

# Oregon OT Licensing Board

Board Meeting – January 26, 2024

Portland State Office Building, 800 NE Oregon St. Suite 407, Portland, OR 97232

## PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a Board Meeting on **Friday, January 26, 2024**, via Video Conference. Board members: Board Chair/public member Erion Moore, Maxwell Perkins, OT/L, Whitney Hooker, OTR/L, CLT, public member Ellen Stauder and Nancy Schuberg, Executive Director were present. Excused absence: OTA Member Kari Hill, COTA/L. Guest: Heather McCarthy, OTR/L.

With a quorum present, Board Chair Erion Moore called the meeting to order at 10:04am.

**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.

### **1. Disciplinary/Investigations/Complaints:**

The following cases were considered:

- **2023-13**            New
- **2023-03**            Continued
- **2023-09**            Continued
- **2023-14**            New
- **LEDS**

**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:**

The Board reviewed the **public** meeting minutes of the **October 19, 2023 meeting:**

A MOTION WAS MADE BY Max Perkins AND SECONDED BY Ellen Stauder TO APPROVE THE PUBLIC MEETING MINUTES with MINOR CORRECTIONS. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the **confidential** meeting minutes of the **October 19, 2023 meeting:**

A MOTION WAS MADE BY Max Perkins AND SECONDED BY Ellen Stauder TO APPROVE THE CONFIDENTIAL MEETING MINUTES with MINOR CORRECTIONS. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

### **3. Motions from Executive Session and Ratify List of Licensees:**

**2023-13:** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Ellen Stauder to **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**2023-14:** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Whitney Hooker to **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**2023-09:** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Ellen Stauder to **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

**RATIFY LIST:** A MOTION WAS MADE BY Max Perkins AND SECONDED BY Ellen Stauder to **ratify the list of licensees issued since the last board meeting.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

### **4. Report of the Director:**

#### **2023-2025 BUDGET REVIEW:**

The Financial summaries for the months of July through December were reviewed by the Board. These are the first six months of the 23-25 biennium. The budget for the biennium is \$722,881, which is how much the board can spend.

**Revenue: July: \$9,820; Aug: \$13,343; Sept: \$11,103; Oct: \$7,799; Nov: \$6,391; Dec: \$ 6,577.**

**Overall Expenditures: July: \$19,722; Aug: \$31,768; Sept: \$39,750; Oct: \$36,369; Nov: \$27,289; Dec: \$24,486.**

The allotment is what we can spend for the biennium and it **\$722,881 or \$30,120** per month. August, September and October were higher but averaging out the six months, the board is within the limitation.

Total Expenditures are broken into two categories, personal services (payroll costs) and services and supplies (everything else).

**Personnel Services: July: \$19,652; Aug: \$23,645; Sept: \$19,653; Oct: \$22,342; Nov: \$19,576; Dec: \$21,010.**

During these months, Board investigator Leslea Smith, worked 2.5 hours in August, 6.2 hours in November and 3.6 hours in December. Rachel Cillo did not work any overtime during these months. The October month included payment of the board stipends for the months of July through October.

The Personnel Services budget is currently **\$498,413** for the biennium or **\$20,767/mo.** Due to higher than forecasted COLA in December, 2023, in addition to a one-time COLA payment of \$1500 to all state employees in August 2023, the board is currently tracking over budget. However, agencies will receive a salary pot in February 2024 to cover the increase in COLA. (A salary pot is an increase in limitation. The salary pot is still paid from the board's budget but the Personnel Services limitation is increased to allow for the COLA increase).

**Services and Supplies: July: \$70; Aug: \$8,123; Sept: \$20,098; Oct: \$14,026; Nov: \$7,713; Dec: \$3,475.**

The Sales and Supply budget is **\$224,468** or **\$10,218/mo.** September was higher due to the annual payment to Shared Financial Services for accounting/payroll services. October was higher due to annual payments for DAS Gov't Service charges. Averaging out the six months totals, the board is within the limitation.

**25-27 BUDGET UPDATE:** Budget planning for the 25-27 budget will begin in March 2024.

**LICENSE NUMBERS:** At the end of the day on October 18, 2023, the licensee totals were for **OTs: 2,519, OT Assistants: 532** for a total of **3,051** licensees in Oregon. There were **85** licenses issued since the last meeting that were ratified when the board had the motions.

**BOARD APPOINTMENTS:** The board conducted interviews for the open OT member position when Maxwell Perkins retires. A record number of applications were received by the board. OT Heather McCarthy was recommended to the Governor's Office. For the February round of appointments for the Senate, the Governor moved forward both Heather and Elise Dorris, who will be the new public member when Erion Moore goes off the board. Heather will be officially on the board on Feb. 16 and Elise will be officially on the board on April 21<sup>st</sup>. Their first board meeting as members of the board will be in person at the Portland State Office Building on May 3<sup>rd</sup>.

**BOARD OFFICERS:** Whitney Hooker will be the new Board Chair when Erion Moore goes off the board and Kari Hill will remain as the Vice Chair.

