

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY**  
**MEETING MINUTES**  
**August 15, 2019**

A regular meeting of the Kentucky Board of Licensure for Occupational Therapy was held at the Department of Professional Licensing in Frankfort, KY on August 15, 2019

**MEMBERS PRESENT**

Joshua Ramsey, Chair  
Shara Page, Vice Chair  
Hugh Stroth  
Joshua Skuller  
Stacy Grider, Secretary  
Shauna Messer

**DEPARTMENT OF PROFESSIONAL LICENSING**

Isaac VanHoose, Commissioner  
Chessica Nation, Administrative Section Supervisor  
Courtney Cook, Fiscal Section Administrator

**OTHERS**

Jared Downs, Legal Counsel

**MEMBERS ABSENT**

Harold E. Corder II

**CALL TO ORDER**

Mr. Ramsey called the meeting to order at 1:00 pm.

**CONSENT AGENDA**

Minutes of the July 18, 2019 meeting, as well as legal fees and financial reports for July 2019 were presented for the Board's review. Mr. Stroth made a motion to approve the consent agenda as presented. The motion, seconded by Mr. Skuller, carried.

**DPL REPORT**

Commissioner VanHoose reported that more information has been provided regarding the move to the new building. The process is set to begin sometime in October. A priority in preparing for the move will be digitizing paper documents.

Sen. John Schickel and Rep. Adam Koenig are requesting that any board considering a statutory change speak with them prior to the session to give context, background info, etc. of the desired change in hopes that this will allow the session to proceed more efficiently. Commissioner VanHoose asked that the board let DPL know if there is such a change so we can contact to be placed on the agenda.

Commissioner VanHoose advised that one new employee began August 1<sup>st</sup> and two will be starting on August 16<sup>th</sup>. He also mentioned that an intern may possibly be placed at DPL.

**BOARD ATTORNEY'S REPORT**

No report.

**PENDING COMPLAINTS**

Mr. Skuller made a motion to go into closed session pursuant to KRS 61.810 1(j). Ms. Messer seconded the motion and the motion carried at 1:10 p.m.

Mr. Stroth made a motion to come out of closed session. Mr. Skuller seconded the motion and the motion carried at 1:18 pm.

- **2018BOT00001:** Ongoing.

- **2018BOT00004:** Mr. Ramsey made a motion to dismiss. The motion was seconded by Ms. Grider and it carried.
- **2018BOT00005:** Ongoing.
- **2019BOT00001:** Ongoing.
- **2019BOT00002:** Ongoing.

## **OLD BUSINESS**

### **Regulation Amendments**

Mr. Downs will bring the drafted amendments to the Board at the September meeting for review.

### **Telehealth**

No report.

### **Online DPAM Application – Supervised Treatment Sessions Form**

Ms. Nation reported that the requested change had been implemented for future applicants and all past applicants affected by the change have been resolved.

## **NEW BUSINESS**

### **KOTA Conference**

The Board discussed topics to discuss during the presentation at the KOTA conference.

### **Licensure Status Report**

The Board reviewed the licensure status report.

### **Email Questions**

The Board received four email questions. Ms. Nation will respond as directed.

One of the email questions included a notification that an OTA would be without a supervisor for one month. The Board reviewed the notification and accepted it. Ms. Nation is to advise that the OTA needs to notify the Board once the new supervisor has been hired.

## **APPLICATIONS REVIEW**

Mr. Skuller made a motion to approve the recommendations of the initial, renewal/reinstatement, CE, DPAM certification, and DPAM course applications reviewed today, as well as those reviewed online in between meetings. Ms. Grider seconded the motion and it carried.

## **ASSIGNMENTS FOR NEXT MEETING – September 19<sup>th</sup> @ 1:00PM**

Mr. Ramsey

- Complete and distribute presentation for the KOTA conference.

Ms. Nation

- Check with programmers to see if a reminder email can be sent one year before the suicide training is due.
- Check with programmers to see if the statement in the renewal reminders regarding CCUs needing to be completed on or before 10/31 can be highlighted.

## **APPROVAL OF TRAVEL AND PER DIEM**

A motion was made by Mr. Ramsey to approve travel and per diem for today's meeting. The motion, seconded by Mr. Skuller, carried.

## **ADJOURNMENT**

Mr. Stroth made a motion to adjourn the meeting at 1:47 p.m. Ms. Page seconded the motion and it carried.