</b>	<b>950.00</b>	<b>-250.00</b>	<b>73.68%</b>
<b>License Verifications Income</b>					
4203 - NC License Verif (CCard)	24,000.00	20,821.09	0.00	20,821.09	100.0%
4204 - NC License Verif (by check)	1,000.00	780.00	0.00	780.00	100.0%
<b>Total License Verifications Income</b>	<b>25,000.00</b>	<b>21,601.09</b>	<b>30,000.00</b>	<b>-8,398.91</b>	<b>72.0%</b>
<b>PT Income</b>					
4092 - PT Compact privilege app cost	3,000.00	2,250.00	1,692.00	558.00	132.98%
4107 - PT Ex Out of St		450.00	2,500.00	-2,050.00	18.0%
4123 - PT Exam Fee		900.00	50,000.00	-49,100.00	1.8%
4091 - PT Endors Fee		1,950.00	51,000.00	-49,050.00	3.82%
4015 - PT-OnlineExamApp	52,000.00	47,850.00	0.00	47,850.00	100.0%
4090 - PT Online End	43,500.00	43,321.09	0.00	43,321.09	100.0%
4016 - PT Online-EXOST		2,700.00	0.00	2,700.00	100.0%
4162 - PT Retake Fee New	2,400.00	2,400.00	2,664.00	-264.00	90.09%
<b>PT Renewals</b>					
4007 - PT Renewal by Check	57,770.00	55,830.00	0.00	55,830.00	100.0%
4009 - PT Renewal Credit Cards	980,620.00	978,120.00	0.00	978,120.00	100.0%
<b>Total PT Renewals</b>	<b>1,038,390.00</b>	<b>1,033,950.00</b>	<b>971,603.00</b>	<b>62,347.00</b>	<b>106.42%</b>
<b>PT Revivals</b>					
4012 - PT Revive by payment	3,350.00	4,350.00	0.00	4,350.00	100.0%
4052 - PT Revival Fee Current	150.00	150.00	0.00	150.00	100.0%

NCPT Board  
**Profit & Loss Budget vs. Actual**  
 July 1, 2019 through April 28, 2020

	Jul 1, '20-Jun 30, '21	Jul 1, '19 - Apr 28, 20	Budget	\$ Over Budget	% of Budget
4064 · PT Rev by Exam	0.00	0.00	0.00	0.00	0.0%
4102 · PT Rev by End or Ed Hours	0.00	0.00	0.00	0.00	0.0%
4103 · PT Rev by End	4,200.00	5,250.00	0.00	5,250.00	100.0%
<b>Total PT Revivals</b>	<b>7,700.00</b>	<b>9,750.00</b>	<b>11,172.00</b>	<b>-1,422.00</b>	<b>87.27%</b>
PT Income - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total PT Income</b>	<b>1,146,990.00</b>	<b>1,145,521.09</b>	<b>1,090,631.00</b>	<b>54,890.09</b>	<b>105.03%</b>
<b>PTA Income</b>					
4054 · PTA Compact privilege appl cost	1,000.00	850.00	0.00	850.00	100.0%
4053 · PTA Endors Fee	0.00	300.00	16,500.00	-16,200.00	1.82%
4133 · PTA Exam Fee	0.00	150.00	27,500.00	-27,350.00	0.55%
4118 · PTA Ex Out of State	0.00	150.00	150.00	0.00	100.0%
4025 · PTA Online Exam App	19,000.00	17,700.00	0.00	17,700.00	100.0%
4055 · PTA Online End	14,040.00	14,550.00	0.00	14,550.00	100.0%
4026 · PTA Online-EXOST	0.00	0.00	0.00	0.00	0.0%
4172 · PTA Retake Fee new	1,860.00	1,860.00	2,280.00	-420.00	81.58%
<b>PTA Renewals</b>					
4017 · PTA Renewal by Check	31,780.00	29,280.00	0.00	29,280.00	100.0%
4019 · PTA Renewal Credit Card	470,500.00	468,000.00	0.00	468,000.00	100.0%
<b>Total PTA Renewals</b>	<b>502,280.00</b>	<b>499,140.00</b>	<b>434,280.00</b>	<b>64,860.00</b>	<b>114.94%</b>
<b>PTA Revivals</b>					
4112 · PTA Rev by End or Ed Hours	0.00	0.00	0.00	0.00	0.0%
4113 · PTA Rev by End	1,320.00	1,650.00	0.00	1,650.00	100.0%
4063 · PTA Rev by Exam	150.00	150.00	0.00	150.00	100.0%
4062 · PTA Revival Fee Current	150.00	150.00	0.00	150.00	100.0%
4024 · PTA Revive by payment	1,800.00	1,800.00	0.00	1,800.00	100.0%
<b>Total PTA Revivals</b>	<b>3,420.00</b>	<b>3,750.00</b>	<b>4,000.00</b>	<b>-250.00</b>	<b>93.75%</b>
<b>Total PTA Income</b>	<b>541,600.00</b>	<b>538,450.00</b>	<b>484,710.00</b>	<b>53,740.00</b>	<b>111.09%</b>

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4256 - Certificates (wall & Lic Card)	150.00	150.00	200.00	-50.00	75.0%
4281 - Discipline Reimbursement	3,000.00	4,888.20	1,000.00	3,888.20	488.82%
4280 - Interest Income	8,746.45	8,746.45	4,300.00	4,446.45	203.41%
4255 - License List	2,340.00	4,340.00	5,000.00	-660.00	86.8%
4299 - Other - CC Rewards Income	1,213.73	1,213.73	0.00	1,213.73	100.0%
4290 - Returned Check	60.00	60.00	25.00	35.00	240.0%
<b>Total Income</b>	<b>1,838,300.18</b>	<b>1,824,147.40</b>	<b>1,709,696.00</b>	<b>114,451.40</b>	<b>106.69%</b>
<b>Gross Profit</b>	<b>1,838,300.18</b>	<b>1,824,147.40</b>	<b>1,709,696.00</b>	<b>114,451.40</b>	<b>106.69%</b>
<b>Expense</b>					
<b>Personnel</b>					
<b>6010 - Salary/Wage</b>					
Other Staff Comp/holiday/bday	3,000.00	762.48	2,000.00	-1,237.52	38.12%
Licensing Assistant	0.00	0.00	38,480.00	-38,480.00	0.0%
Deputy Director	100,909.10	0.00	100,909.10	-100,909.10	0.0%
Director of Administration	81,388.56	0.00	81,388.56	-81,388.56	0.0%
Director of IT	106,063.30	0.00	106,063.30	-106,063.30	0.0%
Executive Director	145,000.00	0.00	135,000.00	-135,000.00	0.0%
<b>Licensing Specialists</b>					
Licensing Specialist - Senior	54,623.72	0.00	54,623.72	-54,623.72	0.0%
Licensing Specialist - Senior	47,840.00	0.00	47,840.00	-47,840.00	0.0%
Licensing Specialist	39,000.00	0.00	0.00	0.00	0.0%
IT Systems Administration	65,000.00	0.00			
Executive Assistant	39,000.00	0.00			
Deputy Director II	67,000.00	0.00	0.00	0.00	0.0%
<b>Total Licensing Specialists</b>	<b>748,824.68</b>	<b>0.00</b>	<b>566,304.68</b>	<b>-566,304.68</b>	<b>0.0%</b>
Longevity Pay	4,891.52	3,922.77	5,038.28	-1,115.51	77.86%
Salary Supplement	10,000.00	0.00	10,000.00	-10,000.00	0.0%
PTO Payout (Comp)	16,000.00	0.00	23,022.03	-23,022.03	0.0%
<b>Total Gross Wages</b>		<b>3,922.77</b>	<b>0.00</b>	<b>3,922.77</b>	<b>100.0%</b>

