

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY
MEETING MINUTES
February 8, 2024**

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 February 8, 2024, at 1:00 pm.

MEMBERS PRESENT

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

DEPARTMENT OF PROFESSIONAL LICENSING

Jamar Carter, Executive Staff Advisor
Tiler Deaton, Board Administrator
Sara Janes, Board Counsel
Clayton Patrick, DPL General Counsel
Jenna Wells, Fiscal Section Administrator

MEMBERS ABSENT

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 January 11, 2024, board meeting were presented for review. A motion made by Dr. Thomas Miller to approve the January 11, 2024, Board meeting minutes. Motion, seconded by Jill Phelps, carried.

The Board reviewed the financial report from January 2024 with no questions.

DPL REPORT

Commissioner Lawson informed the Board that the Department is moving over to Microsoft Teams due to better security measures for the meetings.

BOARD ATTORNEY REPORT

Sara Janes, Board counsel, informed the Board that Clayton Patrick will be taking over as the board's Counsel after this meeting. Sara Janes also updated the Board that the Regulations Committee met on 2/1/24 and will meet again on 3/28/24.

COMPACT COMMISSION UPDATE

Renee Causey-Upton stated that the compact will be interviewing 2 of the 3 companies that submit for the RFP on the database.

NEW BUSINESS

The board reviewed the licensure report which displayed active & inactive licenses as of February 1, 2024, for the following active-only credentials: Occupational Therapist, Occupational Therapist Assistants, Temporary Occupational Therapist, and temporary Occupational Therapist Assistants.

The Board reviewed the updated FAQs. A motion made by Hugh Stroth to add the following information and then the FAQs posted to the website:

- Add the 60-day time limit on the Temporary license's information.
- Add "in good standing" under "Getting Licensed" 2. B

Motion, seconded by Jill Phelps, carried.

A motion made by Renee Causey-Upton to have an email sent to all licensees informing them of the newly updated FAQs. Motion, seconded by Sara Santo, carried.

CONTINUING EDUCATION APPLICATIONS REVIEW:

A motion made by Dr. Thomas Miller to enter closed session at 1:32 p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding applications at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Andrea Brandon, carried.

A motion made by Dr. Thomas Miller to return to an open session at 2:08 p.m. Motion, seconded by Jill Phelps, carried. No final action was taken in closed session.

A motion made by Jill Phelps to accept the following review:

Twenty-eight (28) applications were received for review.

- 25 Applications approved.
- 2 Applications deferred.
- 1 Application denied.

Motion, seconded by Sara Santo, carried.

Applications Review

A motion made by Dr. Thomas Miller to approve the reviewed paper reinstatement application. Motion, seconded by Andrea Brandon, carried.

The Board reviewed J.L. renewal audit with some concerns. A motion made by Renee Causey-Upton to file a formal Board complaint. Motion, seconded by Andrea Brandon, carried.

COMPLAINTS COMMITTEE REPORT

A motion made by Jill Phelps to approve the Complaints Committee's following recommendations:

- 2022-BOT-00003 – Final Settlement offer. If not accepted, then will prohibit her from reinstating or applying for a new license until discipline is addressed.
- 2023-BOT-00002 – Private admonishment. Provide a continuing education certificate of completion of a course on Proper Documentation to the Board within 3 months.
- 2023-BOT-00003- Defer to next month.

- Self-Report- a formal complaint will be held so long as 1 year of Alcohol & Drug Education is completed with proof of completion & no new charges.

Motion, seconded by Hugh Stroth, carried.

A motion made by Andrea Brandon to enter closed session at 2:13 p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding complaints/potential litigation at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Dr. Thomas Miller, carried.

A motion made by Dr. Thomas Miller to return to an open session at 2:25 p.m. Motion, seconded by Jill Phelps, carried. No final action was taken in closed session.

ASSIGNMENTS FOR NEXT MEETING

No assignments.

APPROVAL OF TRAVEL AND PER DIEM

A motion made by Dr. Thomas Miller to approve travel and per diem as follows:

2/1: Renee Causey-Upton, Scott DeBurger- Regs. Committee

2/8: Renee Causey-Upton, Jill Phelps, Dr. Thomas Miller, Scott DeBurger, Andrea Brandon, Hugh Stroth, Sara Santo -Board meeting

Motion, seconded by Jill Phelps, 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 March 14, 2024, at 1:00 pm with the complaints committee meeting scheduled for 12:30 pm.

ADJOURNMENT

A motion made by Dr. Thomas Miller to adjourn the meeting at 2:27 p.m. Motion, seconded by Sara Santo, carried.