



HEALTH LICENSING OFFICE

Kate Brown, Governor

Oregon  
**Health**  
Authority

700 Summer St NE, Suite 320

Salem, OR 97301-1287

Phone: (503)378-8667

Fax: (503)585-9114

<http://www.oregon.gov/OHA/HLO>

**WHO:** Health Licensing Office  
Board of Athletic Trainers

**WHEN:** 9 a.m. Sept. 27, 2016

**WHERE:** Health Licensing Office  
Rhoades Conference Room  
700 Summer St. NE, Suite 320  
Salem, Oregon

**What is the purpose of the meeting?**

The purpose of the meeting is to conduct board business. Please use appropriate language, manners and protocols when conducting board business. A working lunch may be served for board members and designated staff in attendance. A copy of the agenda is printed with this notice. Please visit <http://www.oregon.gov/OHA/HLO> for current meeting information.

**May the public attend the meeting?**

Members of the public and interested parties are invited to attend all board/council meetings. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

**May the public attend a teleconference meeting?**

Members of the public and interested parties may attend a teleconference board meeting **in person** at the Health Licensing Office at 700 Summer St. NE, Suite 320, Salem, OR. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

**What if the board/council enters into executive session?**

Prior to entering into executive session the board/council chairperson will announce the nature of and the authority for holding executive session, at which time all audience members are asked to leave the room with the exception of news media and designated staff. Executive session would be held according to ORS 192.660.

No final actions or final decisions will be made in executive session. The board/council will return to open session before taking any final action or making any final decisions.

**Who do I contact if I have questions or need special accommodations?**

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting. For questions or requests, call (503) 373-2049.

All board members are asked to please give at least 24-hour notice if they are unable to attend the meeting so arrangements may be made.

# **Items for Board Action**

# **Approval of Agenda**



Health Licensing Office  
Board of Athletic Trainers



9 a.m. Sept 27, 2016  
700 Summer St. NE, Suite 320  
Salem, Oregon

1. **Call to order**
2. **Items for board action**
  - ◆ Approval of agenda
  - ◆ Approval of minutes from March 1, 2016.
  - ◆ Approval of minutes from May 4, 2016.
  - ◆ Vote on 2017 meeting dates
  - ◆ Vote on 2017 chair and vice chair
3. **Reports**
  - ◆ Director's report  
Recruitment
  - ◆ Licensing and fiscal statistical reports
  - ◆ Policy discussion  
Meeting with association about master's degree through BOC – statute language tweaks  
Rule tweak regarding attesting to CPR certification – in effect as of July 1
  - ◆ Regulatory report
  - ◆ New website
4. **Executive session** - Pursuant to ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection. (Legal advice)
5. **Public/interested parties' feedback**
6. **Other board business**

Agenda is subject to change.  
For the most up to date information visit [www.oregon.gov/OHLA](http://www.oregon.gov/OHLA)

# **Approval of Minutes**



Oregon Health Licensing Agency  
Board of Athletic Trainers



9 a.m., March 1, 2016  
700 Summer St. NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Gregor (Greg) Hill, chair  
Jeremy Ainsworth, vice chair  
Nelson Lomax – via teleconference  
Russell (Russ) Cagle (joined at 0:27  
a.m.)

**STAFF PRESENT**

Sylvie Donaldson, interim director and fiscal services and  
licensing manager  
Bob Bothwell, regulatory operations manager  
Anne Thompson, policy analyst  
Maria Gutierrez, board specialist  
Sarah Kelber, communications coordinator  
Cristina Wardwell, qualifications specialist  
Nathan Goldberg, investigator/inspector

**GUESTS PRESENT:**

None

**Call to order**

Greg Hill called the meeting of the Board of Athletic Trainers to order at 9:03 a.m., on March 1, 2016, at the Health Licensing Office (HLO), in Salem. Roll was called.

**Items for board action**

◆ **Approval of agenda**

Jeremy Ainsworth made a motion, with a second by Nelson Lomax, to approve the agenda. Motion passed unanimously.

◆ **Approval of minutes**

Jeremy Ainsworth made a motion, with a second by Nelson Lomax, to approve the minutes for Sept. 29, 2015. Motion passed unanimously.

**Reports**

◆ **Director's report**

Sylvie Donaldson, interim director and fiscal services and licensing manager, updated the Board on a new protocol for voting, with each member being asked to voice an "aye" or "nay." When HLO transitions to electronic minutes, the process will make clear how members vote on issues.

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She then told the Board that HLO has gotten approval to move to a new location in Salem off of Cherry Street, but isn't sure when the move will occur. The new location will offer a bigger waiting room, more testing space, free parking and a bigger board room. She said that as the Legislature adds more boards and programs, HLO needs more room to accommodate its customers.

