

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

October 11, 2013  
9:00 AM

Lynnwood Convention Center – Room 2A  
3711 196<sup>th</sup> St SW  
Lynnwood, WA 98506

On October 11, 2013 the Occupational Therapy Practice Board met at the Lynnwood Convention Center, Room 2A, 3711 196<sup>th</sup> St SW, Lynnwood, WA. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

**MEMBERS PRESENT**

KARIN SCHULZE, OT, CHAIR  
BRENDA LEMPE, COTA, VICE CHAIR  
BARB MUNROESTRUCK, OT  
BETH ROLLINGER, OT

**MEMBERS ABSENT**

VERONICA CHASE, PUBLIC MEMBER

**STAFF PRESENT**

JANETTE BENHAM, PROGRAM MANAGER  
SANDIE PEARSON, PROGRAM REPRESENTATIVE  
BETTY MOE, INTERIM EXECUTIVE DIRECTOR  
JANET STAIGER, STAFF ATTORNEY  
PEGGY OWEN, DISCIPLINARY CASE MGR  
DEBRA DEFREYN, ASSISTANT ATTORNEY  
GENERAL

**GUESTS PRESENT**

MARY MATTHEWS BROWNELL  
KATHY KANNENBERG

**Friday, October 11, 2013 – 9:00 AM – OPEN SESSION**

**1. CALL TO ORDER**

The meeting was called to order by Karin Schulze, Chair, at 9:04 a.m.

**1.1 Introductions**

Board members, staff, and guests introduced themselves.

**1.2** Approval of Agenda

The agenda was amended to add item 3.3 Recruitment Update, and Item 3.4 Board and Commission Leadership Meeting Update. Item 7 – Election of Chair and Vice Chair was deferred to the January 2014 meeting. The agenda was approved as amended.

**1.3** Approval of July 12, 2013 Conference Call Meeting Minutes

The July 12, 2013 Conference Call Meeting Minutes were approved as presented.

**1.4** Approval of Disciplinary Meeting Minutes

The Disciplinary Meeting Minutes from July 12, 2013 were amended to state that both disciplinary items presented were signed by the vice-chair. The Disciplinary Meeting Minutes were approved as amended.

**2. EXECUTIVE DIRECTOR REPORT – Information provided to the board by Interim Executive Director, Betty Moe.**

**2.1** Current Budget Report

Betty Moe, Interim Executive Director, shared with the board that the budget allotment for the 2013 – 2015 biennium had not yet been finalized. The beginning balance is not shown on the budget report provided to the board. The board's beginning balance was \$287,413 and will be reflected on future budget reports. Ms. Moe will provide an updated report at the next meeting.

**2.2** Performance Measures

Ms. Moe presented an updated OT performance measure report. The report, called the Dashboard, included quarterly performance measures for the 2011 to 2013 biennium. To meet performance measures, credentials need to be issued within 14 days of receiving the last required document from the applicant. The Dashboard indicates that 95% of the credentials issued for occupational therapists and assistants are meeting the 14-day performance measure. The report also showed that the program's revenue exceeded expenditures and allotment. Ms. Moe explained that the information reflected on the Dashboard relating to Open Investigations may seem skewed since the information is based on only six cases. It is difficult to get an accurate look at the overall performance when there are such few cases to pull data from. Ms. Moe did not have any concerns about performance measures after reviewing the report. Program staff will continue to monitor the report and will provide updates at future meetings.

**3. PROGRAM MANAGER REPORT – Information provided to the board by Program Manager, Janette Benham.**

**3.1 Licensing statistics**

Ms. Benham provided an updated report on OT and OTA licensing statistics. The report included licensing statistics from October 2012 and October 2013 and showed the following:

<b>October 2012</b>	<b>OT</b>	<b>OTA</b>	<b>October 2013</b>	<b>OT</b>	<b>OTA</b>
Active Licenses	2975	705	Active Licenses	3101	790
Inactive License	103	17	Inactive License	99	18
Expired License	2347	688	Expired License	2461	723
Revoked License	2	1	Revoked License	2	1
Suspended License	3	3	Suspended License	3	4
Pending Licensure	48	35	Pending Licensure	64	48

Ms. Benham explained that the statistics for Expired Licenses spanned many years and included the number of late renewals, retired OT professionals, etc.

Ms. Benham also provided updated statistics for the number of OT licensees who have received wound care and sharp debridement endorsements as of October 2013. The data reported included a year’s worth of statistics. The number of OTs with endorsements on their licenses is steadily climbing.

<b>OT ENDORSEMENT TYPE</b>	<b>October 2012</b>	<b>October 2013</b>
Wound care management	46	62
Sharp debridement	40	49

**3.2 Update on Citizen Advocacy Center (CAC) Annual Meeting – October 29-30; Update on National Board for Certification in Occupational Therapy (NBCOT) Conference – November 8-9**

Ms. Benham updated the board on the upcoming CAC Annual Meeting and provided a copy of the CAC meeting agenda. Karin Schulze and Veronica Chase will be attending the annual meeting.

