

Oregon OT Licensing Board
Board Meeting – August 15, 2025
Video conference

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a board meeting on **Friday, August 15, 2025, @10:01am** via video conference. Board members in attendance: Board Chair Whitney Hooker, OTR/L, CLT; public member and Vice Chair Ellen Stauder; public member Elise Dorris; Heather McCarthy, OTR/L; and Nancy Schuberg, Executive Director.

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 1992.660(2)(f) to hear legal advice.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2024-12** **Continued**
- **2024-25** **Continued**
- **2025-04** **New**
- **2025-05** **New**
- **2025-06** **New**
- **2025-08** **New**
- **2025-09** **New**
- **Legal advice**

PUBLIC SESSION: The Executive session was adjourned, and the meeting was brought back to public session at 11:30am. All votes were taken in public session.

2. Petition Review: The Oregon legislature passed SB 1552 in 2024, and Section 44, states starting July 1, 2025, an individual is allowed to petition occupational licensing boards for a determination of whether any criminal convictions they have would prevent them from being licensed prior to beginning the requisite education and/or training program required for that licensure. The OTLB filed rules on 6/18/2025 to adopt rules with specific requirements. The board voted to adopt the permanent rule in the public session later in the meeting.

Lauren Crumbaker requested a petition review. As rules were not officially in place she was not subject to the requirements or fee stated in the proposed rule. Typically the board requests a written statement of the events and circumstances surrounding the offense and copies of all legal documents, court and police records. Ms. Crumbaker provided the board with a written explanation, the court order from her arrest from 2019, and it shows that she violated a protection order, plead guilty and was convicted. Three letters of recommendation were also provided.

Ms. Crumbaker completed the Early Determination Review by the NBCOT and provided the letter she received just last Wednesday. It stated that the NBCOT has acted to dismiss the matter and will not take action to disqualify her from becoming certified.

Generally the board policy is that if there are no more than 2 past offenses that were misdemeanors or citations and older than 5 years, the arrest would not prevent licensure.

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **make a determination that Lauren Crumbaker's conviction as presented to the board would not prevent licensure upon application.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

Board Member votes:

Elise Dorris: Aye

Ellen Stauder: Aye

Whitney Hooker: Aye

Heather McCarthy: Aye

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

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE PUBLIC and CONFIDENTIAL MEETING MINUTES of the **May 16, 2025 board meeting.** THE MOTION PASSED WITH ALL BOARD MEMBERS VOTING IN FAVOR.

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Board Member votes:

Elise Dorris: Aye

Ellen Stauder: Aye

Whitney Hooker: Aye

Heather McCarthy: Aye

4. Motions from Executive Session:

2025-04 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

2025-05 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

2025-06 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

2025-08 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

2025-09 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

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

5 Report of the Director:

2023-2025 BUDGET REVIEW:

The Board reviewed the financial summaries for the months of April, May and June, the final quarter months of the 23-25 biennium.

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

Revenue: April: \$11,057; May: \$7,689; June \$12,103

Overall Expenditures: April: \$28,513; May: \$33,819; June: \$38,116; 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: April: \$22,130; May: \$22,375; June \$28,056;

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: March & April were combined 33 hours, 35 hours in May and 43 hours in June. Rachel Cillo did not work any overtime.

Services and Supplies: April: \$6,383; May: \$11,443; June \$9,668;

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

The board reviewed the revenue totals for the biennium by accounting code in comparison with the previous biennium. There were 136 more OT applications in the 23-25 biennium than the 21-23 biennium. The rest of the totals were similar.

25-27 BUDGET UPDATE: The Director reported the budget bill passed and the Governor signed the bill on June 24th. The Legislatively approved budget is \$797,539, an increase of 5% increase to cover inflationary costs. However, the director received the contract for Shared Financial Services and the costs are increased 70% from approximately \$32,000 to \$55,000 for the biennium. The director is going to research why there was such an increase and its impact on the 25-27 budget and update the board at the November 7th meeting.