Communications Coordinator Sarah Kelber told the Board about the new website and its features. She explained that the staff is testing the new site now to make sure everything works and the go-live date is March 9. Kelber said that the new site also looks much better on phones and tablets. Kelber also said that HLO got approval for a Facebook page and that there are two – one for cosmetology and one for HLO in general. The pages will be used to communicate to licensees about closures due to weather and holidays, proposed administrative rules and meetings. She said that while she still wants to work with boards to get fresh art, the new site uses fewer pieces of art than she expected. She said that she is taking photos of Board members for use on the new site, but would not be doing it today because the weather is bad.

◆ **Licensing and fiscal statistical reports**

Donaldson said that in the current biennium, 59 new registrations have been issued, 185 renewals processed with 65 percent of renewals processed online. The Board's authorization holders have increased more than 48 percent in five years and tend to be younger. She said the Board's fiscal picture is good, but the cost allocation from the Public Health Division has not come yet, and that will impact the bottom line.

◆ **Policy report**

Policy Analyst Anne Thompson went over Senate Bill 521 (2105), which was about athletes returning to play after a suspected concussion. She also showed an email Ainsworth received and submitted that had questions about documentation. After the Board and staff discussed it, Donaldson said she and Thompson would craft a response.

(Cagle joined at 9:27 a.m.)

◆ **Regulatory report**

Regulatory Operations Manager Bob Bothwell said that in the 2013-15 biennium, five complaints were received and all are closed; in the current biennium, one complaint was received and that one remains open.

**Non-public session** - The Board left the public meeting under ORS 192.690(1) to deliberate on contested cases 14-7597 and 14-7683 at 9:35 a.m. No final decisions were made and no votes were taken.

The Board entered back into public session at 10:29 a.m.

**Public/interested parties' feedback**

None.

**Other board business**

Donaldson introduced Cristina Wardwell, who processes athletic trainer applications, saying that having these staff members attend meetings will keep them up to date on issues.

Ainsworth said that the Board of Certification (BOC) is going to be transitioning its qualifications to a master's degree by 2022 and some Oregon students will be transitioning next year. This means that a person with a bachelor's degree in anything can get a master's degree if their grades and admission exam scores are good.

(Lomax dropped out of call at 10:35 a.m.)

Donaldson said that an association should move quickly to get the Board's statute adjusted to include master's degree language, because right now a master's in athletic training would not qualify for registration. She said she would be happy to meet with the association to explain what language would need to be adjusted to keep pace with changes in the industry.

(Lomax rejoined at 10:38 a.m.)

Donaldson said HLO has gotten no interest forms from people interested in serving on the Board. Cagle said he would serve until replaced, but that he wants to be retired. Lomax also expressed a desire to be replaced on the Board. Donaldson said HLO will send out letters to registration holders to try to recruit for the Board.

The meeting adjourned at 10:43 a.m.

Minutes prepared by: Anne Thompson, policy analyst



Oregon Health Licensing Agency  
Board of Athletic Trainers



10 a.m., May 4, 2016  
700 Summer St. NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Gregor (Greg) Hill, chair  
Jeremy Ainsworth, vice chair  
Nelson Lomax  
Russell (Russ) Cagle

**STAFF PRESENT**

Sylvie Donaldson, interim director and fiscal services and  
licensing manager  
Bob Bothwell, regulatory operations manager  
Anne Thompson, policy analyst  
Maria Gutierrez, board specialist  
Sarah Kelber, communications coordinator  
Nathan Goldberg, investigator/ inspector

**GUESTS PRESENT:**

None

**\*This meeting was held by teleconference**

**Call to order**

Because the Board was on the phone, Sylvie Donaldson, interim director and fiscal services and licensing manager, called the meeting of the Board of Athletic Trainers to order at 10 a.m. on May 4, 2016, at the Health Licensing Office (HLO), in Salem. Roll was called.

**Deliberate on contested case**

The Board exited the public meeting under ORS 192.690(1) to deliberate on contested case 14-7597 at 10 a.m.

The Board resumed public session at 10:23 a.m. No decisions were made and no votes were taken.

**Items for board action II**

It was proposed that in contested case 14-7597 that a counter offer be submitted. Greg Hill made a motion and Jeremy Ainsworth was the second. Donaldson called roll and the motion passed unanimously.

The meeting adjourned at 10:24 a.m.

Minutes prepared by: Anne Thompson, policy analyst

# **2017 Meetings**



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## 2017 meeting dates

### BACKGROUND AND DISCUSSION

The Board of Athletic Trainers must decide on 2017 meeting dates.