Ms. Benham provided information about the NBCOT conference that is being held in Ohio on November 8-9 and asked if any board members were interested in attending. Members will check their individual schedules and notify Ms. Benham if they are able to attend.

**3.3 Board recruitment and appointment update**

Ms. Benham provided an update regarding board member appointments. Barb MunroeStruck's second term is expiring at the end of the year and she is not eligible for re-appointment. Ms. Benham is uncertain of the Governor's Office timeline relating to new board member appointments. She asked whether Ms. MunroeStruck would be willing to serve until a new member is appointed by the Governor's Office. Ms. MunroeStruck agreed to serve on the board until a replacement can be appointed.

**3.4 Health Systems Quality Assurance (HSQA) Board/Commission Leadership Meeting Update**

Ms. Benham updated the board on the October 21, 2013 HSQA Board/Commission Leadership Meeting being held in Olympia. Items scheduled to be on the agenda includes: Healthcare Reform, Introduction to Martin Mueller, Assistant Secretary of Health, and legislation update. Ms. Schulze stated she had not received information about the meeting but would check her schedule and let Ms. Benham know if she would be able to attend.

**4. RULEMAKING – SUICIDE ASSESMENT, TRAINING, AND MANAGEMENT RULES DISCUSSION (RCW 43.70.442)**

**4.1** The board reviewed and discussed recommended rules revisions to determine whether to accept the recommended revisions.

Ms. Benham explained that the recommended revisions were a result of a meeting with the rules staff to ensure that the draft rule language met the standards of rule writing. Board members discussed the revisions made by the rules staff and determined they were minor. Members agreed that it was important that the rule language be consistent and to apply the suggested revisions to the rule. A motion was made, seconded, and approved by the board to accept the draft rule language with suggested revisions.

**4.2** The board discussed setting a date for the rules hearing. Ms. Benham explained the steps in the rules process and that a rules hearing needs to be scheduled after December 10, 2013. The board determined they would schedule the rules hearing on December 16, 2013 at 10:00 a.m. The rules hearing will be held in Tumwater. Program staff will reserve a room for the rules hearing. Detailed information on the location of the rules hearing will be posted on the OT webpage.

**5. RULEMAKING UPDATE AND WORKSHOP – WAC 246-847-030, 055, 068, 070, 125**

The board reviewed the following rules that were being drafted and revised prior to the rules moratorium:

- WAC 246-847-030 Occupational therapists acting in a consulting capacity
- WAC 246-847-055 Initial application for individuals who have not practiced within the past four years (re-entry)
- WAC 246-847-068 Expired License
- WAC 246-847-070 Inactive credential
- WAC 246-847-125 Applicants currently licensed in other states or territories

Board members discussed the draft rule language presented and made minor changes. Board members moved, seconded, and approved a motion to accept the draft rule language with the board's minor changes and to have staff file the CR 102.

## 6. REVIEW OF BYLAWS

The board reviewed corrections to RCW references in bylaws. An additional change was suggested to move the annual election of chair and vice-chair to January meetings. After discussion, board members moved, seconded, and approved corrections and changes. Staff will make the corrections and will bring back at a future meeting for signature.

7. **ELECTION OF CHAIR AND VICE-CHAIR** – This item was deferred to the January 2014 meeting.

## 8. BOARD MEETING DATES FOR 2014

The board adopted the meeting dates listed below for 2014. Updated meeting information can be found by visiting the board's webpage.

<b>DATE</b>	<b>LOCATION</b>
January 17, 2014	Conference Call
April 25, 2014	Tumwater
July 18, 2014	Conference Call
October 2014	TBD

## 9. AGENDA ITEMS FOR FUTURE MEETINGS

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

- Discuss differences in state/NBCOT fieldwork hours for CE
- Review and make changes to re-entry application/plan
- Review changes made in bylaws
- Recruitment update/new board member introductions
- October 2014 meeting date/location

## 10. CONSENT AGENDA

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

**11. OTHER OPEN SESSION BUSINESS**

There was no other board business for discussion at this time.

**BREAK – 11:10 a.m.**

**CLOSED SESSION – 11:25 a.m.**

**12. APPLICATION REVIEWS**

- Foreign trained applicant A-70 reviewed and approved.
- Completed re-entry plan reviewed and approved.

**13. DISCIPLINARY CASE REVIEWS**

See Disciplinary meeting minutes

**OPEN SESSION – 11:48 a.m.**

**14. ADJOURNMENT**

The board adjourned at 11:48 a.m. The next board meeting is scheduled for December 16, 2013. Updated meeting 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