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6010 · Salary/Wage - Other	0.00	-498.03	0.00	-498.03	100.0%
<b>Total 6010 · Salary/Wage</b>	<b>779,716.20</b>	<b>8,109.99</b>	<b>1,068,205.95</b>	<b>-1,060,095.96</b>	<b>0.76%</b>
<b>Continuing Educ/Staff IT Expenses</b>					
Tuition Reimbursements	0.00	0.00	0.00	0.00	0.0%
5130 · Staff Registrations	0.00	455.00	0.00	455.00	100.0%
6050 · Employee Education Expenses	0.00	0.00	0.00	0.00	0.0%
Continuing Educ - Other/IT Expenses staff	4,000.00	0.00	4,000.00	-4,000.00	0.0%
<b>Total Continuing Educ</b>	<b>4,000.00</b>	<b>455.00</b>	<b>4,000.00</b>	<b>-3,545.00</b>	<b>11.38%</b>
<b>Employee Benefits</b>					
<b>Insurance</b>					
6711 · Group Insurance Hlth	114,883.25	83,255.61	108,776.22	-25,520.61	76.54%
6712 · Group Life,Disab,LTC,Dental	35,468.51	23,275.94	28,880.88	-5,604.94	80.59%
Insurance - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total Insurance</b>	<b>150,351.76</b>	<b>106,531.55</b>	<b>137,657.10</b>	<b>-31,125.55</b>	<b>77.39%</b>
Meals/Entertain/Events (Staff)	0.00	1,061.39	2,000.00	-938.61	53.07%
6730 · Retirement Contribution	47,000.00	25,965.41	37,851.81	-11,886.40	68.6%
6731 · Retirement Fees	2,500.00	2,265.06	2,500.00	-234.94	90.6%
Employee Benefits - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total Employee Benefits</b>	<b>199,851.76</b>	<b>135,823.41</b>	<b>192,703.57</b>	<b>-56,880.16</b>	<b>70.48%</b>
<b>Payroll Taxes</b>					
6040 · FICA Board (Soc Sec-Employer)	47,926.00	26,728.50	34,500.00	-7,771.50	77.47%
6041 · Medicare Board (Employer)	11,208.50	6,251.08	7,500.00	-1,248.92	83.35%
6042 · NC Unemploy (SUTA)	0.00	0.00	500.00	-500.00	0.0%
Payroll Taxes - Other - NC Tax	0.00	0.00	0.00	0.00	0.0%
<b>Total Payroll Taxes</b>	<b>59,134.50</b>	<b>32,979.58</b>	<b>42,500.00</b>	<b>32,979.58</b>	<b>100.0%</b>
6560 · Payroll Fee Expense	2,391.58	1,992.99	0.00	1,992.99	100.0%

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6610 - Contracted Services-Admin</b>					
Invtg Comm Consultant	2,000.00	0.00	5,000.00	-5,000.00	0.0%
<b>6610 - Contracted Services-Admin - Other</b>	0.00	24,237.50	31,200.00	-6,962.50	77.68%
<b>Total 6610 - Contracted Services-Admin</b>	2,000.00	24,237.50	36,200.00	-11,962.50	66.95%
<b>Consulting-Contract Labor</b>					
IT Consultants (2)-programming	200,000.00	54,277.76	120,900.00	-66,622.24	44.9%
Admin Rules Consultant	2,000.00	260.00	4,000.00	-3,740.00	6.5%
<b>6630 - HR (Personnel) Consultant</b>	12,000.00	16,808.14	12,000.00	4,808.14	140.07%
HR Auditor/bookkeeper consultant	5,000.00				
<b>Total Consulting-Contract Labor</b>	219,000.00	71,345.90	136,900.00	-65,554.10	52.12%
<b>5110 - Travel - Staff</b>	2,500.00	2,246.56	6,000.00	-3,753.44	37.44%
<b>Total Personnel</b>	1,268,594.04	277,190.93	1,444,009.52	-1,166,818.59	19.2%
<b>Board Members</b>					
Other Meeting Regs/FSBPT,edu	2,500.00	1,220.84	6,000.00	-4,779.16	20.35%
Board Disciplinary Hearings	10,000.00	0.00	10,000.00	-10,000.00	0.0%
<b>5021 - Other Mtg Subsistance-IC,Rules, TFs.etc</b>	2,500.00	734.09	4,000.00	-3,265.91	18.35%
<b>5020 - Board Mtg Subsistance - Board mtgs</b>	6,000.00	4,478.77	6,000.00	-1,521.23	74.65%
<b>Total Subsistance</b>	18,500.00	5,212.86	10,000.00	-4,787.14	52.13%
<b>Travel</b>					
<b>5011 - Other Mtgs Travel - APTA,FSBPT,etc</b>	4,500.00	3,050.38	6,000.00	-2,949.62	50.84%
<b>5010 - Board Mtg Travel</b>	5,000.00	3,285.79	8,000.00	-4,714.21	41.07%
Travel - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total Travel</b>	9,500.00	6,336.17	14,000.00	-7,663.83	45.26%
<b>Meetings</b>					
<b>5031 - Other Mtgs - APTA, FSBPT, etc.</b>	6,000.00	0.00	10,000.00	-10,000.00	0.0%
<b>5030 - Board Meetings</b>	6,000.00	4,469.96	6,000.00	-1,530.04	74.5%
<b>Total Meetings</b>	12,000.00	4,469.96	16,000.00	-11,530.04	27.94%

