

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MINUTES  
APRIL 11, 2012**

**PRESENT:** Mylinda Barisas-Matula, David Cooper (Live Meeting), Brian Holmquist, Deborah McKernan-Ace, Dorothy Olson (Live Meeting), Corliss Rice (Live Meeting)

**EXCUSED:** Gail Slaughter

**STAFF:** Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel; Karen Rude-Evans, Bureau Assistant; Shawn Leatherwood, Paralegal

**GUESTS:** Teri Black, WOTA

**CALL TO ORDER**

Brian Holmquist, Chair, called the meeting to order at 9:07 a.m. A quorum of 6 (six) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments:**

- Item 7b – Delegation Motion – is deleted from the agenda
- Item 12a – Review of the Board’s Practice Act and Rules - insert documents after page 42
- Case Status Report (closed session) – insert at the end of the agenda

**MOTION:** Mylinda Barisas-Matula moved, seconded by Brian Holmquist, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 1, 2011**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Brian Holmquist, to approve the minutes of November 1, 2011 as written. Motion carried unanimously.

**SECRETARY MATTERS**

There were no issues to discuss.

## **EXECUTIVE DIRECTOR MATTERS**

### **Board Member Guidebook**

Tom Ryan reviewed the Board Member Guidebook with the Board. Members were asked to complete and return the signature page.

## **ITEMS FOR BOARD DISCUSSION**

### **Review of the Board's Practice Act and Rules**

The Board discussed updating their Practice Act and rules. Paralegal Shawn Leatherwood reviewed the rules process with the Board.

**MOTION:** Mylinda Barisas-Matula moved, seconded by Dorothy Olson, to delegate Mylinda Barisas-Matula and Deborah McKernan-Ace, to continue to work with Department staff to draft a scope statement and to authorize Brian Holmquist to have final approval to file the scope statement. Motion carried unanimously.

## **INFORMATIONAL ITEMS**

No items to review.

## **PUBLIC COMMENTS**

Teri Black, WOTA, stated she receives phone calls from applicants who are required to take an oral examination. WOTA would like to develop an online refresher course for these individuals to assist them in preparing for the oral examination.

## **OTHER BUSINESS**

The Board members asked for more advanced notice when there are oral examinations.

## **CLOSED SESSION**

**MOTION:** Deborah McKernan-Ace moved, seconded by Corliss Rice, to convene to closed session to deliberate on cases following hearing (Wis. Stat. 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (Wis. Stat. 19.85 (1) (b), and Wis. Stat. 440.205); consider individual histories or disciplinary data (Wis. Stat. 19.85 (1) (f)) and to confer with legal counsel (Wis. Stat. 19.85 (1) (g)). Roll Call Vote:

My linda Barisas-Matula-yes; David Cooper-yes; Brian Holmquist-yes;  
Deborah McKernan-Ace-yes; Dorothy Olson-yes; Corliss Rice-yes.  
Motion carried unanimously.

The Board convened into closed session at 10:12 a.m.

### **RECONVENE TO OPEN SESSSION**

**MOTION:** Brian Holmquist moved, seconded by My linda Barisas-Matula, to reconvene to open session. Motion carried unanimously.

Open session reconvened at 12:15 p.m.

### **VOTING ON ITEMS CONSIDERED IN CLOSED SESSION IF VOTING IS APPROPRIATE**

#### **VERIFICATION OF EXAMINATION SCORES**

**MOTION:** Deborah McKernan-Ace moved, seconded by My linda Barisas-Matula, to verify the oral examination scores. Motion carried unanimously.

#### **MONITORING**

There were no monitoring cases.

#### **CASE CLOSINGS**

**MOTION:** My linda Barisas-Matula moved, seconded by Brian Holmquist, to close case **11 OTB 010 for compliance gained (P2)**. Motion carried unanimously.

**MOTION:** My linda Barisas-Matula moved, seconded by Brian Holmquist, to close case **12 OTB 001 for no violation**. Motion carried unanimously.

#### **OTHER BUSINESS**

There was no additional business.

**ADJOURNMENT**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Brian Holmquist to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:16 p.m.