

**WASHINGTON STATE DEPARTMENT OF HEALTH  
OCCUPATIONAL THERAPY PRACTICE BOARD  
CONFERENCE CALL MEETING MINUTES**

July 12, 2013  
10:00 AM  
By telephone

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On July 12, 2013 the Occupational Therapy Practice Board met by phone. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

**MEMBERS PRESENT VIA PHONE**

KARIN SCHULZE, OT, CHAIR  
BRENDA LEMPE, COTA, VICE-CHAIR  
BETH ROLLINGER, OT  
BARBARA MUNROESTRUCK, OT  
VERONICA CHASE, PUBLIC MEMBER

**GUESTS PRESENT VIA PHONE**

KATE WHITE-TUDOR, WOTA LOBBYIST

**STAFF PRESENT VIA PHONE**

JANETTE BENHAM, PROGRAM MANAGER  
SANDIE PEARSON, PROGRAM SUPPORT  
BOB NICOLOFF, EXECUTIVE DIRECTOR  
BETTY MOE, INTERIM EXECUTIVE DIRECTOR  
DEBRA DEFREYN, AAG  
DICK GOLDSMITH, POLICY ANALYST  
BILL KELLINGTON, SUPERVISING STAFF  
ATTORNEY  
DAN HAVIRCO, STAFF ATTORNEY  
MIKE BROWN, STAFF ATTORNEY  
PEGGY OWEN, DISCIPLINARY CASE MANAGER

**Friday, July 12, 2013 – 10:00 a.m. – OPEN SESSION**

**1. CALL TO ORDER**

The meeting was called to order by board chair, Karin Schulze, at 10:04 a.m.

**1.1 Introductions**

Karin Schulze, Chair, welcomed the new members, Beth Rollinger, OT, and Veronica Chase, Public Member, to the board. Board members, staff, and guests who were present by phone introduced themselves. Bob Nicoloff informed the board that he has accepted another position with the Chiropractic Quality Assurance Commission. He thanked the board for the opportunity to work with them and introduced Betty Moe as the Interim Executive Director.

**1.2 Approval of Agenda**

The Agenda was approved as presented.

**1.3 Approval of October 25, 2012 Meeting Minutes**

Board members reviewed the April 26, 2013 Meeting Minutes. Item 2.3 – Legislative Update was amended to complete the description of House Bill 1003. The April 26, 2013 Meeting Minutes were approved as amended.

**1.4 Approval of Disciplinary Meeting Minutes**

Board members reviewed the Disciplinary Meeting Minutes. The Disciplinary Meeting Minutes were reviewed and approved as presented.

**2. PROGRAM MAMAGER REPORTS – Betty Moe, Interim Executive Director, and Janette Benham, Program Manager**

**2.1 Executive Director Report**

- Current Budget Report – Bob Nicoloff, Executive Director, presented the budget report to the board. He updated members on the status of the 2011-2013 biennium budget report. The 2011 -2013 biennium ended on June 31, 2013. Mr. Nicoloff said the report shows that across all areas the board is underspent approximately \$73,000. He also shared that the board’s reserve continues to grow, and that the overall budget looks good.

The 2013 – 2015 biennium runs from July 1, 2013 to June 30, 2015. The budget for the new biennium has not been finalized. Staff will monitor and provide a status update on the new biennium budget at the next meeting, scheduled for October 11, 2013 in Lynnwood, WA.

**2.2 Program Manager Report**

- Licensing Statistics – Janette Benham, Program Manager, provided updated information regarding the number of licensed occupational therapists and assistants, and the number of pending applications for both. Statistics included information from July 2012 and July of 2013. Information regarding the number of OTs with endorsements was also provided. Licensing statistics for the Occupational Therapy Program are as follows:

	<b>OT July 2012</b>	<b>OT July 2013</b>	<b>OTA July 2012</b>	<b>OTA July 2013</b>
Active Licenses	2961	3063	692	761

Inactive License	96	98	15	18
Expired License	2048	2430	617	713
Revoked License	2	2	1	1
Suspended License	3	3	3	4
Pending Licensure	53	67	27	37

OT ENDORSEMENT TYPE	July 2012	July 2013
Wound care management	31	58
Sharp debridement	26	46

