

Oregon OT Licensing Board
Board Meeting – August 9, 2024
Virtual Meeting

PUBLIC Board Minutes

The Oregon Occupational Therapy Licensing Board held a board meeting on **Friday, August 9, 2024**, via video conference. Board members: Board Chair Whitney Hooker, OTR/L, CLT; public member Ellen Stauder; public member Elise Dorris; Heather McCarthy, OTR/L; Nancy Schuberg, Executive Director and NBCOT ambassador Brianne Salvati were present. Vice Chair Kari Hill, COTA/L, had an excused absence.

With a quorum present, Board Chair Whitney Hooker called the meeting to order at 10:01am.

Executive Session: In accordance with ORS 192.660 (2) (L) which allows the Board to meet in Executive Session on matters to consider information obtained as part of complaints and disciplinary investigations and ORS 192.660(2)(f) to her legal advice.

1. Disciplinary/Investigations/Complaints:

The following cases were considered:

- **2023-06** Continued
- **2024-10** New
- **2024-11** New
- **2024-02** Continued
- **2024-08** Continued
- **2024-12** New
- **2024-13** Continued
- **2024-16** New
- **2024-17** New

PUBLIC SESSION: The Executive session was adjourned, and the meeting was brought back to public session. All votes were taken in public session.

Amended agenda: Item # 7, NBCOT Certification Credential History was removed from the agenda.

2. Review and approve public and confidential Board meeting minutes and ratify list of licensees:

The Board reviewed the public and confidential meeting minutes of the **May 3, 2024:**

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE PUBLIC and CONFIDENTIAL MEETING MINUTES of the May 3, 2024 board meeting. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The Board reviewed the public and confidential meeting minutes of the **July 19, 2024 Special board meeting:**

A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO APPROVE THE CONFIDENTIAL MEETING MINUTES of the July 19, 2024 special board meeting. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

RATIFY LIST: A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris **to ratify the list of licensees issued since the last board meeting.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

3. Motions from Executive Session:

2024-10 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2024-11 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2024-02 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2024-12 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **deny the license.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2024-12 A SECOND MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **offer a probationary license with conditions.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

2024-16 A MOTION WAS MADE BY Ellen Stauder AND SECONDED BY Elise Dorris TO **dismiss the case.** THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

4. Report of the Director:

2023-2025 BUDGET REVIEW:

The Financial summaries for the months of April through June, 2024 were reviewed by the Board. The budget for the biennium is **\$755,948**, which is how much the board can spend.

Revenue: **April: \$130,885; May: \$229,315; June: \$73,085.** April and May reflect month's two and three of the board's three-month renewal period. License renewals generally account for 75% of the board's revenue. June revenues were higher because a portion of the income from April was reconciled late.

Overall Expenditures: April: 28,042; May: \$30,822; June: \$32,901. The allotment is what we can spend for the biennium and it is \$755,948 or \$31,498 per month. Overall, for the three months, the board is within the limitation.

Total Expenditures are broken into two categories, personal services (payroll costs) and services and supplies (everything else).

Personnel Services: April: \$20,796; May: \$21,334; June: \$22,431.

The Personal Services budget is \$531,480 for the biennium or \$22,145/mo. June was a little higher due to board member stipends paid out but overall, the board is within the limitation.

Services and Supplies: April: \$7,246; May: \$9,488; June: \$10,469.

The Sales and Supply budget is \$224,468 or \$10,218 per month. June was a little higher because of the high Merchant fees paid to Treasury for renewal credit card transactions. Overall, the board is within the limitation.

RENEWAL UPDATE:

License Renewals were held from March 1-May 31, 2024. The forecast was based on 2022 renewal numbers and ended up being very close to actual renewal numbers. In 2024, there were just 18 more licensees that renewed than in 2022 and the board lost 24%, the same percentage as in 2022.

2024 - Licensee count before 2024 renewal started: OTs: 2531 OTAs: 535 Total: 3066

Total # of OT's: 1952

Total # of OTA's 391

Total Renewed: 2343 – 24% did not renew

2024 – NBCOT certified / Not Certified:

2033 86% CERTIFIED / 321 = 14% NOT CERTIFIED (same % as 2022)

2022

Total # of OT's: 1935

Total # of OTA's 390

Total Renewed: 2325 - 24% did not renew

REASONS FOR NOT RENEWING IN 2024 (For those who told us)

| | |
|------------------------------------|-----|
| CARING FOR AN AGING PARENT | 1 |
| GOING BACK TO SCHOOL/CAREER CHANGE | 2 |
| HAD A BABY/HOME WITH KIDS | 2 |
| MEDICAL REASONS | 1 |
| MOVED OUT OF STATE | 99 |
| NONE GIVEN | 124 |
| NOT CURRENTLY WORKING | 1 |
| RETIRED | 37 |

Forty percent of those that did not renew, were on their first renewal period with the board suggesting that they were travelers and were on a contract and then left.

