

KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY  
Meeting Minutes  
January 9, 2025

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 127 CW and via Teams on January 9, 2025, at 1:00 pm ET.

MEMBERS PRESENT

Jill Phelps, Chair  
Scott DeBurger, Vice Chair  
Hugh Stroth, Secretary  
Dr. Thomas Miller  
Andrea Brandon  
Sara Santo

DEPARTMENT OF PROFESSIONAL LICENSING

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

LEGAL COUNSEL

Lilly Coiner

MEMBERS ABSENT

GUEST

Amy Switzer

CALL TO ORDER

Scott DeBurger, called the meeting to order at 1:00 p.m. ET.

MINUTES

The meeting minutes from the December 9, 2024, Board Meeting were reviewed. A motion was made by Hugh Stroth to approve the minutes and the motion was seconded by Thomas Miller. The motion carried.

FINANCIAL REPORT

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

DPL REPORT

Commissioner Lawson stated that the Public Protection Cabinet is implementing a Board member training. All Board members are expected to participate. The training will be two hours in length and held in February and March in Frankfort. The training will be available on teams as well. Also, the Department for Professional Licensing has welcomed a new attorney, Lilly Coiner.

BOARD ATTORNEY'S REPORT

Lilly Coiner is filling in for the Board attorney, Clay Patrick. There is not a Board attorney's report for this month.

#### COMPACT COMMISSION UPDATE

No updates for the Compact Commission.

#### OLD BUSINESS

No old business was discussed.

#### NEW BUSINESS

Licensure Report - The Board reviewed the licensure report and had no questions or concerns.

Thomas Miller made a motion for the Board to send two members to the AOTA Conference in April in Philadelphia, PA. Hugh Stroth seconded the motion and the motion carried.

#### CONTINUING EDUCATION REVIEW

Hugh Stroth made a motion to approve all CEUs but deferred one CEU and allow Ms. Guarnieri to send updated information to the Board once received. Andrea Brandon seconded the motion and the motion carried.

#### APPLICATIONS REVIEW

Scott DeBurger made a motion to approve one paper reactivation application and the motion was seconded by Jill Phelps. The motion carried.

#### COMPLAINTS COMMITTEE REPORT

No complaints meeting was held this month.

#### REPORT ASSIGNMENTS FOR NEXT MEETING

February 13, 2025 - There are no assignments for next meeting.

#### APPROVAL OF TRAVEL AND PER DIEM

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

#### ADJOURNMENT

A motion was made at 1:23 p.m. ET by Jill Phelps to adjourn the meeting and Andrea Brandon seconded the motion. The motion carried.