NCPT Board  
**Profit & Loss Budget vs. Actual**  
 July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5000 - BD Per Diem</b>					
Jamie Miner		275.00	0.00	275.00	100.0%
C. David Edwards		500.00	0.00	500.00	100.0%
Crystal Morris		800.00	0.00	800.00	100.0%
David C. Reed		800.00	0.00	800.00	100.0%
Leslie P. Kesler		350.00	0.00	350.00	100.0%
Paul Garcia		400.00	0.00	400.00	100.0%
Pearl L. Rhone		1,150.00	0.00	1,150.00	100.0%
Stuart MacRoberts		650.00	0.00	650.00	100.0%
Teresa Hale		2,125.00	0.00	2,125.00	100.0%
<b>Total 5000 - BD Per Diem</b>		<b>7,050.00</b>	<b>12,000.00</b>	<b>-4,950.00</b>	<b>58.75%</b>
<b>Board Members - Other</b>	17,000.00	0.00	0.00	0.00	0.0%
<b>Total Board Members</b>	<b>57,211.00</b>	<b>24,289.83</b>	<b>68,000.00</b>	<b>-43,710.17</b>	<b>35.72%</b>
<b>Compact</b>					
Compact Delegates	2,000.00	0.00	2,000.00	-2,000.00	0.0%
6857 - Compact Dues	0.00	0.00	2,000.00	-2,000.00	0.0%
Compact - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total Compact</b>	<b>2,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.0%</b>
<b>Disciplinary Expenses</b>					
6856 - Chemical Impair Program-Fees	1,000.00	0.00	0.00	0.00	0.0%
6555 - Investigations Expense					
Mark Scott	30,000.00	21,456.74	30,000.00	-8,543.26	71.52%
6555 - Investigations Expense - Other	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>Total 6555 - Investigations Expense</b>	<b>30,000.00</b>	<b>21,456.74</b>	<b>34,000.00</b>	<b>-12,543.26</b>	<b>63.11%</b>
Disciplinary Expenses - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total Disciplinary Expenses</b>	<b>31,000.00</b>	<b>21,456.74</b>	<b>34,000.00</b>	<b>-12,543.26</b>	<b>63.11%</b>
<b>Information Technology</b>					
6420 - Computer Support - Other	10,000.00	2,394.30	0.00	2,394.30	100.0%

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 6420 - Computer Support</b>	10,000.00	2,394.30	10,000.00	-7,605.70	23.94%
<b>6325 - Computer Supplies &amp; Equipment</b>					
<b>Computer Equipment Less 500</b>	14,000.00	4,260.94	5,000.00	-739.06	85.22%
<b>Computer Equipment over 500</b>	52,761.23	52,761.23	25,000.00	27,761.23	211.05%
<b>Total 6325 - Computer Supplies &amp; Equipment</b>	66,761.23	64,295.54	30,000.00	34,295.54	214.32%
<b>6211 - Digital Document Imaging</b>	1,000.00	0.00	0.00	0.00	0.0%
<b>6310 - Telephone</b>	10,000.00	7,441.30	0.00	7,441.30	100.0%
<b>Computer-Warranty for Hardware</b>	5,000.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 6701 - Warranty Expense</b>	5,000.00	0.00	10,000.00	-10,000.00	0.0%
<b>Information Technology - Other</b>	0.00	0.00	50,000.00	-50,000.00	0.0%
<b>Total Information Technology</b>	92,761.23	74,131.14	100,000.00	-25,868.86	74.13%
<b>Licensing</b>					
<b>6823 - NC SBI - Reimb</b>	38,000.00	28,348.00	38,000.00	-9,652.00	74.6%
<b>6824 - FBI CBC Expense</b>	0.00	0.00	0.00	0.00	0.0%
<b>6821 - Board Background Checks</b>	100.00	54.00	0.00	54.00	100.0%
<b>6822 - Exam/SA Expense</b>	0.00	0.00	500.00	-500.00	0.0%
<b>Total Licensing</b>	38,100.00	28,402.00	38,500.00	-10,098.00	73.77%
<b>Office Related Expenses</b>					
<b>Other AIHF cost(handyman/code)</b>	1,000.00	0.00	700.00	-700.00	0.0%
<b>7000 - Office Rent</b>	77,486.28	65,225.10	71,035.80	-5,810.70	91.82%
<b>7020 - Office Cleaning Service</b>	1,000.00	0.00	3,000.00	-3,000.00	0.0%
<b>7010 - Office Utilities</b>	0.00	0.00	0.00	0.00	0.0%
<b>Office Related Expenses - Other</b>	0.00	0.00	0.00	0.00	0.0%
<b>Total Office Related Expenses</b>	79,486.28	65,225.10	74,735.80	-9,510.70	87.27%
<b>Operations</b>					
<b>6620 - Accounting</b>					
<b>6622 - Year-End Audit</b>	12,000.00	10,400.00	11,000.00	-600.00	94.55%



NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 6620 - Accounting</b>	12,000.00	10,400.00	11,000.00	-600.00	94.55%
6851 - Association Expenses	4,415.00	4,415.00	0.00	4,415.00	100.0%
6810 - Bank Charges	162.00	-1,536.37	600.00	-2,136.37	-256.06%
6210 - Copying & Printing	5,000.00	3,295.52	14,000.00	-10,704.48	23.54%
6811 - Credit Card Fees	79,100.00	65,942.89	60,089.70	5,853.19	109.74%
6450 - Equipment Lease & Maint	8,202.26	6,835.22	10,000.00	-3,164.78	68.35%
6710 - Insurance/office/Prop/Honest	23,073.00	22,073.00	0.00	22,073.00	100.0%
6321 - Minor Equipment Purchases Under 500	3,000.00				
<b>Total 6321 - Minor Equip Purchases</b>	3,000.00	0.00	14,000.00	-14,000.00	0.0%
6212 - Newsletter	600.00	557.70	1,000.00	-442.30	55.77%
6320 - Office Supplies	10,000.00	8,326.71	12,500.00	-4,173.29	66.61%
6340 - Postage	12,000.00	10,323.41			
FedX Postage NCSBI	700.00	55.00	0.00	55.00	100.0%
<b>Total 6340 - Postage</b>	12,700.00	20,701.82	0.00	20,701.82	100.0%
6214 - Voting	0.00	1,500.11	5,750.00	-4,249.89	26.09%
<b>Total Operations</b>	158,252.26	142,511.60	128,939.70	13,571.90	110.53%
<b>6530 - Legal</b>					
6532 - Atty- Employment	2,500.00	2,978.50	0.00	2,978.50	100.0%
6530 - Legal - Board	110,000.00	61,437.50	115,000.00	-53,562.50	53.42%
6351 - Litigation Expenses	0.00	0.00	0.00	0.00	0.0%
<b>Total 6530 - Legal</b>	112,500.00	64,416.00	116,500.00	-52,084.00	55.29%
6900 - Miscellaneous Expense	0.00	158.05	0.00	158.05	100.0%
7005 - Office Relocation Expense	0.00	2,038.06	0.00	2,038.06	100.0%
<b>Total Expense</b>	<u>1,839,904.81</u>	<u>699,819.45</u>	<u>2,008,685.02</u>	<u>-1,308,865.57</u>	<u>34.84%</u>
<b>Net Ordinary Income</b>	-1,604.63	1,124,327.95	-298,989.02	1,423,316.97	-376.04%

