

**Oregon Board of Physical Therapy  
Board Meeting Minutes  
November 21, 2025**

**Friday, Nov 21, 2025**

**PUBLIC (OPEN) SESSION**

**[Meeting Materials](#)**

Chair Shanahan convened the Board into Public Session at 8:33 AM.

**Board Members Present:** Erica Shanahan, PTA, Chair; Hoku Okumura, PT, Vice-Chair; Tim Brinker, PT; Erin Crawford, PT; Mariah Frank, PT; Sandra Hahn; Susan Reynolds, PT; Dwight Terry.

**Board Members Absent:** None.

**Staff:** Michelle Sigmund-Gaines, Executive Director; Sherri Paru, PT, Clinical Advisor/Investigator; Gayla Goodwin, Licensing Coordinator; Sarah Casey, Operations and Policy Analyst.

**Staff Absent:** None.

**Legal Counsel:** Joanna Tucker Davis, AAG.

**Members of the Public Present:** Yes.

**Consent Agenda Items**

The following items were presented as a consent agenda. Board members reviewed the items prior to the meeting.

- 1 Board Meeting Minutes, Draft—Sept 12, 2025
- 2 Ratification of PT/PTA Licenses & Temp Permits issued, and renewals approved Sept 1<sup>st</sup>, 2025-Oct 31<sup>st</sup>, 2025.
- 3 Executive Director's Report for November 2025.
- 4 Financial Reports for July-October 2025: Final Financial Reports for Fiscal Year 2024-2025 and Biennium 2023-2025.

Director Sigmund-Gaines reviewed key items from the Executive Director's report. Highlights included the Budget-Actuals summary, and license count, compact privilege, and application trends. Also noted was the significant ongoing work related to information technology systems. The planned software migration has been delayed indefinitely due to vendor capacity issues. There is potential to work with DAS on the development of a new licensing system.

Motion by Member Hahn to approve the consent agenda items as written.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

**Public Comments**

None.

**Board Member/Committee/Delegate Reports**

**PT Compact Commission Delegate Update:**

Member Crawford, our PTCC Delegate, reported no updates. Committee meeting is scheduled for Dec 10, 2025.

**FSBPT :**

Additional materials have been developed by the Informed Consent and Sexual Misconduct Committees for use with students, including resources for schools to utilize. The Animal Therapy Task Force is expected to publish their recommendations soon.

**FSBPT Annual Meeting Recap:**

Members shared information from seminars they attended.

**Psilocybin Services and Dual Licensure Presentation:**

Heidi Pendergast, Oregon Director for Healing Advocacy Fund and Jessica Reich, PT presented an overview, for informational purposes, of Psilocybin Therapy, HB 2387 and the current Named Boards. A healthcare provider for one of the named boards can now discuss psilocybin therapy with patients, get licensed as a psilocybin therapy facilitator, and use their professional skills in preparation and integration sessions. There is a proposal to add Occupational and Physical Therapy Boards to the list.

**Oregon Healthcare Workforce Survey Fee Increase:**

OHA is updating rule 409-026-0130 to amend the fee to be paid by individuals applying to renew a license with a health care workforce regulatory board. Effective Jan 1, 2026, the fee is increasing from \$2 to \$4 per license year. Since the OBPT is on a 2-year renewal cycle, licensees will pay \$8 for the OHA survey when they renew their license instead of the current \$4. This will make the new total 2026 renewal fee 233.00 for PTs and 161.00 for PTAs.

**Renewals**

Director Sigmund-Gaines provided a review of prior renewal procedures and outlined the proposed changes for the 2026 renewal. Changes will improve response time for licensees and reduce extended work hours for staff. The board is working with our software provider to modify the system to enable automatic approval based on certain criteria. Renewals that meet the criteria will be automatically approved upon submission. Renewals that do not will be directed to staff for review. All renewals may be subject to audit.

The Delegation of Authority Letter was also reviewed in regard to granting waivers or extensions of required continuing competency. The reasons for adding delegated authority to grant waivers or extensions were discussed. Board agreed to grant authority to staff to approve extensions for up to 90 days and to bring any requests for waivers to the Board for review.

Motion by Member Hahn to modify the Board's delegated authority letter as modified.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

**HRRI Healthy Practice Resource:**

Director Sigmund-Gaines presented information about the Healthcare Regulatory Research Institute (HRRI). The FSBPT in collaboration with HRRI, developed a self-assessment tool to support licensee well-being and promote healthy practice. The tool consists of 10 modules that cover key areas

including emotional, mental, physical and financial well-being, as well as work-related factors such as practice climate and role support. It is designed to encourage self-reflection and provide tailored resources that support sustainable, healthy practice. All responses remain confidential and are shared only with the individual. The assessment tool would qualify for continuing competency under 848-035-0030(3)(a). Board is in favor of staff promoting this to licensees and students.

