

OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
VIRTUAL MEETING MINUTES
February 10, 2014

PRESENT: Mylinda Barisas-Matula, Brian Holmquist (at DSPS), Deborah McKernan-Ace (at DSPS), Dorothy Olson, Corliss Rice

EXCUSED: Laura O'Brien, David Cooper

STAFF: Tom Ryan, Executive Director; Daniel Agne, 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 five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Mylinda Barisas-Matula moved, seconded by Dorothy Olson, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Deborah McKernan-Ace moved, seconded by Corliss Rice, to approve the minutes of October 29, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Mylinda Barisas-Matula nominated Brian Holmquist for the Office of Board Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Brian Holmquist was elected as Board Chair.

VICE CHAIR

NOMINATION: Mylinda Barisas-Matula nominated Mylinda Barisas-Matula for the Office of Vice Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Mylinda Barisas-Matula was elected as Vice Chair.

SECRETARY

NOMINATION: Brian Holmquist nominated Deborah McKernan-Ace for the Office of Secretary. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Deborah McKernan-Ace was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	Brian Holmquist
Vice Chair	Mylinda Barisas-Matula
Secretary	Deborah McKernan-Ace

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Mylinda Barisas-Matula moved, seconded by Dorothy Olson, to approve the following appointments made by the Chair:

- 1) **Credentialing and Education Liaisons:** Deborah McKernan-Ace and Mylinda Barisas-Matula; and Dorothy Olson and Brian Holmquist as the Alternates
- 2) **Monitoring Liaison:** Mylinda Barisas-Matula; and Brian Holmquist as the Alternate
- 3) **Examination Liaisons:** Deborah McKernan-Ace and Brian Holmquist; and Mylinda Barisas-Matula and Dorothy Olson as the Alternates
- 4) **Legislative Liaison:** Brian Holmquist; and Mylinda Barisas-Matula as the Alternate
- 5) **Travel Liaison:** Brian Holmquist; and Mylinda Barisas-Matula as the Alternate
- 6) **Rules Liaison:** Deborah McKernan-Ace; and Brian Holmquist as the Alternate
- 7) **Professional Assistance Procedure Liaison:** Mylinda Barisas-Matula; and Brian Holmquist as the Alternate
- 8) **Digest Coordinator:** NONE
- 9) **Screening Panel:** Mylinda Barisas-Matula, Dorothy Olson, and Brian Holmquist; and Deborah McKernan-Ace, Corliss Rice, and Laura O'Brien as the Alternates

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Brian Holmquist moved, seconded by Deborah McKernan-Ace, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

MOTION: Brian Holmquist moved, seconded by Dorothy Olson, that the Board delegates authority to the Chair (or order of succession) to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to the Executive Director to sign the name of the Chair (or order of succession) on documents as necessary. Motion carried unanimously.

MOTION: Dorothy Olson moved, seconded by Corliss Rice, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS:

10:00 A.M. – PUBLIC HEARING – CR 13-109 RELATING TO OCCUPATIONAL THERAPY PRACTICE STANDARDS

Kip Schick, Wisconsin Physical Therapy Association, appeared to comment on CR 13-109.

Teri Black and Kelly Waala, Wisconsin Occupational Therapy Association, appeared to comment on CR 13-109.

CLEARINGHOUSE REPORT ON CR 13-109 RELATING TO OCCUPATIONAL THERAPY PRACTICE STANDARDS

MOTION: Brian Holmquist moved, seconded by Mylinda Barisas-Matula, to authorize Deborah McKernan-Ace, and Mylinda Barisas-Matula as an Alternate, and then the highest ranking or longest serving member of the Board in order of succession, to approve the Final Draft of CR 13-109 as amended and the Legislative Report before filing with the governor and the legislature. Motion carried unanimously.

MOTION: Mylinda Barisas-Matula moved, seconded by Deborah McKernan-Ace, to accept all Clearinghouse comments for CR 13-109 relating to Occupational Therapy Practice Standards. Motion carried unanimously.

INFORMATIONAL ITEMS

OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD'S LETTER REGARDING DEPARTMENT OF PUBLIC INSTRUCTION'S "GUIDANCE RELATED TO OSEP'S LETTER TO COUILLARD"

MOTION: Mylinda Barisas-Matula moved, seconded by Dorothy Olson, to approve the letter responding to "Guidance Related to OSEP's Letter to Couillard," as amended, and to submit the letter to the Department of Public Instruction. Motion carried unanimously.

Corliss Rice left the meeting at 1:25 P.M.

ADJOURNMENT

MOTION: Deborah McKernan-Ace moved, seconded by Brian Holmquist, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:26 P.M.