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

	<u>Jul 1, '20-Jun 30, '21</u>	<u>Jul 1, '19 - Apr 28, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Net Income</b>	<u>-1,604.63</u>	<u>1,124,327.95</u>	<u>-298,989.02</u>	<u>1,423,316.97</u>	<u>-376.04%</u>

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

**Ordinary Income/Expense**

**Income**

4305 · Credit Card Cost - Military

4304 · Credit Card Processing Cost

4303 · FBI/CBC Background check fees

**Continuing Competence**

4301 · CC Licensee

4300 · CC Business

**Total Continuing Competence**

**License Verifications Income**

4203 · NC License Verif (CCard)

4204 · NC License Verif (by check)

**Total License Verifications Income**

**PT Income**

4092 · PT Compact privilege app cost

4107 · PT Ex Out of St

4123 · PT Exam Fee

4091 · PT Endors Fee

4015 · PT-OnlineExamApp

4090 · PT Online End

4016 · PT Online-EXOST

4162 · PT Retake Fee New

**PT Renewals**

4007 · PT Renewal by Check

4009 · PT Renewal Credit Cards

**Total PT Renewals**

**PT Revivals**

4012 · PT Revive by payment

4052 · PT Revival Fee Current

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

4064 · PT Rev by Exam	
4102 · PT Rev by End or Ed Hours	
4103 · PT Rev by End	
Total PT Revivals	
PT Income - Other	
Total PT Income	
PTA Income	
4054 · PTA Compact privilege appl cost	
4053 · PTA Endors Fee	
4133 · PTA Exam Fee	
4118 · PTA Ex Out of State	
4025 · PTA Online Exam App	
4055 · PTA Online End	
4026 · PTA Online-EXOST	
4172 · PTA Retake Fee new	150.00
PTA Renewals	150.00
4017 · PTA Renewal by Check	17,700.00
4019 · PTA Renewal Credit Card	18,000.00
Total PTA Renewals	
PTA Revivals	
4112 · PTA Rev by End or Ed Hours	
4113 · PTA Rev by End	
4063 · PTA Rev by Exam	
4062 · PTA Revival Fee Current	
4024 · PTA Revive by payment	
Total PTA Revivals	
Total PTA Income	

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

- 4256 - Certificates (wall & Lic Card)
- 4281 - Discipline Reimbursement
- 4280 - Interest Income
- 4255 - License List
- 4299 - Other - CC Rewards Income
- 4290 - Returned Check

**Total Income**

**Gross Profit**

**Expense**

**Personnel**

**6010 - Salary/Wage**

Other Staff Comp/holiday/bday

Licensing Assistant

Deputy Director

Director of Administration

Director of IT

Executive Director

Licensing Specialists

Licensing Specialist - Senior

Licensing Specialist - Senior

Licensing Specialist

IT Systems Administration

Executive Assistant

Deputy Director II

**Total Licensing Specialists**

Longevity Pay

Salary Supplement

PTO Payout (Comp)

**Total Gross Wages**

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

6010 · Salary/Wage - Other  
Total 6010 · Salary/Wage

**Continuing Educ/Staff IT Expenses**

Tuition Reimbursements  
5130 · Staff Registrations  
6050 · Employee Education Expenses  
Continuing Educ - Other/IT Expenses staff  
Total Continuing Educ

**Employee Benefits**

Insurance  
6711 · Group Insurance Hlth  
6712 · Group Life,Disab,LTC,Dental  
Insurance - Other  
Total Insurance

Meals/Entertain/Events (Staff)  
6730 · Retirement Contribution  
6731 · Retirement Fees  
Employee Benefits - Other

Total Employee Benefits

**Payroll Taxes**

6040 · FICA Board (Soc Sec-Employer)  
6041 · Medicare Board (Employer)  
6042 · NC Unemploy (SUTA)  
Payroll Taxes - Other - NC Tax  
Total Payroll Taxes

6560 · Payroll Fee Expense

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

6610 - Contracted Services-Admin  
    Invtg Comm Consultant  
    6610 - Contracted Services-Admin - Other  
Total 6610 - Contracted Services-Admin

Consulting-Contract Labor  
    IT Consultants (2)-programming  
    Admin Rules Consultant  
    6630 - HR (Personnel) Consultant  
    HR Auditor/bookkeeper consultant  
Total Consulting-Contract Labor

5110 - Travel - Staff  
Total Personnel

Board Members  
    Other Meeting Regs/FSBPT,edu  
    Board Disciplinary Hearings  
        5021 - Other Mtg Subsistance-IC,Rules, TFs.etc  
        5020 - Board Mtg Subsistance - Board mtgs  
Total Subsistance

Travel  
    5011 - Other Mtgs Travel - APTA,FSBPT,etc  
    5010 - Board Mtg Travel  
    Travel - Other  
Total Travel

Meetings  
    5031 - Other Mtgs - APTA, FSBPT, etc.  
    5030 - Board Meetings  
Total Meetings

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

**5000 - BD Per Diem**

Jamie Miner  
C. David Edwards  
Crystal Morris  
David C. Reed  
Leslie P. Kesler  
Paul Garcia  
Pearl L. Rhone  
Stuart MacRoberts  
Teresa Hale

**Total 5000 - BD Per Diem**  
**Board Members - Other**

**Total Board Members**

**Compact**

Compact Delegates  
6857 - Compact Dues  
Compact - Other

**Total Compact**

**Disciplinary Expenses**

6856 - Chemical Impair Program-Fees  
6555 - Investigations Expense  
Mark Scott  
6555 - Investigations Expense - Other

