

Oregon OT Licensing Board  
**PUBLIC MEETING MINUTES**

**Monday, Nov. 7th, 2016**

Pacific University,  
190 SE 8<sup>th</sup> Avenue / Hillsboro, Oregon 97123

The Oregon Occupational Therapy Licensing Board meeting was held Monday, November 7, 2016 at Pacific University, Hillsboro, Oregon. The Board members present were: Mashelle Painter, COTA/L Chair; Linda Smith, OTR/L, Vice Chair; Sybil Hedrick Park, OTR/L, CHT, CSCS; Erion Moore II and Juanita Shepherd, public members and Nancy Schuberg, Executive Director.

Guests: John Terpenton, Leg. Budget Analyst; Greg Wintz, Program Director at Pacific; Nancy Krusen, Pacific Faculty; Hailey Oliver, OTD Student.

With a quorum present, Mashelle Painter called the Monday meeting to order at 10:03 a.m.

**1. Minutes:**

The Board reviewed the minutes of the public meeting of August 5th, 2016. A MOTION WAS MADE BY Linda Smith AND SECONDED BY Sybil Hedrick Park TO APPROVE THE PUBLIC MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the confidential meeting minutes of August 5<sup>th</sup>, 2016. A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Linda Smith TO APPROVE THE CONFIDENTIAL MEETING MINUTES WITH MINOR AMENDMENTS. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the minutes of the Special public meeting of August 31st, 2016. A MOTION WAS MADE BY Linda Smith AND SECONDED BY Juanita Shepherd TO APPROVE THE PUBLIC MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the confidential Special meeting minutes of August 31st, 2016. A MOTION WAS MADE BY Linda Smith AND SECONDED BY Erion Moore II TO APPROVE THE CONFIDENTIAL MEETING MINUTES WITH MINOR AMENDMENTS. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**2. Report of the Director:**

**2015-2017 Budget:** Monthly revenue, expenditure and payment statements from July and August 2016 were sent to Board members with the mid month office reports and September 2016 in the Board Packet.

**2016 Revenues:** July: **\$6,508**; August: **\$8,303** and September: **\$5,776**.

The Legislative total revenue projected in 2015 for this biennium was \$331,150. We have met our projected revenue with 8 months remaining in the biennium. The Director expects Work Force Data Revenue transfer of \$8,268 to occur in March 2017.

**2016 Expenditures:** July: **\$12,303**; August: **\$17,913** ; September: **\$13,191**. The allotment is what we can spend for the biennium and its \$454,683, or \$18,945 per month. The budget remains within the allotment.

### Personal Services:

Expenditures: **\$9,960** in July, August and September, are below the average spending limitation of **\$13,600/month**. This should remain steady until January when there will be a 2.5% cost of living adjustment.

### Services and Supplies:

Expenditures: July: **\$2,344**, August: **\$7,954** and Sept: **\$3,231**. In August, there were two large sums, DAS yearly assessment charges of \$3,881 and also the DOJ Flat fee payment of \$2460 which was due by Oct 1.

The Flat Charge Agreement between the OTLB and the DOJ was signed in August and the payments will be as follows: \$2,460.70 by Oct. 1, \$1,476 on Jan. 1 and April 1. These costs reflect an average of legal fees the last 3 years. Actual costs billed by AAG is August \$1,694, Sept. \$735.

The OT Board is within our 2015-17 budget and in good financial position.

The Board travel expenditures and Board member stipends for 2016 will be sent to accounting following the November meeting for payment.

**2017-2019 Budget:** The biennium agency budget was completed on July 20 and submitted to DAS on July 31. It was reviewed with the Board Chair and then the Board members at the August 5<sup>th</sup> Board meeting. The Governor budget will be sent to the Legislature on December 1.

**License Numbers:** As of Nov. 4, there are **1,892 OTs; 468 OTA's**; total of **2,360** Licensees. Total licenses issued from August 5-Nov. 4: **98** licenses for an approx average of 33 per month. There is always a higher average during the summer months when OT students graduate and get licensed.

