



KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY

Meeting Minutes

September 11, 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 127 CW and via Teams on September 11, 2025, at 1:00 pm ET.

MEMBERS PRESENT

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

MEMBERS ABSENT

Lindsey Jones

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

GUEST PRESENT

Geela Spira
Jessica Lynn, NBCOT KY Ambassador

CALL TO ORDER

Jill Phelps, Board Chair, called the meeting to order at 1:00 p.m. ET.

MINUTES

The meeting minutes from the August 14, 2025, Board Meeting were reviewed. A motion was made by Hugh Stroth to approve the amended minutes, and the motion was seconded by Andrea Brandon. The motion carried.

FINANCIAL REPORT

The Board reviewed the August 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

Compact Regulations that were amended are moving forward positively.

COMPACT COMMISSION UPDATE

Board Counsel completed the ORI request and a memorandum for the Compact Commission. A motion was made by Andrea Brandon for Ms. Guarnieri to send these documents to the Kentucky State Police. The motion was seconded by Hugh Stroth and the motion carried.



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OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Licensure Report - The Board reviewed the licensure report and had no questions or concerns. The number of licensees continue to rise.

CONTINUING EDUCATION REVIEW

Scott DeBurger 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 Andrea Brandon to adopt the recommendation of the Complaints Committee, below. The motion was seconded by Thomas Miller and the motion carried.

COMPLAINT COMMITTEE REPORT

- 2025BOT00001 – move for dismissal
- 2025BOT00002 – move for further investigation

REPORT ASSIGNMENTS FOR NEXT MEETING

October 9, 2025 – There are no assignment for the next meeting.

APPROVAL OF TRAVEL AND PER DIEM

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

ADJOURNMENT

A motion was made at 1:11 p.m. ET by Thomas Miller to adjourn the meeting and Hugh Stroth seconded the motion. The motion carried.

Rhonda Jill Phelps, Board Chair

Rhonda Jill Phelps