



KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY

Board Meeting Agenda

May 8, 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, Hearing Room and via Teams on May 8, 2025, at 1:00 pm ET.

MEMBERS PRESENT

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

MEMBERS ABSENT

Andrea Brandon

DEPARTMENT OF PROFESSIONAL LICENSING

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

LEGAL COUNSEL

Lilly Coiner

GUEST

Jessica Lynn, NBCOT KY Ambassador

CALL TO ORDER

Jill Phelps, Board Chair, called the meeting to order at 1:01 p.m. ET.

MINUTES

The meeting minutes from the April 10, 2025, Board Meeting were reviewed. A motion was made by Hugh Stroth to approve the minutes, and the motion was seconded by Scott DeBurger. The motion carried.

FINANCIAL REPORT

The Board reviewed the financial report from April 2025. The Board had no questions or concerns.

DPL REPORT

Commissioner Lawson did not have any new business to discuss.

BOARD ATTORNEY'S REPORT

Lilly Coiner explained that the administrative regulation documents have been sent for internal review. There is currently active litigation surrounding regulations, but it is anticipated that we will be able to file before June 15, 2025.

COMPACT COMMISSION UPDATE

The Board will need to determine a compact fee for Kentucky.



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OLD BUSINESS

Received an official signature from Jill Phelps, Board Chair

NEW BUSINESS

- Licensure Report – The Board reviewed the licensure report and had no questions or concerns.
- RFP Scoring Committee – A motion was made by Sara Santo to name Jill Phelps, Hugh Stroth, and Scott DeBurger to be on the RFP Scoring Committee. The motion was seconded Scott DeBurger, and the motion carried.

CONTINUING EDUCATION REVIEW

A motion was made by Hugh Stroth to approve all CEU applications. The motion was seconded by Sara Santo and the motion carried.

APPLICATION REVIEW

A motion was made to by Jill Phelps to move to close 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 Hugh Stroth and the motion carried.

A motion was made by Scott DeBurger to return to an open session. The motion was seconded by Hugh Stroth and the motion carried.

A motion was made by Scott DeBurger to approve the following Complaints Committee recommendations, below. The motion was seconded by Sara Santo and the motion carried.

COMPLAINTS COMMITTEE REPORT

- Self – Report (J.C.) – committee requests more information regarding self-report.

REPORT ASSIGNMENTS FOR NEXT MEETING

June 12, 2025 - There are no assignments for next meeting.

APPROVAL OF TRAVEL AND PER DIEM

A motion was made by Hugh Stroth to approve travel and per diem and was seconded by Scott DeBurger. The motion carried.

ADJOURNMENT

A motion was made at 1:26 p.m. ET by Thomas Miller to adjourn the meeting and Sara Santo seconded the motion. The motion carried.