

KENTUCKY BOARD OF LICENSURE FOR OCCUPATIONAL THERAPY MINUTES

November 4, 2010

A meeting of the Kentucky Board of Licensure for Occupational Therapy was held at the Division of Occupations and Professions, Frankfort, KY on November 4, 2010.

MEMBERS PRESENT

Kelly Nash, Chair
Sharalee Page, Vice-Chair
Dale Lynn
Paul Wingate
Rhonda Edwards
Ruth Korzenborn

OCCUPATIONS AND PROFESSIONS STAFF

Julie Jackson, Board Administrator
Frances Short, Executive Director
David Garr, Deputy Executive Director

OTHERS

Jim Grawe, Office of the Attorney General

Kelly Nash, Chair, called the meeting to order 10:15 A.M.

Approval of Minutes

Minutes of the September 16, 2010 meeting were presented for the Board's review. Ruth Korzenborn made a motion to approve the minutes as amended. The motion, seconded by Paul Wingate, carried.

Financial Statements & Legal Fees

The Board reviewed the financial statements for the months ending October 31, 2010 and legal fees for the month of September, 2010. Paul Wingate made a motion to approve the financial statements and legal fees. The motion, seconded by Dale Lynn, carried.

Director's Report

Ms. Short presented a revised Memorandum of Agreement to the Board and discussed the revisions. Mr. Grawe presented his revised version of the MOA. A motion was made by Ruth Korzenborn for Ms. Short, Mr. Grawe and LaTasha Buckner to meet and discuss concerns and complaints regarding the MOA. The motion, seconded by Dale Lynn, carried.

Old Business

Roles and responsibilities of Board members – Each member discussed their role and submitted a listing of responsibilities to Ms. Nash. A motion was made by Ruth Korzenborn to form a committee to compile the information. Dale Lynn and Ms. Nash will be the committee members. The motion, seconded by Shara Page, carried.

Cost reduction options such as teleconferencing digital certification - A discussion was held regarding ways the Board has reduced costs such as reducing the number of meetings held annually, electronic review of applications, and postcard renewal notices. The law does not provide a provision for teleconferencing. Videoconferencing was discussed.

New Business

Email from Eric DeYoung regarding temporary supervisor – A motion was made by Shara Page for Ms. Jackson to forward the Board's response. The motion, seconded by Dale Lynn, carried.

Email from Heather LeBrun regarding discharge summaries in acute care settings – A motion was made by Dale Lynn for Ms. Jackson to forward the Board’s response. The motion, seconded by Shara Page, carried.

Email from Susan Jackson regarding DPAM courses counting toward DPAM certification – A motion was made by Rhonda Edwards for Ms. Jackson to forward the Board’s response. The motion, seconded by Ruth Korzenborn, carried.

Email from Cindy Heismann regarding supervision – A motion was made by Paul Wingate for Ms. Jackson to forward the Board’s response. The motion, seconded by Shara Page, carried.

Email from Camille Skubik-Peplaski regarding suction – A motion was made by Rhonda Edwards for Ms. Jackson to forward the Board’s response. The motion, seconded by Dale Lynn, carried.

Email from Susan Box regarding a 504 or IEP – A motion was made by Dale Lynn for Ms. Jackson to forward the Board’s response. The motion, seconded by Shara Page, carried.

CCU requirements for applicants that have had a time lapse since passing the NBCOT exam – CCU’s are not required.

KOTA conference – The conference was held October 16, 17, & 18 at General Butler State Park in Carrollton, KY. Ms. Nash, Dale Lynn, Shara Page and Rhonda Edwards attended. They updated the Board on discussions and courses held at the conference. Ms. Page was selected as OT of the Year.

NBCOT – The conference was held October 22-23, 2010 in Indianapolis, IN. Ms. Nash and Dale Lynn attended. They updated the Board on discussions and courses held at the conference.

Audit after renewal – A discussion was held regarding continuing competence audits. A motion was made by Dale Lynn to hold audits after the renewal deadline of October 31st and to send out audit notices on November 15th. The motion, seconded by Shara Page, carried.

NPDB – A discussion was held with Ms. Nash informing the Board that during the NBCOT conference, it was pointed out that the Kentucky Board is the only state Board that is in non-compliance with the reporting requirements of disciplinary actions to the National Data Bank, which is the responsibility of the Office of Occupations and Professions. Ms. Jackson advised that due to difficulties with the reporting system, an attempted entry was not accepted. The Office of O and P received notice that the system was being updated. Ms. Short assigned the reporting of disciplinary actions to a single office employee, who has since been out of the office. Ms. Short has now advised that each Board administrator is responsible for submitting the actions into the National Data Bank.

Licensure Status Report – The report was reviewed.

