



KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY

Complaints Committee Minutes

November 13, 2025

12:00 p.m. ET

The Kentucky Board of Licensure for Occupational Therapy Complaints Committee met via Microsoft Teams teleconference and in the Mayo-Underwood Building, Conference Room 127 CW at 12:00 p.m. ET on November 13, 2025.

MEMBERS PRESENT

Jill Phelps, Chair
Hugh Stroth, Secretary
Andrea Brandon

DPL STAFF

Miranda Guarnieri, Board Administrator

LEGAL COUNSEL

Lilly Coiner

MEMBERS ABSENT

Call to Order

Jill Phelps, Board Chair, called the meeting to order at 12:01 p.m. ET.

Approval of Minutes

- October 9, 2025 – A motion was made by Hugh Stroth to approve the minutes as presented and the motion was seconded by Andrea Brandon. 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. The complaints committee entered closed session at 12:02 p.m. ET.

Hugh Stroth made a motion, which was seconded by Andrea Brandon, to return to open session at 12:21 p.m. The motion carried, and the Complaints Committee returned to the open session, with the recommendations below.

Complaint Committee Report

- 2022BOT00003 – Ms. Coiner to write a letter to issue an informal agreement.
- 2025BOT00002 – Move for further investigation.

Vote on Items Discussed in Closed Session

A motion was made by Jill Phelps to bring the complaints committee recommendations to the Board. The motion was seconded by Andrea Brandon and the motion carried.

Adjournment

A motion was made by Andrea Brandon at 12:24 p.m. ET to adjourn the meeting and the motion was seconded by Hugh Stroth. The motion carried.