

Oregon OT Licensing Board

Board Meeting – Friday, August 5th, 2022

Portland State Office Building, 800 NE Oregon St. Suite 407, Portland, OR 97232

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a Board Meeting on **Friday, August 5th, 2022**. Board Chair/public member Erion Moore, Vice Chair Kari Hill, COTA/L, Maxwell Perkins, OTR/L, and Nancy Schuberg, Executive Director were all present. Whitney Hooker, OTR/L, CLT had an excused absence due to illness. Angela Hunt, AAG attended in person and Haylee Morse Miller, Legislative Fiscal Analyst also attended via conference call.

With a quorum present, Board Chair Erion Moore called the meeting to order at 10:02am.

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:

- **OT 2021-10** Continued
- **OT 2021-14** Continued
- **LEDS** Continued
- **OT 2022-12** New
- **OT 2022-13** New
- **OT 2022-14** New

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

2. Review and approve public and confidential Board meeting minutes from the February 11, 2022 Meeting:

The Board reviewed the minutes of the **public** meeting of **May 5th regular board meeting, June 10th and June 13th Special meetings:**

A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO APPROVE THE PUBLIC MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the **confidential** meeting minutes of **May 5th regular board meeting, June 10th and June 13th Special meetings:**

A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO APPROVE THE CONFIDENTIAL MEETING MINUTES. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

3. Motions from Executive Session and Ratify List of Licensees:

2021-10 A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2022-12 A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2022-13 A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2022-14 A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

RATIFY LIST: A MOTION WAS MADE BY Max Perkins AND SECONDED BY Erion Moore TO **RATIFY THE LIST OF LICENSEES** ISSUED SINCE THE LAST BOARD MEETING. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

4. Report of the Director:

2021-23 BUDGET REVIEW: The Financial summaries for the months of **April and May** were reviewed by the Board.

Revenue: April. \$ 138,032 and May: \$ 153,790. These were renewal months.

Overall Expenditures: April. \$ 25,100 and May: \$ 26,476.

The allotment is what we can spend for the biennium and it is **\$697,289 or \$29,053** per month. Expenditures are within the limitation.

Total Expenditures are broken into two categories, personal services (payroll costs) and services and supplies, (everything else)...

Personal Services: Expenditures: **April. \$ 18,882 and May: \$18,467.**

The Personal Services budget is **\$486,932** for the biennium or **\$20,288/mo.** The budget reflects a 1.65 FTE but we are keeping the AS2 position at .5. Personal Services totals are within the limitation.

The Board Investigator worked 13.3 hours in April and .4 hours in May. Rachel Cillo did not work any overtime.

Services and Supplies: April. \$ 6,219 and May: \$ 8,009.

The Sales and Supply budget is **\$210,357** or **\$8,765/mo.** The Board is within the limitation.

Most recent projections continue to show a healthy ending balance of \$335,000 for the 21-23 biennium.

Accts Rec Honor Roll – the board received a letter that they made the Accounts Receivable Honor role.

23-25 Budget Planning: The board were updated on the next step in the budget process, compiling and sending the Agency Request Budget (ARB) notebook to CFO and LFO. The Governors budget will be released in Nov, but may postponed due to a new Governor.

LICENSE NUMBERS: As of end of the day on August 4, 2022, the total number of licensees were: **OTs: 2,099. OT Assistants: 428** for a total of **2,527** licensees in Oregon. There were 116 licenses issued since the last meeting.

OTA SUPERVISION AUDIT: Board staff is working on an audit of OTA Supervision. The audit checks to make sure all OTA's have a current supervisor listed in the License Portal.

BOARD APPOINTMENTS: The search for a new PUBLIC board member continues.

2023 Board Meeting Dates: The board selected dates for the 2023 board meetings. The 2023 Board meetings will be held on February 24, May 12, August 18 and November 16th (Thursday).

Key Performance Measures: The OT Board has four Key Performance Measures and must submit every year a KPM report that is due the end of September. The annual report also is included in the budget notebooks and is shared with the Legislature. Here are the results of the KPMs for the 21-22 fiscal year:

Best practices: based on the survey results received back from the board members, the board is following best practices 100% of the time.

Customer Service: The feedback was provided to the board, 97-100% ratings of good or excellent.

Issuing licenses within 3 days: 98% of the time the board issues a license within 3 days of having all the required documents.

Reviewing cases within 120 days: When the board receives a new case, the board reviews the case within 120 days, 100% of the time.

2022 OTA Conference Presentation: The 2022 OTA Annual Conference will be virtual again this year. Live sessions will be offered on Oct. 22. The Board will give a presentation.

Strategic Planning: The meeting will be held on September 23, 2022, in person at the Portland State Office Building.

NBCOT Leadership Forum: The annual conference will be held on Sept. 13-14th virtually. Board members and staff are invited to attend.

Public Member Guide: Board staff is creating a board member guide for new Public members.

Board Trainings: All but two board members and staff have completed the annual training courses that are due at the end of the year.

OT Compact Follow up: – Answers to the questions that were left unanswered from the OT Compact presentation were provided to the board members. The Counsel of State Gov. presented about the Compact along with the NBCOT and AOTA during the June Special meeting.

End of the director's report. Lunch was provided while the board continued working.

5. Public Comment – There were no public comments.

6. Proposed rule – Code of Ethics: The AOTA updated the Code of Ethics in 2020. The OTLB rule 339-010-0020 (1)(h) needs to be updated to reflect the most recent version. The revised rule removes the reference to the date.

A MOTION WAS MADE BY Max Perkins AND SECONDED BY Kari Hill TO **propose the rule change as drafted.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

7. Proposed rule – Updating Contact info: Licensees can now update their contact information and do name change requests through the online license portal. Slight revision made to the OTLB rule 339-010-0018 (3) to include “online submission.”

A MOTION WAS MADE BY Max Perkins AND SECONDED BY Kari Hill TO **propose the rule change as drafted.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

8. Newsletter content – The next newsletter sent in Sept., will include a blurb about the OTA conference / board presentation, proposed rules, review of OT credentials, (when you can use the “R” in OTR and “C” in COTA) and OTA Supervision.

9. Other Business – The Director in collaboration with the AAG are working on drafting rules in compliance with HB 2359 to require health professionals who are reimbursed with public funds to use health care interpreters that are registered in the OHA registry. The schools are pushing back as they currently employ non-OHA certified interpreters who have their expertise in educational interpreting.

10. Demonstration of New database: The director provided the board members with a demonstration of the new licensing system.

11. Adjournment: The meeting adjourned at 12:40pm.

Nancy Schuberg, Executive Director, August 22, 2022.