On November 8, 2019 the Occupational Therapy Practice Board met by webinar. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

**MEMBERS PRESENT**
- SUNNY ANDERSON, COTA, VICE-CHAIR
- MARY SPORES, OT
- WALTER GRUENWALD, OT

**STAFF PRESENT**
- KATHY WEED, PROGRAM MANAGER
- SANDIE PEARSON, PROGRAM REPRESENTATIVE
- SIERRA McWILLIAMS, AAG
- TRINA CRAWFORD, EXECUTIVE DIRECTOR

**MEMBERS ABSENT**
- SHERYL ZYLSTRA, OT, CHAIR
- DI IRONS, PUBLIC MEMBER

**OTHERS PRESENT**
- CAROL STORMER, OT
- BECKY KHAN

Friday, November 8, 2019 – 9:00 a.m. – OPEN SESSION

1. CALL TO ORDER

The meeting was called to order by Vice Chair, Sunny Anderson, at 9:02 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. The board voted and approved the agenda.

1.3 Approval of the July 12, 2019 Meeting Minutes

Board members reviewed and discussed the July 12, 2019 meeting minutes. A motion was made, seconded and the board voted in favor of approving the meeting minutes as presented.

9:10 a.m.

2. **RULES HEARING 9:10 a.m. to 9:14 a.m.** – The board conducted a rules hearing to receive public comment regarding the proposed rule WAC 246-947-067:

WAC 246-847-067 – New rule regarding applicants with an expired license in other states – No written comments were received and no one testified in favor or in opposition to the proposed rule.

The rules hearing concluded at 9:14 a.m.

Board members motioned and approved the rule language.

3. **PRESENTATION FROM OFFICE OF INVESTIGATION AND LEGAL SERVICES (OILS)** – Marc Defreyn, OILS Director and Marlee O’Neill, OILS Deputy Director presented information to the board about the office of investigation and legal services.

Mr. Defreyn and Ms. O’Neill presented an overview of the disciplinary process including:

- Complaint intake
- Case Management
- Investigation
- Roles of the supervising staff attorney and staff attorneys
- Compliance
4. **CORRESPONDENCE** – The board discussed correspondence received.

   4.1 What is the role in generic nutrition and stress management techniques?
   Board members discussed the role of an OT in regards to generic nutrition and stress management techniques. Members discussed including information and possible resources to be included as an article in a future OT Newsletter.

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

   5.1 Budget – Ms. Crawford provided a budget report summary for July – September 2019. She shared that the fiscal year began on July 1, 2019. The department is working to finalize the 2019 – 2021 budget. An updated budget report will be presented at the next meeting.

   5.2 HELMS licensing system – Ms. Crawford shared that the department is continuing to move forward with the new licensing system to replace ILRS. She shared that funding for the new system will come from program fund balances instead of billing individual licensees.

   5.3 Scam phone calls for various professions – Ms. Crawford shared that the department has heard from an OT licensee that they received a phone call from someone stating they were with DOH and were calling about an investigation regarding her license and drug smuggling. Ms. Crawford shared that the department doesn’t conduct these sort of calls. She also asked that anyone receiving a similar call to please inform the department of this.

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

   6.1 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.

   6.2 Retreat attendees, dates, and other agenda ideas – Ms. Weed shared that it had been about a year since the retreat was held with the Board of Physical Therapy and the Board of Hearing and Speech. She asked if board members were interested in holding another similar retreat. The board discussed that the multi-profession retreat was helpful. They would like to look into holding another one in late August of 2020. Ms. Weed will work with the other program managers to determine a date and possible agenda items. Updated information will be provided at a future meeting.
6.3 2020 board meeting dates - The board discussed meeting dates and locations for 2020. The board approved the following meeting dates and locations:

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Meeting Location and Time</th>
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</thead>
<tbody>
<tr>
<td>January 24, 2020</td>
<td>Kent at 9:00 a.m.</td>
</tr>
<tr>
<td>April 24, 2020</td>
<td>Tumwater at 10:00 a.m.</td>
</tr>
<tr>
<td>July 24, 2020</td>
<td>Vancouver at 9:00 a.m.</td>
</tr>
<tr>
<td>October 23, 2020</td>
<td>Webinar at 9:00 a.m.</td>
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</tbody>
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Updated meeting information will be posted to the Occupational Therapy webpage.

6.4 Re-entry issues – Ms. Weed shared comments she received during her presentation at the Washington Occupational Therapy Association (WOTA) conference. Comments received were regarding the requirement of re-entry applicants to observe 80 hours without a temporary permit. Some thought this is not ideal and can be difficult to find a supervisor or facility to take on someone who isn’t licensed. Ms. Weed asked if the board would like to re-visit this. The board discussed the comments and decided to keep the requirement as is.

6.5 Licensure compact – Board members discussed the timeframe for the compact. Ms. Weed shared that she can talk with the Board of Physical Therapy Program Manager and ask that she present information on the PT compact at a future meeting.

6.6 Update jurisprudence exam – Ms. Weed shared the jurisprudence exam with the board. She asked for volunteers to review the exam and possibly update questions if needed. Mr. Gruenwald and Ms. Anderson volunteered to work with Ms. Weed on the exam.

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

- Board elections
- Credentialing update
- Budget update
- Licensure update

8. OPEN FORUM FOR PUBLIC COMMENT

There was no public comment at this time.
9. **ADJOURNMENT**

The board adjourned at 10:55 a.m. The next regularly scheduled board meeting is January 24, 2020 and is scheduled to be held in Kent. Updated meeting information will be posted on the Occupational Therapy website.

Respectfully submitted: ___________________________  Approved: ___________________________

________________________   __________________________
Kathy Weed                   Sunny Anderson, Vice-chair
Program Manager             Occupational Therapy Practice Board