

Oregon OT Licensing Board
Board Meeting – February 21, 2025
Virtual Meeting

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a board meeting on **Friday, February 21, 2025**, via video conference. Board members in attendance: Board Chair Whitney Hooker, OTR/L, CLT; Vice Chair Kari Hill, COTA/L; public member Ellen Stauder; public member Elise Dorris; Heather McCarthy, OTR/L; Nancy Schuberg, Executive Director, and Angela Hunt, Board Counsel.

Executive Session: In accordance with ORS 192.660(2)(l) which allows the Board to meet in Executive Session on matters to consider information obtained as part of complaints and disciplinary investigations.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2025-01** **New**
- **2024-08** **Continued**
- **2024-12** **Continued**
- **2024-25** **Continued**
- **2025-02** **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. Rulemaking OAR 339-010-0021 Imposition of Civil Penalties – Proposed rule amendment:

(3) Civil penalties ~~shall~~ **may** be imposed according to the following schedule ~~in the absence of a finding of aggravating or mitigating circumstances (per OAR 339-010-0022)~~ **or as otherwise determined by the Board:**

(f) ~~Knowingly e~~**E**mploying an individual to practice occupational therapy when the individual does not have a current, valid Oregon license or permit, \$1,000 **per day**;

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO Introduce rulemaking for OAR 339-010-0021. THE MOTION PASSED WITH ALL BOARD MEMBERS VOTING IN FAVOR.

Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye

Kari Hill: Aye

3. Review and approve public and confidential Board meeting minutes and ratify list of licensees:

The Board reviewed the public and confidential meeting minutes of the **November 1, 2024 board meeting**.

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE PUBLIC and CONFIDENTIAL MEETING MINUTES of the **November 1, 2024** board meeting. THE MOTION PASSED WITH ALL BOARD MEMBERS VOTING IN FAVOR.

Board Member votes:

Elise Dorris: Aye

Ellen Stauder: Aye

Whitney Hooker: Aye

Heather McCarthy: Aye

Kari Hill: Aye

The Board reviewed the public and confidential meeting minutes of the **December 20, 2024 Special board meeting**.

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO RATIFY THE LIST OF LICENSES ISSUED SINCE THE **December 20, 2024** board meeting. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

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Board Member votes:

Elise Dorris: Aye

Ellen Stauder: Aye

Whitney Hooker: Aye

Heather McCarthy: Aye

Kari Hill: Aye

4. Motions from Executive Session:

2024-25 The board reviewed a request and took no action.

2025-02 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:

Elise Dorris: Aye

Ellen Stauder: Aye

Whitney Hooker: Aye

Heather McCarthy: Aye

Kari Hill: Aye

RATIFY LIST: A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **RATIFY THE LIST OF LICENSEES** ISSUED SINCE THE LAST BOARD MEETING. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:
Elise Dorris: Aye
Ellen Stauder: Aye
Whitney Hooker: Aye
Heather McCarthy: Aye
Kari Hill: Aye

5. Report of the Director:

2023-2025 BUDGET REVIEW:

The Board reviewed the financial summaries for the months of October, November and December, the 6th quarter months of the 23-25 biennium.

The budget is **\$755,948** for the biennium, that is how much the Board can spend.

Revenue: October: \$14,010 ; November: \$8,840; December: \$32,369.

Overall Expenditures: October: \$45,988; November: \$28,349; December: \$37,798. The allotment is what we can spend for the biennium and it **\$755,948 or \$31,498** per month.

October was higher because the board was charged the annual payment to Shared Financial Services, of \$16,170 and state Gov. charges of \$5600. Overall, the board is within limitation.

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

Personnel Services: October: \$21,023; November: \$20,756; December: \$28,276.

The Personal Services budget is **\$531,480** for the biennium or **\$22,145/mo.**

December was higher because of Board stipends were paid out, increased investigator hours and the Director requested a vacation payout for some her unused vacation hours. Overall, the board is within limitation.

The contract investigator hours were also higher this quarter: 14 hours in Oct; 25 hours in Nov.; 1.5 hours in December. Rachel Cillo did not work any overtime.

Services and Supplies: October: \$24,965; November: \$7,593; December: \$9,523.

The Sales and Supply budget is **\$224,468** or \$10,218 per month. The board is within limitation.

25-27 BUDGET UPDATE: The Director reported that the governor's budget is \$793,000, an increase of 5% increase to cover inflationary costs. The Director presented the budget to the legislature on 2/17/25. There are no fee increases.

LICENSE NUMBERS: At of end of the day on February 20, 2025, the total number of licensees are: **OTs: 2,294 OT Assistants: 471** for a total of **2,765** practitioners currently licensed in Oregon. There were **107** licenses issued since the last meeting that were ratified when we had the motions.

Board appointments: OTA Lisa Grebysz will be recommended to the Governor to replace Kari Hill who reaches the end of her 2nd term on 6/30/25.

Ellen Stauder has submitted her paperwork for re-appointment.

2024 OTAO conference: Board Chair Whitney Hooker gave her presentation, “Alphabet Soup” at the conference and it was excellent and well received. The board director will post the slides to the board website.

2025 OTAO conference: The board discussed possible topics for the 2025 conference.

2025 AOTA ASPIRE: The annual AOTA conference will be held April 3-5th in Philadelphia. Board member Kari Hill will attend on behalf of the board.

Board IPADS: The Director announced that Board IPADS are due to be replaced. The new iPads will be switched out at the May meeting.

End of the director’s report.

6. Public Comment: There was no public comment.

7. Strategic Plan Review: The board reviewed the first biennium of the strategic plan and made adjustments to the plan for the next biennium.

8. Bill Tracking: The board reviewed the list of bills that has a relationship to the board, OT profession or other health professions. The board director will track these bills and provide an update at the next meeting.

9. Other Business: None

10. Adjournment: The Board adjourned at 11:55am.

Nancy Schuberg, Executive Director. February 21, 2025