**Total 6555 - Investigations Expense**  
**Disciplinary Expenses - Other**

**Total Disciplinary Expenses**

**Information Technology**

6420 - Computer Support - Other



NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

**Total 6420 - Computer Support**

**6325 - Computer Supplies & Equipment**

Computer Equipment Less 500

Computer Equipment over 500

**Total 6325 - Computer Supplies & Equipment**

**6211 - Digital Document Imaging**

**6310 - Telephone**

Computer-Warranty for Hardware

**Total 6701 - Warranty Expense**

**Information Technology - Other**

**Total Information Technology**

**Licensing**

6823 - NC SBI - Reimb

6824 - FBI CBC Expense

6821 - Board Background Checks

6822 - Exam/SA Expense

**Total Licensing**

**Office Related Expenses**

Other AIHF cost(handyman/code)

7000 - Office Rent

7020 - Office Cleaning Service

7010 - Office Utilities

Office Related Expenses - Other

**Total Office Related Expenses**

**Operations**

6620 - Accounting

6622 - Year-End Audit

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

**Total 6620 · Accounting**

**6851 · Association Expenses**

**6810 · Bank Charges**

**6210 · Copying & Printing**

**6811 · Credit Card Fees**

**6450 · Equipment Lease & Maint**

**6710 · Insurance/office/Prop/Honest**

**6321 · Minor Equipment Purchases Under 500**

**Total 6321 · Minor Equip Purchases**

**6212 · Newsletter**

**6320 · Office Supplies**

**6340 · Postage**

**FedX Postage NCSBI**

**Total 6340 · Postage**

**6214 · Voting**

**Total Operations**

**6530 · Legal**

**6532 · Atty- Employment**

**6530 · Legal - Board**

**6351 · Litigation Expenses**

**Total 6530 · Legal**

**6900 · Miscellaneous Expense**

**7005 · Office Relocation Expense**

**Total Expense**

**Net Ordinary Income**

NCPT Board  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through April 28, 2020

**Net Income**

# Attachment 8

Board Meeting June 10, 2020

## Proposed - Wage and Salary Scale Adjustment Methodology – FY2021

At its June Board meeting 2018, the Board approved a Wage and Salary Scale for FY2019 and adjustment methodology for FY2019. In FY2020, the Board approved HR Consultants to provide updated Market Analysis on wage and salary scales and methodologies. The results from the FY2020 Market Analysis are attached. There was no rationale provided by the HR Consultants to alter NCBPTE's Wage and Salary Adjustment Methodology, thus the existing structure will be used in FY2021.

### **Background:**

From the NCBPTE Employee Personnel and Policy Manual: (03-08-12 updated as of 10-23-18)

<p>¶  <b>05.02 - Compensation Philosophy</b>          The "Pay Philosophy" of the Board is that employee salaries should be competitive with the market and based on a comparison of classification factors such as complexity, nature of the public contact, decision-making, size and scope of programs and services. The Board believes that an employee's hiring rate takes into account credentials, qualifications, education, and experience. The Board has adopted a Salary Schedule and assigned pay grades according to requirements of position. This Salary Schedule will be reviewed and updated on an annual basis. An employee's movement through the range of the Salary Schedule is based performance and longevity. The Board believes that salary increases should be based on performance with clearly defined criteria. Salary increases will be effective on the employee's anniversary date after the completion a performance evaluation by the supervisor. In addition to an annual Cost-of-Living-Increase (COLA), the employee is eligible for a Performance Increase for work that is judged to be good to outstanding. All COLA increases and performance increases are based on meeting expectations levels and will not "automatic". In addition, to reward performance, the Executive Director may award nominal bonuses to staff in December and on his/her birthday.¶</p>
---

The compensation philosophy statement in the Employee Personnel and Policy Manual has not been updated as of May, 2020; however, employees are informed of Board votes regarding wage and salary adjustment methodology during the annual performance and wage and salary review.

### **Recommendation for FY 2021:**

No changes to the Board approved recommendations in FY19 and 20

### **Background:**

#### **Approved by the Board for FY 2019**

Wage and Salary adjustments will be awarded considering the following criteria:

- Job performance in the current job description; if a promotion in responsibility is being recommended, the wage and salary adjustment will consider the new job responsibilities. (Merit increases being anticipated for 2018 are .5%, 1% and 1.5%)
- Where the employee's current salary fall in the wage and salary scale below median, median or above median
- COLA – (2018 – 2%)

#### **Updates and additional recommendations for FY 2020**

- Job performance adjustments are made for the wage and salary range for the current job description; if a promotion in responsibility is being recommended, the wage and salary adjustment will consider the new job responsibilities. (Merit increases being considered or FY

2020 are .5%, 1% and 1.5% for individual merit performance rankings beyond “meets expectations”)

- Where the current salary falls in the wage and salary scale; when an employee’s current annual wage/salary exceeds the upper range of the salary scale, no further increase is given, but a bonus may be considered. (Those employees with NCBPTE for over 10 years may be eligible for longevity pay.)
- COLA – (2019 – 2.8%) (COLA for FY2020 – 1.6%)
- Bonus compensation – in lieu of a base wage and salary increase, a bonus may be considered. CAI Annual Wage and Salary data regarding bonus compensation for specific job descriptions will be considered.
- If wage and salary studies undertaken reveal further adjustments be made, the ED will bring recommendations to a Board meeting in mid-FY2020.

**Executive Director Compensation:**

The Executive Director job description is considered an Executive; thus, salary and compensation have considerations that are distinct from other exempt and non-exempt staff. The recommendation for Executive Director's job description, annual performance review and compensation were completed by the HR Consultant and provided to the ED Review Task Force for consideration. They will report to the Board at its June, 2020 meeting with recommendations for adjustments to review, job description and compensation. Information is available upon request to the Finance and Audit Committee for their review and consideration.