Declaratory statements section on website – A discussion was held regarding adding a declaratory section to the Board website. The Board was advised that all Board websites within the Office of Occupations and Professions will be revised in early 2011. It is requested that any major changes to the Board website be put on hold until that time.

Complaint/comments section on website – A discussion was held regarding adding a complaint/comments section to the Board website in order to track complaints and comments. It was determined that each Board member will log complaint/comments that they receive and bring the information to the next meeting for discussion.

January retreat/workday – A discussion was held and it was determined that a retreat/workday will be held on either January 14th & 15th or January 21st & 22nd, 2011 in Louisville, KY. Dale Lynn and Shara Page will form a committee to plan the event.

Statements by companies that the Board has approved their courses – A discussion was held regarding statements on company CCU certificates that incorrectly state that the Board has approved the course. A motion was made by Shara Page for Ms. Jackson to send a response to the companies referring them to the regulation which lists automatic approvals and advise that they submit applications for review.

Review of most recent licensure renewal period – Ms. Jackson stated that the 2010 renewal period went well. Database issues that have occurred in previous years continue. The Office of Occupations and Professions feel these issues will be resolved with the implementation of an updated database in 2011.

On-line verification system – A discussion was held regarding an online verification system. This would entail licensees having the capability to print or email their licensure verification versus sending a form to be completed.

Disciplinary actions taken by the Board posted on the website – It was requested that Ms. Jackson check the actions taken by the Board and have the website updated.

Process for updating a license from temporary to full licensure – A discussion was held and the process explained.

Time frame for posting a license on website for verification - A discussion was held regarding the posting of a license once approved by the Board.

Time frame for reporting disciplinary action to NBCOT or NPDB after final order- A discussion was held regarding when actions are reported.

Adding email address to the Continuing Education Approval Application – A discussion was held regarding adding the email address of the contact person submitting an application for review. Rhonda Edwards stated that this information would make the process more timely and efficient when questions arise regarding the application.

Set 2011 meeting schedule – The 2011 meeting schedule was set and will be posted on the Board website. Meetings will begin at 10:00 a.m. with committee meetings beginning at 9:00 a.m.

Board elections – Deferred until December meeting.

Review website – The Board was advised that the website will be updated from Kentucky Interactive to SharePoint. It was requested that all changes be put on hold until January 2011.

A motion was made by Dale Lynn to go into closed session pursuant to KRS 61.810(1)(c) and (j) to discuss pending litigation. The motion, seconded by Ruth Korzenborn, carried. Ms. Nash recused herself and left the room prior to the discussion.

Pending Complaints -

None

New Complaints - 2010-03

A motion was made by Dale Lynn to open an investigation. The motion seconded by Ruth Korzenborn, carried. It will be requested that the Office of the Inspector General conduct the investigation. Dale Lynn will serve as Case Manager.

A motion was made by Shara Page to return to open session. The motion, seconded by Paul Wingate, carried.

Electronic Application Approval

A motion was made by Shara Page to approve the applications and audits. The motion, seconded by Paul Wingate, carried.

Application Approval

A motion was made by Paul Wingate to approve the applications as presented at today's meeting. The motion, seconded by Ruth Korzenborn, carried.

OT/L: Anna Winders, Cynthia Moore, Emily Peters, Lora Gibson

OT/L from another state: Robert Ahlers, Angela Thomas, Nancy Mackenzie, Krista Mullins, Melinda Miller

OTA: Nikki Clark, Leah Vance, Jessica Fisher

OTA from another state: Helen Blackshire

Reinstatements: Lori Malone

Temporary Permits: Aneth Tellez

DPAM Application Approval

A motion was made by Rhonda Edwards to approve the applications as presented. The motion, seconded by Paul Wingate, carried.

DPAM Specialty Certification: Angela Micek, Barbara Harmon-Cowherd, Christy Myers-Barton
DPAM Supervisors: Dustin Patton, Jack Jacobs, Kimberly Profumo, Jason Willoughby

Continuing Education Approval:

1. Deep Physical Agent Modalities for OTs and OTAs

Electronically Approved Courses:

1. Go Where You Want to Go: Power Up for Mobility
2. Exploration of Transitional Movements
3. Confidentiality and HIPAA
4. Cultural Diversity
5. Effective Communications in the Workplace
6. Problem Solving: Solutions in the Workplace

Approval of Travel and Per Diem

A motion was made by Rhonda Edwards to approve travel and per-diem for today's meeting. The motion, seconded by Paul Wingate, carried.

Adjournment

With all business completed, the meeting adjourned at 2:00 p.m.

The next meeting of the Kentucky Board of Licensure for Occupational Therapy is scheduled to be held at 10:00 a.m. December 2, 2010 at the Office of Occupations and Professions, Frankfort, KY.

Approved by the Board

Board Chair