

Oregon OT Licensing Board
SPECIAL Board Meeting – Monday, June 22, 2020
Portland State Office Building, 800 NE Oregon St. Suite 407, Portland, OR 97232

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a Special Board Meeting on **Monday, June 22, 2020**. A phone conference was held. Board members: Board Chair Sybil Hedrick Park, OTR/L, CHT, CSCS; Vice Chair/Public Member Erion Moore, Kari Hill, COTA/L, public member Clyde Jenkins, Maxwell Perkins, OTR/L and Nancy Schuberg, Executive Director were all present on the call.

With a quorum present, Board Chair Sybil Hedrick Park called the meeting to order at 3:00pm.

EXECUTIVE SESSION: 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.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2020-07**
- **2020-08**

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

2. 2021-2023 Budget Review:

The Director reviewed the budget projections in detail with public member Clyde Jenkins and Board Chair Sybil Hedrick Park one-on-one prior to the meeting.

The Director reviewed the stages of the budget planning cycle with the Board:

- **ARB = Agency Request Budget – June 20**
- **GBB – Governors Balanced Budget – Oct. 20**
- **LAB – Legislatively Adopted Budget – Jan. 21**

To establish the base budget for the next biennium, the board forecasts the revenue and expenses for the remainder of the current biennium to establish an ending balance which then becomes the beginning balance for the next biennium. The 2019-21 ending balance is lower than originally forecasted for the following reasons:

1. COVID-19 happened during renewals making difficult to forecast renewal and applications totals. At the beginning of renewals, OTLB had approx. 3030 licensees and we predicted we would lose 18% (2000 OTs / 477 OTAs). (During 2018 renewals, the board lost 18% of our total licensees and previous cycles we lost 12%). With two weeks left just 1728 OTs and 369 OTAs have renewed, much lower than projected. In 2018, 1864 OTs renewed and 445 OTAs renewed. As of Friday, there are 744 who have not told if they will renew or not.

2. Higher than expected Personal Services: In 2019, the Director position was re-classed and received a pay equity increase and the Licensing Specialist reached her top step 8 as of 12/2019. Effective 7/1/20, a new SEIU (Union) negotiated extra step will go into effect, and the Licensing Specialist receive this step in 12/2020.

Union negotiated increases – 3% COLA on 10/20.

3. IT costs for new system, IT person, desk top support, servers to DAS, etc. - increasing Services and Supplies approximately \$26K.

With the pandemic it is difficult to predict revenue. It is likely that the number of applications will be reduced as licensees will not want to travel. To ensure a healthy ending balance, the Director proposed that starting 7/1/2020 she goes to .8 time. Savings \$26-28K for 1 year. Ending balance projected right now is \$320K (w/schedule reduction)- 12 months of ending balance. As the financial picture becomes clearer, adjustments to the budget is likely in the GBB.

2021-23 Challenges:

IT expenses are higher and Revenues from applications and renewals are lower than originally expected. Base budget is with Licensing Specialist at .75 FTE – very costly, will likely need to reduce back to .5FTE Legal costs – no longer on a contract as DOJ ended the program. The board must maintain a high limitation incase the Board gets an expensive case.

The board decided on the following for the 21-23 ARB:

Reduce Licensing Specialist FTE increase from .75 to .65 – savings \$20K. As new IT system is more efficient, and the number of applications expected to go down. If possible keep .6 FTE to enable Director to increase her hours as needed in busy times. If not, change FTE to .5 in the GBB.

Lower the limitation in IT Professional costs \$25K as IT system costs were lower than budgeted for and there is surplus.

Increase renewal and application fees to generate an estimated **\$130K** revenue. This would be the first fee increase for the Board in 15 years. Charge for verifications.

	Current	Proposed Fee – effective July 1, 2021
OT Application	\$175 2 year fee / \$100 1 year fee	\$215 2 year fee / \$120 1 year fee
OTA Application	\$120 2 year fee / \$70 1 year fee	\$160 2 year fee / \$90 1 year fee
OT Renewal	\$150	\$200 2 year license
OTA Renewal	\$100	\$140 2 year license
OT Reinstatement	\$200 2 year fee / \$125 1 year fee	\$250 2 year fee / \$150 1 year fee
OTA Reinstatement	\$150 2 year fee / \$100 1 year fee	\$190 2 year fee / \$120 1 year fee
License Verifications	\$0	\$25 each

The Board is also considering raising the cost of a mailing list, currently \$25.

3. Motions:

2020-07: A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Erion Moore TO **dismiss the case but send a letter of concern.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2020-08: A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Erion Moore TO **dismiss the case and send the “effects of alcohol” letter.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Budget: A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Erion Moore TO **approve the Agency Request Budget and Policy Option Packages.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.