

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY**

**Complaints Committee Minutes**

February 8, 2024

Department of Professional Licensing  
Frankfort, Kentucky

A Complaints Committee meeting of the Kentucky Board of Licensure for Occupational Therapy was held via Microsoft Teams teleconference & in the Mayo-Underwood Hearing Room 133CE at 12:30 pm on February 8, 2024.

**MEMBERS PRESENT**

Renee Causey-Upton, Chair  
Andrea Brandon  
Hugh Stroth

**DPL STAFF**

Tiler Deaton, Board Administrator

**LEGAL COUNSEL**

Sara Janes, Executive Advisor

**MEMBERS ABSENT**

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**Call to Order**

Board Chair, Ms. Causey-Upton called the Complaints Committee meeting to order at 12:32 p.m.

**Approval of Minutes**

The committee reviewed the January 11, 2024, Complaints Committee Meeting minutes. Andrea Brandon motioned to approve the January 11, 2024, minutes. Motion, seconded by Hugh Stroth, carried.

**Complaints Committee Report**

A motion made by Andrea Brandon to enter closed session at 12:35 p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding complaints at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Hugh Stroth, carried.

A motion was made by Andrea Brandon to enter an open session at 12:59 p.m. Motion, seconded by Hugh Stroth, was carried.

Renee Causey-Upton announced the time returned from the Closed Session at 12:59 p.m. No final action was taken in closed session. A motion was made by Renee Causey-Upton to present the following recommendations to the full Board:

- 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 Andrea Brandon, carried.

**Adjournment**

A motion made by Renee Causey-Upton to adjourn at 1:10 p.m. Motion, seconded by Hugh Stroth, carried.