On July 12, 2019 the Occupational Therapy Practice Board met at The Oak Harbor Public Schools Administration Service Center Building – Board Room, 350 South Oak Harbor Street, Oak Harbor, WA 98277. 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
KATIE WOLT, POLICY ANALYST

OTHERS PRESENT
JULIE BROWN
SERENA ROVIN
JAN COLEMAN
KRISTEN NEVILLE

Friday, July 12, 2019 – 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 Introductions

The board, staff and audience members 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 April 26, 2019 Meeting Minutes

Board members reviewed and discussed the April 26, 2019 Meeting Minutes. A motion was made, seconded and the board voted in favor of approving the meeting minutes as presented.

2. RULES WORKSHOP – The board reviewed, discussed making changes to draft rule language for the following rules sections that are currently open:

- WAC 246-847-120 – Applicants from unrecognized educational programs
- WAC 246-847-XXX – New section regarding applicants with an expired license in other states

The board discussed the draft language and updated the draft rule language. Board members motioned and approved the newly updated draft rule language.

3. PRESENTATION ON ETHICS – Sierra McWilliams, AAG, presented information on the ethics laws and rules that apply to Washington State Board Members, particularly Chapter 42.52 RCW – Ethics in Public Service.

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 Relias, LLC – The board reviewed, discussed and voted to approve this lists and labels request

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

5.1 Business Plan – Ms. Weed presented the 2019-2021 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 asked board members to email her if they think of anything they would like to add to the business plan.

5.2 Budget – Ms. Weed provided a budget report summary for July 2017 – May 2019. She shared that according to the report revenue balance is approximately $466,000. A question was asked at the last meeting about the line item for FBI background checks and the variance. Program staff looked into this and reported that less money was allotted to the FBI background checks for the 2017-2019
biennium. She also shared that there had been a slight increase in the number of FBI checks during the 2017-2019 biennium.

5.3 CE audits and NOCs – Ms. Weed shared that a Notice of Correction (NOC) is not a formal action. In order to require someone who has failed a CE audit complete the missing CE hours the board would need to open an investigation and proceed with formal action.

5.4 Re-entry CE list – Board members reviewed the list of continuing education resources compiled by Ms. Anderson. The list would be provided as a resource only and courses listed are not endorsed by the board. Ms. Weed shared that the list would be emailed to re-entry applicants to use as a resource.

5.5 NBCOT conference wrap up – Ms. Zylstra provided members an overview of the NBCOT conference that was held in Baltimore, Maryland on May 21-22, 2019. She shared that credentialing was an area of focus during the conference.

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

- Discipline training – OILS
- Rules update
- Budget update
- Newsletter

7. OPEN FORUM FOR PUBLIC COMMENT

Audience members shared their experiences about the re-entry program with board members

8. ADJOURNMENT

The board adjourned at 11:07 a.m. The next regularly scheduled board meeting is November 8, 2019 and is scheduled to be held by webinar. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted: Approved:

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