Oregon OT Licensing Board

Board Meeting – August 14, 2026

Video Conference

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a board meeting on **Friday, August 14, 2026, at 10:00am** via video conference. Board members and Board staff in attendance: Board Chair and OT member Whitney Hooker, OTR/L, CLT; public member and Vice Chair Ellen Stauder; public member Elise Dorris; OT member Heather McCarthy, OTR/L; Nancy Schuberg, Executive Director and Ryan Fahlman-Katler, Board Investigator. OTA member Lisa Grebisz, OTA/L had an excused absence.

With a quorum present, Board Chair Whitney Hooker called the meeting to order at 10:00am.

Executive Session: In accordance with ORS 192.660 (2) (L) which allows the Board to meet in Executive Session on matters to consider information obtained as part of complaints and disciplinary investigations and ORS 192.660(2)(f) to hear legal advice.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2025-03** **Continued**
- **2026-01** **Continued**
- **2026-13** **New**
- **2026-14** **New**
- **2026-16** **New**

PUBLIC SESSION: The Executive session was adjourned, and the meeting was brought back to public session at 11:31am. All votes were taken in public session.

2. Review and approve public and confidential Board meeting minutes and ratify list of licensees:

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE PUBLIC and CONFIDENTIAL MEETING MINUTES of the **May 1, 2026, Regular Board Meeting** and the **July 17, 2026 Special Board meeting**. THE MOTION PASSED WITH ALL BOARD MEMBERS VOTING IN FAVOR.

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Board Member votes:
Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye

The Board reviewed the list of licenses issued since the last board meeting and voted to ratify the list.

RATIFY LIST: A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **RATIFY THE LIST OF LICENSEES** ISSUED SINCE THE LAST BOARD MEETING. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:
Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye

3. Board Motions:

2026-01 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **offer a stipulated agreement with provisions.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:
Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye

2026-13 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:
Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye

2026-14 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:
Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye

4. Report of the Director:

2025-2027 BUDGET REVIEW:
The financial summaries for **April, May and June**, the **4th** quarter months of the 25-27 biennium, were reviewed by the Board.

Revenue: April: $ 157,946; May: $228,089; June: $ 75,877.
April and May reflect the 2nd and 3rd months of license renewal revenue.

Overall Expenditures: April: $ 32,609; May: $ 32,172; June: $ 40,878.

The allotment is what the board can spend for the biennium, and it is **$818,164 or $34,090** per month.

Total Expenditures are broken into two categories, personal services (payroll costs) and services and supplies (everything else).

Personal Services: **April: $ 23,164; May: $ 23,027; June: $ 24,293.**
The Personal Services budget is **$583,330** for the biennium or **$24,305/mo**. The board is within the limitation.

Services and Supplies: April: $ 9,445; May: $ 9,145; June: $ 16,585.
The Sales and Supply budget is $234,834 or $9,734/mo. June was higher due to greater AAG fees. A lot of AAG time was used for advice on the higher number and more complex cases that we've had this quarter. Also higher merchant fees due to renewals and the quarterly payment to the database vendor was included in June.

2027-29 Budget UPDATE – Agency Request Budget (ARB): The ARB was submitted to the CFO on July 31, 2026. The next phase of the budget cycle is the Governor's Budget which will occur in early-mid December

LICENSE NUMBERS: At of end of the day on August 13, 2026, the total number of licensees are: **OTs: 2,227; OT Assistants: 449** for a total of **2,676** OT practitioners currently licensed in Oregon. There were **125** licenses issued since the May 1st meeting.

ANNUAL BOARD TRAININGS: A reminder to board members to complete the required trainings on IT security, and harassment in the workplace. They are due by Dec. 31st.

2027 BOARD MEETING DATES: The board meetings in 2027 will be held on Fridays, February 5th, May 14 (in person), August 13 and November 12.

360 DIRECTOR'S REVIEW: The Directors performance review is on a two year cycle and the last review was in 2024. HR personnel will be available to help guide the board at the November meeting. The results will be shared with the board and the Director in executive session at the November 13th meeting.

HARASSMENT POLICY REVIEW: As part of the board's Affirmative Action Plan goals, the board reviewed the memo on who to go to if anyone experiences harassment of any kind.

BOARD APPOINTMENTS Update: The next board appointment will be the re-appointment of Heather McCarthy. Her current term ends on June 14, 2027.

KPMs – Best Practices: The OT Board has four Key Performance Measures and must submit an annual KPM report that is due the end of September. The annual report is included in the budget notebooks and shared with the Legislature.

Best practices: based on the survey results received from board members in July, the board is following best practices 100%.
Customer Service: The feedback received in the last fiscal year was reviewed by the board. The board received 100% of good or excellent in every category.
The board will review the final two KPMs at the November board meeting: Issuing licenses within 3 days and Review of cases within 120 days of receipt of complaint.

2026 OTAO CONFERENCE: The conference is Oct. 16-17 in Bend. The board will present on Saturday, October 17th. The board will pay for conference registration fees and travel expenses of board members who would like to attend.

NBCOT Leadership Forum: The NBCOT will hold their annual virtual Leadership Forum on September 22nd and 23rd. Board members are encouraged to attend. The Director will provide links to the sessions and take notes to provide to board members at the next meeting.

NBCOT NEWSLETTER: The Director shared a recent newsletter received from the NBCOT.

AOTA NEWSLETTER: The Director shared a recent newsletter received from AOTA State Affairs group.

End of the director's report.

5. Public Comment: NBCOT Ambassador Brianne Salvati updated the board on several items.

6. NEWSLETTER CONTENT: The next newsletter will be sent in August with a recap on renewals and licensee numbers. The OTAO Conference Committee submitted an article about the upcoming conference.

7. OTHER BUSINESS: There was no other business discussed.

8. ADJOURNMENT: The Board Chair adjourned the meeting at 11:57am.

Nancy Schuberg, Executive Director. August 20, 2026