



## OCCUPATIONAL THERAPY PRACTICE BOARD CONFERENCE CALL MEETING MINUTES

July 18, 2014

11:00 AM

By telephone

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On July 18, 2014 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  
BETH ROLLINGER, OT, VICE-CHAIR  
BRENDA LEMPE, COTA  
BARBARA MUNROESTRUCK, OT  
VERONICA CHASE, PUBLIC MEMBER

### **STAFF PRESENT VIA PHONE**

KATHY WEED, PROGRAM MANAGER  
SANDIE PEARSON, PROGRAM SUPPORT  
TRINA CASTLE, EXECUTIVE DIRECTOR  
DEBRA DEFREYN, AAG  
JANET STAIGER, STAFF ATTORNEY  
PEGGY OWEN, DISCIPLINARY CASE MANAGER

### **GUESTS PRESENT VIA PHONE**

NO GUESTS PRESENT

### **Friday, January 17, 2014 – 11:00 a.m. – OPEN SESSION**

#### **1. CALL TO ORDER**

The meeting was called to order by board chair, Karin Schulze, at 11:02a.m.

##### **1.1 Introductions**

Board members and staff who were present by phone introduced themselves. There were no guests in attendance.

##### **1.2 Approval of Agenda**

The Agenda was approved as presented.

##### **1.3 Approval of May 9, 2014 Meeting Minutes**

Board members reviewed the May 9, 2014 Meeting Minutes. Corrections were made to minor typographical errors in Item 6.1. The May 9, 2014 Meeting Minutes were approved as corrected.

1.4 Approval of Disciplinary Meeting Minutes

Board members reviewed the Disciplinary Meeting Minutes. The Disciplinary Meeting Minutes were corrected to reflect Beth Rollinger as Vice-Chair. The Disciplinary Minutes were approved as corrected.

2. **PROGRAM MANAGER REPORT** – Information was provided to the board by Program Manager, Kathy Weed

2.1 Licensing Statistics – Kathy Weed, 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 of 2013 and July of 2014. Information regarding the number of OTs with endorsements was also provided. Ms. Weed noted that the number of active licenses has increased for OTs and OTAs. She also reported an increase in the number of endorsements for both wound care and sharp debridement. Licensing statistics for the Occupational Therapy Program are as follows:

|                   | <b>OT<br/>July 2013</b> | <b>OT<br/>July 2014</b> | <b>OTA<br/>July 2013</b> | <b>OTA<br/>July 2014</b> |
|-------------------|-------------------------|-------------------------|--------------------------|--------------------------|
| Active Licenses   | 3063                    | 3169                    | 761                      | 874                      |
| Inactive License  | 98                      | 94                      | 18                       | 17                       |
| Expired License   | 2430                    | 2586                    | 713                      | 749                      |
| Revoked License   | 2                       | 2                       | 1                        | 1                        |
| Suspended License | 3                       | 3                       | 4                        | 4                        |
| Pending Licensure | 67                      | 63                      | 37                       | 33                       |

| <b>OT ENDORSEMENT TYPE</b> | <b>July 2013</b> | <b>July 2014</b> |
|----------------------------|------------------|------------------|
| Wound care management      | 58               | 70               |
| Sharp debridement          | 46               | 52               |

2.2 Recruitment update for occupational therapist position – Board members were updated on the recruitment efforts for the position currently held by Ms. Munroestruck. Ms. Weed reported that the appointment package had been sent to the Secretary’s office who will then forward to the Governor’s office for appointment. She is hopeful the appointment will be made by August. Ms. Weed thanked Ms. Munroestruck for continuing to serve until a replacement is appointed.

2.3 Update on meeting with WOTA representatives – Ms. Weed updated the board on a meeting she and Ms. Castle had with WOTA representatives on June 26, 2014. Ms. Weed shared that WOTA is considering legislation to add optometrists as being able to refer patients to an OT.