**BOARD TRAVEL:** Travel arrangements have been made for OT Board member Whitney Hooker to attend the AOTA Conference in March. She will update the board about the conference at the May 3<sup>rd</sup> meeting.

**2024 BOARD MEETING DATES:** The August 2<sup>nd</sup> virtual meeting date was changed to August 9<sup>th</sup>.

**SUCCESSION PLAN:** In accordance with the Governor's list of agency expectations, the Director submitted the board's Succession Plan in December 2023. In January 2024, it was approved.

**RENEWALS 2024:** Renewals begin on March 1<sup>st</sup> – May 31<sup>st</sup>. The Director is working with the database vendor to make necessary updates to the renewal process, including adding the pain management CE requirement.

**2023 OTAO CONF. / PRESENTATION WRAP UP:** The Director gave a summary of the OTAO Conference held in October 2023 for those board members that could not attend. At the conference, Maxwell Perkins gave a presentation on behalf of the board entitled, "Don't Let Ethical Issues Jeopardize your License." The speech was well received, informative and entertaining.

**RSOI FEEDING SEMINAR:** The Director was asked to participate in a panel discussion regarding the therapist's role in Feeding and Eating, and what licensure rules say. The Director reviewed what is in the OTLB rules and conveyed the discussion the board had at the August 2023 board meeting about clinical competence. Just because you're an OT does not necessarily qualify you to do an intervention. Therapists must have clinical competence; otherwise they should not do it. Dysphagia is an advanced practice and if there was ever an issue with the board, the therapist must prove they have the expertise, experience, and education to do the task.

**PACIFIC U /LBCC LEGISLATIVE DAY:** Students of Pacific and LBCC will convene on Feb. 28<sup>th</sup> for annual Legislative Day. The events of the day will be held virtually as the capitol building is under construction.

**NEW STUDENT GUIDE:** The Director created a new Student handbook for graduating students that is posted on the OTLB website under Applicants.

**PUBLIC MEETINGS:** Procedures will be put in place in the unfortunate event that someone joins a virtual meeting and acts belligerently.

**GOOD STUFF:** The Director shared some recent positive feedback the board received from licensees.

**AOTA STATE AFFAIRS NEWSLETTER:** The Director shared the recent newsletter received from the AOTA State Affairs group.

*End of the director's report.*

**5. Public Comment:** There were no public comments.

**6. Update on HB 2618:** The board was provided an update on HB 2618 which passed during the 2023 legislative session. The OTAO sponsored the bill to look at workload for Speech therapists, PTs, and OTs in the schools. The ODE was required to conduct a study to identify the best methodology for determining the appropriate number of students on workloads. The report was due to the Legislative Assembly by January 5<sup>th</sup>. The ODE recommends as a starting point that Oregon adopt a workload methodology similar to what North Carolina has in place but points out the differences in the school systems that would need to be accounted for. If the legislature moves forward, funding would be required to support ODE, school districts and practitioners.

**7. Oregon Wellness Program:** The board researched the Oregon Wellness Program to see if it is viable for the board to offer to its licensees. The program provides free confidential and urgent mental health services to clinical providers. Currently it is offered to licensees of the OMB, ONB and OBD. Based on the information provided to the board, the program is currently out of financial reach for the board. The program is funded by the licensing boards, however there is work in progress with the legislature to develop a funding model so it would not just be the licensing boards picking up the tab. A study is in process to determine the effectiveness of the program. The board will continue to track the program and watch for legislation.

**8. Workforce Data Survey:** The OHA workforce data survey is a survey that is required at renewals that all licensees must complete before they can renew. It's a legislative requirement, not a requirement of the board. The survey link is embedded within the renewal for licensees to complete and then it routes them back to the licensing system and the licensee submits the renewal.

The OHA recently proposed adding questions about mental health as part of the application because there is concern about burnout with health professionals. They want to quantify it. However, concerns were raised by the health boards that the survey questions being asked were not appropriate as they were being made mandatory and did not align with the governing rules and statutes. Another concern was that licensees were providing personal information with no follow-up for those that reported that they were in a crisis. As a result of a letter sent by the health board directors, the OHA decided not to go forward with the questions for now, but they are interested in working on a voluntary survey with the health boards.

**9. Next Licensee newsletter:** The next newsletter will be sent after the completion of renewals. The newsletter will focus on the totals from renewals, introduction of the new board members and thanking the outgoing board members.

**10. Strategic Planning:** The board reviewed progress made on the strategic plan.

**11. Recognition of Service:**

The Board honored retiring OT Member Maxwell Perkins for his 5 years of service on the board and to the State of Oregon. The Board also celebrated his 40 years of dedication to the OT profession.

The Board honored Public Member Erion Moore for his 8 years of service on the board and to the State of Oregon. The board recognized that three of those 8 years were as Board Chair.

**12. Other Business:** None

**13. Adjournment:** The Board adjourned at 12:19 pm.

Nancy Schuberg, Executive Director. February 2, 2024