

Oregon OT Licensing Board  
**PUBLIC MEETING MINUTES**  
**Friday, November 1, 2019**

800 NE Oregon Street / Conf. Room 445 / Portland, OR 97232

The Oregon Occupational Therapy Licensing Board meeting was held Friday, November 1, 2019 at the Portland State Office Building in Conference Room 445. The Board members present were: Board Chair Sybil Hedrick Park, OTR/L, CHT, CSCS (phoned in); Vice Chair & Public Member Erion Moore; Kari Hill, COTA/L; Clyde Jenkins, Public Member; Maxwell Perkins, OTR/L, and Nancy Schuberg, Executive Director, and Rachel Cillo, Licensing Specialist. Katharine Disalle, AAG, also attended.

With a quorum present, Board Chair Sybil Hedrick Park called the Friday meeting to order at **10:00 am**.

**1. Minutes:**

The Board reviewed the minutes of the public meetings of **July 26, August 20 and September 18**. A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Kari Hill TO APPROVE THE PUBLIC MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the confidential meeting minutes of **July 26, August 20 and September 18**. A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Kari Hill TO APPROVE THE CONFIDENTIAL MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

**2. Report of the Director:**

**2017-2019 Budget:**

**13<sup>th</sup> Month:** There was \$2,698 charged in Services and Supplies and \$3,647 in Personal Services.

**2019-2021 Budget:**

**Revenues: July: \$4,914; August: \$7,572 and Sept: \$4,969.** These totals include revenue received from fingerprinting (paid out through Services and Supplies). The total revenue projected in the budget for this biennium is \$482,672. 75% of revenue generally comes from renewals.

**Total Overall Expenditures: July: \$19,043; August: \$18,291; Sept: \$21,416.** The legislatively approved budget for the OT Board is **\$619,842, or \$25,826** per month. Expenditures were within the limitation.

Expenditures are divided into two categories, "Personal Services" (payroll) and "Services and Supplies" (everything else):

**Personal Services:**

Expenditures: **July: \$17,729; August: \$14,619; Sept: \$15,406.** The Personal Services budget is **\$398,989** for the biennium or **\$16,625/mo.** Overall, the Board's Personal Services costs are within the limitation.

**Services and Supplies:**

For **July \$2,312; August: \$3,673; Sept: \$6,010.** The Services and Supply budget is **\$219,587** or **\$9,149/mo.** The Board's Services and Supplies costs are within the limitation.

**Accounting Update:** The Director informed the board that the Fiscal Analyst 2 hired by the board last summer has resigned. The Directors of 83300 have decided to have Shared Financial Services at DAS continue to handle all accounting and budgeting needs going forward. SFS rates have gone down making it the more economical choice. The director of SFS said there has been process improvements which has been the driving factors in the

lower rates. For OT, the costs for accounting services will be \$23,575 for the 19-21 biennium. New efficiencies are now in place including annual auto-pay of monthly bills, coding board credit card charges online. By paying by credit card, there are fewer accounts payable transactions, saving money for the board.

**Legal Costs Tracking:** **July: \$107 August: \$642; Sept: \$128.** The Board tracks legal costs carefully. OTLB is on a biennial flat fee contract with the DOJ and pays a set fee quarterly but tracks actual costs.

**IT Update:** Development of the OT database, application intake and renewal system is in process. The Director is hopeful to be up and running in January. The Director provided screen shots of the new system.

**License Numbers:** As of Thursday, July 25, there were **2,368** OTs and **577** OTA's; for a total of **2,945** licensed therapists. There were **116** total licenses issued from July 26-October 31, 2019.

**Annual Performance Progress Report / Customer Survey Report:** The board is meeting ALL Key Performance Measures, including 100% of investigations completed within 90 days, customer service ratings of good or excellent above 95%, over 95% of licenses issued within 3 days and 100% feedback that the board is following best practices. The Director provided the biennial customer survey report with results that were 97% or higher rating of good or excellent in every category.