**Possible Rulemaking: 848-005-0020(1)(h) Compact Privilege Fee:**

Director Sigmund-Gaines presented a recommendation for an increase in the state compact privilege fee. Operating costs have increased since the fee was established in 2016. The Compact Commission's fee is 45.00, and Oregon's current fee is 50.00, for a total of 95.00. The proposed fee is 102.00, which would bring the total compact privilege fee to 147.00. After a 2.00 processing fee, OR would receive 100.00 per compact privilege.

Motion by Member Hahn to initiate the administrative rulemaking process to modify OAR 848-005-0020(1)(h) as written.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

**Review of Proposed Rule Changes from the PT Compact Commission:**

Board reviewed the proposed rule changes as proposed by the PT Compact Commission. No concerns were noted.

Motion by Member Hahn to delegate to the executive director the authority to initiate the rulemaking process regarding changes to the PTCC Rules.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

**2026 Rulemaking Forecast:**

Rulemaking that has been completed in 2025 and possible rule amendments for Aug-Dec were reviewed. Anticipated rulemaking for 2026 to begin in April-December and into first half of 2027 was discussed in detail with a projected timeline.

**Strategic Planning 2026**

Director Sigmund-Gaines provided a list of events scheduled for 2026 which included:

- Renewals during 1<sup>st</sup> quarter.
- Extensive Rulemaking as a result of HB3824 through Mid-2027.
- Licensing System change.
- Website update in compliance with ADA/Section 508.
- Education & Outreach-Community Engagement.
- Plans to host an educational event for licensees that offers an opportunity to earn continuing competency hours.

**Public Session Adjourned at 11:56 AM.**

**EXECUTIVE (CLOSED) SESSION**

The meeting entered into Executive Session at 11:56 AM pursuant to ORS 192.660(2)(f) and ORS 192.660(2)(L). This was immediately followed by a recess for lunch. Executive session resumed at

1:09 PM.

At 2:45 PM, Chair Shanahan adjourned Executive Session.

### **PUBLIC (OPEN) SESSION RESUMED**

Chair Shanahan convened the Board into Second Public Session at 3:00 PM.

Board Members and Staff Attendance was the same.

Members of the Public Present: Yes

### **Board Motions:**

#### **Case PT 905-05/25**

Motion by Member Hahn to offer a stipulated agreement for violations of ORS 688.140(2)(a)(n)(o) and OAR 848-045-0020(2)(i)(o)(p)(B)(q) with a \$1,500 civil penalty, suspended for six months with a Board approved ethics class or classes. Upon successful completion of the class(es), the amount for the class(es) will be deducted from the amount of civil penalty, with balance of the \$1,500 civil penalty due and payable to the Board at the end of six months.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

#### **Case PT 926-10/25**

Motion by Member Hahn to close case.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

#### **Case PT 927-10/25**

Motion by Member Hahn to close case.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

#### **Case PT 908-05/25**

Motion by Member Hahn to not re-open the case.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

#### **Case PT 925-10/25**

Motion by Member Hahn to offer a stipulated agreement with a probationary license with the restriction that the licensee may only practice physical therapy with another licensed physical therapist in eyesight or earshot until September 2, 2026.

Member Okumura seconded the motion.

Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.

**Motion passed unanimously by a vote of 8-0.**

#### **Cases PT924-10/25 and PT 931-11/25**

Motion by Member Hahn to issue an interim cease practice stipulated agreement.  
Member Okumura seconded the motion.  
Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.  
**Motion passed unanimously by a vote of 8-0.**

### **2026 Board Meeting Calendar**

Amended dates from original copy were identified.

Motion by Member Hahn to adopt the 2026 board meeting calendar as amended.  
Member Okumura seconded the motion.  
Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.  
**Motion passed unanimously by a vote of 8-0.**

### **Election of Board Officers**

Motion by member Hahn to elect Susan Reynolds as Board Chair and Erin Crawford as Vice-Chair for the 2026 Calendar year.  
Member Okumura seconded the motion.  
Yes: Brinker, Crawford, Frank, Hahn, Okumura, Reynolds, Shanahan, Terry.  
**Motion passed unanimously by a vote of 8-0.**

**Other Business:** None

**Second Public Session Adjourned at 3:11 PM.**