

Oregon OT Licensing Board
SPECIAL Board Meeting – Friday, June 10th, 2022
Portland State Office Building, 800 NE Oregon St. Suite 407, Portland, OR 97232

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a Special Board Meeting on **Friday, June 10th, 2022** via Zoom Video Conference. Board members: Board Chair/public member Erion Moore, Vice Chair Kari Hill, COTA/L, Maxwell Perkins, OTR/L, Whitney Hooker, OTR/L, CLT and Nancy Schuberg, Executive Director were all present. AAG Angie Hunt also attended.

With a quorum present, Board Chair Erion Moore called the meeting to order at 10:31 am.

EXECUTIVE SESSION: In accordance with ORS 192.660 (2) (L) which allows the Board to meet in Executive Session on matters to consider information relating to information obtained as part of complaints and disciplinary investigations and under ORS 192.660 (2)(f) to review written legal advice.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2022-11**
- **AAG Advice**

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

OT COMPACT PRESENTATION - Carl Sims, CSG, Meghan Pudeler, AOTA and Shaun Conway, NBCOT gave a presentation on the OT Compact to the Board.

BUDGET REVIEW:

Current 21-23 biennium:

The Director reviewed the budget projections in detail with Board Chair and Public Member Erion Moore one-on-one prior to the meeting.

The Director reviewed the stages of the budget planning cycle:

- **ARB = Agency Request Budget – June 22**
- **GBB – Governors Balanced Budget – Oct. 22**
- **LAB – Legislatively Adopted Budget – Jan. 23**

To establish the base budget for the next biennium, the board forecasts the revenue and expenses for the remainder of the current biennium to establish an ending balance which then becomes the beginning balance for the next biennium. The 2021-23 ending balance is lower than originally forecasted for the following reasons:

Rent: The new lease for the PSOB office space has just gone up dramatically. In July of 2021, DAS announced it was redoing our lease which we've had in place for many years. The Health Related Licensing Boards worked with DAS to have the space remeasured and the invoices were generated in January. We are now being charged not only for the shared space inside the suite and the conference room but also the hallway outside the space. Under the old lease we paid \$747.10, and now under the new lease, \$1,340.34, a difference of \$593.24/month, or **\$14,238** for the biennium. This is a big hit to the OTLB budget, and unexpected for the current budget.

With hybrid work schedules, the board directors are meeting to discuss either downsizing our space or consolidating with other boards to save \$. We no longer need so much space when so many employees are now working at home. Any changes will not go into effect for the 21-23 biennium.

OSP: In August of 2021, the OSP increased the fee for a fingerprint background check to \$46.25. Each fingerprint background check is costing the board \$6.25. SB333 Paperwork has been submitted to increase the fee to \$50 starting June 1st. Impact: **\$1,500.**

Personal Services:

Director salary: The director was notified in Feb 2020 that due to the results of the Pay equity study she is being bumped to the level 10 retroactive to Jan. 22. (Equal to her HRLB counterparts). DAS has a new reclassification system which also has led to adding another step. The early bump and extra step was not budgeted for. Impact: **\$11,071.**

Board member stipend: Per HB 2992 (2021), board members are being paid more. \$151 ea for all meetings, including special meetings and strategic planning. Impact: **\$5,760.**

Other:

Beginning balance: When the OTLB forecasted the 21-23 budget in June 2020, we predicted a beginning balance of \$330,000. (Prior to 2020, OTLB revenues grew at double digit pace). However, revenues were flat. The board predicted revenues of \$485,270 and actual were \$461,076. Actual beginning balance was \$312,000. Impact: **\$18,000.**

Total: \$50,569.

In addition, the final renewal numbers were down. The board lost 24% of licensees, starting with 3050 prior to renewals and losing 729, licensees that did not renew. 33% of OTAs did not renew. With the lower revenue and \$50K worth of unexpected expenditures, the Director proposed reducing her schedule from full time to .8 for one year, from 7/1/22 through 6/30/23 to ensure a healthy ending balance for the biennium. The board will also save money by limiting in person meetings to 1 per year, but the strategic planning meeting will also be held in person in 2022. This should leave a healthy ending balance for 21-23 of approximately \$330,000.

23-25 budget planning: The budget detail sheet that is used to build the budget has the CSL (base budget plus inflationary costs) with an ending balance of \$177,316 (5.5 months). The board needs to have at least 9 months and enough ending balance to absorb inflation costs for the next three biennia. To save costs the board will cut back staff, reduce expenses and raise revenues by increasing licensure fees:

Reducing the AS2 position from 1.65 to 1.5 will reduce the budget by \$31,804. The board will reduce the instate travel budget by \$5K by having in person meetings 1 time per year. The board will also reduce the office supply budget by \$5K. The board also reviewed scenarios to generate scenarios to raise fee but decided it would like to consider further scenarios to ensure that there is at least 9 months of ending balance through the next 3 biennia. The Director will prepare 2 more reiterations of the budget for the board to review. The board will review these versions at a Special Meeting held on Monday, June 13th at 4pm.

2023 OTAO ANNUAL CONFERENCE PRESENTATION – Board members reviewed slides for the presentation and discussed the content of the presentation.

MOTIONS:

2022-11: A MOTION WAS MADE BY Maxwell Perkins AND SECONDED BY Kari Hill TO **dismiss the case**. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

The meeting was adjourned at 1:46 pm.

Nancy Schuberg, Executive Director, June 15, 2022.