On April 26, 2019 the Occupational Therapy Practice Board met at The Department of Health, Creekside Two at CenterPoint, 20425 72nd Avenue S, Suite 310, Room 309, 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
- Mary Spores, OT
- Di Irons, Public Member
- Walter Gruenwald, OT

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

Friday, April 26, 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**

The meeting agenda was amended to add Item 4.2 Relias, LLC. A motion was made and seconded to approve the agenda as amended. The board voted and approved the agenda as amended.
1.3 Approval of the October 25, 2018 Meeting Minutes

Board members reviewed and discussed the January 25, 2019 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the meeting minutes as presented.

1.4 Remaining 2019 dates and locations

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

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Location</th>
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<tbody>
<tr>
<td>July 12, 2019</td>
<td>Whidbey Island area (exact location TBD)</td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>Tumwater</td>
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Updated meeting information will be posted on the Occupational Therapy website.

2. 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 updated draft re-entry policy and forms. Board members discussed developing a list of courses that could be provided to applicants as an additional resource. Ms. Anderson volunteered to begin compiling the resource list and will bring it for the board to review at the next meeting. The board made minor changes to the draft re-entry policy. A motion was made and seconded to accept the updated re-entry policy. Board members voted in favor of the motion. Ms. Weed will update the policy to reflect the change.

3. REVIEW OF EXISTING POLICIES, PROCEDURES and BYLAWS – Kathy Weed, Program Manager presented information on existing policies, procedures, and bylaws. The board reviewed, discussed and made minor changes to update the existing policies, procedures, and bylaws. A motion was made and seconded to approve the updated policies, procedures, and bylaws. The board voted to approve the motion.

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 Education Resources, Inc. – The board reviewed, discussed and voted to approve this lists and labels request
4.2 Relias, LLC – The board reviewed, discussed and asked program staff to gather more information regarding this lists and labels request.

5. EXECUTIVE DIRECTOR REPORT – Information was provided to the board by Program Manager, Kathy Weed.

5.1 Current budget report – Ms. Weed provided a budget report summary for July 2017 – March 2019. She shared that according to the report revenue balance is approximately $463,000. A question was asked about the line item for FBI Background Checks and the variance of ($9,367). Program staff will look into this and will provide clarification at the next meeting.

5.2 Legislative matters – Mary Spores shared she has been participating in the weekly legislative meet-me-calls and has found them to be interesting. She also shared that there had not been legislation specifically about the OT profession, however, there had been some for the physical therapy and massage professions.

Sierra McWilliams, AAG shared that the Attorney General’s office had received an inquiry about whether an OT can be included with a multi-disciplinary office. Ms. McWilliams will update the board when she has more information.

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

6.1 Business Plan – Ms. Weed presented the updated 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.

6.2 Newsletter – Ms. Weed asked members for their feedback on the Spring Newsletter that was distributed by the gov.delivery distribution list and posted to the web site in April. Ms. Weed shared that the newsletter reaches approximately 3,500 people via the distribution list. Members shared that they would like to see the meeting dates be placed in a more prominent location in the next newsletter. A spotlight article on Ms. Zylstra will also be featured. The next newsletter is scheduled to be published in mid-September.

6.3 Rules update – Ms. Weed shared that she is hoping to hold a rules hearing at the July meeting. The rules hearing would include the creation of new section WAC 246-847-067, new applicants expired in another state. Updated rules hearing information will be sent out via gov.delivery.

6.4 American Occupational Therapy Association (AOTA) Conference – Ms. Spores and Ms. Weed shared information about the American Occupational Therapy
Association (AOTA) Conference she attended in New Orleans, LA on April 4-7, 2019. They shared that conference topics included legislative reform, ethics, and scope of practice. Interstate compacts were also discussed and may look a lot like the interstate compact for physical therapists. Both, Ms. Spores and Ms. Weed found the conference informative and interesting.

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

- Budget clarification regarding FBI background checks
- AAG update (opinion)
- Follow-up information from Relias, LLC
- Business plan
- Resource list for re-entry applicants
- Ethics training – Sierra McWilliams

8. **OPEN FORUM FOR PUBLIC COMMENT**

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

9. **ADJOURNMENT**

The board adjourned at 11:07 a.m. The next regularly scheduled board meeting is July 12, 2019 and is scheduled to be held in the Whidbey Island area. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted:  

Approved:

_________________________  _________________________________
Kathy Weed  
Program Manager  
Sheryl Zylstra, Chair  
Occupational Therapy Practice Board