- Update and discussion on October meeting date, location, and time – Ms. Benham updated the board on meeting arrangements for the October Board Meeting. She reminded board members that in past years the board has tried to schedule its October board meeting in conjunction with the Washington Occupational Therapy Association (WOTA) annual meeting. WOTA’s annual conference is scheduled to be held at the Lynnwood Convention Center on October 10 – 12, 2013. Ms. Benham shared that a meeting room for October 11, 2013 has been reserved at the Lynnwood Convention Center for the October board meeting. Board members discussed various start times for the October 11<sup>th</sup> meeting, and inquired as to possible agenda items for the meeting. Ms. Benham indicated that generally the October meeting agenda is kept short to allow board members the opportunity and time to participate in the WOTA conference. She added that the October meeting agenda may include a rules hearing. Ms. Munroestruck suggested the board start the October 11, 2013 meeting at 9:00 a.m. and have the rules hearing at the beginning of the board meeting. The board moved, seconded, and approved the 9:00 a.m. start time.
- Citizen Advocacy Center (CAC) 2013 Annual Meeting discussion and update – Ms. Benham presented updated information on the 2013 CAC Annual Meeting being held in Seattle on October 29 and 30, 2013. All board members indicated they would like to attend but would need to check their schedules.

Ms. Schulze asked about the dates for the National Board for Certification in Occupational Therapy’s (NBCOT) annual conference. Ms Benham said she had not yet received any information about the NBCOT annual conference. She will email members the dates and location of the conference when she receives the information.

### 3. RULEMAKING WORKSHOP AND DISCUSSION

- 3.1 The board reviewed and discussed the draft rules that were developed at the May 17, 2013 rules workshop. Veronica Chase, Public Member, asked about the board’s decision against exempting an OT practitioner from the training requirements if they only have brief or limited patient contact, as stated in

SHB1376. Ms. Schulze explained that during the rules workshop board members discussed whether to allow the exemption. The draft rule language developed during the rules workshop requires licensed OT practitioners to obtain at least three hours of suicide assessment continued education training every six years. The board members attending the workshop to draft the rule language thought that all OT practitioners could benefit from the training. Kate White-Tudor shared that she felt the board should exempt an OT practitioner from the training requirements if they only have brief or limited patient contact, since the legislation contained language giving the board the authority to do so. Betty Moe clarified for the board that OT practitioners are the only profession listed within the legislation that have the option of exempting practitioners from training. Debra Defreyn, AAG, reminded board members that the legislation granted the board the authority to determine whether to exempt an OT practitioner from training. Ms. Schulze said she would like the rules to remain as they were drafted with no OT practitioner exempt from training. Ms. Monroestruck moved and Ms. Lempe seconded a motion to accept the draft rule language as presented, file the CR102, and have program staff set a rules hearing date. The motion passed by a unanimous roll call vote of board members.

Ms. White-Tudor asked whether the suicide training scheduled to be provided at the October WOTA Conference in Lynnwood would qualify to be counted toward the new CE requirement. Mr. Nicoloff responded that statute does not allow suicide training CE to count until the first full reporting period after January 1, 2014.

#### **4. CORRESPONDENCE**

There was no correspondence for members to review at this time.

#### **5. PUBLIC COMMENT PERIOD**

Ms. White-Tudor thanked the board for addressing her questions and concerns regarding the draft suicide rule language.

#### **6. AGENDA ITEMS FOR FUTURE MEETINGS**

The board requested the following items be on the agenda for future meetings:

- Rules update
- Elect Chair and Vice-Chair
- Set meeting dates for 2014
- Performance measures
- CE reporting and CE audit process
- Discipline presentation – Bill Kellington

#### **7. CONSENT AGENDA – GENERAL INFORMATION**

7.1 A copy of the June 2013 issue of “The Sentinel News for DOH Employees” was provided to board members.

## 8. CASE PRESENTATIONS

There were no disciplinary case presentations for board members to review or discuss at this time.

## CLOSED SESSION – 10:58 a.m.

### 9. APPLICATION REVIEWS

Applicant A-65 – Foreign Trained – Approved to license

Applicant A-24 – Completed Re-Entry Plan – Approved to license

### 10. DISCIPLINARY CASE REVIEWS

See Disciplinary Meeting Minutes

## OPEN SESSION – 11:59 a.m.

### 11. ADJOURNMENT

The board adjourned at 11:59 a.m. The next regularly scheduled board meeting is October 11, 2013 and is scheduled to be held at the Lynnwood Convention Center in Lynnwood, WA. Information will be posted on the Occupational Therapy website.

Respectfully submitted:

Approved:

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Janette Benham  
Program Manager

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Karin Schulze, Chair  
Occupational Therapy Practice Board