

PUBLIC MEETING MINUTES
Occupational Therapy Licensing Board Friday May 5, 2006

The Oregon Occupational Therapy Licensing Board met Friday May 5, 2006, at the Portland State Office Building, Room 445. Board members present were: Genevieve deRenne, MA, OTR/L, FAOTA, Joyce Browne, OTA/L, Alan King, OTR, Jeffrey Roehm, Vice Chair and Public Member, and Tom Ruedy, Public Member. Felicia Holgate, Director was also present. With a quorum present, Genevieve deRenne, Chair called the meeting to order at 10:35 a.m.

1. Minutes: The Board reviewed Public meeting minutes, of Feb. 3, 2006 and Jeffrey Roehm MOVED THAT THE PUBLIC MINUTES OF FEBRUARY 3, 2006 LICENSING BOARD MEETING BE APPROVED. Joyce Browne seconded the motion, and it **PASSED** unanimously.

The Board reviewed Executive meeting minutes of Feb. 3, 2006 and Jeffrey Roehm MOVED THAT THE EXECUTIVE MINUTES OF FEBRUARY 5, 2006 LICENSING BOARD MEETING, WITH THE AMENDMENT THAT TOM RUEDY ABSTAINED ON THE VOTE FOR MR. L'S APPLICATON, BE APPROVED. Joyce Browne seconded the motion, and it **PASSED** unanimously.

2. List of Licensees: Licenses issued since the last Board meeting were distributed to Board members. Jeffrey Roehm MOVED THAT THE BOARD RATIFY THE LIST OF LICENSEES ISSUED SINCE THE FEB. 3, 2006 BOARD MEETING. Joyce Browne seconded the motion, and it **PASSED UNANIMOUSLY**.

3. Report of Director: Director, Felicia Holgate continues to send monthly office reports summarizing the work in the office.

A. Renewals: The Director has issued over 1200 licenses for this renewal cycle of 2006-2008. Cashiering done in the office is going well; the accounting from the data base is working well. The board is ahead on predications for number of licensees renewing. We also have been issuing more than average new license, reinstatements and licenses from other state by endorsement. The Director pointed out the CNN predictions for OT growth of over 30%. Oregon growth in the number of elderly falls in line with the growth predications since that will greatly increase need for OT work.

Jeff Roehm noted that there needs to be support of the profession from the long term perspective. When there were Medicare changes affecting payment for OT work there was a panic in the profession; college enrollment, especially in the small enrollment for OT Assistants. At that time there did not appear to be jobs and now that has changed, and the profession did not look forward in the long term. The professions should have stepped up and said be careful to make long range decisions over short period of changes (such as closing the only OT Assistant school in Oregon). Demographics have changed, patient population is changing and these issues still need to be worked out.

The Director noted that all OT Assistants were sent supervision materials in February, and now OT supervisors are also being sent the materials to review together whenever we receive a Supervision form. When possible this is done by e-mail. If not it is sent by regular mail.

B. CE Audits: OT Board members are approving the 5 % random sample of licensees who must send in their continuing education logs and certificates. Only a few issues have come up. A few will be discussed in Executive session. The Director noted that the day after the licenses are issued it shows the May 31, 2008 date on the web site.

C. Fiscal Summary: The Director gave a **fiscal summary**. **January 2006** monthly expenditures were **\$7,907**. **February 2006** expenditures were **\$7,836**. **March** monthly expenditures were **\$8,881**. This makes the average monthly expenditures for January, February and March \$8,208. **An average of \$11,214 per month is budgeted.** Monthly interest payments in the State Treasury shows monthly interest payments of over \$500. This should rise after the renewal cycle revenues.

The Director has sent articles out regarding the former director of the Landscape Architecture Board stealing from that Board. The legislative audit committee will be contacting board members and administrators regarding this concern. The Director, Felicia Holgate pointed out that with Shared Client Services nothing can be paid without approval of the director without documentation. The board receives reports of all payment paid out by the board. In addition the director does not have a state credit card and any payments made out for items also must have all the approvals for Shared Client Services with documentation and signed by the Director. The Director's time sheets are review and signed by the Board Chair. These checks and balances make the situation very different from that of this other board.

The board director noted she now has the capacity to scan documents and mail them to the board with a new copier the Suite 407 boards are purchasing. Therefore monthly financial documents will be sent by e-mail to board members for review. This board has the obligation to review all the financial materials, which we do at each board meeting.

D. The Consolidation of Administrative functions of the seven health licensing board "white paper" was presented to the E-board in April and was accepted with no discussion. At this point the directors are taking no further action unless and unless and until the issue comes up.

E. Questionnaires: Customer service questionnaires have been sent with renewal forms to statistically significant number of licensees. Returns received show a fairly high level of customer satisfaction. After all are collect the director will give a full report to the Board. Questionnaire forms can be viewed anytime in the Board office.