**Customer Satisfaction Survey Results:** The Board received a summary of all the survey reports for the fiscal year July, 2015-June, 2016. The survey results are one of the Board's Key Performance Measures. The staff reviews all comments with the Board to determine how they might improve services. The results are very positive, all categories with 97% or above ranking for service good or excellent. Licensees are appreciative of the prompt, personal service they receive in Oregon compared with other states. The Board Director also included July-October 2016 showing 100% in all categories to ensure the Board that Customer Service ratings continue to be high.

**Website re-design:** The OTLB staff is working hard on updating the website to the new V4 format. The director brought up the staging sight to show the progress and get initial feedback from board meeting attendees and guests. The new organization makes information easier to find with less clicks of the mouse. Analytics revealed that anymore than 2-3 clicks, and people start giving up and dropping off the site.

**OTAO Conference Recap:** The OTAO conference was held Friday and Saturday, October 7-8 in Clackamas. The Board paid the registration costs for Board Director, Licensing Specialist (1 day) and 2 Board members to attend. For the Licensing Board presentation: Shaun Conway, from the NBCOT presented about Navigator tool and the Director presented the new Strategic Plan. Board member Mashelle Painter, Sybil Hedrick Pack, Erion Moore and Licensing Specialist Rachel Cillo attended.

The **2017 OTAO Conference** will be held on October 6 and 7<sup>th</sup> at the Portland Marriot near the Airport.

**2017 Meeting Dates:** The Board confirmed the dates and discussed the location where the meetings will be held. The February, May and August meetings will be held at the Portland State Office Building and the November meeting will be held at Linn Benton Community College in their new building.

**CE Compliance:** The Board discussed how to verify CE compliance with the new CE rule. The new CE rule states that if licensees are currently NBCOT certified when they renew, they have met the state CE requirement.

1. 100% of licensees renewals will be audited to verify that those who say they are NBCOT certified have an active status and those who say they are not NBCOT certified are verified to have an inactive status.
2. Mandatory CE audit of all licensees who say they are NBCOT certified and are verified to have an inactive status.
3. Mandatory CE audit of all licensees with discipline.
4. A percentage of Non-certified licensees will be audited by random selection to ensure compliance of 30 CE points within the last two years.
5. A letter will be sent to educate licensees who are verified to have current NBCOT certification but say they are not certified.

**Supervision Compliance:** The Director reported that each OTA who did not show a current supervisor was contacted to ensure they either are not currently practicing or are not in the state. The database has been updated accordingly. A reminder email blast to all OTA's was sent to ensure their supervision is current with the Board.

**Board re-appointments: Public Member:** Public Member Juanita Shepherd's last Board meeting is February 3, 2017. The board is looking for a replacement. The Director has advertised in the Sept. Newsletter, contacted the Pacific Program Director, announced the opening at the OTA conference and alerted the Governor's office.

**3. Disciplinary/Investigations/Complaints:** In accordance with ORS 192.660 (2) (L) which allows the Board to meet in Executive Session on matters to consider information relating to information obtained as part of complaints and disciplinary investigations.

The following cases were considered:

- **OT 2013 – 06:** Continued with follow up.
- **OT 2013 – 08:** Probationary License – Continued with follow up.
- **OT 2015-02:** Continued with follow up.
- **OT 2015 – 05A:** Closed. Did not renew license.
- **OT 2015 – 10:** Case is closed.
- **OT 2016-05:** Continued
- **OTA 2016-06:** Continued
- **OTA 2016-07:** Case is closed.
- **OT 2016-08:** New

Lunch was provided as the Board continued working.

**PUBLIC SESSION:** The Executive session was adjourned and the meeting was brought back to public session. All votes were taken in public session.

**4. Motions from Executive Session and Ratify List of Licensees:**

**2016-08:** A MOTION WAS MADE BY Linda Smith AND SECONDED BY Sybil Hedrick Park TO SEND A LETTER OF CONCERN AND REQUEST GOALS, PLANS AND TIMELINES FROM APPLICANT. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

A MOTION WAS MADE BY Linda Smith AND SECONDED BY Sybil Hedrick Park TO RATIFY THE LIST OF LICENSEES ISSUED SINCE THE LAST BOARD MEETING. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

#### **5. LBCC Re-entry Program:**

Mashelle Painter updated the Board on the OTA Re-entry Program currently in development at Linn Benton Community College. It will begin Summer 2017.