### ISSUE

The Board must approve 2017 meeting times and dates. The Health Licensing Office proposes:

- 9 a.m. February 28
- 9 a.m. September 26

### BOARD ACTION

The Board approves 2017 meeting times and dates:

# **2017 Chair and Vice Chair**



## Chair and vice chair – 2017

### BACKGROUND AND DISCUSSION

Gregor (Greg) Hill has served as chair, and Jeremy Ainsworth has served as vice chair, for the Board of Athletic Trainers during 2016.

### ISSUE

The Board must nominate and elect a chair and vice chair for 2017.

#### **Role of the chair in meetings**

- Officially call the meeting to order.
- Keep order and impose any necessary restrictions for the efficient and orderly conduct of the meeting.
- Direct the “flow” of the meeting and to ensure the meeting is conducted in a professional manner.

Some key points regarding meeting protocol include:

- Board members wishing to speak must wait to be addressed by the chair.
  - Once addressed by the chair, the board member must state their last name for the record before speaking.
  - The chair guides members through the motion-making process.
  - If public comment is being accepted by the Board, audience members must wait to be addressed by the chair and state their full name and affiliation to the Board.
- Officially enter/exit executive session.
  - Officially adjourn the meeting.

#### **Role of the chair outside of meetings**

- Collaborate with the director regarding the Board budget. The director may contact the chair to discuss the Board budget regarding revenue, expenditures and possible fee changes.
- Assist in generating meeting agendas. The board specialist or analyst may contact the chair to discuss the agenda for an upcoming meeting. The chair may be asked to comment on topics to be discussed and the format or order in which the topics should be presented at the meeting.

#### **Role of the vice chair**

The vice chair must assume the responsibilities of the chair if there is an absence or if the chair is no longer a member of the Board.

### BOARD ACTION

The Board nominates and elects:

Chair:

Vice chair:

# **Director's Report**

## Memorandum

**To:** Sylvie Donaldson, HLO Director - Anne Thompson, Policy Analyst

**From:** Larry Peck, HLO CE Analyst

**Date:** 8/29/2016

**Subject:** Athletic Trainers 2016 CE audit

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### **STATUS:**

Total Active Registration Base: 374

Auditing 10% of base: 37

Required Response Time: 30 days from receipt of audit notice

Projected Completion Date: 11/30/2016

### **AUDIT PLAN:**

The HLO will conduct the audit by means of a computer generated report using the following criteria:

- 10% of the total registration base;
- Registrants with a first registration date that is prior to 9/1/12; and
- Active registrations that renewed between the dates of 1/1/16 and 8/31/16.

This establishes the audit in accordance with the current rule requirements of 10 hours of CE each year, including a required 2 hours on Concussion and Traumatic Brain Injury.

