

Oregon OT Licensing Board

Board Meeting – Friday, May 6, 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, May 6, 2022** via Zoom Video Conference. Board members: Board Chair/public member Erion Moore, Vice Chair Kari Hill, COTA/L, Maxwell Perkins, OTR/L, Whitney Hooker, OTR/L, CLT and Nancy Schuberg, Executive Director were all present. Public member Clyde Jenkins has resigned from the board due to illness. Guests: Angie Hunt, AAG; Leslea Smith, Board Investigator, Lori Taylor, OTA0 President, and Paul Zulak, NBCOT Ambassador, Shaun Conway, NBCOT.

With a quorum present, Board Chair Erion Moore called the meeting to order at 10:05am.

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 2202-09 New
- OT 2022-10 New
- OT 2021-10 Continued
- OT 2021-14 Continued
- LEDS Continued
- OT 2022-03 Continued
- OT 2022-08 Continued

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 **February 11, 2022**. A MOTION WAS MADE BY Max Perkins AND SECONDED BY Whitney Hooker TO APPROVE THE PUBLIC MEETING MINUTES with amendments. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the **confidential** meeting minutes of **February 11, 2022**. A MOTION WAS MADE BY Max Perkins AND SECONDED BY Whitney Hooker 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:

2022-09 A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Whitney Hooker TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2022-10 A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Kari Hill TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

2022-08 A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Kari Hill TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

4. Report of the Director:

COVID-19/RE-OPENING OF STATE GOVERNMENT UPDATE: State Government opened back up to the public as of Monday, May 2nd. That means most government agencies are now open to in-person visits from the public. In some agencies employees will return to the office full time, or in many cases, they will work a hybrid schedule which is some time at work and some time working remotely. The OTLB staff will continue to work a hybrid schedule. The director will continue to work in the office every day. The August 5, 2022 board meeting will be held in person at the Portland State Office Building.

2021-23 BUDGET REVIEW: The Financial summaries for the months of **Jan., Feb and March** were reviewed by the Board.

Revenue: Jan. \$ 6,123; Feb. \$6,229; March (the first month of renewals): \$151,364.

Starting March 1st applications changed from the 1-year fee to the 2-year fee and the new licenses are good through May 31, 2024.

Overall Expenditures: Jan. \$33,235; Feb. \$22,881 ; March: \$24,747.

The allotment is what we can spend for the biennium and it is **\$697,289 or \$29,053** per month. Although January was higher, overall expenditures for the months are within the limitation.

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

Personal Services: Expenditures: **Jan. \$ 18,091; Feb. \$18,800; March: \$ 18,403.**

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

The Board Investigator did not work any hours in January and February but she did work 3.9 hours in March. Rachel Cillo has not yet worked any over time in the current biennium but may need to work additional hours in May to finish out renewals.

Services and Supplies: Jan. \$ 15,144; Feb. \$4,082; March: \$6,344. The Sales and Supply budget is **\$210,357 or \$8,765/mo.** January was higher because of six rent payments hitting the same month. Overall the board is within the limitation.

Unexpected Budget impacts in the 21-23 biennium. The Director provided a list of unexpected budget hits in the current biennium. The board's lease was re-done and rent has almost doubled. The director is working with the other directors in the suite for solutions on how to reduce rent for next biennium. The

increase by the OSP for FP background checks, the unexpected pay equity increase, board member stipends increase per HB2992 (2021), and the lower than predicted beginning balance, totaling over \$50K.

23-25 Budget Planning: The board was provided with the forecasted revenues and an overview of the budget process. The board will have a meeting on June 10, 2022 to review the 23-25 budget.

RENEWALS: The Director reported that license renewals are going very smoothly. 1600 licensees have renewed so far, and the director estimates 850 more licensees will renew.

Licensees are now accountable for their CE with the new licensing system and they print of their own new license certificate once the renewal is processed. The board no longer needs to mail them. Board staff is auditing cultural competency CE as they process renewals, and we also audit the NBCOT certification status, making sure it's consistent with what licensees said in the renewal. The CE audit of the 30 points of CE will start in June.

There have been 240 licensees who told staff they are not renewing. Rachel Cillo is tracking the reasons why they are not renewing for those who tell us. The information will be shared with the Board and all licensees following completion of renewals.

LICENSE NUMBERS: As of May 5, 2022, the total number of licensees are: **2,545** OTs; **584** OT Assistants for a total of **3,129** licensees in Oregon. There were 85 licenses issued since the last meeting.

BOARD APPOINTMENTS: Public Member Clyde Jenkins has resigned from the board due to illness. Whomever takes his place will finish his current term which ends on March 31, 2025 so the term will be under 3 years. The directors has reached out to Pacific, Linn Benton and the Association to see if they have any suggestions. She has also emailed the governor's office for any leads. The next newsletter will include a blurb to let licensees know we are looking for a new public member.

Max Perkins has agreed to do a 2nd term on the board. His current term expires on 6/14/2023.

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 discussed ideas for a presentation and will create a survey for all licensees.

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

End of the director's report.

5. Public Comment – There were no public comments.

6. 2022 Legislative Session bills – The board reviewed the bills the board was tracking during the 2022 short session. The only bill on the list that passed is the HB 4096 which authorizes health care practitioners in another state to practice in Oregon without compensation for 2 weeks without licensure. It did not impact OTs as they were not named in the bill.

7. Paul Zulak, NBCOT Ambassador– The Board welcomed OT Paul Zulak, who is the NBCOT ambassador and will serve as a communication link between the NBCOT and the Board.

8. Lori Taylor – OTA president: The Board welcome the new OTA president Lori Taylor. Lori updated the board on the OTA and announced that the OTA would pursue the OT Compact legislation

in the upcoming 2023 legislative session. The Board looked at the OT Compact in 2020 and will invite the NBCOT/AOTA/CSG to present at the June 10th Special board meeting.

9. NBCOT presentation: Shaun Conway from the NBCOT gave a presentation entitled, “*Keeping It Current: NBCOT National Certification Information for OT State Regulators.*”

10. June Newsletter: The next Board newsletter will be sent in June, after renewals are completed. It will include the statistics on the number of licensees who renewed and did not renew, current licensee count, and reasons given why licensees did not renew. It will also advertise that the board is looking for a new public member.

11. Other Business: The Board discussed an OTA Supervision question received from a facility and discussed the possibility of doing a CE presentation in collaboration with the OTA on supervision and roles of an OT and OTA.

The meeting was adjourned at 1:43pm.

Nancy Schuberg, Executive Director, May 11, 2022.