

PUBLIC MEETING MINUTES
Occupational Therapy Licensing Board Thursday July 28, 2005

The Oregon Occupational Therapy Licensing Board met Thursday, July 28, 2005 at the Salem Hospital, in Salem, Oregon. All Board members were present: Genevieve deRenne, MA, OTR/L, FAOTA, Greg Thielen, OTR/L, Joyce Browne, OTA/L, Tom Ruedy, Public Member, and Jeffrey Roehm, Vice Chair and Public Member. Felicia Holgate, Director was also present. Jim Gores, Budget analyst was present during the fiscal portion of the director's report. With a quorum, Genevieve deRenne, MA, OTR/L, FAOTA, Chair called the meeting to order at 10:30 a.m.

1. Minutes: The Board reviewed meeting minutes, both Public and Executive Session of APRIL 29, 2005. Greg Thielen MOVED THAT BOTH MINUTES OF APRIL 29, 2005 LICENSING BOARD MEETING BE APPROVED. Joyce Browne seconded the motion, and it **PASSED BY ALL BOARD MEMBERS EXCEPT TOM RUEDY. Tom Ruedy did not vote as he was not present at the last meeting.**

2. List of Licensees: Licenses issued since the last Board meeting were distributed to Board members.

Joyce Browne MOVED THAT THE BOARD RATIFY THE LIST OF LICENSEES ISSUED SINCE THE April 29, 2005 BOARD MEETING. Greg Thielen seconded the motion, and it **PASSED UNANIMOUSLY.**

3. Report of Director:

The Director Felicia Holgate sends monthly office reports summarizing the work in the office. Major changes are occurring because services previously provided by the Dept. of Human Services will now be done by the Department of Administrative Services and Shared Client Services in Agency payroll, accounting, cashiering and mail. The Director initially will set up a cashiering process and see if the workload can be maintained also during the renewal period. If during renewals it gets too busy the director may hire a temporary employee, especially to help with cashiering. Computer services will include accounting summaries; banking will be with U.S. Bank, pick up and process for deposit checks is being set up under proper audit procedures with Oregon Armored Car and Shared Client Services.

For accounting the basic change will be to both simplify and clarify the accounting codes, object codes for each expenditure and revenue. By the next Board meeting clearer accounting records should be presented from Shared Client Services.

The Director gave a **fiscal summary**. Allotment plans continue to show lower actual costs than predicted, showing a strong financial picture. A summary of all the 2003-2005 monthly expenditure and revenue summaries was handed out. April monthly expenditures were **\$10,793**; May monthly expenditures **\$8,380**; June and July summaries are not yet available, but are estimated to be about \$9,000.

The director discussed the two year fiscal summary and predicted revenue and expenditures for 2005-2007. The Director made the recommendation that the Board reduce the OT renewal fee to the earlier two year fee of \$170 instead of the already increased amount of \$200 **for the May 2006 renewal period only.**

Jim Gores, the Budget analyst was present and gave a summary from his perspective that the Board presently had an ending balance that would be sufficient for 12 months and the usual is to have an ending balance for 3 -5 months. Since the revenues are cyclical, it is good to have some extra revenue in case there another downward swing as happened in 1990-91. At that time, the Board had a lower licensee base, higher costs due to an increase in complaints (which increases investigative and attorney costs).

At the present time it appears that the licensee base is increasing. However, the recommendation for a lower renewal fee is only during the 2006 renewal period, so that if there is a downward trend next year the Board would have sufficient funds. The Board can obtain the Shared Client Services summaries and confirm this initial recommendation at the October 2005 meeting, after they get a recommendation from them.

Greg Thielen also suggested the Board look at a decrease in fees for OT Assistants. The Director will present more information, including how much revenue would decrease with a reduction in OT renewal fees in 2006 as well as a reduction in OT Assistant fees in 2006.

The legislative recommendation for the Board budget figures for a total of \$270,166 for the 2005-2007 biennium was distributed. HB 2058 which is the bill to move to shared client services has passed through and is on its way for signature to the Governor. The final budget bill has not yet finished the legislative process. The Director summarized final **legislation** and tracking of bills. The most important bills now being followed are the budget bill, change to shared client services, and to administrative hearing processes, and the PT Bill.

