



KENTUCKY BOARD OF LICENSURE FOR  
OCCUPATIONAL THERAPY  
Complaints Committee Minutes  
February 13, 2025  
12:30 p.m. ET  
Department of Professional Licensing  
Frankfort, Kentucky

The Kentucky Board of Licensure for Occupational Therapy Complaints Committee met via Microsoft Teams teleconference and in the Mayo-Underwood Hearing Room 206 NW at 12:30 p.m. ET on February 13, 2025.

MEMBERS PRESENT

Rhonda Jill Phelps, Board Chair  
Hugh Stroth, Secretary

DPL STAFF

Miranda Guarnieri, Board Administrator

MEMBERS ABSENT

Andrea Brandon

LEGAL COUNSEL

Lilly Coiner

Call to Order

Rhonda Jill Phelps, Board Chair, called the meeting to order at 12:29 pm ET.

Approval of Minutes

- December 12, 2024 – A motion was made by Hugh Stroth to approve the minutes as presented and the motion was seconded by Jill Phelps. The motion carried.

Business Required to be Conducted in Closed Session

A motion was made by Hugh Stroth to enter a closed session, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding the applications and complaints at which information protected by KRS 61.810(k) may be discussed. The motion was seconded by Jill Phelps and the motion carried. The complaints committee entered closed session at 12:30pm.

Hugh Stroth made a motion, which seconded by Jill Phelps, to return to open session at 12:58 p.m. The motion carried, and the Complaints Committee returned to the open session, with the recommendations below.

Complaint Committee Report

- 2023BOT00003 – Motion for dismissal.
- 2024BOT00003 – Move for investigation.
- 2025BOT00001 – Move for investigation.
- Self – Report – Ms. Guarnieri is to verify that the required document is from the proper source.
- Self – Report – Refer for next meeting.

Vote on Items Discussed in Closed Session

A motion was made by Jill Phelps to bring the complaint committee recommendations to the Board. The motion was seconded by Hugh Stroth and the motion carried.

Adjournment

A motion was made by Jill Phelps at 12:59 pm ET to adjourn the meeting and the motion was seconded by Hugh Stroth. The motion carried.