



KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY

Meeting Minutes

April 10, 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 April 10, 2025, at 1:00 pm ET.

MEMBERS PRESENT

Jill Phelps, Chair
Scott DeBurger, Vice Chair
Hugh Stroth, Secretary
Andrea Brandon
Sara Santo

MEMBERS ABSENT

Dr. Thomas Miller

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
Stephanie Liddick

CALL TO ORDER

Jill Phelps, Board Chair, called the meeting to order at 1:02 p.m. ET.

MINUTES

The meeting minutes from the March 13, 2025, Board Meeting were reviewed. A motion was made by Andrea Brandon to approve the minutes, and the motion was seconded by Sara Santo. The motion carried.

FINANCIAL REPORT

The Board reviewed the financial report from March 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 has included an emergency amendment to the administrative regulation documents to the meeting packet. A motion was made by Sara Santo for Ms. Coiner to move forward with these documents, and for Scott DeBurger to sign the regulation on the behalf of Jill Phelps. Andrea Brandon seconded the motion, and the motion carried.

COMPACT COMMISSION UPDATE

The public comment period end on April 16, 2025.

OLD BUSINESS

No old business was discussed.



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NEW BUSINESS

- Licensure Report - The Board reviewed the licensure report and had no questions or concerns.
- AOTA Conference – Board Chair, Ms. Phelps, attended the AOTA Conference in early April. She received good information, and things are ever changing and moving forward. Amanda Perry, with the compact, is willing to answer any of our questions.

CONTINUING EDUCATION REVIEW

Andrea Brandon made a motion to approve all CEUs but defer one CEU and allow Ms. Guarnieri to send updated information to the Board once received. Sara Santo seconded the motion, 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 Andrea Brandon and the motion carried.

A motion was made by Scott DeBurger to return to an open session. The motion was seconded by Andrea Brandon 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

- 2024BOT00003 – moved for investigation
- 2025BOT00001 – moved for investigation
- Self – Report (J.C.) – postpone until May meeting
- 2025BOT00002 – moved for investigation

REPORT ASSIGNMENTS FOR NEXT MEETING

May 8, 2025 - There are no assignments for next meeting.

APPROVAL OF TRAVEL AND PER DIEM

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

ADJOURNMENT

A motion was made at 1:29 p.m. ET by Jill Phelps to adjourn the meeting and Hugh Stroth seconded the motion. The motion carried.