

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY**  
**MEETING MINUTES**  
**July 18, 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 July 18, 2019

**MEMBERS PRESENT**

Joshua Ramsey, Chair  
Shara Page, Vice Chair  
Hugh Stroth  
Joshua Skuller  
Harold E. Corder II  
Stacy Grider, Secretary

**MEMBERS ABSENT**

Shauna Messer

**DEPARTMENT OF PROFESSIONAL LICENSING**

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

**OTHERS**

Jared Downs, Legal Counsel  
Brian Houillion

**CALL TO ORDER**

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

**CONSENT AGENDA**

Minutes of the June 20, 2019 meeting, as well as legal fees and financial reports for June 2019 were presented for the Board's review. Mr. Skuller made a motion to approve the consent agenda as presented. The motion, seconded by Ms. Page, carried.

**DPL REPORT**

Mr. VanHoose reported that there was not much new information regarding the move to the new building on Mero Street.

**BOARD ATTORNEY'S REPORT**

No report.

**PENDING COMPLAINTS**

Mr. Stroth made a motion to go into closed session pursuant to KRS 61.810 1(j). Mr. Skuller seconded the motion and the motion carried at 1:02 p.m.

Mr. Skuller made a motion to come out of closed session. Ms. Grider seconded the motion and the motion carried at 1:14 pm.

- **2018BOT00001:** Ongoing.
- **2018BOT00004:** The case was tabled until the August meeting.
- **2018BOT00005:** Ms. Grider made a motion to send the complaint to the respondent via email. The motion was seconded by Ms. Page and it carried.
- **2019BOT00001:** Ms. Page made a motion to send an additional letter requesting a response with a specific date by which to respond. The motion was seconded by Mr. Skuller and it carried.
- **2019BOT00002:** Ongoing.

## **OLD BUSINESS**

### **Regulation Amendments**

Mr. Downs will bring the suggested amendments from LRC to the Board at the August meeting for review. Once these are addressed, the amended regulations will be filed.

### **Telehealth**

Ms. Page reported that there were no updates at this time but that she will distribute the website to the Board once it is available.

## **NEW BUSINESS**

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

The Board discussed the issues arising from the Supervised Treatment Sessions Form of the DPAM Certification Application being completed online. The Board decided to transition the Supervised Treatment Sessions Form back to being completed on paper and uploaded by the applicant when they submit their DPAM Certification Application online.

### **OT Denied Work with First Steps**

The Board discussed an email that was received from First Steps. This email explained that a licensee was denied work there and included supporting documentation. The Board will retain this documentation in the licensee's file, but will take no action at this time.

### **NBCOT Certification Databook**

Ms. Nation presented the NBCOT Certification Databook for the Board members to review. Mr. Ramsey will complete the survey as requested by NBCOT.

### **Application Fee Refund**

The Board discussed an applicant for licensure that was denied because she was within the reinstatement period and needed to complete a reinstatement application instead. Mr. Ramsey made a motion to refund her initial application fee. The motion was seconded by Mr. Stroth and it carried.

### **Email Questions**

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

### **Licensure Status Report**

The Board reviewed the licensure status report.

## **APPLICATIONS REVIEW**

Ms. Grider 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. Mr. Skuller seconded the motion and it carried.

## **ASSIGNMENTS FOR NEXT MEETING – August 15<sup>th</sup> @ 1:00PM**

Mr. Ramsey

- Complete the NBCOT survey.

## **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 Ms. Page, carried.

Mr. Ramsey made a motion to pay per diem and travel for all board members presenting at the KOTA conference on September 13<sup>th</sup> and 14<sup>th</sup>. The motion, seconded by Ms. Page, carried.

## **ADJOURNMENT**

Mr. Stroth made a motion to adjourn the meeting at 1:39 p.m. Ms. Page seconded the motion and it carried.