F. Re-Entry: The director gave out comments received from the first two applicants who finished the Pacific University Re-Entry program. Jeff Roehm noted that these comments need to go to Pacific University. The director pointed out that the person in charge of the field work was leaving and as soon as a new person was appointed she would meet with them. Pacific is not yet ready to work on Re-Entry for OT Assistants. The Board will review the program more and if it is not done right the Board will need to go somewhere else to set up a Re-Entry program. Jeff pointed out that he has seen a lot of people go through a program like this and the job if not quite understood will be an issue and that the person working it has to know how to do it right.

It was also noted that the person taking a Re-Entry applicant to get the proper experience has to understand the process, know it is not just a volunteer program; has to understand about setting up

computer access and all the other details to make the program successful. The reason the board wanted it done at Pacific was to help the student/applicant with the student status have hands on experience, receive the insurance as a student, have a uniform experience with this contract with the University. The board also needs to make sure for OT Assistants it is a Re-Entry program and not a “mentor” program. It seems that often the facility where the applicant goes is not clear about what is being asked and expected of them.

3. Disciplinary/Investigations/Complaints: In accordance with ORS 192.660(1)(k), which allows the Board to meet in Executive Session on matters to consider information obtained as part of investigations of licensees, the board considered the following matters in Executive session and then returned to public session to take votes on these matters:

OT 04-02 Re-instatement request after Stipulated Consent Order of Suspension: The Board discussed the materials submitted and what conditions to place on this applicant after her license had been suspended for two years.

Jeffrey Roehm MOVED THAT THE BOARD ADOPT THE DRAFT ORDER AS REVISED GIVING THE APPLICANT NOTICE OF A CONSENT ORDER FOR PROBATIONARY LICENSE WITH CONDITIONS. Tom Ruedy seconded the motion, and it **PASSED UNANIMOUSLY**.

OT 05-06 Improper relationship with client: The Board discussed the additional investigation materials. Joyce Browne MOVED THAT THE BOARD DENY THE RENEWAL APPLICATION OF THE LICENSEE BASED ON UNPROFESSIONAL CONDUCT UNDER OAR 339-010-0020 (e) AND THE INACCURATE REPORTING OF QUESTIONS ON THE RENEWAL FORM. Genevieve deRenne seconded the motion, and it **PASSED UNANIMOUSLY**.

4. Questions with renewal applicant:

A. Waivers:

Application of applicant P: The applicant did not do any CE in the past two years. Applicant self reported issues dealing with recent drug and alcohol treatment. The board concluded they would not reinstate the license and it will lapse. The applicant will be so advised and when it is time to renew the applicant will need to answer the concerns raised by the issues addressed in the renewal form and answers.

Mr. S: With no CE at all in the last two years; even though there was illness in 05, Board decided that CE must be completed. After license lapses the applicant can reapply for Reinstatement as soon as CE is completed and pay the late fee.

B. Questions on licensee in military or on active duty:

Two applicants are in active duty in Washington DC. One requested waiver of Fee. Board asked director to check what happened to the issue from last session dealing with waiving license fees and will reconsider the issue at the August meeting.

C. Various Other Issues Raised on Renewals:

Applicant D: Board notified of DUI. Circumstances discussed and no action needed.

Applicant H: Board notified of lawsuit regarding OT practice, dismissed and case settled. No action needed.

Applicant D: Board notified of misdemeanor charge; all charges dropped, in counseling. No action needed.

CE for Licensees by endorsement: The Board discussed the issue regarding several licensees by endorsement who continued to interpret the CE rule as not applying to them since they considered themselves “new licensees”. The Director will use her discretion in dealing with them.

5. New Committee on Use of Aides Rules and AOTA Guidelines: The new AOTA Supervision Guidelines include language about supervision of OT aides. Members of the committee came up with proposed changes to the rules and proposed rules were published in the April newsletter and sent out to interested parties. Concerns have been raised as to how these apply in the OT school situation. The matter will be reconsidered at the next meeting. It was acknowledged provision of schools not in medical model and use of aides in school need to be in a different area of the rules.

Other business:

Board training: Alan King described his training when he went to the Governor’s training for new Board members. Several other Board members did not get a change to go before and expressed interest in going to one of them. The Director will follow up.

Dysphasia: An OT supplied the board with more information about her background and training in the area. In Oregon generally the Speech therapists work in this area and it is within their scope of practice and they will get reimbursed in the area. If this OT has the qualifications and can find a position where she can use her special certification it might work. However again this is an area generally for Speech therapists in Oregon. If she has advanced practice qualification, experience and proved competency and can get reimbursement, then she can do the work.

Business Continuity Planning: The Director asked about attending academy sessions dealing with Business Continuity Planning. Board agreed if this would be helpful and director wants to attend it is fine and payment was approved.

Upcoming meeting: Friday, Aug 4, 2006 Portland, at 10:30 a.m. at the State Office Building.

Proposed 2006 meetings: The OTA conference has been set for Sept. 30 – October 31 in Eugene. The Board will plan to meet either Friday or Saturday. Director will make reservations for Board members and start checking about Board presentation.

Genevieve deRenne adjourned the meeting at 2:45 pm.

Felicia M. Holgate, Executive Director May, 11, 2006.