

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY
MEETING MINUTES
August 10, 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 August 10, 2023, at 1:00pm.

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

Kristen Lawson, Commissioner
Jamar Carter, Administrative Section Supervisor
Tiler Deaton, Board Administrator
Sara B. Janes, Board Counsel

MEMBERS ABSENT

Guest

CALL TO ORDER

Board Chair, Renee Causey-Upton called the meeting to order at 1:02 p.m.

CONSENT AGENDA

The Board reviewed the agenda and stated the date on agenda is incorrect and states July and needs to be changed to August. A motion made by Dr. Thomas Miller to approve the agenda with amendments. Motion, seconded by Andrea Brandon, carried.

The meeting minutes from the July 13, 2023, board meeting was presented for review. A motion made by Dr. Thomas Miller to approve the July 13, 2023, Board meeting minutes. Motion, seconded by Sara Santo, carried.

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

DPL REPORT

Commissioner Lawson briefed the board with several updates regarding the department. The addition of 2 Boards & Commissions Support Specialist starting within the next 30 days hopefully.

BOARD ATTORNEY REPORT

Board Counsel, Ms. Sara Janes presented drafts to the board on the CEU application with suicide assess treatment, drafted amendments to 201KAR28:200 and add 6hrs to the CEU Application form. The Board reviewed and discussed the drafted documents. The Board determined to defer these changes until additional regulations are prepared to be filed and file all at once.

Board Counsel, Sara Janes stated the Board needs to update regulations so to be compliant with compact regulations due to it requires an FBI background check. Renee Causey-Upton believes the compliance period

isnt until mid to late 2024. Board Counsel stated she could start drafting those regulations possibly in October 2023 or do an emergency regulation. The Board discussed the requiring background checks further.

Commissioner Kristen Lawson offered to have the department gather some information from other boards on how the process of FBI background checks are done for them. Renee Causey-Upton suggested we hold the discussion until next meeting so to review additional information.

COMPACT COMMISSION UPDATE

Slight update given under Board Attorney Report.

OLD BUSINESS

The system was complete giving licensees the ability to input CEU & Suicide hours once complete. Mr. Carter provided step by step with screenshots to the board for review. The update will be posted under "Latest News" on the board's website. The Board will draft a correspondence, to send to Licensees, later this year so to be sent out in January 2024.

NEW BUSINESS

The board reviewed the licensure report which displayed active & inactive licenses as of August 2, 2023, for the following active only credentials: Occupational Therapist, Occupational Therapist Assistants, Temporary Occupational Therapist & Temporary Occupational Therapist Assistants.

The Board Administrator presented 2 email questions, for the board, from E.S. & T.B. The Board discussed the emails and stated the following as a response:

E.S.- Can be accepted.

T.B.- Regulations does not specify this. It appears to be more of a billing issue. Refer to code of ethics 201KAR28:140 Section 1(2).

CONTINUING EDUCATION APPLICATIONS REVIEW:

Four (4) applications received for review.

-2 Applications approved.

-2 Deferred due to needing corrected information.

CONTINUING EDUCATION APPLICATIONS REVIEW-SUICIDE:

No applications received for review.

Applications Review

No paper applications for licensure received for review.

Scott DeBurger wanted the Board to look over online applicants J.N. & P.T. and see if he was correct in his review. The Board agreed with Scotts' review.

COMPAINTS COMMITTEE REPORT

Complaints Committee did not meet this month.

Board counsel did update the board on where they are on the following complaints:

2022BOT0003- Offer of settlement was sent on 7/25. Licensee did contact back and said she was willing to enter into agreement. She has 30 days to send it back.

2023BOT00001- Subpoena was sent but dates are incorrect. Informed them we could reissue.

2023BOT00002-Was sent to investigator.

ASSIGNMENTS FOR NEXT MEETING

KOTB PowerPoint-Members to update and add any information or pictures by next Meeting.

APPROVAL OF TRAVEL AND PER DIEM

A motion made by Sara Santo to approve travel and per diem for today's meeting. Motion, seconded by Andrea Brandon, carried.

Sara Santo stated she usually doesn't get per diem due to paid through another organization but due to that organization being closed today, she requests to be paid for this meeting.

NEXT SCHEDULED BOARD MEETING

The next scheduled board meeting will take place on September 14, 2023, at 1:00pm with the complaints committee meeting scheduled for 12:30pm.

ADJOURNMENT

A motion made by Hugh Stroth to adjourn the meeting at 2:14p.m. Motion, seconded by Andrea Brandon, carried.