# **Licensing and Fiscal Statistical Reports**

# Health Licensing Office Board of Athletic Trainers

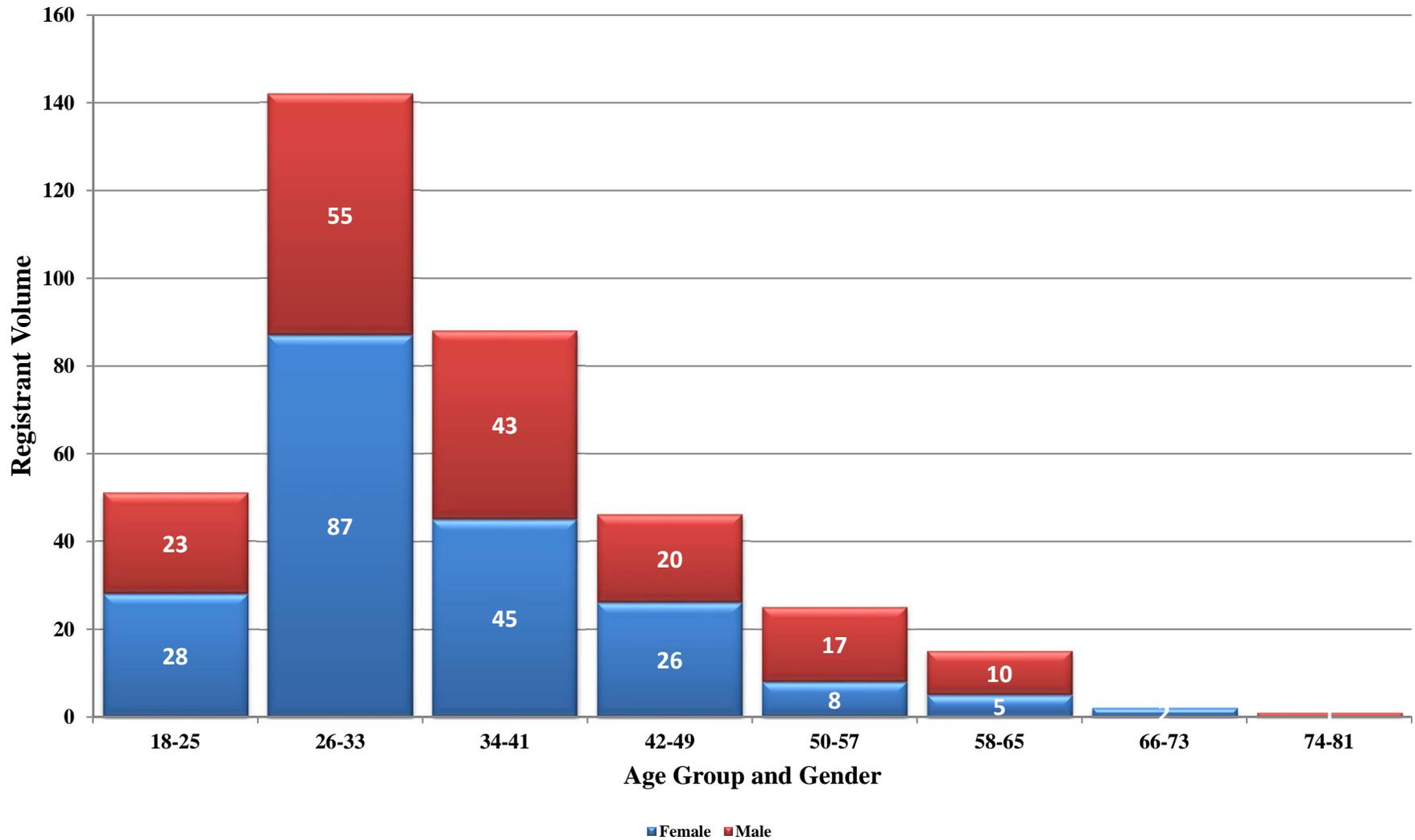
*Licensing Division Statistics as of September 14, 2016  
2015 - 2017 Biennium*

<b>Quarter</b>	<b>Registrations Issued</b>	<b>Renewals Processed</b>	<b>% of Renewals Processed Online</b>
<b>1st</b>	37	117	75.2%
<b>2nd</b>	14	46	60.9%
<b>3rd</b>	15	48	62.5%
<b>4th</b>	21	83	75.9%
<b>5th</b>	19	102	72.5%
<b>6th</b>	-	-	
<b>7th</b>	-	-	
<b>8th</b>	-	-	
<b>Total:</b>	106	396	71.5%

