

Oregon OT Licensing Board
Board Meeting – May 16, 2025
Portland State Office Building, Conf Room 445

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a board meeting on **Friday, May 16, 2025**, at the Portland State Office Building. 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. Guest: Lisa Grebisz, incoming OTA board member.

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 and ORS 192.660(2)(f) to hear legal advice.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2023-03** **Continued**
- **2024-08** **Continued**
- **2024-12** **Continued**
- **2024-25** **Continued**
- **2025-01** **Continued**
- **Discipline Matrix**

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 and ratify list of licensees:

The Board reviewed the public and confidential meeting minutes of the **February 14, 2025 SPECIAL board meeting**.

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE PUBLIC and CONFIDENTIAL MEETING MINUTES of the **February 14, 2025 SPECIAL 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 and the **February 21, 2025 board meeting.**

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE PUBLIC and CONFIDENTIAL MEETING MINUTES of the **February 21, 2025 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 list of licenses issued since the last board meeting and voted to ratify the list.

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

3. Motions from Executive Session:

2024-08 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

2024-25 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris **to delegate authority to the Board director to settle the agency case 2024-25 as directed by the board.** 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

2025-01 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

4. Report of the Director:

2023-2025 BUDGET REVIEW:

The Board reviewed the financial summaries for the months of January, February and March, the 7th quarter months of the 23-25 biennium.

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

Revenue: January: **\$12,761**; February: **\$12,517**; March: **\$12,483**.

Overall Expenditures: January: **\$28,639**; February: **\$27,814**; March: **\$ 28,838**. The allotment is what we can spend for the biennium and it **\$755,948 or \$31,498** per month.

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: January: **\$22,227**; February: **\$22,196**; March: **\$22,111**.

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

Overall, the board is within limitation.

The Investigator hours for this quarter is as follows: 0 hours in Jan.; 2.5 hours in Feb.; 4.5 hours in March. Rachel Cillo did not work any overtime.

Services and Supplies: January: **\$ 6,411**; February: **\$5,618**; March: **\$6,727**.

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

Board iPads: The Director reviewed the reasons the board must pay for cellular service. The iPads are managed devices containing confidential and protected information and cellular connectivity is necessary for mobile device management, especially when a device is lost or stolen in transit between locations where there is no Wi-fi.

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. The Budget bill, SB 5524, was voted do pass by the JWM subcommittee on 5/14. The full committee will vote on the bill on 5/23/25.

LICENSE NUMBERS: At the end of the day on May 15, 2025, the total number of licensees were: **OTs: 2,385; OT Assistants: 486** for a total of **2,871** practitioners currently licensed in Oregon. There were **106** licenses issued since the February 21, 2025 board meeting that were ratified when the board held the motions.

BOARD MEETING DATES: The remaining meeting dates for 2025 are August 15th and November 7th. Both meetings will be held virtually. Meeting dates for 2026 will be selected during the August 15th meeting.

BOARD APPOINTMENTS: OTA Lisa Grebisz has been recommended to the Governor to replace Kari Hill who reaches the end of her 2nd term on 6/30/25. The next board appointment Senate hearing will be held in September. Whitney Hooker will also go through re-appointment in Sept.

2025 OTAO CONFERENCE: The board brainstormed various topics for the board presentation and decided it should be on OTA supervision and the collaboration between the OT and OTA. The director will work on a rough draft of a survey to send to all licensees about OTA Supervision.

A/R HONOR ROLL / GOLD STAR CERTIFICATE: The board received a letter from the CFO that the board made the honor roll for accounts receivable reporting in fiscal year 2024. The board shares the award with their accounting counterparts, who complete the accounts receivable forms and submits them on board's behalf. The board also achieved a Gold Star Certificate from the CFO, one of the items on the board best practices list.

KEY PERFORMANCE MEASURE (KPM) - BEST PRACTICES: The board has four Key Performance Measures that are reported to the legislature every biennium. 1) Timely licensing, within three days of receipt of required documents; 2) Timely resolution of complaints, within 120 days; 3) 95% good or excellent customer satisfaction ratings and 4) 100% rating on the list of best practices.

The Best Practices Survey will be mailed to each board member in June for annual reporting.

CUSTOMER SERVICE POLICY: The Board reviewed the OTLB customer service policy and the checklist, showing that it had met all the required criteria set by DAS. The policy is a part of the Governor's expectations and has been posted on the OTLB website.

GOVERNOR'S RULEMAKING REQUIREMENTS ON THE WEBSITE: The Board reviewed a letter from Governor Kotek requiring all agencies to update their rulemaking protocols on the website. All changes have been implemented by the OTLB. The page was submitted to DAS and feedback was received that the page has met all the required criteria.

NEWSLETTERS: The Director shared the recent newsletters received from the OTAO, AOTA State Affairs group and the NBCOT.

End of the director's report.

5. Public Comment: There were no public comments.

6. 2025 AOTA ASPIRE CONFERENCE: Board member Kari Hill shared information with the board about her trip to the AOTA conference.

7. RULEMAKING – PERMANENT RULE AMENDMENT

At the February 21, 2025 board meeting the board voted to initial rulemaking as follows:

OAR 339-010-0021 Imposition of Civil Penalties:

(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;**

The was filed on April 8, 2025 and notice of the rules was sent to all interested parties, licensees, the OTA0 and the legislature. Comments are due by 5/28/2025 at Noon, no comments have been received so far.