#### **6. Discussion with Greg Wintz, Program Director at Pacific University.**

Greg Wintz presented the following update to the Board:

- OT Re-Entry Program Update – Oregon law requires that a formerly licensed Occupational Therapist or OT Assistant that has not been licensed in Oregon (or another state) for more than three years, must either retake the NBCOT exam or go through a Board approved Re-Entry program. Greg explained that Pacific no longer has the resources to keep the program going.
- Having students work with LBCC students on a Webinar on Supervision. Greg went over input from the staff about working with students to develop a webinar.
- Research Symposium Dates: Capstone presentations for 16-17 final week is August 9 and 10, 2017.

#### **7. 2017 Legislative Session update:**

**Loan Forgiveness Bill:** Greg Baretto, the congressman from Pendleton, has agreed to sponsor a bill to add OTs/OTAs to the Oregon State Loan Repayment program. The OTA Legislative committee is currently looking for students and licensees to write letters and/or give testimony. In 2015, there was a similar bill but it did not pass.

**LC 494:** Oregon Health Authority's Legislative Concept that would require occupational therapists to do a continuing education module on suicide prevention and intervention. If it passes, the Board would adopt rules to require a licensee to complete at least 3 hours and no more than 6 hours of CE on Suicide risk assessment, treatment and management. It would need to be repeated every 6 years. The rules would need to be in place by Jan. 1 2018. A person who on Jan. 1 2018 is licensed would need to complete the CE no later than Jan, 1, 2021.

Only OTs included with the original draft, however OTA's also working with patients who could be at risk for suicide and should be included. OTA and schools have been informed. OTA may offer classes and incentive to increase membership.

**School Caseloads:** An outcome of the OTA conference, OTA Leg committee is working on a Legislative Concept to set a limit on the number of clients assigned to OT's in Schools. Currently some OTs have over 120 students assigned to their caseloads. Senator Chris Edwards of Lane County has offered to sponsor the bill. He has a son with autism and is well aware of the challenges families and children face to have access to appropriate services.

#### **8. 2017-2019 Affirmative Action Plan:**

In preparation of the next biennium, each state agency is required to write their Affirmative Action plan, reviewing previous goals and setting goals for the next biennium. This year smaller agencies, under 10 employees, were allowed to write a briefer version than years past. The OT board is small, Office Staff is 1.5 FTE plus the 5 Board members.

The Director provided a copy to the Board of the Affirmative Action plan submitted to the Governor's office in September. The Director requested comments from Board members to include with the feedback from the Governor's office. Final hard copy is due in the Gov office on Dec. 30<sup>th</sup>. The final plan will then be adopted at the February Board meeting.

#### **9. New Rule adoption:**

The Director reviewed the rule making process for the student in attendance.

The Board discussed adopting the AOTA Code of Ethics into rule, broadening the rules on unprofessional conduct. If a case came up where a licensee had done something unethical, the Board would have the authority to sanction their license, and supporting the Boards mission statement, to ensure safe and ethical delivery of services.

A MOTION WAS MADE BY Linda Smith AND SECONDED BY Mashelle Painter TO ADOPT THE CODE OF ETHICS INTO RULE. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

#### **10. Strategic Plan:** Review and next steps.

Website: The Director asked the Board for ideas on how to survey students & licensee for feedback on new website.

Newsletter: The next OTLB newsletter will be in December. The Director appreciates any suggestions for topics and contributors, especially for the Wellness tips section.

Workforce Data: 2016 Work force data sheets were provided to the Board to decide any changes. The board will review at the next meeting.

**11. Q and A:** Hailey Osborne, Pacific student, asked about requirements for Field Work Educators. Board members explained the challenges of recruitment and retention. Productivity, medicare rules and regulations, not enough staffing, and therapists on leave are among the reasons given by companies not to provide field work opportunities so schools are very careful not to add additional requirement on the educators.

**2017 Board Meetings:** Fridays: February 3, May 5, August 4 and November 3 at Linn Benton.

The Board Chair adjourned the meeting at 2:10pm.

Director, Nancy Schuberg, November 14, 2016