On January 25, 2019 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
- Mary Spores, 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

Friday, January 25, 2019 – 9:00 a.m. – OPEN SESSION

1. **CALL TO ORDER**

   The meeting was called to order by Board Chair, Sheryl Zylstra, at 9:00 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 October 25, 2018 Meeting Minutes**
Board members reviewed and discussed the October 25, 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 chair and vice-chair

The board nominated and unanimously elected Sheryl Zylstra to serve as board Chair for 2019. Sunny Anderson was nominated and unanimously elected to serve as Vice-Chair for 2019.

2. ROBERTS RULES OF ORDER – Sierra McWilliams, AAG provided information to the board on Roberts Rules of Order. The presentation included information on parliamentary procedure and how to conduct board business.

3. DISCUSSION ON RE-ENTRY REQUIREMENTS – Kathy Weed, Program Manager presented information to the board about the re-entry program policy and assessment forms. The board discussed the draft re-entry program policy and forms.

The board reviewed and discussed the draft re-entry policy and assessment forms that had been updated by the sub-committee. The board made reviewed and made minor changes to the updated policy and assessment forms. Ms. Weed will make the requested changes to the policy and forms.

4. RULES WORKSHOP – The board reviewed and discussed drafting rule language for the following rules sections that are open:

- WAC 246-847-120 – Applicants from unrecognized educational programs – Board members reviewed and discussed this rule. Board members made no changes at this time and will keep as written.

- WAC 246-847-XXX – New section regarding applicants with expired license in other states – Board members reviewed and discussed draft rule language and determined to move forward with the draft rule language that was presented.

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 All American Health Care Services – The board reviewed, discussed and voted to deny this lists and labels request

5.2 Progressive Therapy Education – The board reviewed, discussed and voted to approve this lists and labels request
6. **EXECUTIVE DIRECTOR REPORT** – Information was provided to the board by Executive Director, Trina Crawford.

6.1 Current budget report – Ms. Crawford provided a budget report summary for July 2017 – December 2018. She shared that according to the report revenue exceeds expenditures by approximately $40,000. She reminded the board that fees were lowered during the last biennium in an effort to equalize the program budget. 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 there has not been legislation that specifically relates to Occupational Therapy. She shared that a bill regarding creating a new profession, music therapists, is scheduled to have a hearing next week. Ms. Crawford also shared that a lot of the focus this session seems to regrading issues surrounding opioid use and behavioral health.

Mary Spores shared that she has been participating in the weekly legislative meet-me-calls and has found them to be interesting.

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

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. Ms. Weed also shared that Ms. Pearson will be working on the newsletter in the future and asked for board members input. Ms. Zylstra and Ms. Anderson will email information to be included in a future newsletter.

7.2 Retreat feedback – Ms. Weed asked members for their feedback on the collaborative retreat that was held on November 16, 2018 in Olympia in conjunction with the Board of Hearing and Speech and the Board of Physical Therapy. Members felt the retreat was helpful and enjoyed learning about the other boards. Information about the PT interstate compact was shared at the retreat and was interesting to the board. Board members shared that holding a similar retreat every 18 months would be beneficial.

7.3 Medical case guidelines – Board members were provided an updated 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.
7.4 Licensing statistics – Licensing statistics were provided to the board. At the October board meeting board members asked to see past licensing statistics to determine whether the OT and OTA professions are growing. Licensing statistics were provided for May 2011, May 2015 and January 2019. These licensing statistics for the Occupational Therapy Program are as follows:

<table>
<thead>
<tr>
<th></th>
<th>OT (active licenses)</th>
<th>OTA (active licenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2011</td>
<td>2854</td>
<td>628</td>
</tr>
<tr>
<td>May 2015</td>
<td>3229</td>
<td>947</td>
</tr>
<tr>
<td>January 2019</td>
<td>3834</td>
<td>1187</td>
</tr>
</tbody>
</table>

7.6 American Occupational Therapy Association (AOTA) Conference – Ms. Weed shared that the AOTA conference is in New Orleans, LA this year and will be held on April 4-7, 2019. Ms. Weed asked if any board members were interested in attending. Ms. Zylstra shared that she was planning on attending. Ms. Spores said she would be interested in attending and would check her schedule and let staff know if she was available.

Ms. Zylstra shared that the National Board for Certification in Occupational Therapy (NBCOT) Conference is being held May 21-22, 2019 in Baltimore, MD.

8. AGENDA ITEMS FOR FUTURE MEETINGS – The board discussed adding the following items to future agendas for discussion:

- Business Plan
- Rules update
- Report from AOTA conference
- Newsletter

9. OPEN FORUM FOR PUBLIC COMMENT

There was no public present to provide comment at this time.

10. ADJOURNMENT

The board adjourned at 11:12 a.m. The next regularly scheduled board meeting is April 26, 2019 and is scheduled to be held in Kent. 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