OCCUPATIONAL THERAPY PRACTICE BOARD
WEBINAR MEETING MINUTES

May 4, 2018
10:00 AM

This meeting was available by webinar only. Board members and participants registered in advance of the meeting.

On May 4, 2018 the Occupational Therapy Practice Board met via webinar. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

MEMBERS PRESENT
SHERYL ZYLSTRA, OT, CHAIR
SUNNY ANDERSON, COTA, VICE-CHAIR
BETH ROLLINGER, OT

MEMBERS ABSENT
DI IRONS, PUBLIC MEMBER

STAFF PRESENT
KATHY WEED, PROGRAM MANAGER
SANDIE PEARSON, PROGRAM SUPPORT
SIERRA MCWILLIAMS, AAG
TRINA CRAWFORD, EXECUTIVE DIRECTOR
SARA KIRSCHENMAN, STAFF ATTORNEY
TANYA MILLS, CREDENTIALING SUPERVISOR

GUESTS PRESENT
KARIN SCHULTZ
KRISTEN NEVILLE
MARK LEHNER
MAUREEN BRADY
WALTER GRUENWALD
JESSICA SEMINGSON
JENNIFER IKAD
MARIEL CASTANEDA KRAUS

Friday, May 4, 2018 – 10:00 a.m. – OPEN SESSION

1. CALL TO ORDER

The meeting was called to order by Board Chair, Sheryl Zylstra, at 10:18 a.m.

1.1 Introductions
The board and staff introduced themselves.

1.2 Approval of Agenda

A motion was made and seconded to approve the agenda as presented. The board voted and approved the agenda as presented.

1.3 Approval of the January 26, 2018 Meeting Minutes

Board members reviewed and discussed the January 26, 2018 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the January 26, 2018 Meeting Minutes as presented.

1.4 Remaining 2018 dates – The board discussed the remaining meeting dates and locations for 2018. The board approved the following 2018 meeting dates and locations:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Location</th>
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<tbody>
<tr>
<td>July 20, 2018</td>
<td>Tumwater</td>
</tr>
<tr>
<td>October 5, 2018</td>
<td>Kent</td>
</tr>
</tbody>
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Updated meeting information will be posted to the Occupational Therapy webpage.

1.5 Recruitment update – Ms. Weed shared that currently there is one vacancy on the board for an OT member. An appointment package was sent to the Governor, Ms. Weed anticipates having the new member appointed prior to the next board meeting scheduled for July 20, 2018. Beth Rollinger’s term expires December 31, 2018; she is not eligible for reappointment.

2. DISCUSSION – The board discussed clarifying the term “medical case.”

Ms. Weed shared that she occasionally receives questions regarding the term “medical case.” Ms. Weed typically will refer the person to the statute or the WAC and asked the board for their thoughts on this. Ms. Rollinger shared that mental health patients usually have a psychiatrist that oversees care. Ms. Zylstra shared concerns about needing to be careful not to tie it to a required referral.

Kristen Neville, AOTA shared she will look into this and will email Ms. Weed her findings.

Sierra McWilliams, AAG shared that more legal research is required regarding this topic. She will continue researching this and will update the board at a future meeting. In the
meantime, Ms. Weed will respond on the board’s behalf, stating that the board is in the process of reviewing the WAC and the term “medical case.”

3. PRESENTATION ON THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION AND NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY CONFERENCES – Sheryl Zylstra presented information on the conferences she attended. She shared that other states are looking at whether there is a need to review international applicants. Currently the board reviews international applicants to ensure that licensure requirements are met per WAC 246-847-120. Ms. McWilliams, AAG will research and update the board at the next meeting.

4. REVIEW OF LISTS AND LABELS REQUESTS – The board reviewed lists and labels requests to determine whether the request should be approved or denied.

4.1 Therapy Management Corporation – The board reviewed, discussed and voted to deny a lists and labels request from Therapy Management Corporation.

4.2 OTcourses.com – The board reviewed, discussed and voted to approve a lists and labels request from OTcourses.com.

5. EXECUTIVE DIRECTOR REPORT – Information was provided to the board by Trina Crawford, Executive Director.

5.1 Current budget report – Ms. Crawford provided a budget report summary for July 1, 2017 – March 31, 2018. She shared that revenue continues to exceed expenditures. The recent fee decrease will affect future revenue. Overall the program budget is in good shape.

5.2 Template for Stipulation to Informal Disposition (STID) – This item will be presented at the next board meeting.

6. PROGRAM MANAGER REPORT – Kathy Weed, Program Manager provided information to the board.

6.1 Business Plan – Ms. Weed presented the Business Plan to the board. The board reviewed, discussed and made no changes to the Business Plan at this time.

6.2 Licensing statistics – Licensing statistics were provided to the board. Licensing statistics for the Occupational Therapy Program are as follows:

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<tbody>
<tr>
<td>Active Licenses</td>
<td>3658</td>
<td>1152</td>
</tr>
<tr>
<td>Limited Permits</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>
Ms. Rollinger asked that the licensing statistics be provided prior to the meeting so she could review.

6.3 Update on new member on-boarding packet – Ms. Weed asked for feedback from the board regarding the new member on-boarding packet she mailed to them. Ms. Rothwell suggested adding webinar tips, including which browser to use when meeting by webinar. Another suggestion was to ensure all example forms are up to date and current.

6.4 Training retreat with other boards – Board members were asked if they would be interested in participating in a training style retreat with other boards. Ms. Rollinger asked what other boards are participating. Ms. Weed shared that the OT Board is the first to be asked about this type of collaborative retreat, however, the Board of Hearing and Speech and the PT Board will be invited if interested. The board discussed and voiced an interest. Specific dates were discussed, and will be shared with the Board of Hearing and Speech and the PT Board. Detailed information will be presented at the next meeting.

7. AGENDA ITEMS FOR FUTURE MEETINGS- The board discussed agenda items for future meetings:
   • Discussion of WAC 246-847-120
   • Presentation of new Template for Stipulation to Informal Disposition (STID)
   • Collaborative retreat update
   • Update on AAG research regarding the term “medical case”

8. CONSENT AGENDA-GENERAL INFORMATION – There were no items and/or any additional correspondence received or sent for review by the board at this time.

9. OPEN FORUM FOR PUBLIC COMMENT

Kristen Neville, AOTA thanked the board for the opportunity to join the webinar.

10. ADJOURNMENT

The board adjourned at 11:39 a.m. The next regularly scheduled board meeting is July 20, 2018 and is scheduled to be held in Tumwater. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted:   Approved:
___________________________   _______________________________
Kathy Weed         Sheryl Zylstra, Chair
Program Manager    Occupational Therapy Practice Board