



OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD

Room 121C, 1400 East Washington Avenue, Madison

Contact: Tom Ryan (608) 266-2112

November 17, 2016

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1)**
- B) Approval of Minutes of September 13, 2016 (4-5)**
- C) Administrative Updates**
 - 1) Department and Staff Updates
 - 2) Board Members – Term Expiration Dates
 - a) Brian Holmquist – 07/01/2013
 - b) Mary Kassens – 07/01/2019
 - c) Gaye Meyer – 07/01/2018
 - d) Laura O’Brien – 07/01/2019
 - e) Corliss Rice – 07/01/2013
 - f) Amy Summers – 07/01/2018
 - 3) Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board
- D) APPEARANCE: National Board for Certification in Occupational Therapy (NBCOT) Overview of Services Presentation – Shaun Conway, NBCOT (6)**
- E) Legislative/Administrative Rule Matters**
 - 1) Update on Other Legislation and Pending or Possible Rulemaking Projects
- F) Update on Telemedicine Rule Committee of the Medical Examining Board – Discussion and Consideration**
- G) Speaking Engagement(s), Travel, or Public Relation Requests**
- H) Informational Item(s)**
- I) Items Added After Preparation of Agenda:**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Education and Examination Matters
 - 4) Credentialing Matters

- 5) Practice Matters
- 6) Legislation/Administrative Rule Matters
- 7) Liaison Report(s)
- 8) Informational Item(s)
- 9) Disciplinary Matters
- 10) Presentations of Petition(s) for Summary Suspension
- 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 12) Presentation of Proposed Decisions
- 13) Presentation of Interim Order(s)
- 14) Petitions for Re-Hearing
- 15) Petitions for Assessments
- 16) Petitions to Vacate Order(s)
- 17) Petitions for Designation of Hearing Examiner
- 18) Requests for Disciplinary Proceeding Presentations
- 19) Motions
- 20) Petitions
- 21) Appearances from Requests Received or Renewed
- 22) Speaking Engagement(s), Travel, or Public Relation Request(s)

J) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

K) 10:30 A.M. Oral Examination of Once (1) Candidate for Licensure (7)

L) Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) Monitoring
- 2) Administrative Warnings
- 3) Proposed Stipulations, Final Decisions and Orders
- 4) Case Closings

M) Open Cases

N) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Application Matters
- 4) Disciplinary Matters
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Complaints
- 13) Case Closings
- 14) Case Status Report
- 15) Petition(s) for Extension of Time
- 16) Proposed Interim Orders

- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-Hearing
- 22) Appearances from Requests Received or Renewed

O) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- P)** Open Session Items Noticed Above not Completed in the Initial Open Session
- Q)** Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- R)** Ratification of Licenses and Certificates

ADJOURNMENT

NEXT MEETING DATE MARCH 14, 2017

**TELECONFERENCE/VIRTUAL MEETING
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
September 13, 2016**

PRESENT: Brian Holmquist (*in person*), Mary Kassens, Laura O'Brien, Amy Summers,

EXCUSED: Gaye Meyer, Corliss Rice

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Brian Holmquist, Chair, called the meeting to order at 9:35 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Laura O'Brien moved, seconded by Amy Summers, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Laura O'Brien moved, seconded by Amy Summers, to approve the minutes of June 22, 2016 as published. Motion carried unanimously.

**POSSIBLE APPEARANCE AT NOVEMBER BOARD MEETING: NATIONAL BOARD FOR
CERTIFICATION IN OCCUPATIONAL THERAPY (NBCOT) OVERVIEW OF SERVICES
PRESENTATION – SHAUN CONWAY, NBCOT**

MOTION: Laura O'Brien moved, seconded by Mary Kassens, to invite a representative of the NBCOT to a future Occupational Therapists Affiliated Credentialing Board meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Laura O'Brien moved, seconded by Amy Summers, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Brian Holmquist – yes; Mary Kassens – yes; Laura O'Brien – yes; Amy Summers – yes. Motion carried unanimously.

The Board convened into Closed Session at 9:53 a.m.

RECONVENE TO OPEN SESSION

MOTION: Laura O'Brien moved, seconded by Amy Summers, to reconvene in Open Session at 9:56 a.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

MOTION: Laura O'Brien moved, seconded by Amy Summers, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC)
MATTERS**

Case Closing

16 OTB 004

MOTION: Laura O'Brien moved, seconded by Mary Kassens, to close DLSC Case No. 16 OTB 004 against D.M.F. for No Violation. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Laura O'Brien moved, seconded by Amy Summers, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Laura O'Brien moved, seconded by Amy Summers, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:58 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|---|--|---|--|
| 1) Name and Title of Person Submitting the Request: Shaun Conway, NBCOT | | 2) Date When Request Submitted: 6/17/2016 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others | |
| 3) Name of Board, Committee, Council, Sections: Occupational Therapy Affiliated Credentialing Board | | | |
| 4) Meeting Date: 11/17/2016 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? National Board for Certification in Occupational Therapy (NBCOT) Overview of Services Presentation – Shaun Conway, NBCOT | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both | 8) Is an appearance before the Board being scheduled? If yes, who is appearing? Yes | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: NBCOT will be providing an information presentation to the OT Board. No action is scheduled for this material. Anyone is welcome to provide comments/information during the public comment time. If you have specific questions or information to share in relation to the presentation from NBCOT time can be provided for these comments after the presentation. At the request of the Chair, this item is for informational purposes only, so ongoing discussion will not be allowed. | | | |
| 11) Authorization | | | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Bureau Director signature (indicates approval to add post agenda deadline item to agenda) | | Date | |