



KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY

Board Meeting Agenda

August 14, 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 August 14, 2025, at 1:00 pm ET.

MEMBERS PRESENT

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

MEMBERS ABSENT

Lindsey Jones
Sara Santo

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, Board Counsel
Catherine Falconer, General Counsel

CALL TO ORDER

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

MINUTES

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

FINANCIAL REPORT

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

DPL REPORT

Commissioner Lawson did not have any new business to report.

BOARD ATTORNEY'S REPORT

Counsel and Chair attended an Administrative Review Committee for the emergency regulation.

COMPACT COMMISSION UPDATE

- Pilot State Request – A motion was made by Jill Phelps to assemble an OTCC Committee. The purpose of this committee is to further discussions regarding the compact and to bring these discussions to the Board. The motion was seconded by Hugh Stroth and the motion carried. The OTCC Committee will consist of Kristen Lawson, Lilly Coiner, Miranda Guarnieri, Lyndsey Sipple, Jill Phelps, Andrea Brandon and Scott DeBurger.

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. The number of licensees continue to rise.
- KOTA Conference in September – a motion was made by Andrea Brandon for Jill Phelps to attend the KOTA Conference in September at Eastern Kentucky University. The motion was seconded by Thomas Miller and the motion carried.

BUSINESS REQUIRED TO BE CONDUCTED IN CLOSED SESSION

A motion was made by Jill Phelps to enter a closed 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 and the Board entered closed session at 1:24 pm.

RETURN TO OPEN SESSION

Jill Phelps made a motion, seconded by Andrea Brandon, to return to open session at 1:30 pm.

CONTINUING EDUCATION REVIEW

Andrea Brandon made a motion to approve all CEUs and applications. The motion was seconded by Thomas Miller, and the motion carried.

A motion was made by Thomas Miller to approve the Complaints Committee recommendations, below. The motion was seconded by Jill Phelps and the motion carried:

Complaint Committee Report

- 2025BOT00001 – waiting for more information
- 2024BOT00002 – waiting for more information
- 2025BOT00003 – motion to dismiss

REPORT ASSIGNMENTS FOR NEXT MEETING

September 11, 2025 – We need to submit a request for an ORI. Ms. Guarnieri to reach out to the compact commission for more information on Kentucky being a pilot state.

APPROVAL OF TRAVEL AND PER DIEM

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

ADJOURNMENT

A motion was made at 1:35 p.m. ET by Thomas Miller to adjourn the meeting and Andrea Brandon seconded the motion. The motion carried.