On line licensing renewals in 2006: Our computer data contractor is working on a small licensing renewal package designed for our small license needs to be able to renew licenses online. By March we would probably be ready to start online renewals. However, there is no procedure in place yet for licensees to pay fees online so online renewals may not occur until the 2008 renewal cycle.

Joyce Browne suggested the director look at ways to have the Supervision Form prepared and sent online rather than by mail, especially as the process is moved to online renewals to simplify the process. The Director will follow up on this. For all renewals the licensee will be "signing" online that they swear to the information they have submitted above, such as the questions on arrest and other licensing problems, are true.

Questionnaires: New customer service questionnaires will be sent in January of 2006 for feedback on all those licensed in 2005. The questionnaire is available for filling out online by going to the web site at www.otlb.state.or.us under Current Topics on the home page under Survey Questionnaire. The Director will send another questionnaire in January 2006 to those licensed in 2005 to get their satisfaction ratings.

Specialties on Web site: The Director added sections on the web site under Issues, questions and topics on foreign trained therapist. The Board needs to finalize the COTA Supervision questions. The Director noted that there have been more questions about COTA supervision since copies of the AOTA Supervision Guidelines are handed out each time a new Supervision Form is received by the office. This will be put on the agenda for the October meeting. Next, the Director will work on occupational therapist specialty topics, perhaps asking Pacific University students to help with this project.

Suite 407 Move: Since the Nursing Board did not get its full budget approved, nor receive all the requested space increase, the OT Board has been notified that Suite 407 Boards in Portland will not be moving.

4. 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, the Board discussed issues pertaining to disciplinary matters in Executive Session. After discussion of the matters in Executive Session the Board returned to public session and made the following decisions on disciplinary cases:

OT 2005-02: Jeff Roehm, public member gave his report on this case and after careful review of the investigative report, the board found no violation. The Director will notify the Occupational Therapist and the complainant of its decision.

OT 2005-03: Board member Tom Ruedy abstained and was not present during discussion of the matter. Greg Thielen gave his report on this case and after careful review of the investigative report; the Board took no formal action on this case.

OT 2005-04: Joyce Browne conducted the investigation, which did not name any specific Occupational Therapist and after discussing the review of file at the facility the Board found no violation. The Director will notify the complainant and occupational Therapist.

OT 05-05 Facility Review of files and COTA Supervision: Further discussion led the Board member Genevieve deRenne to visit the facility, review the records (including plan of care, evaluation, and notes), and the role of the COTA and OTR were discussed. The Board found no evidence of any further problems. The decision of the Board at its last Board meeting was appropriate and the case was closed.

Prior Consent Order OT 04-02 “Stipulated Order of Suspension” for one year: The Board reviewed the Consent Order of the Occupational therapist and asked the Director to contact the OT and clearly define what will be needed prior to the OT submitting a reinstatement form with documentation for the Board to consider at a future Board meeting. Materials must be received well before the next meeting, in sufficient time for the Board to further investigate the matter and have a recommendation on whether to reinstate the OT, or whether to consider having the OT be reinstated by under probationary conditions.

5. Rule Changes: No further comments were received at the Board meeting after 11 pm the time set by the Board for public comment on the proposed rule changes. The Director summarized the comments, none substantive except for the request not to change the points for student supervision, given to the office on the rule changes and the following final recommended changes to the rules were approved:

DIV 20 Administrative Rules 339-020-0020 CE Categories and Credit Points

The following credit for CE refers to the two year total of 30 points. Credit for CE shall be calculated on a point basis in the following categories and must relate to occupational therapy services. It is the responsibility of the licensee to demonstrate how specific classes contribute to the development of the occupational therapy skills. "Application to OT Services" (CE Log) must be included for credit. Unless stated otherwise, one point equals one contact hour. ~~Eight to 15~~ **16 to 30** required CE points must come from categories 1-11. A limit of ~~7~~ **14** of the required CE points may be accrued from categories 12-17~~8~~.