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO file the permanent rule if no public comments are received by May 28, 2025 at 12:00pm. 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

8. RULEMAKING – Proposed rule adoption

SB 1552 (2024) was an omnibus bill dealing with education and youth and section 44 of the bill allows a person to petition a licensing board for a determination as to whether a criminal conviction would prevent the person from receiving a license. The board reviewed the proposed rule draft and voted to initiate rulemaking. Proposed rule draft:

339-010-0058 Criminal Conviction Determination Process

- (1) Prior to beginning required education or training, a person who was convicted of a crime may petition the Board for a determination as to whether a criminal conviction will prevent the person from receiving a license issued by the Board.
- (2) To be complete, a petition must include the following:
 - (a) a complete and signed determination request form;
 - (b) the required fee of \$100.
 - (c) the following records related to the final judgment of each criminal conviction:
 - (i) a certified copy of the judgment of criminal conviction;
 - (ii) any charging document(s);
 - (iii) the arrest report(s);
 - (iv) probation and parole records, if they exist;

- (d) a written statement from the petitioner regarding the facts underlying the criminal conviction, and any intervening circumstances.
- (e) a written statement or other document listing all criminal convictions, including dates of conviction and a summary of the facts, if the petitioner has more than one.
- (3) A separate completed petition and fee must be filed for each criminal conviction for which the petitioner is requesting a determination.
- (4) If any of the records in (3)(c) no longer exist, have been sealed or are otherwise unavailable to the petitioner, petitioner must provide evidence from the agency that held the record that the record no longer exists.
- (5) If any of the documents required under subsections (2) and (4) are not provided, petitioner will have 60 days to provide the required documents or information. Upon failure to comply, the petition will be deemed incomplete and will be closed.
- (6) The petition and the Board's determination are subject to Oregon's public records laws, and unless an exemption applies, the information in the petition and determination are subject to public disclosure.
- (7) The Board will reconsider a determination that a criminal conviction prevents the person from obtaining a license when the person submits a completed application for a license.
- (8) Upon reconsideration, the Board may rescind a previous determination that a criminal conviction does not prevent the person from obtaining a license if the applicant:
 - (a) Has allegations or charges pending in criminal court;
 - (b) Has failed to disclose a previous criminal conviction;
 - (c) Has been convicted of another crime during the period between the determination and the person's submission of a completed application for an occupational or professional license; or
 - (d) Has been convicted of a crime that, during the period between the determination and the person's submission of a completed application for an occupational or professional license, became subject to a change in state or federal law that prohibits licensure for an occupational or professional license because of a conviction of that crime.
- (9) Failure to disclose a previous criminal conviction includes any misrepresentation or a prior criminal conviction, any concealment or failure to disclose a material fact about a prior criminal conviction, or any other misinformation regarding a prior criminal conviction.
- (10) Nothing in this rule prohibits the Board from denying licensure when the person submits a completed application for a reason other than conviction of a crime.
- (11) A determination under this rule is not considered a final determination of the Board.

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO initiate rulemaking. 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

9. Bill Tracking update: The board reviewed the list of bills that has a relationship to the board, OT profession or other health professions. Most of the bills did not move forward. Here are the bills the board is tracking that are still alive.

[SB 5524](#) – OTLB Budget bill –JWM subcommittee work session scheduled for 5/14. Moves to full committee vote on 5/23.

[HB 3824](#) – Changes the PT scope of practice to administer vaccines, sign and date a certificate for a disabled person parking permit application and PT may prescribe durable medical equipment to a patient. It also exempts a PT from the requirement to obtain a license to use sonographic equipment if the sonographic equipment is issued for PT purposes and aligns the practice act with the national practice act. Passed the House. Public hearing held on 5/6. Work session scheduled for 5/20.

[SB 1168](#) – Bans per-visit payments for home health staff. Referred to Ways and Means with a Do pass recommendation on 4/8.

[HB 3043](#) – Impaired practitioner program to introduce more flexibility for health boards and participants. Referred to Ways and Means with a Do pass recommendation on 3/12.

[HB 3134](#): This bill will exempt some healthcare providers from being required to get prior authorizations in certain situations. Passed the house.

[HB 3242](#) – A bill to require health insurers to pay providers who are joining an in-network practice the same as in-network providers during the credentialing period. Passed the house and the Senate.

[HB 2423](#) – Creates a task force about licensed health care providers that work in school districts and education service districts to examine the employment duties for licensed health care providers employed by schools, districts and ESD's. Report due 9/15/26. Passed house. Referred to Ways and Means.

[HB 2552](#) / [SB 537](#) – Creates workplace violence prevention for certain health care entities. (Home health, home hospice). Referred to rules. Work session schedule for 5/7.

Link to OLIS: <https://olis.oregonlegislature.gov/liz/2025R1>

2nd chamber deadline: 5/23/25

Sine die: 6/29/25

10 . RECOGNITION OF SERVICE – the Board thanked Kari Hill for her eight years of service on the board and to the State of Oregon as the OTA member and Vice Chair.

11. NEWSLETTER CONTENT: The next newsletter will focus on upcoming renewals, introduction of the new board member and thanking the outgoing board member.

12. OTHER BUSINESS: There was no other business discussed.

13. ADJOURNMENT: The Board Chair adjourned the meeting at 1:13pm.

Nancy Schuberg, Executive Director. May 23, 2025