**3. RULES WORKSHOP/DISCUSSION OF:**

**WAC 246-847-030 – Occupational Therapists Acting in a Consulting Capacity** – The board reviewed and approved the draft rule language as presented.

**WAC 246-847-055 – Initial Application for Individual Who Have Not Practices Within the Past Four Years** – The board reviewed and approved the draft rule language as presented.

**WAC 246-847-068 – Expired License** – The board reviewed and approved the draft rule language as presented.

**WAC 246-847-070 – Inactive Credential** – The board reviewed and discussed the draft language. Ms. Defreyn suggested modeling the language after WAC 246-847-055 for consistency. Ms. Weed will email the proposed draft language to board members for their review and comments. Ms. Weed reminded members to avoid hitting the “reply all” button when emailing their comments.

**WAC 246-847-125 – Applicants Currently Licensed in Other States or Territories** – The board reviewed and modified the draft rule language. The board modified the draft language in (1) (b) by deleting “and compliance with continued education requirements”. The board approved the modified draft rule language.

**4. CORRESPONDENCE** – There was one correspondence item received for board review and discussion. Since the correspondence was received late and was not listed on the agenda the board requested the item be placed on the agenda for the next meeting.

**5. AGENDA ITEMS FOR FUTURE MEETINGS**

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

- Correspondence
- Open Public Meetings Act Training
- Welcome new member
- Set remainder of 2015 meeting dates and locations

6. **SET FUTURE MEETING DATES AND LOCATIONS** – The board discussed meeting dates for the remainder of 2014 and for January 2015. The board set the following two meeting dates and locations.

| DATE             | LOCATION        |
|------------------|-----------------|
| October 17, 2014 | Tumwater        |
| January 9, 2015  | Conference Call |

Updated meeting information will be posted to the OT webpage and to the listserv.

7. **EXECUTIVE DIRECTOR REPORT** – Information was provided to the board by Executive Director, Trina Castle.

- a. Current Budget Report – Trina Castle, Executive Director, presented the updated budget report to the board. Ms. Castle reported that the budget is in good shape and that revenue continues to exceed expenditures. The department is proposing fee reductions. The proposed fee reductions are as follows:

|   | Current Fee | Proposed Fee |
|---|-------------|--------------|
| <b>OT Application and Initial License Fee</b> | \$191.00*   |              |
| <b>OT Renewal Fee</b>                         | \$177.00**  |              |
| <b>OTA Application Fee</b>                    | \$191.00*   |              |
| <b>OTA Renewal Fee</b>                        | \$157.00**  |              |

\*Includes a \$16 surcharge for the one-year cycle for the University of Washington HEAL-WA website.

\*\*Includes a \$32 surcharge for the two-year cycle for the University of Washington HEAL-WA website.

Ms. Castle noted that the fee reductions are only proposed at this time and are not final. Ms. Castle will update the board regarding the proposed fee reductions at the next board meeting.

8. **CONSENT AGENDA** – A copy of the June issue of “The Sentinel News for Department Employees” was provided to board members.
9. **OTHER OPEN SESSION BUSINESS** – The board discussed the AOTA meeting being held in Nashville on April 16 – 18, 2015. The board voted to send Ms. Lempe to the AOTA meeting as the board representative.

**CLOSED SESSION – 12:22 p.m.**

10. **APPLICATION REVIEWS**

There were no applications presented for board review at this time.

**11. DISCIPLINARY CASE REVIEWS**

See Disciplinary Meeting Minutes

**OPEN SESSION – 12:42 p.m.**

**12. ADJOURNMENT**

The board adjourned at 12:43 p.m. The next regularly scheduled board meeting is October 17, 2014 and is scheduled to be held in Tumwater, WA. Information will be posted on the Occupational Therapy website.

Respectfully submitted:

Approved:

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Kathy Weed  
Program Manager

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Karin Schulze, Chair  
Occupational Therapy Practice Board