

KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY
Meeting Minutes
December 12, 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 Teams on December 12, 2024, at 1:00 pm ET.

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

Lyndsay Sipple, Administrative Supervisor
Miranda Guarnieri, Board Administrator
Jenna Wells, Administrative Specialist Senior

LEGAL COUNSEL

GUEST

Geela Spira

MEMBERS ABSENT

CALL TO ORDER

Renee Causey-Upton, Board Chair, called the meeting to order at 1:04p.m. ET.

MINUTES

The meeting minutes from the November 14, 2024, Board Meeting were reviewed. A motion was made by Thomas Miller to approve the minutes and the motion was seconded by Andrea Brandon. The motion carried.

FINANCIAL REPORT

The Board reviewed the financial report from November 2024. The Board had no questions or concerns.

DPL REPORT

There was not a Department of Professional Licensing report for this meeting.

BOARD ATTORNEY'S REPORT

There was not a Board attorney report for this meeting.

COMPACT COMMISSION UPDATE

Renee Causey-Upton stated that there were three different rules voted on for the Compact Commission. A public comment period will be posted on the KBLOT website from January 6 - February 7, 2025, for all three rules for that period.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

- Regulation Review Committee update – Two regulations were put forward to the Legislative Research Commission.
- Licensure Report – The Board reviewed the licensure report and had no questions or concerns.
- Elections – The following are the updated roles for KBLOT:

Kentucky Compact Commissioner Representative: A motion was made by Renee Causey-Upton to name **Jill Phelps** as the Compact Commissioner Representative for Kentucky. The motion was seconded by Hugh Stroth and the motion carried.

Alternate to the Kentucky Compact Commissioner Representative: A motion was made by Renee Causey-Upton for **Sara Santo** to be the alternate representative for Kentucky for the Compact Commission. The motion was seconded by Thomas Miller and the motion carried.

Board Chair: A motion was made by Renee Causey-Upton for **Jill Phelps** to be the new KBLOT Board Chair and the motion was seconded by Andrea Brandon. The motion carried.

Vice Chair: A motion was made by Renee Causey-Upton for **Scott DeBurger** to be the new KBLOT Vice Chair. The motion was seconded by Thomas Miller and the motion carried.

Complaints Committee: A motion was made by Renee Causey-Upton for **Jill Phelps** to be the Chair of the Complaints Committee. The motion was seconded by Andrea Brandon and the motion carried.

Regulations Committee: A motion was made by Renee Causey-Upton for **Jill Phelps** to be the Chair of the Regulations Committee and the motion was seconded by Andrea Brandon. The motion carried.

CONTINUING EDUCATION REVIEW

A motion to was made by Andrea Brandon to approve the CEUs, with one item needing an agenda and timeline. The motion was seconded by Jill Phelps and the motion carried.

APPLICATIONS REVIEW

All applications were completed through eServices. Andrea Brandon made a motion to approve one application, and defer four, with the ability of Ms. Guarneri to approve the applications upon submission of items. Jill Phelps seconded the motion and the motion carried.

COMPLAINTS COMMITTEE REPORT

- 2023BOT00002 – met criteria, admonished, case closed by recommendation of complaints committee.
- 2024BOT00003 – in process of hiring private investigator, once we hire, we will then move forward with the investigation.

A motion was made by Thomas Miller to approve the complaints committee recommendations. The motion was seconded by Jill Phelps, and the motion carried.

REPORT ASSIGNMENTS FOR NEXT MEETING

January 9, 2025 - There are no assignments for next meeting.

APPROVAL OF TRAVEL AND PER DIEM

A motion was made by Andrea Brandon to approve travel and per diem and the motion was seconded by Hugh Stroth. The motion carried.

ADJOURNMENT

A motion was made at 1:48 p.m. ET by Hugh Stroth to adjourn the meeting. The motion was seconded by Jill Phelps, and the motion carried.