

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY
MEETING MINUTES
December 8, 2022**

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 PPC Conference Room 127CW and via Zoom on December 8, 2022.

MEMBERS PRESENT

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

DEPARTMENT OF PROFESSIONAL LICENSING

Kristen Lawson, Commissioner
Jamar Carter, Administrative Section Supervisor
Sara Janes, Legal Counsel
Courtney Cook, Fiscal Section Supervisor

OTHERS

MEMBERS ABSENT

CALL TO ORDER

Renee Causey-Upton called the meeting to order at 1:00 p.m.

CONSENT AGENDA

The meeting minutes of the November 10, 2022 board meeting were presented to the board for review. Dr. Thomas Miller made a motion to approve the meeting minutes, Jill Phelps seconded the motion & the motion carried unanimously.

The financial reports for November 2022 were presented for the Board's review with no additional questions at this time.

DPL REPORT

Kristen Lawson notified the board of the move from Google Docs to Microsoft Teams effective January 2023.

BOARD ATTORNEY REPORT

No report/updates at this time.

OLD BUSINESS

Administrative Section Supervisor, Jamar Carter with assistance from Commissioner Lawson notified the board of the suicide tracking update being high priority on the current task list. All updates have been tabled until further notice.

NEW BUSINESS

The board reviewed the licensure report which displayed active licenses for the following credentials, Occupational Therapist, Occupational Therapist Assistants, Temporary Occupational Therapist & Temporary Occupational Therapist Assistants.

The board reviewed 3 email questions from licensees presented by Mr. Carter.

Renee Causey-Upton moves and Hugh Stroth seconds the motion entering closed session at 1:15pm, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding the email questions at which information protected by KRS 61.810(k) may be discussed.

Hugh Stroth moves and Renee Causey-Upton seconds the motion returning to open session at 1:28pm & the motion carried unanimously.

Correspondence #1 is not regulated by The Kentucky Board of Licensure for Occupational Therapy & will be sent the Code of Ethics of the board.

After review of correspondence #2, nothing within the REGS prohibits the aspect of the action & the proper credentials not offered by the board will need to be obtained.

A motion was made by Sara Santo to provide a response to correspondence #3 containing an appreciation for honesty, 201 KAR 28:060 and additional fee of \$75. Jill Phelps seconded the motion & the motion carried. Andrea Brandon abstained from voting on this matter.

APPLICATIONS REVIEW:

CEU Applications

Dr. Tom Miller made a motion to approve the CEU applications reviewed by the board. Sara Santo seconds the motion, and the motion carried unanimously

DPAM Specialty Certification Application

Scott DeBurger made a motion to approve the DPAM Specialty application, Sara Santo seconded the motion & the motion carried unanimously.

Suicide Training Application

A motion was made to approve the Suicide Training Application, Andrea Brandon seconded the motion & the motion carried unanimously.

Deferred Applications

Renee Causey-Upton moves and Scott Deburger seconds the motion entering closed session at 1:44pm, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding the email questions at which information protected by KRS 61.810(k) may be discussed.

Jill Phelps moves and Dr. Thomas Miller seconds the motion returning to open session at 1:58pm & the motion carried unanimously.

A motion was made by Jill Phelps to approve the application for D.A.U, Dr. Thomas Miller seconds the motion & the motion carried unanimously.

A motion was made by Jill Phelps to approve the application for C.C.F with a 6-month probationary period requiring the licensee to provide proof of completion of the probationary terms per The State of Florida. Andrea Brandon seconds the motion & the motion carries.

Reinstatement Applications

A motion was made by Scott Deburger to approve 12 application & defer 1 per receipt of CEU certificates. Dr. Thomas Miller seconded the motion & the motion carried unanimously.

COMPLAINTS COMMITTEE REVIEW

The Complaints Committee presented the board with the following recommendations:

- 2022BOT-00003 – Tabled until next meeting per receipt of investigative report.
- 2022BOT-00005-Committee reviewed the response along with the extension request from complainee. The committee made a recommendation to grant the request with a deadline of 1/9/2023.

A motion was made by Scott Deburger to accept the recommendations presented by the committee, Andrea Brandon seconded the motion & the motion carried unanimously.

APPROVAL OF TRAVEL AND PER DIEM

Dr. Thomas Miller made a motion to approve travel and per diem for today's meeting, Andrea Brandon seconded the motion, and the motion carried unanimously.

NEXT SCHEDULED BOARD MEETING

The next scheduled board meeting will take place on January 12, 2022 at 1:00pm with the complaints committee meeting scheduled for 12:30pm.

ADJOURNMENT

Jill Phelps made a motion to adjourn the meeting at 2:24pm. Sara Santo seconded the motion, and the motion carried unanimously.