

PUBLIC MEETING MINUTES
Occupational Therapy Licensing Board, Friday, Sept. 29, 2006.

The Oregon Occupational Therapy Licensing Board met Friday Sept 29, 2006 at Lane Community College, Room 221 Eugene, Oregon. Board members present were: Jeffrey Roehm, Vice-Chair who chaired the meeting, Joyce Browne, OTA/L, Alan King, OTR. Tom Ruedy, Public Member was present until 350 p.m. by speaker phone. Felicia Holgate, Director was present. Genevieve deRenne, MA, OTR/L, FAOTA, Chair was unable to attend and was excused. Also present after 3:00 during the public session were several members of the OT community to observe.

With a quorum present, Jeff Roehm called the meeting to order at 2:03 p.m.

The first part of the meeting was held in executive session to consider the following:

1. Disciplinary/Investigations/Complaints: In accordance with ORS 192.660(1)(k), which allows the Board to meet in Executive Session on matters to consider information obtained as part of investigations of licensees.

- **OTA 06 – 01:** This complaint about unprofessional conduct was considered and discussed and no formal action was taken by the Board. Joyce Browne MADE A MOTION TO ISSUE A PRIVATE LETTER OF CONCERN and TOM RUEDY SECONDED THE MOTION. ALL THOSE PRESENT VOTED IN FAVOR OF THE MOTION.
- **OT 06-02:** This complaint about problems with documentation was investigated and discussed and no formal action was taken by the Board. Joyce Brown MADE A MOTION TO ISSUE A PRIVATE LETTER OF CONCERN ABOUT HER DOCUMENTATION AND EXPRESS THE BOARD'S CONCERN ABOUT THE IMPORTANCE OF PROPER DOCUMENTATION. THE BOARD WILL ALSO COMMEND HER FOR INITIATING A TRACKING SYSTEM AND ENCOURAGE HER TO MAKE CERTAIN ALL HER DOCUMENTATION IS ACCURATE. Jeff Roehm SECONDED THE MOTION AND ALL THOSE PRESENT VOTED IN FAVOR OF THE MOTION.
- **OT 2006 - 03 Self reported theft:** This case was sent for further investigation

2. Minutes: The Board reviewed Public meeting minutes, of AUGUST 4, 2006. Joyce Browne MOVED THAT THE PUBLIC MINUTES OF AUGUST 4, 2006, LICENSING BOARD MEETING, AS AMENDED, BE APPROVED. Alan King SECONDED THE MOTION AND IT PASSED WITH ALL PRESENT.

The Board reviewed the Executive meeting minutes of AUGUST 4, 2006. Joyce Browne MOVED THAT THE EXECUTIVE BOARD MINUTES BE APPROVED. Jeff Roehm SECONDED THE MOTION AND IT PASSED WITH ALL PRESENT.

3. List of Licensees: Licenses issued since the last Board meeting were distributed. Jeff Roehm MOVED THAT THE BOARD RATIFY THE LIST OF LICENSEES ISSUED SINCE THE AUGUST 4, 2006 BOARD MEETING. Tom Ruedy SECONDED THE MOTION AND IT PASSED WITH

ALL PRESENT. The Director noted that this total of 28 makes about twice as many new applicants licensed compared to last year where we were issuing an average of 8 applicants per month. These last two months it is closer to 14 applications issued per month. Currently there are 1422 licensees; 236 OT Assistants and 1186 Occupational Therapists.

4. Report of Director: Director, Felicia Holgate continues to send monthly office reports summarizing the work in the office.

- Board members received W 4 documents to fill out and return; and got direct bank deposits.
- Felicia has cleaned out old files, preserved historical files and made room in filing cabinets. Suite 407 Directors have finished reorganization of the common area and space is more professional.
- The Director attended the Business Continuity Planning Academy sessions in August and September. The Director is starting work on the Business Continuity Plan for the Portland Health Licensing Boards. The next sessions are in October.
- A new Office Specialist will be starting in October working .25 for the OTLB to share with the Veterinary Licensing Board.
- Budget documents in draft have been sent in to DAS. The Board expects final Agency Budget document will be sent in as soon as we receive final DAS audit reports. The next step is the Governor's Recommended Budget. The budget narrative was sent scanned to Board members. The director also finalized the agency performance measures.
- The customer satisfaction results continue with high satisfaction with the board work. The Director now sends an e-mail to each new licensee with the same information that is sent by mail, reminding licensees of their responsibility to notify the board of any changes. The online survey results which now can be compiled automatically were distributed.
- The Director attended the Small Agency Meeting and found out the e-commerce for the state will delay getting a secure payment online for renewal applications. The State of Oregon is also working on wellness issues for state employees.
- Information was given to Board members for their information on recent Board of Nursing article, Oregon Health Care Workforce Needs Assessment for 2006 specific to Occupational Therapy, and NBCOT information on Examination for Licensure Only (one of the options for those unlicensed for more than three years along with the Board new Re-Entry Program.
- Shadowing a Therapist: The Director contacted Pacific University, OTA and others about having information about students and others interested in OT as a career and which facilities have programs for pre-OT students for "Shadowing a Therapist" keeping in mind difficulties with HIPPA and other confidentiality issues with patients.
- A corporate college Corinthian College that owns Ashmead and Everest College are looking at the possibility of opening an AA COTA degree program. The Director provided information. Jeff Roehm noted that the possibility of a new OT Assistant degree will occur only if there is a profit margin, even if there is need in Oregon for OT Assistants.