**OTAO Conference / OT Interstate Licensure Compact:** AOTA and NBCOT announced they would collaborate on the interstate compact. The goal is have it enacted by 2024. Kristen Neville from the AOTA State Affairs group gave a presentation on the compact the OTAO Conference in Oct. The presentation was posted on the OTLB website.

**New OTD program** – UNLV is offering an OTD program to OTs who have a Masters degree in Oregon. There is no clinical component.

**2020 Board Meeting dates:** The Board changed the dates of the 2020 Board meetings to February 7, 2020, at 10:30am and August 7, 2020.

**Student Legislative Day:** Student Legislative Day is scheduled for March 5. The Director will participate by presenting to students about the OTLB role in the Legislative process.

**OTA Supervision Audit:** The Director reported that board staff is working on the annual audit of OTA Supervision.

**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:

- **OTA 2016-06:** Continued with follow up
- **OT 2018-04:** Continued with follow up
- **OTA 2018-16:** Continued
- **OTA 2019-09:** Continued
- **OTA's 2019-12:** New

- **2019-13**                      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. Board Training – Katharine Disalle, AAG:** The board received training on diversions and public meeting law.

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

**2018-04** A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Kari Hill TO **end the probation and grant a regular license.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**2018-16** A MOTION WAS MADE BY Clyde Jenkins AND SECONDED BY Maxwell Perkins TO **suspend license for 90 days, until proof is provided via certified mail, showing completion of the diversion and a court order that the case was dismissed.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

**2019-12** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Sybil Hedrick Park TO **dismiss the case but send one letter of concern.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

**2019-13** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Kari Hill TO **send a letter to the administrator and email the therapists citing the rules and scope of practice.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Kari Hill TO **ratify the list of licensees issued since the last board meeting.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**6. HB3030: Proposed Rules Military spouse/domestic partner temporary license rules and fee:**

The Board gave public notice to licensees, stakeholders regarding the new rule for the temporary licenses on September 24, 2019. The public had opportunity to comment through October 22, 2019 at Noon. There was only one comment which was in favor of the rules. As there were no changes, the board had its final motion to adopt rule 339-010-0045 and amend 339-005-000, per the proposed drafts.

A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Max Perkins TO **file permanent rule 339-010-0045 and amend 339-005-0000** per the proposed rule draft. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**7. HB 2011 Cultural Competency CE:** Board had initial discussion on how to comply with HB 2011 (2019) which requires the board to require cultural competency CE by July 2021. The Board discussed dates for implementation, how much to require. (Other health boards are considering 1 hour per year), whether or not to require CE every renewal or every other renewal, and what Cultural competency CE to require. It is up the licensee to find relevant CE to their practice and report it? The board has asked DOJ to address some questions and will discuss in further detail at the next Board meeting.

**8. Field Work For Re-Entry:** The Board received feedback that three students are going through Lone Star Re-entry program and they are having a difficult time finding Field Work. The Field Work requirement at Lone Star is four weeks of supervised clinical practice immersion at a facility in their geographic area. The Board has advised students to seek out private practice for opportunities.

**9. Reporting Driving To DMV:** Board discussed the need to remind licensees of their responsibility to report at-risk drivers. The Director will add a blurb in the next newsletter that will be sent out in December.

**10. Strategic Plan Update:** The Director will work with the new vendor on a new system of reporting OTA supervision with the new database vendor so that OTA's can submit "statement of supervision" forms electronically.

**11. December Newsletter Planning:** The next newsletter will include: Stop Medicaid fraud, OT Compact, CE tips, Serv OR, Pain Conference.

**12. Division 20 CE Rules Review:** The rules review work session planned was tabled to the next meeting.

The Board Chair adjourned the meeting at **1:48 pm.**

**2020 Board Meetings:** Fridays: Feb. 7 @ 10:30, May 1, August 7, Nov. 6

Nancy Schuberg, Director. November 6, 2019