\*\*\*\*\*

For Discussion and Recommendation by Finance and Audit Committee – 06-10-20

Expense - Personnel

6010 Wage and Salary – proposed by Finance and Audit Committee

<b>Job title</b>	<b>Noted in Budget document</b>	<b>Proposed by F&amp;A Committee after discussion - +</b>
		<b>*Board decision – Bonus \$500-1000.00 – currently at or above market</b>
Deputy Director	100,909.10	*
Director of Administration	81,388.56	*
Director of Information Technology	106,063.30	*
Executive Director	135000.00	Closed Session – Board decision
Senior Licensing Specialist – 16 years	54623.72	*
Senior Licensing Specialist – 5 years	47840.00	*
Licensing Specialist - <1 year	39000.00	*
Systems Administrator	67000.00	Market adjustment; no further increase
Executive Assistant	39,000.00	No change – new hire 25-30 hours per week

+ (Bonuses are from “Salary Supplement” budget category)



	Aged Market 25th	Aged Market 50th	Aged Market 75th	Range Spread	Salary Compared to 25th	Market Compa-Ratio-Salary compared to 50th	Salary Compared to 75th	Observations
ED	\$122,029	\$155,364	\$198,550	63%	\$12,971	87%	-\$63,550	Pay is below market median. Also, incur significant years of experience warrants higher in the range. Consider pay increase.
DD	\$85,614	\$98,936	\$118,287	38%	\$15,296	102%	-\$17,378	Pay is close to the market median. Incur significant years of experience and scope responsibility supports paying in the upper of the range.
Dir Adm	\$67,175	\$75,655	\$86,374	29%	\$14,213	108%	-\$4,985	Pay is above median and in line with market.
Dir IT	\$88,505	\$105,656	\$120,895	37%	\$17,558	100%	-\$14,832	Pay is near median and in line with market.
SR LS - 5	\$40,173	\$45,214	\$49,895	24%	\$7,667	106%	-\$2,055	Pay is close to median but not far from 75th. Evaluate survey benchmark comparisons also review reference points.
SR - 16	\$40,173	\$45,214	\$49,895	24%	\$14,451	121%	\$4,729	Pay is significantly above 75th.
LS	\$34,270	\$38,790	\$44,486	30%	\$4,730	101%	-\$5,486	Pay is near median and in line.
Sys Adm	\$65,808	\$77,692	\$85,296	30%	-\$5,808	77%	-\$25,296	Pay is significantly below 25th percentile. Consider higher pay when offer this contract for regular position.
EA	\$45,612	\$52,132	\$58,291	28%				Hire around \$50,000 depending on experience and related skills.
					Green=below 25th		Red=above 75th	
						Green=below 90%		
						Pink=above 110%		

# Attachment 9

Board Meeting June 10, 2020

**From:** [Kathy Arney](#)  
**To:** ["Adam Potts"](#)  
**Cc:** [Kathy Arney](#)  
**Subject:** re: Response to your questions from NCBPTE - Labs  
**Date:** Tuesday, March 17, 2020 3:57:29 PM

---

Mr. Potts,

You posed the following questions to the NC Board of PT Examiners:

Hi Kathy,

I was hoping you could answer 3 questions for me:

- 1) *Is it against our state practice act/PT scope to suggest to a patient that they get certain lab testing (not blood panel - only blood spot, stool sample, saliva for example).*
- 2) *Is it ok to review, explain, and educate the patient about their labs without giving them a diagnosis?*
- 3) *Is it ok to give recommendations about diet based on lab results for educational and general purposes with "prescribing" anything?*

Thanks,

Adam Potts, PT, DPT, OCS, CSCS

In response, your questions were brought before the Board on March 11, 2020 for discussion and consideration. After the Board discussion, and review of information available, the Board provided this response: "...The standard for making this determination is contained in Board Rule 21 NCAC 48C .0101 (a) Permitted Practice, which states, "Physical therapy is presumed to include any acts, test, procedures, modalities, treatments, or interventions that are **routinely** taught in educational programs, or in continuing education programs for physical therapists and are **routinely** performed in practice settings."

The Board considered to what extent a physical therapist can gather information from patient lab testing. The Board determined it would be within the scope of practice and appropriate for a physical therapist to gather basic information on lab values which may have an impact on the PT plan of care. However, to provide an educational intervention, especially on lab results unrelated to the PT plan of care, would not be considered within the scope of practice for a physical therapist. If a PT identifies an abnormal lab value, it is the physical therapist's responsibility to contact the appropriate health care practitioner to let him / her know of the discrepancy.

Therefore, advising patients that they need to get certain labs, and educating patients about their labs would not fall within the scope of physical therapy practice in North Carolina. Further, clients receiving this education should not be advised or led to believe they are receiving physical therapy.

The Board determined that the standards of Board Rule 48C .0101 (a) are not met at this time for a PT licensee to order or recommend lab tests for patients and provide other than general, publicly available information about patient lab test results, as physical therapists do not make medical diagnoses.

Question three (3) is answered by Position Statement: "Vitamins, Nutritional Supplements, Over-the-

Counter Medications”, which can be viewed in its entirety on the Board’s website at [www.ncptboard.org/PositionStatements](http://www.ncptboard.org/PositionStatements).

If new or additional information is provided to the Board regarding where this is taught in entry-level or continuing education and is routinely practiced by physical therapists, it will review the new information and make a determination. I hope this information is helpful to you. Kathy

Kathy O'Dwyer Arney, PT, MA  
Executive Director  
North Carolina Board of Physical Therapy Examiners  
8300 Health Park, Suite 233  
Raleigh, North Carolina 27615  
Phone: (919)490-6393;(800)800-8982  
Fax: (919)490-5106  
email: [karney@ncptboard.org](mailto:karney@ncptboard.org)  
Web address: [www.ncptboard.org](http://www.ncptboard.org)

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# Attachment 10

Board Meeting June 10, 2020

NC Board of PT Examiners

Compact Privileges received as of 05/21/2020

**PT Compact Privileges**                      Amount Received

**52** Privileges were issued                      2,600.00

**PTA Compact Privileges**                      Amount Received

**18** Privileges were issued                      900.00

Total Compact Privilege Issued **70**      **\$3,500.00**

# Attachment 11

Board Meeting June 10, 2020

**From:** [April Ramirez](#)  
**To:** [Kathy Arney](#)  
**Subject:** Re: Compact Reserach/Questions  
**Date:** Wednesday, April 8, 2020 1:45:32 PM

---

Kathy,

I wanted to thank you for getting back to us, We greatly appreciate your feedback and assisting our board. If we have any further questions I will reach out to you. again thank your for your time.

Please stay safe and stay healthy.

Warm Regards,

**April Ramirez**  
Board Operations Support Specialist  
Nevada Physical Therapy Board  
Telephone: (702) 876-5535  
Fax: (702) 876-2097

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**From:** Kathy Arney <karney@ncptboard.org>  
**Sent:** Wednesday, April 8, 2020 10:36 AM  
**To:** April Ramirez  
**Cc:** Kathy Arney; Angela Licensing; T.J Cantwell; David Gadd  
**Subject:** FW: Compact Reserach/Questions

Ms. Ramirez,

In response to your emailed questions to the NC Board of PT Examiners, first, I am glad that Nevada is considering joining the PT Licensure Compact. In NC this method of licensure portability has created additional avenues for patients to have additional, timely access to PT licensees. I hope the information below is helpful to you:

**1. How did you determine your State Compact Fee?**

As you may know, when the PT Compact Commission was enabled June 14, 2017, the operating budget consisted of a line of credit. In order for the Commission to operate and eventually become financially independent, the Commission takes a fee of \$45.00 for each privilege issued and the state to which a privilege holder goes has a fee. The fee was determined in part by a Commission philosophy and in part by a determination of anticipated state expenses. The Commission's opinion was that the state compact privilege fee should be lower than a license fee due to the belief that a privilege is renewed periodically and it is easier and more efficient to obtain. In addition, North Carolina considered the expenses related to staff time, supplies needed, and other costs incurred by the Board as well as income (State Fee) paid to the Board by the Compact Commission minus processing fees. As a result, our Board set the application fee at



\$52.00. The PT Compact Statute and rules allow Boards to adjust the standard application fees, with notice.

