

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MINUTES  
APRIL 10, 2013**

**PRESENT:** Mylinda Barisas-Matula, David Cooper, Brian Holmquist, Deborah McKernan-Ace, Dorothy Olson, Corliss Rice (arrived 9:30), Gail Slaughter

**STAFF:** Tom Ryan, Executive Director; Karen Rude-Evans, Bureau Assistant

**CALL TO ORDER**

Brian Holmquist, Chair, called the meeting to order at 9:21 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments:**

- Item I 3 a (open)–APPEARANCE: Teri Black, Wisconsin Occupational Therapy Association – Regarding Proposed Rules Concerning Practice Standards OT 1, 2, 3, 4 and 5

**MOTION:** Gail Slaughter moved, seconded by David Cooper, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF OCTOBER 30, 2012**

**Corrections:**

- Under PRESENT, add Gail Slaughter

**MOTION:** Mylinda Barisas-Matula moved, seconded by Gail Slaughter, to approve the minutes of October 30, 2012 as corrected. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Election of Officers**

**NOMINATION:** Gail Slaughter nominated Brian Holmquist for Board Chair.

Tom Ryan called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Brian Holmquist was elected Board Chair by unanimous vote.

**NOMINATION:** Deb McKernan-Ace nominated David Cooper for Board Vice Chair.

Tom Ryan called for nominations a total of three times. Hearing no additional nominations, a vote was called.

David Cooper was elected Board Vice Chair by unanimous vote.

**NOMINATION:** Gail Slaughter nominated Mylinda Barisas-Matula for Board Secretary.

Tom Ryan called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Mylinda Barisas-Matula was elected Board Secretary by unanimous vote.

<b>2013 ELECTION RESULTS</b>	
Chair	Brian Holmquist
Vice Chair	David Cooper
Secretary	Mylinda Barisas-Matula

**Liaison Appointments**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Gail Slaughter, to accept the board appointments as outlined below. Motion carried unanimously.

- Screening Panel – Dorothy Olson, David Cooper, and Brian Holmquist
- Credentialing/Education Liaison(s) – Deborah McKernan-Ace and Mylinda Barisas-Matula
- Division of Enforcement Monitoring Liaison – Mylinda Barisas-Matula
- Examination Liaison(s)/Team – Brian Holmquist and Deborah McKernan-Ace
- Legislative Liaison – Brian Holmquist
- PAP Liaison – Gail Slaughter
- Travel Liaison – Gail Slaughter
- Digest Coordinator – no appointment made at this time
- Practice Question Procedure – questions go to legal counsel then to the Board if necessary

**Delegation Motion**

**MOTION:** David Cooper moved, seconded by Mylinda Barisas-Matula, to delegate authority to the Chair of the Occupational Therapists Affiliated Credentialing Board, highest ranking officer, or highest ranking member on the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

**MONITORING LIAISON**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Gail Slaughter, to adopt the delegated roles and authorities document as presented and approve the model language. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**Executive Order 61**

**MOTION:** Gail Slaughter moved, seconded by Dorothy Olson, to appoint Mylinda Barisas-Matula and Deb McKernan-Ace to review the rules as regards Executive Order 61. Motion carried unanimously.

**Executive Order 50 – Review of Position Statements/FAQ’s**

**MOTION:** Gail Slaughter moved, seconded by Mylinda Barisas-Matula, to eliminate the position statement “DOES THE DEFINITION OF “PHYSICIAN” INCLUDE A DOCTOR OF OSTEOPATHY AS USED IN S. OT 4.03(2)(A), WIS.ADMIN. CODE?” from the DSPS website. Motion carried unanimously.

**MOTION:** Dorothy Olson moved, seconded by Mylinda Barisas-Matula, to eliminate the position statement “IS THERE A DIFFERENCE BETWEEN A VERBAL ORDER AND AN ORAL REFFERAL?” from the DSPS website. Motion carried unanimously.