25-27 BUDGET UPDATE: The agency request budget was submitted on July 31, 2024 to the Chief Financial Office (CFO). The CFO budget analyst will review the budgets and determine if any adjustments are needed. The Director stated that she does not anticipate any changes.

LICENSE NUMBERS: As of August 8, 2024, there were 2,129 OT's and 432 OT Assistants for a total of **2,561** OT practitioners licensed in Oregon. There were **115** licenses issued since the May 3, 2024 board meeting that were ratified when the board had their motions.

GOLD STAR CERTIFICATE: The board received a letter from CFO that the board had earned the CFO's Gold Star Certificate for the fiscal years 2022 and 2023. The board shares the award with our Shared Financial Services accounting team for their good work.

KPMs – Best Practices: The OT Board has four Key Performance Measures and must submit an annual KPM report that is due the end of September. The annual report is included in the budget notebooks and shared with the Legislature.

Best practices: based on the survey results received from board members, the board is following best practices 100%.

Customer Service: The feedback received in the last fiscal year was reviewed by the board. The board received 96% or better ratings of good or excellent in every category.

Issuing licenses within 3 days: There were two licenses out of 387 that were outside the three day window, 99% of the time.as

Reviewing cases within 120 days: New cases were reviewed by the board in the last fiscal year, 100% of the time within 120 days.

2025 BOARD MEETING DATES: The board selected the following board meeting dates for 2025: February 21st (virtual), May 16th (in person), August 15th (virtual), and November 7th (virtual).

2024 OTAO CONF. / PRESENTATION: The dates of the 2024 OTAO Conference are Friday, November 15th and Saturday, November 16th at LBCC in Lebanon. Board member Whitney Hooker volunteered to give a presentation on behalf of the board at the conference. The board will pay for conference registration fees and travel expenses if board members would like to attend.

AOTA STATE AFFAIRS NEWSLETTERS: The Director shared the recent newsletters received from the AOTA State Affairs group.

NBCOT Leadership Forum: The NBCOT will hold their annual virtual Leadership Forum on September 10th and 11th. Board members are encouraged to attend. The director will provide links to the sessions and take notes to provide to board members at the next meeting.

25-27 Affirmative Action Plan: The board was provided with the first draft of the 25-27 OTLB Affirmative Action Plan.

Opportunities for education on DEI topics: Education on diversity, equity and inclusion is encouraged for board members and staff. The board was provided links to courses on DEI topics.

Designated Individuals for receiving reports of prohibited conduct: The designated individual for the OTLB is Nancy Schuberg, Director and alternative individual is Whitney Hooker, Board Chair.

New Board member handbook: The board members were provided the new board member handbook created by the Executive Appointments division.

Guidance on political activity for board and commissions: The board was provided Oregon laws against participating in political activities while acting in their official capacity.

360 Performance Review: Sherry Lauer of CHRO presented to the board the process of conducting 360 performance reviews of Agency Directors.

End of the director's report.

5. Public Comment: There were no public comments.

6. Scope of Practice Question: REIKI: A licensee had a question on whether OTs could use complementary energy modalities like Reiki in Oregon. The board referred to the AOTA document, "Complementary Health Approaches and Integrative Health in Occupational Therapy." The board's response: As in any practice, OTs and OTAs must be competent and have the training in the integrative health approaches being used. OT practitioners have a professional and ethical responsibility to provide services only within their level of competency and their scope of practice.

7. NBCOT Certification Credential history: The agenda item was removed from the agenda and will be reviewed at the next meeting on Nov. 1st.

8. Licensee newsletter: The next newsletter will be sent next week. There will be another one in Oct. which will include information about the upcoming OTA conference.

9. Strategic Planning: The board reviewed progress made on the strategic plan.

10. Other Business: None

11. Adjournment: The Board adjourned at 12:25 pm.

Nancy Schuberg, Executive Director. August 13, 2024