# Board of Athletic Trainers

## Active Athletic Trainer Registrants

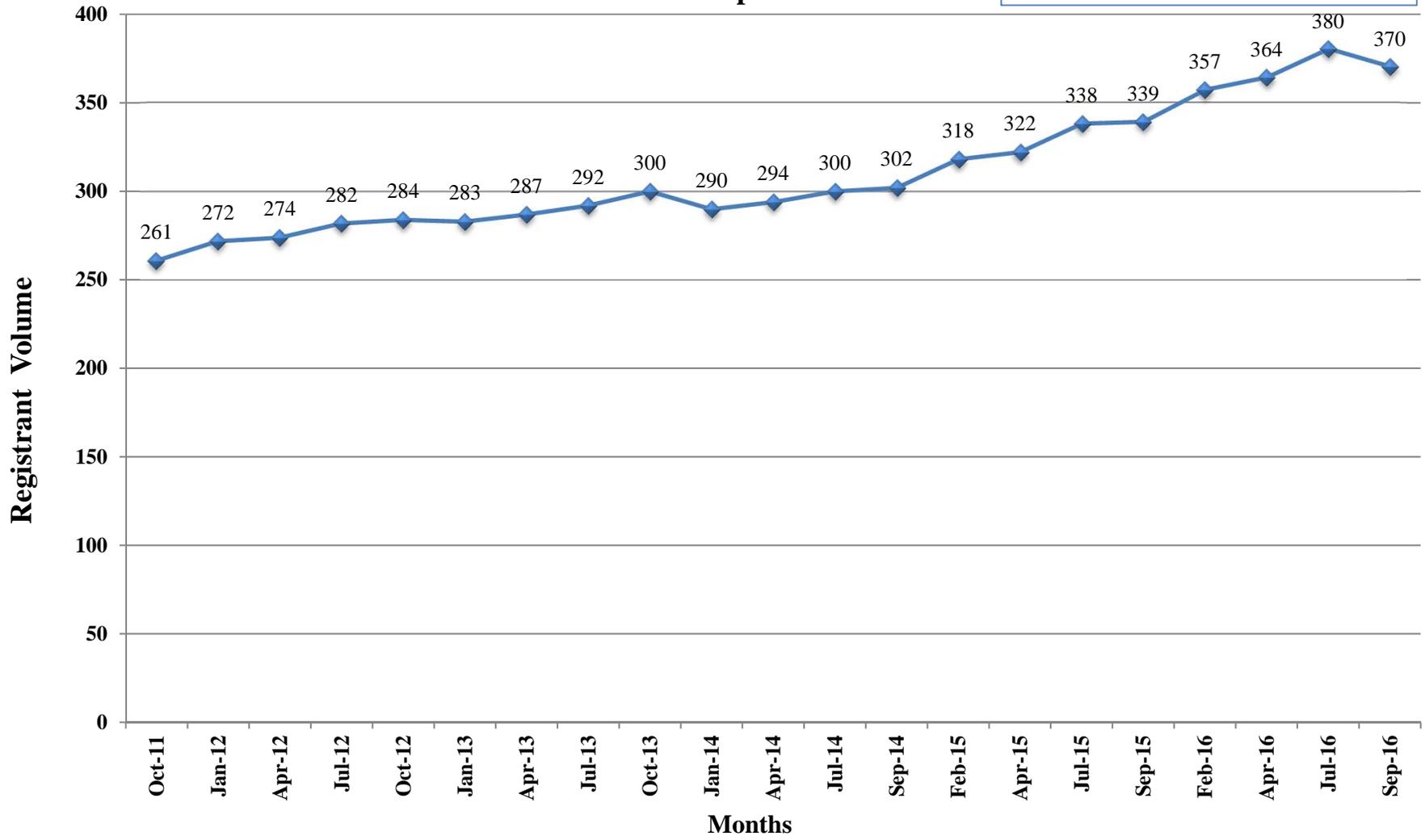
Statistics grouped by Age Group and Gender as of September 14, 2016  
2015 - 2017 Biennium



# Board of Athletic Trainers

Active Athletic Trainer Registrants  
Active Registration Trend  
October 2011 - September 2016

+9.1% change in growth over 1 year  
+41.8% change in growth over 5 years



**HEALTH LICENSING OFFICE  
Fund 3510 - ATHLETIC TRAINERS  
STATEMENT OF CASH FLOW  
FOR THE PERIOD 07/01/15 - 09/14/16**

CURRENT

<b>15-17' Beginning Cash Balance</b>	\$ 251,373.00
Revenues	\$ 68,250.00
Expenditures	\$ 23,315.40
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	\$ (23,315.40)
Subtotal: Resources Available	\$ 296,307.60
Change in (Current Assets)/Liabilities	\$ -
<b>Ending Cash Balance (Actual)</b>	<b>\$ 296,307.60</b>

Indirect Charges are calculated using the following rates:

\* Based on average Licensee Volume

Shared Assessment %	0.40%
Examination %	0.00%
Small Board Qualification %	5.05%
Inspection %	0.00%

**HEALTH LICENSING OFFICE  
Fund 3510 - ATHLETIC TRAINERS  
STATEMENT OF CASH FLOW  
FOR THE PERIOD 07/01/15 - 06/30/17**

PROJECTED

<b>15-17' Beginning Cash Balance</b>	\$ 251,373.00
Revenues	120,292.23
Expenditures	46,630.80
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	\$ (46,630.80)
Subtotal: Resources Available	\$ 325,034.43
Change in (Current Assets)/Liabilities	\$ -
<b>Ending Cash Balance (Projection)</b>	<b>\$ 325,034.43</b>

Indirect Charges are calculated using the following rates:

\* Based on average Licensee Volume

Shared Assessment %	0.40%
Examination %	0.00%
Small Board Qualification %	5.05%
Inspection %	0.00%

# **Policy Report**

# **Regulatory Report**

# Health Licensing Office



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## ***Board of Athletic Trainers***

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*September 27, 2016*

***2015 – 2017 Biennium***

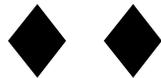
Between July 1, 2015 and August 31, 2016, 3 complaints were received by the Office. Total open 1. Total closed 2.

<b>ANONYMOUS</b>	<b>CLIENTS</b>	<b>OTHER</b>
0	0	3

Other: Licensees  
General Public  
Internal

# Website

# Executive Session



ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection.

# **Public/Interested Parties' Feedback**

# **Other Board Business**