When our Board considered expenses, prior to the PT Compact legislation being enacted, we were not aware of some of the expenses we might incur that have since become clearer. While these were not anticipated, there has not been a need to alter the State Compact fee from the Board's initial decision. Expenses incurred (this list represents current identified costs) and items with no additional cost (in NC's case), to consider are the following:

- FBI CBC fingerprinting and results – supplies for cards, Department of Public Safety fees to process the results, staff handling and processing of results, auditing of DPS billing and staff time to answer questions and resolve issues. (NC had not previously required FBI CBCs as part of the application process). FedEx costs to mail out of state groups of fingerprint cards to DPS and packets of fingerprint cards and instructions for out of state applicants. Applicants for initial licensure (those who need the FBI CBC) are charged the cost of the FBI CBCs to recoup DPS fees.
- Staff time to send data uploads to the Compact Commission, track and monitor privileges issued and expiration dates, communications with DPS. To date we have not had expenses incurred as there have been no complaints or investigations for any compact privilege holder.
- Recoupment of costs of the Compact Commission processing fees for payments to NC
- Delegate expenses to attend meetings (1 annual meeting per year thus far)
- Annual review of rules and bylaws and any attorney expenses
- Board Administrator and staff attending training and creating internal processes to comply with Commission requirements.

Income from Compact participation includes payments of \$50.00 per privilege holder (Our state fee is \$52.00 with \$2.00 being the processing fee charged by the Compact Commission). To date we have had 74 privilege holders in NC over 9.5 months.

**2. How has this impacted your agency (financially)?**

The NCBPTE has been issuing Compact Privileges since July 1, 2019 (approximately 9.5 months). During that period of time we have monitored numbers of privileges issued, licenses issued by endorsement, total licenses issued and overall revenues and expenses. To date, we have not seen a significant change in revenues despite a decrease in overall number of licenses issued. We plan to continue to monitor these and other metrics to determine future financial impact of being a member state and if there should be a change in the NC State Compact fee.

**3. Have you seen an increase or decrease in licensing as a result of the PT Compact?**

I really cannot provide useful information on these last two questions because we have less than a year of data. However, when you look at the data alone, there has been an approximate 10% decrease in total licensing to date. When the number of privilege holders is added the numbers are almost identical. There is a decrease in revenue as a result of the overall decrease in licensees vs. privilege holders. Initial license application fees are \$150.00 vs. Compact Privilege application costs returned to the Board of \$50.00.

4. **Have you seen a decrease in endorsement applicants as a result of the PT Compact?**

Similarly, with less than a year of data, information related to licensure may be a result of the Compact or other factors. Additional time in issuing privileges may alter the data. There has been an approximate 20% decrease in number of licenses granted by endorsement, thus it is hard to make definitive long-term statements regarding whether this is solely due to the PT Compact. We are continuing to monitor this.

I hope this information is helpful to you. Please do not hesitate to contact me with any questions or concerns. As it happens, I am also the current PT Compact Commission Chair. Both myself and Mr. Cantwell are ready to assist. Kathy

Kathy O'Dwyer Arney, PT, MA  
Executive Director  
North Carolina Board of Physical Therapy Examiners  
8300 Health Park, Suite 233  
Raleigh, North Carolina 27615  
Phone: (919)490-6393;(800)800-8982  
Fax: (919)490-5106  
email: [karney@ncptboard.org](mailto:karney@ncptboard.org)  
Web address: [www.ncptboard.org](http://www.ncptboard.org)

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**From:** April Ramirez <[aramirez@govmail.state.nv.us](mailto:aramirez@govmail.state.nv.us)>

**Sent:** Thursday, April 2, 2020 3:33 PM

**To:** Angela Licensing <[angela.licensing@ncptboard.org](mailto:angela.licensing@ncptboard.org)>; [info@ndbpt.org](mailto:info@ndbpt.org); [ptboard@dhp.virginia.gov](mailto:ptboard@dhp.virginia.gov)

**Subject:** Compact Reserach/Questions

Good Afternoon,

My name is April and I am the Board of operations support specialist with the Nevada Physical Therapy Board, We are reaching out to other Physical Therapy Boards in hopes that we can get a better understanding on the Fiscal Impact of the PT Compact on your State. Below I have a few questions if you do not mind taking the time to assist me in this research.

1. How did you determine your State Compact Fee?
2. How has this impacted your agency (financially)?
3. Have you seen an increase or decrease in licensing as a result of the PT Compact?
4. Have you seen a decrease in endorsement applicants as a result of the PT Compact?

Stay safe, Stay healthy and thank you for your assistance.

Warm Regards,

**April Ramirez**  
Board Operations Support Specialist  
Nevada Physical Therapy Board  
Telephone: (702) 876-5535  
Fax: (702) 876-2097

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# Attachment 12

Board Meeting June 10, 2020

**From:** [Kathy Arney](#)  
**To:** "[Medicaid.notifyncmedicaid@lists.ncmail.net](mailto:Medicaid.notifyncmedicaid@lists.ncmail.net)"  
**Cc:** [Kathy Arney](#); "[Deborah.Burnette@dhhs.nc.gov](mailto:Deborah.Burnette@dhhs.nc.gov)"  
**Subject:** RE: Provider disciplinary actions request  
**Date:** Friday, March 13, 2020 8:05:14 AM  
**Attachments:** [Disciplinary Actions since 1997 - reformatted - 0020 - 03-13-20.pdf](#)

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To Whom It May Concern,

In response to an phone and emailed request below to the NC Board of PT Examiners, we are providing a list of Disciplinary Actions approved by the Board since 1997 (see attached). All public disciplinary actions are posted on the Board website, [www.ncptboard.org](http://www.ncptboard.org), Under Online Services, Verify a PT or PTA, under each individual licensee's name. The Board posts all disciplinary actions to the NPDB within 48 hours of the effective date per NC GS 90 Article 18F Physical Therapy Compact.

