

KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY
Board Meeting Minutes
February 13, 2025, at 1:00 p.m. ET
Via Teams / 500 Mero Street, Frankfort, KY 40601

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 Building, Room 206 NW and via Teams on February 13, 2025, at 1:00 pm ET.

MEMBERS PRESENT

Jill Phelps, Chair
Scott DeBurger, Vice Chair
Hugh Stroth, Secretary
Sara Santo
Thomas Miller

MEMBERS ABSENT

Andrea Brandon

DEPARTMENT OF PROFESSIONAL LICENSING

Kristin Lawson, Commissioner
Lyndsay Sipple, Administrative Supervisor
Miranda Guarnieri, Board Specialist Senior
Jenna Wells, Administrative Specialist Senior

LEGAL COUNSEL

Lilly Coiner
Sara Janes

GUESTS

Chandra (no last name listed)

CALL TO ORDER

Jill Phelps, Board Chair, called the meeting to order at 1:05p.m. ET.

MINUTES

The meeting minutes from the January 9, 2025, Board Meeting were reviewed. Hugh Stroth made a motion to approve, and Scott DeBurger seconded the motion. The motion carried.

FINANCIAL REPORT

The Board reviewed the financial report from January 2025. The Board did not have any questions or concerns.

DPL REPORT

Commissioner Lawson reminded the Board of the upcoming Department of Professional Licensing's Board Member Training being held on March 5, and March 24, 2025.

BOARD ATTORNEY'S REPORT

The Board has a new attorney, Lilly Coiner. Sara Janes will help her adjust to her new role. Sara Janes stated that the Occupational Therapy Regulations Committee meeting was cancelled due to closure of the Mayo – Underwood building, for weather. The meeting is rescheduled for February 25, 2025, from 1:00 p.m. – 4:00 p.m. ET.

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COMPACT COMMISSION UPDATE

- April 14, 2025 – Public Comment Period ends
- April 16, 2025 – Vote
- A motion was made by Jill Phelps to authorize board counsel to amend 201 KAR 28:240 and prepare an emergency regulation and ordinary regulation to incorporate new compact rules as they are adopted. The motion was seconded by Hugh Stroth and the motion carried.

OLD BUSINESS

- No old business was discussed.

NEW BUSINESS

- Licensure Report – The Board reviewed the licensure report and did not have any questions or concerns.
- Memorandum – The Board reviewed the memorandum and did not have any questions or concerns.
- Question for the Board – Ms. Guarnieri to reach out to NBCOT and see what dates work for them to come present information.

CONTINUING EDUCATION APPLICATION REVIEW

- A motion was made by Sara Santo to approve 30 CEUs and defer 5 CEUs. The motion was seconded by Hugh Stroth and the motion carried.

APPLICATIONS REVIEW

- Scott DeBurger made a motion to approve one application. The motion was seconded by Sara Santo and the motion carried.

COMPLAINTS COMMITTEE REPORT

A motion was made by Thomas Miller to approve the below recommendations from the Complaints Committee. The motion was seconded by Scott DeBurger, and the motion carried.

- 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.

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- Self – Report – Refer to the next complaints committee meeting.

REPORT ASSIGNMENTS FOR NEXT MEETING – March 13, 2025

There are no assignments for next meeting, but Jill Phelps, Board Chair, has been approved to attend the AOTA conference in April.

APPROVAL OF TRAVEL AND PER DIEM

A motion was made by Sara Santo to approve travel and per diem and was seconded by Thomas Miller. The motion carried.

ADJOURNMENT

A motion was made at 1:44 p.m. ET by Sara Santo to adjourn the meeting and the motion was seconded by Thomas Miller. The motion carried.