

PUBLIC MEETING MINUTES  
Occupational Therapy Licensing Board

The Oregon Occupational Therapy Licensing Board met Friday April 25, 2008, at the Portland State Office Building in Room 445. Board members present were: Genevieve deRenne, MA, OTR/L, FAOTA, Chair; Jeffrey Roehm, Public member, Vice-Chair, Joyce Browne, OTA/L, Alan King, OTR. Robert Bond, new Public Member just appointed by the Governor was formally welcomed on the Board. Felicia Holgate, Director was present. With a quorum present, Genevieve deRenne called the meeting to order at 10:00 a.m.

Also present during the public session to learn about the role of a public member on the Board, was **Mitch Schreiber**, recommended by OTAO President and interested in the public member opening coming up. **John White**, Director from Pacific University, School of Occupational Therapy attended the meeting at 11:30 to talk about the Re-Entry Program and discuss Pain Management questions.

**1. Minutes:** The Board reviewed Public meeting minutes, of Feb. 1, 2009. Joyce Browne MOVED THAT THE PUBLIC MINUTES OF FEB, 2008, MEETING BE APPROVED. Genevieve deRenne SECONDED THE MOTION AND IT PASSED WITH ALL PRESENT, except Robert Bond who abstained as he was not yet appointed to the Board at the previous meeting.

The Board reviewed confidential Feb. 1, 2008 meeting minutes. Jeff Roehm MOVED THAT THE CONFIDENTIAL MINUTES OF FEB 1, 2008, BOARD MEETING BE APPROVED. Alan King SECONDED THE MOTION AND IT PASSED WITH ALL PRESENT, except Robert Bond who abstained as he was not yet appointed to the Board at the previous meeting.

**2. List of Licensees:** Licenses issued since the last Board meeting were distributed. Joyce Browne MOVED THAT THE BOARD RATIFY THE LIST OF LICENSEES ISSUED SINCE Feb. 1, 2008 BOARD MEETING. Genevieve deRenne SECONDED THE MOTION AND IT PASSED WITH ALL PRESENT.

As of April 24 there are 1584 licensees; 260 OT Assistants and 1324 OTs. At this point, 34 have said they are not renewing. As of April 24, over 800 have finished renewing their licenses. The first set of 77 credit card payments were processed the actual printed licenses were mailed out April 24<sup>th</sup>. The Director will have a full report on how many renewed online, how many paid by credit card after renewals are finished in June.

**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.

- **OT 2006 – 01 Probationary License:** Status report; licensee not working; no action. We do not know if the licensee will renew the license.
- **OT 2007-04:** The board reviewed the complaint, considered the report. No form action was taken. File closed.

- **OT 2007-06:** The board reviewed the complaint and considered the report regarding confidentiality issues. No formal action was taken by the Board. The case was closed.

**Disciplinary issues from 2008 - 2010 Renewals:**

- **Renewal application for S:** This applicant, with a DUI, was granted a license, but CE will be reviewed and the board wants to hear what she is doing to deal with the alcohol issue and will review her application in May, 2008. As of board meeting, licensee had not renewed the Oregon license.
- **Renewal of A:** Currently not working, has MS, notified the board. Director responded hoping she continues to do well with her health. No action needed.
- **Renewal of C:** Board discussed this renewal form, the original application and the fine by the California Board of OT.

Jeff Roehm made MOTION to issue a reprimand and fine her under ORS 675.337 for the same amount as the California OT Board. Joyce Browne SECONDED the MOTION AND IT PASSED UNANIMOUSLY.

- **Renewal of E:** Notice of work related physical injury; notice given, no action needed.
- **Renewal of F:** Arrested for DUII in Multnomah County; going through diversion. Director will ask OT to provide notice of completion of diversion program and have file tagged. No further action taken.
- **Renewal and CE of M:** CE question came to Board, licensee gave further explanation and CE was approved. No further action taken by board and license issued.
- **Renewal of O:** Self reported mental health issue to board; No further action taken.
- **Renewal of T:** Discipline in Florida with fine; needs more information for next meeting.