Please let us know if additional information is needed or we can be of further assistance. Kathy

Kathy O'Dwyer Arney, PT, MA  
Executive Director  
North Carolina Board of Physical Therapy Examiners  
8300 Health Park, Suite 233  
Raleigh, North Carolina 27615  
Phone: (919)490-6393;(800)800-8982  
Fax: (919)490-5106  
email: [karney@ncptboard.org](mailto:karney@ncptboard.org)  
Web address: [www.ncptboard.org](http://www.ncptboard.org)

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**From:** Burnette, Deborah <[deborah.burnette@dhhs.nc.gov](mailto:deborah.burnette@dhhs.nc.gov)>  
**Sent:** Thursday, March 12, 2020 1:04 PM  
**To:** Kathy Arney <[karney@ncptboard.org](mailto:karney@ncptboard.org)>  
**Subject:** Provider disciplinary actions request

Hello Ms. Arney,

Per our telephone conversation regarding provider disciplinary actions- this will be very beneficial to have since we have providers who enroll with NC Medicaid and Health Choice. Please send to our Medicaid list serv email address at – [Medicaid.notifyncmedicaid@lists.ncmail.net](mailto:Medicaid.notifyncmedicaid@lists.ncmail.net)

Thank you,

**Deborah Burnette**  
Administrative Officer I  
NC Medicaid  
Division of Health Benefits  
[NC Department of Health and Human Services](#)

Office: 919.527.7205  
[Deborah.Burnette@dhhs.nc.gov](mailto:Deborah.Burnette@dhhs.nc.gov)

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# Attachment 13

Board Meeting June 10, 2020

**From:** [Kathy Arney](#)  
**To:** ["Beth Trais"](#)  
**Cc:** [Kathy Arney](#)  
**Subject:** RE: 1st Quarter 2020 Disciplinary Actions Report Request NC -PT  
**Date:** Wednesday, April 1, 2020 7:51:25 AM  
**Attachments:** [image001.png](#)

Ms. Trais,

In response to your emailed request for information below, I have provided the following information about disciplinary actions taken by the NC Board of PT Examiners in the first quarter of 2020:

158	Warning	2020	Julian W. Scott, III	PT	Warning and reimburse costs -- effective March 11, 2020 Board meeting
159	Suspension	2020	Michael D. Harrington, II	PT	Suspension -- 18 months active, 2 years inactive, other conditions and reimburse costs -- approved Board meeting March 11, 2020 -- <b>Consent Order not yet signed</b>

I would like to point out that until the Consent Order is signed it is not effective. Please let me know if you need additional information. Kathy

Kathy O'Dwyer Arney, PT, MA  
 Executive Director  
 North Carolina Board of Physical Therapy Examiners  
 8300 Health Park, Suite 233  
 Raleigh, North Carolina 27615  
 Phone: (919)490-6393;(800)800-8982  
 Fax: (919)490-5106  
 email: [kamey@ncptboard.org](mailto:kamey@ncptboard.org)  
 Web address: [www.ncptboard.org](http://www.ncptboard.org)

*E-Mail correspondence to and from this address may be subject to the North Carolina Public Records Law "NCGS. Ch.132" and may be disclosed to third parties*

**From:** Beth Trais <BTrais@selectrehab.com>  
**Sent:** Tuesday, March 31, 2020 4:09 PM  
**To:** Kathy Arney <karney@ncptboard.org>  
**Subject:** 1st Quarter 2020 Disciplinary Actions Report Request NC -PT

Hello Kathy,

Hope all is well with you there.

I am requesting the North Carolina Board of Physical Therapy Examiners disciplinary actions report for the 1<sup>st</sup> quarter of 2020.

Thank you,  
 ~Beth

*Beth Trais*  
**HR Department**  
**Select Rehabilitation, LLC**  
**2600 Compass Road**  
**Glenview, IL 60026**  
**847-386-3012**

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# Attachment 14

Board Meeting June 10, 2020

# Memo

**To:** NCBPTE

**From:** Gregg Seipp

**cc:** Kathy O. Arney, PT, Executive Director

**Date:** 05-27-2020

**Re:** IT Goals and Hiring

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## Goals:

- Upgrade systems and add hardware for remote working.
- Upfit new server and decommission old server (now a QA server). Create QA environment.
- Add new laptops and decommission old laptops.
- Create new COVID web page.
- Rework Criminal Background Checks section of Online Application.
- Order new server for website to isolate web server. Preparation for PCI Compliance and Cyber Insurance.
- Order and install new backup software. Multiple changes and enhancements to backups performed and planned.
- Review options and make decisions about Board Portal solutions (Sharepoint).
- Create "source control" repository and store all board source code.
- Update Jurisprudence for new regulations.
- Improve License Verifications to another state. Fixing issues, improving the form, moving toward Electronic Verifications)

## Hiring:

- We're hoping to have Subha, software programmer, on board by the end of June.

# Attachment 15

Board Meeting June 10, 2020

## NCPT IT Infrastructure Update

### **-SharePoint Development and Deployment –WORKING (PENDING BOARD APPROVAL)**

- IT has been developing and testing the utilization of several SharePoint sites within the NCPT infrastructure. This would allow for Board members to receive automated updates on items requiring Board approval, as well as a Board portal for better remote collaboration, document and policy management, and the dissemination of relevant articles and information.

-SharePoint will also supersede the current process of managing incoming documents to the Licensing Staff and preparing them for Board approval. This would essentially become the way in which the Licensing staff works together, just in one space.

### **-Office 365 Research and Implementation – WORKING**

-With the implementation of SharePoint comes the added benefit of Office 365. This would require a bit more research, but we would be able to forgo the constant purchasing and installation of new Office versions, and instead tie a license to a perpetual license to any user within our organization, which will follow them to whatever device they use. This will also allow us to constantly work with most up to date iteration of Microsoft software for managing and administering users on the back end.

### **-Electronic Records Retention – WORKING (PENDING SHAREPOINT APPROVAL)**

-This project is still in development, but with the implementation of SharePoint, files and folders will now be better prepared for Electronic Record Retention, and procedures will be in place in order to manage these electronic files. Once this has been implemented, we will be able to begin the process of finalizing policy to present to for approval.

### **-Remote Infrastructure Support – COMPLETE (ONGOING)**

-Due to COVID-19 and the current efforts being taken to combat it, we have configured our current infrastructure to be accessed remotely. This allows Licensing Staff to perform all necessary duties from home. While connectivity is consistent, and processes have been adapted in order to function in this capacity, it is an ongoing effort.