On October 5, 2018 the Occupational Therapy Practice Board met at The Department of Health, Creekside Two at CenterPoint, 20425 72nd Avenue S, Suite 310, Room 307, Kent, WA 98032. 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
- Di Irons, Public Member
- Walter Gruenwald, OT

**STAFF PRESENT**
- Kathy Weed, Program Manager
- Trina Crawford, Executive Director
- Sandie Pearson, Program Representative
- Sierra McWilliams, AAG
- Tanya Mills, Credentialing Supervisor

**GUESTS PRESENT (VIA WEBINAR)**
- Mary Spores

Friday, October 5, 2018 – 9:00 a.m. – OPEN SESSION

1. **CALL TO ORDER**

   The meeting was called to order by Board Chair, Sheryl Zylstra, at 9:01 a.m.

   1.1 **Introduction**

   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 July 20, 2018 Meeting Minutes

Board members reviewed and discussed the July 20, 2018 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the meeting minutes as presented.

1.4 Selecting 2019 meeting dates

The board discussed meeting dates and locations for 2019. The board approved the following meeting dates and locations:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Location</th>
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</thead>
<tbody>
<tr>
<td>January 25, 2019</td>
<td>Webinar</td>
</tr>
<tr>
<td>April 26, 2019</td>
<td>Kent</td>
</tr>
<tr>
<td>July 12, 2019</td>
<td>TBD</td>
</tr>
<tr>
<td>October 18, 2019</td>
<td>Tumwater</td>
</tr>
</tbody>
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The meetings will begin at 9:00 a.m. Updated meeting information will be posted to the Occupational Therapy webpage.

2. PRESENTATION AND DISCUSSION ON ADVANCED PELVIC FLOOR THERAPY – Sierra McWilliams, AAG presented information to the board about research she has conducted regarding advanced pelvic floor therapy. Board members discussed whether advanced pelvic floor therapy is within the occupational therapists scope of practice and if specific training should be required. Board members agreed that education, training, and experience is necessary if performing this type of therapy. Ms. Weed will work with Ms. McWilliams on drafting the response on the board’s behalf.

3. ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE) STANDARDS – The board discussed the recent adoption of accreditation standards by AOTA’s Accreditation Council for Occupational Therapy Education. Ms. Anderson shared that AOTA and ACOTE were still in discussing the standards for the profession.

4. DISCUSSION ON RE-ENTRY REQUIREMENTS – The board discussed whether to include additional requirements for the re-entry program.

The board discussed whether to develop guidelines about requirements to the re-entry program. Ms. Weed shared she had received questions about this. Board members discussed developing a guideline that would require a specific number of hours.
dependent on the number of years an applicant had been out of practice. This would be added to the policy to ensure consistency for the re-entry program.

Board members also reviewed and discussed the re-entry application and assessment forms. The board voted to create a sub-committee to review and update the policy and assessment forms to ensure consistency. Sub-committee members include Ms. Rollinger and Mr. Gruenwald. They will bring their suggestions back to the board at a future meeting.

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

5.1 North American Seminars, Inc. – The board reviewed, discussed and voted to approve this lists and labels request

5.2 Rehab Seminars – The board reviewed, discussed and voted to approve this lists and labels request

5.3 Blankenheim Services – The board reviewed, discussed and voted to deny this lists and labels request

5.4 Bellevue Orthopedic Physicians – The board reviewed, discussed and voted to approve this lists and labels request

6. EXECUTIVE DIRECTOR REPORT

6.1 Current budget report – Ms. Crawford provided a budget report summary for July 2017 – August 2018. She shared that according to the report revenue exceeds expenditures by $30,000. Program staff will continue to monitor the budget and provide a status update at the next meeting.

6.2 Legislative matters – Ms. Crawford shared with the board that at this point the department is not aware of any specific OT related legislation. She provided information to the board on the following upcoming legislation for their awareness:
   • Requirement to be 21 to purchase tobacco products
   • RAPBACK – requiring all licensees to obtain FBI background checks

7. PROGRAM MANAGER REPORT

7.1 Business Plan – Ms. Weed presented the Business Plan to the board. The Business Plan is a living document and is reviewed by the board regularly and can be updated per the board’s request. Ms. Weed shared that currently all goals are being met.
7.2  Rules update – Ms. Weed shared that the rules are currently on the Secretary’s desk waiting for approval. After they are approved and filed they will become effective 31 days later.

7.3  Retreat update – Ms. Weed shared that the collaborative retreat will be held on November 16th in Olympia. She will be meeting with the program managers for the Board of Hearing and Speech and the Physical Therapy Board to work on finalizing the training agenda.

7.4  Medical case guidelines – Board members were provided a handout showing examples of medical versus non-medical cases. The board reviewed and discussed the handout. Ms. Zylstra asked that additional examples be added to include autism. It was also suggested that OTA’s are added to the decision tree portion of the handout. Ms. McWilliams will work on updating the handout and bring back to the board at a future meeting.

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

<table>
<thead>
<tr>
<th></th>
<th>OT</th>
<th>OTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Licenses</td>
<td>3786</td>
<td>1164</td>
</tr>
<tr>
<td>Limited Permits</td>
<td>7</td>
<td>3</td>
</tr>
</tbody>
</table>

Board members would like to see past licensing statistics to determine whether the OT and OTA professions are growing. Ms. Mills will work to bring those statistics to the next meeting.

7.6  Thank you, Beth – Ms. Weed thanked Ms. Rollinger for serving on the board and presented her a clock in appreciation. Ms. Rollinger shared that she enjoyed her time on the board and thanked her fellow members and staff for the opportunity to serve.

8.  AGENDA ITEMS FOR FUTURE MEETINGS
- Election of chair and vice-chair
- Rules
- Re-entry assessment forms and policy
- Retreat follow-up
- Roberts Rules – Sierra McWilliams, AAG

9.  CONSENT AGENDA-GENERAL INFORMATION – There were no items and/or any additional correspondence received or sent for review by the board at this time.
10. OPEN FORUM FOR PUBLIC COMMENT

There was no public comment shared with the board at this time.

11. ADJOURNMENT

The board adjourned at 12:12 p.m. The next regularly scheduled board meeting is January 25, 2019 and is scheduled to be held via webinar. Meeting information will be posted on the Occupational Therapy website.

Respectfully submitted:  

___________________  
Kathy Weed  
Program Manager

Approved:  

___________________  
Sheryl Zylstra, Chair  
Occupational Therapy Practice Board