**4. Report of the Director:** Director, Felicia Holgate continues to send monthly office report summarizing the work in the office. There have been a lot of new issues to deal with for online renewals and legislative proposals.

**Budget Review:** The Director gave a **fiscal summary**. Monthly revenue and expenditure statements with all payments are scanned and sent to the Board members. The Board reviewed the current expenditures. The Legislative Approved 2007-2009 Budget for \$290,133 comes to an average **monthly amount of \$12,088** to spend.

**Expenditures in 2008** have been: January **\$8,637**; February **\$11,125** (Professional Services for IT this month for \$1,391 for the quarter for all the Online and credit card work); **March \$9,432**. We are spending under the average \$12,000 a month allocated.

**Revenues** in 2008 are for January **\$ 1,632**; for February **\$ 3,338**, for **March \$31,267**. **In April** as of April 23 we had **\$ 84,875** in income; the **77** first online credit card payments total was **\$13,789** and the income deposited for April 24<sup>th</sup> was **\$18,925**.

Revenue projections made by the Director is for a total of **\$ 213,400** for renewals. We expect about two thirds of our total income from renewals for the biennium. Last year we were averaging about 15 new applications a month but are down these last three months.

**Interest Income Revenue** in 2007 was at \$1500 per month, In January, 2008 interest income was **\$1,178**; in Feb. was **\$988**, and March was **\$907**. Interest revenue now is expected to go up after renewal income, perhaps to approximately \$2,000/month for while and then back down each month as expenditures continue. The Board financial situation continues to be stable.

#### **Other Issues:**

**Director Classification:** The outcome of the new classification for the old “Executive Officers” to the “Principal Executive Manager C” has been finalized to a step 05 for the Director. Acting DAS Director Kris Kautz meet with directors in the “Executive Officer” classification on April 9<sup>th</sup>. The director will be in the middle of the new range (in the old classification most directors have been locked in the top range for many years).

**Legislative Report:** There will be several bills which could affect the licensing board in Jan. 2009. Some include: How many public members sit on the board; oversight of the licensing board; monitoring program for licensees with drug, alcohol, mental issues outside the disciplinary system; fingerprinting checks. The Director is following up on issues with other board directors and the Governor’s office and the legislative committees.

**Status of OTA School in LinnBenton Chemecketa college:** Alan King attended, and Felicia Holgate participated by speaker phone, in the meeting to continue working on opening an OT Assistant school in Oregon at the community college level. Alan reported that there will be an upcoming meeting on curriculum and anyone who could help with this will be referred to the committee. Funding and grants were discussed and the start up operations and costs. There is a facility located in Lebanon.

Jeff Roehm, who worked with the Mt. Hood program, continues to be willing to attend the meetings and help, and will continue to help after he is off the board in June. The Director will write a letter on behalf of the Board showing its support and will continue to help in any way to make this a reality.

**Customer Satisfaction Survey and Comments:** All new comments provided to the Board.

**Board Best Practice:** Another new measure for Performance is Best Practices with director training specific to Boards in Portland on May 5, 2008. The board will continue discussion of these practices.

**Notarization of OTA Statements of Supervision** will no longer be required after this renewal period, a decision made at the last Board meeting.

**Board members and training:** New Public board member Robert Bond attended the Governor's Board Training) in March. There was a lot of discussion of Conflict of Interest issues affecting an officer of the state. There were speakers from the state, lawmakers and members of other boards that provided good information. Robert also attended the talk the Director gave to the new graduating third year students at Pacific University and said he learned a lot.

**Board membership for OT Assistant:** ORS 675.310 indicates by law that there are three Occupational Therapy members on the Board. The Director will add a policy to the Board Policies and Procedures and a draft rule at the July meeting that an Assistant continue to be appointed to the board as the third professional Occupational Therapy member of the board.