(1) – (13) remain the same . . .

(14) Student supervision, Level I Fieldwork: ~~One half point per student per week (or portion of a week) of supervision.~~ **One point for 8 hours.**

(15) Student supervision, Level II Fieldwork: ~~One point per student per week (or any portion of a week) of supervision.~~ **One point for 8 hours.**

(16) Mentoring; as defined in OAR-339-[020-0100]**010-0005**: One point for every eight hours contract mentoring with documentation. **Points may be obtained for both the mentor and the mentee.**

(17) Professional leadership **on a Board or Commission relating to OT** – Volunteer services to organizations, populations, and individuals that advance the reliance on and use of one's occupational therapy skills and experiences to the volunteer setting or experience: 10 hours equal two points. Up to four points a year with documentation.

(18) Re-Entry Supervisors: Therapists providing supervision under OAR 339-010-0016: One point for 8 hours.

Changes made to the rules were finalized as published previously and sent to all occupational therapists in the newsletter, to interested parties and published on the web site since the last board meeting.

6. OT definition: At the last Board meeting the Board voted to proceed with a legal change in the 2007 legislative session for a new updated legal definition of Occupational Therapy by adopting the new AOTA Model Definition. Copies were sent out to all interested parties, published on the OTLB Web and sent to all state licensed occupational therapists in the June newsletter. The Board set a time at 11 for any public testimony on the definition of OT changes. No one was present to comment. The Director notice a former Board member was happy with the changes. The members asked the Director to also notify the Health Licensing Office (Board of Athletic Trainers, and Respiratory Therapists Licensing Board), and Speech-Language Pathology and Audiology Board.

The Board will hold a time during its October Board meeting set during the OTA/O conference to accept further public testimony on the new definition change. The timetable means that by early 2006 the Director on behalf of the OT Licensing Board will submit a legislative concept for changing the OT Definition to begin the process for a legislative change in the 2007 legislative session.

7. AOTA: The director distributed the new 2005 Model State Regulation for Supervision, Roles and Responsibilities during the Delivery of Occupational Therapy Services. Jeff Roehm MOVED and Greg Thielen SECONDED to adopt the new model AOTA rules on Supervision. The Director will publish them on the web site. The Director noted that whenever an OT Assistant has a Statement of Supervision sent, copies of the AOTA Guidelines are either e-mail or mailed to the OT and/or the OT Assistant. This is generating more questions.

AOTA: 2005 Occupational Therapy Code of Ethics: This matter will be put on the October Board agenda. The Board wants more time to study the document. The Director pointed out that the AOTA Code required an OT to disclose ethical violations by other OTs, something not presently in our rules. The Director was asked to draft a rule that would take into consideration this as a new requirement for further consideration at the October meeting.

8. NBCOT conference set October 14-15, 2005: The Saturday topic will be on foreign trained occupational therapists. The Director has not been to an NBCOT conference and will plan to attend.

Citizen Advisory Center: Conference materials handed out. No action was taken.

9. Board October meeting at the OTA Conference in Portland by Lloyd Center. The Board will hold a separate session on the Board's work, current topics and COTA Supervision. The Board will also hold its regular Board meeting agenda, probably sometime Friday, and hold the Saturday vendor session with the Director present as well as some Board members available to answer questions

10. Other business:

The Board said good-bye to Greg Thielen who is on the Board until October, 2005. He received a certificate from board members as well as from the Governor, with sincere thanks for his dedicated service to the Board during the past eight years.

OT Board position There is presently one person who has submitted an application to the Governor's office from the Portland area. The Board is hoping to have other applicants from South or Eastern Oregon.

11. Upcoming meetings:

Friday, October 21 in Portland during the OTA conference

Proposed Board meetings for 2006:

Feb. 2 Portland; **May 4; Aug 3; October** – when and where OTA conference is held.

Genevieve deRenne adjourned the meeting at 3:30 pm.

Felicia M. Holgate, Executive Director July 29, 2005.