A) Budget Review: The Director gave a **fiscal summary**. Monthly expenditure statements are scanned and sent to the Board members for review by e-mail. In addition the Board reviews monthly expenditures and the financial situation at each board meeting. The Month 13 catch after the first year accounts show expenditures of **\$1,712**. **July 2006** expenditures were **\$5,768**. **August 2006** expenditures were **\$15,266** (of which \$6,925 was for state government service charges for 6 months of Shared Client Services charges. Spending is still below the budgeted monthly amount (except for

August). The legislatively approved budget of \$269,139 for the two year 05-07 biennium gives a budget **average of \$11,214 per month to spend.** Monthly interest payments after renewal fees were collected are about \$1600 monthly.

The Director noted in the budget document that the Board will consider reducing the Occupational Therapy license renewal fees in 2008 if the current revenue situation stays the same next year. The Director remarked that with the stable financial budget and the increase in license application numbers, an increase to the director salary would not prevent the board from reducing license fees next year.

5. Board meeting at OTA conference in Eugene: The Board members are making an hour presentation at 8pm after the Board meeting during the OT Association of Oregon yearly conference. Each member of the board will make part of the presentation for a total of one hour. 1 hour CE will be provided for this session.

On Saturday several board members will be available during the Board poster session, providing a place for licensees to meet and talk to board members. The Director will have poster and other information available. Attendance is not expected to be very high.

6. Statutory changes for new OT Definition and Requiring Re-entry program and CE for new applicants: The Director advised the Board that the Governor's office approved this legislative concept to be a bill in the 2007 session. Both the PT Board and the Speech-Language Board will not oppose the bill. However, the PT Association and Speech Language Associations may present concerns or oppose the bill. The Director is following up and has started to meet with representatives of these groups about the proposed language.

The Board will receive draft bill language for the definition of OT changes probably in November from Legislative Counsel's office and we will have 10 days to respond to the draft and propose changes. The attorney at the Legislative Counsel's Office said that other wording not in the draft language can be defined by rule change later. As soon as we receive the draft the Director will send it out for comment from as many OTs as we can. The Board always has the option to withdraw the bill. When the language is ready the Director will work on whether there are issues with other licensing boards. At the OTA conference presentation the Director will stress the need for licensees, especially those in Salem and willing to testify to be available to talk about specific OT issues and language changes.

6. Dysphagia and Dysphasia: The director provided the Board with the new AOTA certification information and some of the comments recently received asking about how much eating/swallowing work can be done by OTs in Oregon. The Director recommends putting the AOTA article on Dysphagia on our web site article.

7. OT Evaluation in Education setting Questions: The Board reviewed the following questions and came up with answers in most situations. The area of OT work in schools is one the Board may explore more at its next meeting. The issue of using OT aides and how school aides fit in will further be explored. The OTA special interest group is one the Board would like to get advice from since they have the expertise with what rules might need changing and what language might be best.

8. 30 Years of OT licensure: The Board director pointed out that next year in 2007 it would be the 30th anniversary of the licensing board. Some ideas to celebrate this big event might be a special issue of the Newsletter, feature article from OTs involved in starting the legislation and an Open House at the Board office.

9. Other business:

CE for grant writing course: The Board being somewhat divided about whether to provide CE for a course where the OT wants to take a grant writing course to help provide money which will buy equipment for occupational therapy patients. On this one side this is a skill which may bring in money and help buy equipment which would directly benefit occupational therapy patients. However since this is for developing grant writing it does not directly related to improving occupational therapy skills. This matter will need further discussion.

Upcoming meeting proposed for 2007 meeting dates. The Director will check with Board members for the 2007 Board meeting dates. The first meeting held on a Friday in January will be in Portland.

Jeff Roehm adjourned the meeting at 5:02 p.m.

Felicia M. Holgate, Executive Director October 6, 2006.