

Oregon OT Licensing Board  
**PUBLIC MEETING MINUTES**  
**Friday, February 7, 2020**

800 NE Oregon Street / Conf. Room 618 / Portland, OR 97232

The Oregon Occupational Therapy Licensing Board meeting was held Friday, February 7, 2020 at the Portland State Office Building in Conference Room 618. 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 **10:33 am**.

**1. 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
- **OTA 2018-16:** Continued
- **OTA 2019-09:** Continued
- **OT 2020-01:** New
- **OTA 2020-02** New
- **OT 2020-03** New
- **OTA 2020-04** New
- **OTA 2020-05** New

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

**2018-16** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Sybil Hedrick Park TO **amend the notice**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**2020-01** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Sybil Hedrick Park TO **continue the case**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

**2020-02** A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Kari Hill TO **dismiss the case and send a letter**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

**2020-03** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Sybil Hedrick Park TO **continue the case**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

**2020-05** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Sybil Hedrick Park TO **approval the license and send a letter**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

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

### 3. Minutes:

The Board reviewed the minutes of the public meetings of **November 1, 2019**. A MOTION WAS MADE BY Max Perkins 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 **November 1, 2019**. A MOTION WAS MADE BY Max Perkins AND SECONDED BY Sybil Hedrick Park TO APPROVE THE CONFIDENTIAL MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

### 4. Report of the Director:

#### 2019-2021 Budget:

**Revenues: October: \$4,856; November: \$3,797; December: \$5,984.**

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: October: \$38,321; November: \$19,966; December: \$22,994.** The legislatively approved budget for the OT Board is **\$619,842, or \$25,826** per month. October expenditures included the annual payment of \$11,787 for Accounting services. The average of the first six months of spending in the biennium for overall expenditures the average is \$23,568 per month, within the limitation.

#### Personal Services:

**October: \$15,655; November: \$15,308; December: \$15,389.** 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:

**October: \$22,666; November: \$4,658; December: \$7,604.** The Services and Supply budget is **\$219,587 or \$9,149/mo**. October expenditures included the annual payment of \$11,787 for Accounting services The Board's Services and Supplies average over 6 months is \$7825, within the limitation.

**Legal Costs Tracking: October: \$3,124; November: \$1,862; December: \$214.** 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:** Testing sites of the OT database, application intake and renewal system are available and board staff is in the process of providing feedback to the vendor. This includes the applicant portal, reinstatement of lapsed license, limited permits and new military spouse temporary license. Supervision will be online. The board is on track for a March 1<sup>st</sup> roll out of the new online system for license renewals and applications. At that time applicants will have the option of uploading License verifications.

**LEDS checks** – the director reported that LEDS checks had been completed on over 2975 licensees.

**License Numbers:** As of February 7, 2020, there were 2,430 OTs and 581 OTA's; for a total of 3,011 licensed therapists. There were **67** total licenses issued since the last board meeting that were ratified.

**Mid-Month Office Reports:** Director midmonth reports will now be sent on a quarterly basis to the full board and monthly basis for Chair and Vice Chair.

**Board appointments:** All forms have been submitted to the Governor's Office for Erion Moore's re-appointment to the Board. Clyde Jenkins 1<sup>st</sup> term ends on March 31<sup>st</sup>, 2021. Kari Hill's 1st term ends on June 30, 2021.

**Board travel:** Erion Moore will attend the AOTA conference next year in San Diego.

Board Chair and Board Director will attend the NBCOT Leadership forum in Atlanta on May 12-13 and report back at the August meeting. NBCOT pays for all travel expenses.

Kari Hill will attend the NBCOT Regulatory meeting in Chicago for new Board members. It will be held on April 3. NBCOT pays for all travel expenses.

**Board Training:** 100% of the board members and staff completed the required trainings on IT security and preventing discrimination and harassment.

**OTAO Conference:** Will be held on October 16-17 in Portland.

**TIES:** This is the combination of assistive technology conference and TIES conference, Therapy in Educational Settings. It's being held in Salem on April 20-22. The Board will have a presence – either give a presentation or have a table.

**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.

**OT Compact:** Legislation is in the process of being drafted and the goal is have it ready for state legislatures in 2021.

*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.

#### **5. SB 855 – Barriers to foreign applicants**

The Director reviewed the required memo per the bill that was sent to the Legislative Assembly.

**6. HB 2011 Cultural Competency CE:** The board reviewed the first draft of the proposed rules.

**7. Field Work For Re-Entry:** The board was provided an update on the applicants going through the re-entry process, and attending Lone Star College re-entry program in Texas.

**8. Strategic Plan Update:** The Board discussing holding the next Strategic Planning session next summer, 2021.

**9. June Newsletter Planning:** The next newsletter will likely be in June, to recap renewals.

**10. Division 20 CE Rules Review:** The board had a workgroup to review and revise the Division 20 CE Rules.

The Board Chair adjourned the meeting at **2:54 pm.**

**2020 Board Meetings:** Fridays: May 1, August 7, Nov. 6

Nancy Schuberg, Director. February 27, 2020.