

**KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY  
MEETING MINUTES  
May 9, 2024**

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 Hearing Room 133CE and via Zoom on May 9, 2024, at 1:00 pm.

**MEMBERS PRESENT**

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

**DEPARTMENT OF PROFESSIONAL LICENSING**

Jamar Carter, Executive Staff Advisor  
Kristen Lawson, Commissioner  
Sara B. Janes, Staff Attorney  
Clayton Patrick, Board Counsel  
April Alsabrook, Administrative Section Supervisor  
Lyndsay Sipple, Administrative Section Supervisor

**MEMBERS ABSENT**

Renee Causey-Upton, Chair

**GUEST**

**CALL TO ORDER**

Vice Chair Jill Phelps called the meeting to order at 1:08 p.m.

**MINUTES**

The meeting minutes from the April 11, 2024, Board Meeting were presented for review. A motion was made by Mr. DeBurger to approve the meeting minutes as presented. Ms. Stroth seconded the motion & the motion carried.

**FINANCIAL REPORT**

The Board reviewed the financial report from April 2024 with no questions.

**DPL REPORT**

Commissioner Lawson reiterated Ms. Deaton's departure, and the process of hiring a replacement is ongoing. The anticipated start date is June 1, 2024, with a possibility of June 15, 2024.

April Alsabrook was introduced to the Board as the new Administrative Section Supervisor within DPL, and Lyndsay Sipple was introduced as the Board's section supervisor.

**BOARD ATTORNEY REPORT**

There was no report from Counsel Clayton Patrick, but they thanked Ms. Janes for her work on the regulations.

Sara Janes reviewed the Compact Data Rule and notified the Board that the Certification for the Regulations had been filed with LRC.

**COMPACT COMMISSION UPDATE**

There is no report due to the absence of Board Chair & Compact Member Renee Causey-Upton.

Scott DeBurger notified the Board that approximately 30 states participate in the Compact. He then provided tips regarding the Board's regulations for the compact and details on "Home State" CEU requirements (when a member moves & resides in another state).

### **NEW BUSINESS**

Board Vice Chair presented the Licensure Status Report to the Board.

### **CONTINUING EDUCATION APPLICATIONS REVIEW:**

A motion was made by Sara Santo to accept the following recommendations:

- Thirteen (13) applications were received for review.
  - 11 Applications approved.
  - 2 Applications deferred.

Mr. Stroth seconded the motion & the motion carried.

### **Applications Review**

Dr. Miller moves, and Ms. Brandon seconds, entering into closed session at 1:29 p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding applications at which information protected by KRS 61.810(1)(k) may be discussed. The motion is carried.

Dr. Miller moves to return to open session, with Mr. Stroth seconding. The motion carried.

Vice Chair Jill Phelps announces 1:40 p.m. as the time returned from Closed Session

- **2 Applications Reviewed via eServices**
  - 1 Deferred
  - 1 Approved

### **COMPLAINTS COMMITTEE REPORT**

- 2023BOT00002
  - Tabled; Board Counsel will contact the Complainant for follow-up.
- 2023BOT00003
  - Terms accepted; Board Counsel will report to Complainant.
- 2024BOT00002
  - Tabled until 12/24/2024.
- 2024BOT00003
  - Tabled to provide additional time for Board review.

Dr. Miller moved to accept the Complaints Committee's recommendations. Sara Santo seconded the motion, which was carried.

### **ASSIGNMENTS FOR NEXT MEETING**

Mr. Carter will notify the Board Chair of the next Regulations Committee Meeting, which is scheduled for June 6, 2024, at 12:00 p.m.

### **APPROVAL OF TRAVEL AND PER DIEM**

Ms. Brandon made a motion to approve travel and per diem for all members present for today's meeting. Dr. Miller seconded the motion, which was carried.

\*Sara Santo requests to not be paid per diem for this meeting\*

**NEXT SCHEDULED BOARD MEETING**

The next board meeting will be on June 13, 2024, at 1:00 p.m., with the complaints committee meeting scheduled for 12:30 p.m.

**ADJOURNMENT**

A motion was made by Mr. Stroth to adjourn the meeting at 1:43 p.m. Sara Santo seconded the motion & the motion carried.