**5. Re-Entry program:** At 11:30 John White joined the board for discussion of the history and current status of the Re-Entry program. He made a presentation on the history and current situation of the Re-Entry program and distributed a two page summary of the status. The board approached the school about setting up a program in 2004 to help with license applicants who had not been licensed for over three years, and some for over 10 years.

At the present time there are two OTs working on the program with Mr. White. Sean Roush, OTR has set up an online "Blackboard" program with four OTs enrolled. This program is peer support and provides rapport. The disadvantage is that some applicants are not well set up with online technology. The board discussed this issue and that it is important that licensees become computer savvy in their work. The program is set up for twice a year and potentially a summer session if there are applicants.

The Board also agreed that the 40 hour fieldwork may not be sufficient and the program will increase it to 80 as the school program feels is better for the success of the Re-Entry program.

The OTA Re-Entry program is being supported by Sue Byers-Connon, COTA, and there is currently only one applicant. The school wants to provide this service, even though, at the present, it does not financially support itself. Perhaps if an OT Assistant school starts they might be able to take over this part of the Re-Entry program for Assistants.

John White appreciated the opportunity to talk to the Board about the program and keep the board advised of the status of the Re-Entry. There was an article in an AOTA newsletter about the Oregon program.

**5. Pain CE for students:** John White, Director of the OT School at Pacific handed out information on how much CE is taught within the curriculum at Pacific. It was noted that psychological pain should be taught and counted as hours for Pain Management. John provided a summary of the hours in the OT curriculum when Pain Management is taught. The Oregon Pain Commission may be in touch with the school about this aspect of Pain being taught to OTs in Oregon.

The issue of whether students being taught about Pain in school could be exempt from the six hours of Pain Management, by their first renewal, was discussed. The board members concluded that the students should not be exempt from the regular Pain CE requirement. The board members also concluded that even a student, who did field work in pain, should not be exempt from the requirement. The distinction between learning a subject as a student in an academic setting and as an OT practitioner

was discussed. The decision was made that CE Pain management must still be provided to the board after the first renewal for all applicants and new licensees in Oregon.

Lunch provided to the board: This is **Jeff Roehm**'s last meeting as public member of the Board. During lunch Jeff was presented with a **Certificate of Appreciation** and will receive a personal gift from the Board members and Director for his outstanding work these last eight years on the board.

7. **TIES:** The Director presented the proposed new rules on OTs working in education. There was a lot of discussion. Since this is such a busy time with renewals, the board looked at the draft of the rules and will consider them further at the July meeting.

8. **Question on Education conflict of Interest:** A licensee asked a question about working with children in an educational setting as well as seeing them on her own, with disclosure of the situation to all concerned. The board did not see a conflict in the situation and the director will notify the licensee.

9. **Renewal CE issues:** The board members review all the random CE audits. The director scans them to individual OT board members, who may ask for review by other board members if there are any concerns. There was review of several other audits at the board meeting. The director then notifies the licensee of any concerns.

#### **10. New Business:**

How many employers pay for OT renewal license fees: It was noted that only a few employers seem to pay license fees. For example, Providence does not.

Board and Commissions: Ethics Law Summary: Materials were reviewed by the board. No special concerns were noted.

Background Checks: The board will continue to consider whether to have renewal applications and/or new licensees have fingerprints, or FBI checks. The director handed out information on what other licensing boards are doing, some of which have FBI and fingerprint checks of their licensees. The legislature may well decide this issue for the board in the future. It will be on the next board agenda.

#### **Upcoming meeting proposed for 2008 meeting dates.**

**Fri. July 25, 2008** - Seaside; at OT facility for meeting; community meeting; Pain CE on Sat.  
**Fri. October, 24, 2008** – Salem, during the OTAO conference

**Meetings in 2009:** February 6, 2009 in Portland. April meeting at Pacific University.  
July meeting in Medford and the October meeting in 2009 will be during the OTAO conference.

Genevieve DeRenne adjourned the meeting at 3:00 p.m. Felicia Holgate, Director  
May 13, 2008