

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY  
MEETING MINUTES  
October 13, 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, on October 13, 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  
Lyndsay Sipple, Board Administrator

**OTHERS**

Clayton Patrick, Legal Counsel

**MEMBERS ABSENT**

**CALL TO ORDER**

Ms. Phelps called the meeting to order at 1:01 p.m.

**NEW BOARD MEMBERS**

Dr. Thomas Miller, Sara Santo and Scott DeBurger were sworn in as new Board members, and they were given time to introduce themselves.

**CONSENT AGENDA**

The meeting minutes of September 8, 2022, as well as legal fees and financial reports for September, 2022 were presented for the Board's review. Dr. Miller made a motion to approve the consent agenda as presented. The motion was seconded by Ms. Causey-Upton and carried unanimously.

**DPL REPORT**

Kristen Lawson presented the DPL report. She let everyone know the new emails for Board members have been set up and they should have received notification. Ms. Lawson relayed that she would coordinate when everything would be switched over for the members to use their new accounts for Board business.

**BOARD ATTORNEY REPORT**

Mr. Patrick announced that 2022BOT-00003 was tabled to next month. Mr. Stroth made a motion to accept the recommendations of complaints committee. Dr. Miller seconded, carried.

**OLD BUSINESS**

Suicide tracking – Mr. Carter reached out to IT and suggested separating the screens for CEs to better track the suicide training. Mr. DeBurger asked for clarification on how the suicide training is tracked and discussion occurred regarding how the Board would like this to be changed in the system. Ms. Causey-Upton liked the suggestion of moving it to a separate screen within the renewal to clarify it is a separate training. Ms. Santo also liked Ms. Sipple's suggestion of programming the CE page to provide

an error rejecting the CCU if they try to add a suicide course that it is not 6 hours. Mr. Carter recommended possibly moving the suicide tracking to an outside section on the licensee's eServices account, but the Board would like that to connect to their renewal so the licensee may use it as CCUs for that renewal period. Mr. Carter will report back next month after reaching out with these changes to IT.

## **NEW BUSINESS**

### **ELECTIONS**

Elections for 2023 year:

Ms. Phelps nominated Ms. Causey-Upton as Chair of the Board beginning January 2023. Second by Mr. Stroth, carried.

Ms. Causey-Upton nominated Ms. Phelps as Vice Chair. Second by Ms. DeBurger, carried.

Ms. Santo nominated Mr. Stroth as secretary. Second by Ms. Causey-Upton, carried.

Complaints committee:

Ms. Causey-Upton motioned for Ms. Brandon to join complaints committee, along with Ms. Causey-Upton and Mr. Stroth. Second by Ms. Phelps, carried

### **KOTA CONFERENCE UPDATE**

Ms. Causey-Upton attended and presented at the KOTA conference in September. Ms. Phelps stated the conference was very informational and the presentation went well. A review of the BOT website was reviewed, as well as the Counseling Compact.

### **COMPACT STATEMENT**

The Counseling Compact statement is currently on website, and there has been recent conversation about the placement of the information and link to the Compact. It now is place in the body of website and Ms. Phelps said it is more noticeable where it is, and the Board agreed to the placement. The Board believes this will satisfy the requirement and Ms. Causey-Upton has a meeting with the Compact on Monday and will ask them to review for compliance.

### **NBCOT Leadership Forum**

Ms. Phelps and Ms. Causey-Upton attended the NBCOT forum and felt it went very well. This conference allowed for interaction with other states, to discuss differences between regulations among the states, how different agencies are run, and found it was helpful to learn how other states process licensure and regulation requests. Ms. Causey-Upton will reach out to see if we are able to provide the link to this information and will follow up in November.

### **CEU Applications**

Ms. Causey-Upton made a motion to approve the CE applications discussed as approved or deferred. Dr. Miller seconds the motion, carried.

### **ASSIGNMENTS FOR NEXT MEETING – November 10, 2022 at 1:00 PM Eastern**

Mr. Carter's to follow up with the suicide tracking request.

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

Mr. DeBurger motioned to approve the travel and per diem for today's meeting, as well as additional days for Ms. Phelps on September 23 and 24 (KOTA Conference), and September 13 and 14 (NBCOT Forum). Ms. Causey-Upton will also receive per diem for September 23 and 24 (KOTA Conference), September 13 and 14 (NBCOT Forum), and September 12 for a meeting with the Counseling Compact. Mr. Stroth seconded the motion, carried.

**ADJOURNMENT**

Ms. Phelps made a motion to adjourn the meeting at 1:51 p.m. Mr. Stroth seconded the motion, carried.