LICENSE NUMBERS: At the end of the day on May 15, 2025, the total number of licensees were: OTs: 2,490; OT Assistants: 501 for a total of 2,991 practitioners currently licensed in Oregon.

There were 120 licenses issued since the May 16th, 2025 board meeting that were ratified when the board held the motions.

Licensure is increasing. There are 105 more licenses from the same period, last biennium.

ANNUAL TRAININGS: The board members were reminded that their annual trainings on IT security, and harassment in the workplace, are due by Dec. 31st.

2026 BOARD MEETING DATES: Meeting dates for 2026 are as follows: February 6, May 1, August 21 and November 6. The May meeting will be held in person at the Portland State Office Building. The remaining meetings will be held virtually.

BOARD APPOINTMENTS: The next board appointment Senate hearing will be held at the end of September. Lisa Grebisz will be appointed as the OTA member on the board and Whitney Hooker will be re-appointed.

KEY PERFORMANCE MEASURE- BEST PRACTICES SURVEY RESULTS: In June, each board member completed the best practices survey. The result of the survey indicated that the board is following best practices, 100%.

GOVERNOR'S PROGRESS REPORT: The director shared a letter from the Governor and the progress report. The OT Licensing Board is meeting all the Governor's expectations.

2025 OTAO CONFERENCE: The dates for the annual OTAO Conference are Nov. 8-9 in Seaside, OR. Board members were provided with the results of a survey on OTA supervision. The survey was sent to all licensees. The board will use the data to shape a presentation on OTA supervision that will be presented at the conference.

NBCOT Research Initiative: The Director shared a research that NBCOT completed regarding regulation of retaking the NBCOT exam.

AOTA NEWSLETTER: The Director shared a recent newsletter received from AOTA State Affairs group.

End of the director's report.

6. Public Comment: Brianne Salvati is the NBCOT ambassador and she introduced herself to the board.

7. 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. At the May 16th board meeting and the board voted to initiate rulemaking to establish the process for submitting a petition and a respective fee. The rule was filed with the SOS office on June 18, 2025 and the Notice of rulemaking was emailed to all licensees, the OTAO, interested parties and the legislature. Comments were due by August 7th at Noon. There was just one comment in favor. The notice can be reviewed on the OTLB website by clicking [here](#).

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **adopt the Criminal Conviction Determination Process permanent rule**. THE MOTION PASSED WITH ALL BOARD MEMBERS VOTING IN FAVOR.

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

8. RULEMAKING - Proposed rule amendment –339-005-0000 Fees. The proposed rule adds the fee for the Criminal Conviction Determination Process to the list of fees.

339-005-0000 Fees

Fees are non refundable. Two year licenses shall be issued to all licensees in even-numbered years at the fee schedule listed below. On a case-by-case basis the Board may approve the issuance of a one-year license.

(10) The fee for the criminal conviction determination process is \$100.

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

9. Bill Tracking update: The board reviewed the list of bills that has a relationship to the board, OT profession or other health professions. The following bills passed.

[SB 5524](#) – OTLB Budget bill –Passed.

[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.

[SB 1168](#) – Bans per-visit payments for home health staff. Passed.

[HB 3043](#) – Impaired practitioner program to introduce more flexibility for health boards and participants. Passed

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

[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 2552~~ / [SB 537](#) – Creates workplace violence prevention for certain health care entities. (Home health, home hospice). Passed.

[SB 476](#) – Passed. Ensure that any staff of the professional licensing board who interact with internationally educated individuals through the licensure, certification or other authorization process receive culturally responsive training approved by the Office of Immigrant and Refugee Advancement. Becomes operative on 1/1/26.

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

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

12. ADJOURNMENT: The Board Chair adjourned the meeting at 12:09pm.

Nancy Schuberg, Executive Director. August 20, 2025