

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY  
MEETING MINUTES  
October 12, 2023**

A regular Board Meeting of the Kentucky Board of Licensure for Occupational Therapy was held at the Department of Professional Licensing, 500 Mero St, Frankfort, KY 40601, in The Mayo-Underwood Hearing Room 133CE and via Zoom on October 12, 2023, at 1:00pm.

**MEMBERS PRESENT**

Renee Causey-Upton, Chair  
Jill Phelps, Vice Chair  
Dr. Thomas Miller  
Scott DeBurger  
Andrea Brandon  
Sara Santo

**DEPARTMENT OF PROFESSIONAL LICENSING**

Jamar Carter, Executive Staff Advisor  
Tiler Deaton, Board Administrator  
Barry Sullivan, Sit in Board Counsel  
Courtney Cook, Fiscal Section Supervisor  
Jenna Wells, Fiscal Section Administrator

**MEMBERS ABSENT**

Hugh Stroth, Secretary

**Guest**

Geela Spira

**CALL TO ORDER**

Board Chair, Renee Causey-Upton called the meeting to order at 1:05 p.m.

**CONSENT AGENDA**

The meeting minutes from the September 14, 2023, board meeting was presented for review. A motion made by Dr. Thomas Miller to approve the September 14, 2023, Board meeting minutes. Motion, seconded by Sara Santo, carried.

The Board reviewed the financial report from September 2023 with no questions.

**DPL REPORT**

No Report

**BOARD ATTORNEY REPORT**

No Report

**COMPACT COMMISSION UPDATE**

Renee Causey-Upton updated board members that it could be March 2025 before compact privileges are available due to getting the data system developed.

**OLD BUSINESS**

The Board discussed the Safe Storage Letter presented by Commissioner Lawson at the last monthly meeting. A motion made by Scott DeBurger to have the letter placed on the Boards website. Motion, seconded by Jill Phelps, carried.

Board members are to look through the regulations and current forms and identify what they feel needs to be looked at. Regulation/form changes are tabled until the November meeting.

The Board members reviewed K.H.'s response on their plan for supervision. The Board felt this response was not adequate. Board counsel to draft a letter to K.H. requesting additional information, more detailed plan, and to attend the November meeting.

### **NEW BUSINESS**

The board reviewed the licensure report which displayed active & inactive licenses as of October 3, 2023, for the following active only credentials: Occupational Therapist, Occupational Therapist Assistants, Temporary Occupational Therapist & Temporary Occupational Therapist Assistants.

The Board Administrator presented 1 email question, for the board, from D.I. The Board discussed the email and requested this be tabled to the November meeting.

The Board reviewed a couple of options for 2024 Board meetings. The Board members felt meeting every month was in the best interest of the public. A motion made by Jill Phelps to have the 2024 Board meetings be as follows: 1/11, 2/8, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12. Motion, seconded by Andrea Brandon, carried.

The Board discussed the board positions. A motion made by Andrea Brandon to keep all Board positions the same. Those are as listed:

Board chair: Renee Causey-Upton

Vice-Chair: Jill Phelps

Secretary: Hugh Stroth

Motion, seconded by Dr. Thomas Miller, carried.

Renee Causey-Upton gave a short report from NBCOT.

### **CONTINUING EDUCATION APPLICATIONS REVIEW:**

A motion made by Renee Causey-Upton to enter closed session at 2:05p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding continuing education applications at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Dr. Thomas Miller, carried.

A motion made by Andrea Brandon to return to open session at 2:20p.m. Motion, seconded by Sara Santo, carried. No final action was taken in closed session.

A motion made by Dr. Thomas Miller to accept the following review:

Eleven (11) applications received for review.

-8 Applications approved.

-3 Deferred due to needing corrected information.

Motion, seconded by Jill Phelps, carried.

### **CONTINUING EDUCATION APPLICATIONS REVIEW-SUICIDE:**

No applications received for review.

### **Applications Review**

No paper applications for licensure received for review.

### **COMPLAINTS COMMITTEE REPORT**

A motion made by the Complaints Committee to approve the following recommendations to the Board:

- 2022-BOT-00003 – Move for formal hearing
- 2023-BOT-00001- Table until November Complaints Committee
- 2023-BOT-00002 – Waiting on information from Investigator
- 2023-BOT-00003- Waiting on licensee response

Motion, seconded by Dr. Thomas Miller, carried.

### **ASSIGNMENTS FOR NEXT MEETING**

Board members to review regulations/forms on what they want to revise.

### **APPROVAL OF TRAVEL AND PER DIEM**

A motion made by Jill Phelps to approve travel and per diem as follows:

9/19 & 9/20: Renee Causey-Upton– NBCOT

10/12: Renee Causey-Upton, Jill Phelps, Dr. Thomas Miller, Scott DeBurger, Andrea Brandon, Sara Santo -Board meeting

Motion, seconded by Andrea Brandon, carried.

\*Sara Santo requests to not be paid per diem for this meeting\*

### **NEXT SCHEDULED BOARD MEETING**

The next scheduled board meeting will take place on November 9, 2023, at 1:00pm with the complaints committee meeting scheduled for 12:30pm.

### **ADJOURNMENT**

A motion made by Sara Santo to adjourn the meeting at 2:35p.m. Motion, seconded by Dr. Thomas Miller, carried.