**MOTION:** Gail Slaughter moved, seconded by Mylinda Barisas-Matula, to eliminate the following two position statements from the DSPS website: “IS THERE A DIFFERENCE BETWEEN A “REFFERAL” ORDER AND A “PHYSICIAN ORDER” AS USED IN S. OT 4.03(2)(D)? and “WHAT TYPES OF OCCUPATIONAL THERAPY SERVICES MAY BE PROVIDED UNDER A “REFERRAL” AS OPPOSED TO A “PHYSICIAN ORDER”?” Motion carried unanimously.

**MOTION:** Gail Slaughter moved, seconded by Deb McKernan-Ace, in the position statement “WHAT TYPE OF DOCUMENT SHOULD LICENSEES MAINTAIN AS PROOF OF HAVING COMPLETED THE REQUIRED CONTINUING EDUCATION?” to strike “proof of payment” and add the correlating citation(s) at the end as a hyperlink. Motion carried unanimously.

**MOTION:** Gail Slaughter moved, seconded by Mylinda Barisas-Matula, to eliminate the following position statement from the DPSP website: “UNDER S. OT 4.04(4), WIS. ADMIN. CODE, MUST THE SUPERVISING OCCUPATIONAL THERAPIST MEET SIMULTANEOUSLY WITH THE OCCUPATIONAL THERAPY ASSISTANT AND THE CLIENT OR MAY THESE REQUIRED MEETINGS BE HELD SEPARATELY?” Motion carried unanimously.

**MOTION:** Mylinda Barisas-Matula moved, seconded by Gail Slaughter, to make the changes to the following position statement and to add code references as a hyperlink.

**WHAT ROLE MAY AN CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA) PLAY IN SCREENING OR EVALUATING PATIENTS ~~FOR PHYSICAL FUNCTION?~~**

~~Section OT 1.03(1) of the Wisconsin Administrative Code provides that a~~  
An COTA may collaborate with an OT in screening or evaluating patients for physical function. Wisconsin Administrative Code Sections OT 4.03(1)(a) and 4.03(3)(a).

Motion carried unanimously.

**MOTION:** Gail Slaughter moved, seconded by Mylinda Barisas-Matula, in the position statement “MAY AN OCCUPATIONAL THERAPIST BE INVOLVED IN DETERMINING WHETHER THE NEED FOR RESTRAINTS IS AN APPROPRIATE OPTION FOR PATIENTS IN A SKILLED NURSING FACILITY?”, to delete the first sentence through the word “she” and insert “An occupational therapist”, and delete the second sentence and make the code references a hyperlink. (The revisions are outlined below.) Motion carried unanimously.

**MAY AN OCCUPATIONAL THERAPIST BE INVOLVED IN DETERMINING WHETHER THE NEED FOR RESTRAINTS IS AN APPROPRIATE OPTION FOR PATIENTS IN A SKILLED NURSING FACILITY?**

~~While an occupational therapist is not the ultimate decision maker in determining whether the use of restraints should be used on a patient in a skilled nursing facility, he or she~~ An occupational therapist may participate and provide input during the patient evaluation process. Typically, the physician, in collaboration with other allied health professionals (including OTs), makes the decision as to the use of restraints. See ss. OT 4.02 (2) (e) and 4.03 (2) (a), Wis. Admin. Code.

**CLOSED SESSION**

Chair Brian Holmquist read the motion to convene to closed session.

**MOTION:** Gail Slaughter moved, seconded by Deb McKernan-Ace, 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: Mylinda Barisas-Matula-yes; David Cooper-yes; Brian Holmquist-yes; Deborah McKernan-Ace-yes; Dorothy Olson-yes; Corliss Rice-yes; Gail Slaughter. Motion carried unanimously.

The Board convened into closed session at 10:54 a.m.

**RECONVENE TO OPEN SESSSION**

**MOTION:** Deb McKernan-Ace moved, seconded by Gail Slaughter, to reconvene to open session. Motion carried unanimously.

Open session reconvened at 11:59 a.m.

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

**RATIFICATION OF EXAMINATION SCORES**

**MOTION:** Gail Slaughter moved, seconded by David Cooper, to ratify the exam scores for the oral examination candidates. Motion carried unanimously.

**ADJOURNMENT**

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

The meeting adjourned at 3:41 p.m.