



**VIRTUAL/TELECONFERENCE  
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD**

**Virtual, 4822 Madison Yards Way, Madison**

**Contact: Valerie Payne (608) 266-2112**

**September 14, 2021**

*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 (1-3)**

**B. Approval of Minutes of June 8, 2021 (4-5)**

**C. Reminders: Conflicts of Interest, Scheduling Concerns**

**D. Administrative Matters – Discussion and Consideration**

- 1) Department, Staff and Board Updates
- 2) Board Members – Term Expiration Dates
  - a. Black, Teresa L. – 7/1/2023
  - b. Erickson, Terry – 7/1/2023
  - c. Hanson, Randi J. – 7/1/2023
  - d. O’Brien, Laura M. – 7/1/2019
- 3) Wis. Stat. s. 15.085(3)(b) – Biannual Meeting with the Medical Examining Board

**E. Legislative and Policy Matters – Discussion and Consideration**

**F. Administrative Rule Matters – Discussion and Consideration (6)**

- 1) OT 3, Relating to Continuing Education
- 2) Pending and Possible Rulemaking Projects

**G. Wisconsin Occupational Therapy Association (WOTA) Matters – Discussion and Consideration**

**H. AOTA/NBCOT Occupational Therapy Licensure Compact Initiative – Discussion and Consideration**

**I. COVID-19 – Discussion and Consideration**

**J. Discussion and Consideration of Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

K. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 448.02(8), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**L. Deliberation on DLSC Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 20 OTB 003 – Danielle A. Kaiser, OTA **(7-14)**

M. Open Cases

N. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders

- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

O. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**P. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

Q. Open Session Items Noticed Above Not Completed in the Initial Open Session

**R. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates**

**ADJOURNMENT**

**ORAL EXAMINATION OF CANDIDATES FOR LICENSURE**

**VIRTUAL/TELECONFERENCE**

**10:00 A.M. OR IMMEDIATELY FOLLOWING FULL BOARD MEETING**

**CLOSED SESSION** – Reviewing Applications and Conducting Oral Examinations of **Zero (0)** (at the time of agenda publication) Candidate for Licensure and Any Additional Examinations Added After Agenda Preparation – Laura O’Brien & Teresa Black

**NEXT DATE: NOVEMBER 16, 2021**

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 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board’s agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MEETING MINUTES  
JUNE 8, 2021**

**PRESENT:** Teresa Black, Terry Erickson, Randi Hanson, Laura O'Brien

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Megan Glaeser, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Laura O'Brien, Chairperson, called the meeting to order at 9:30 a.m. A quorum was confirmed with four (4) board members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- Under item "E. Administrative Matters – Discussion and Consideration" **ADD:**
  - Appointment of Liaisons and Alternates
- Under item "D. 9:30 A.M. Public Hearing: CR 20-033 (OT 1 to 6), Related to Telehealth" **AMEND:**
  - CR ~~20~~**21**-033

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF MARCH 9, 2021**

**MOTION:** Teresa Black moved, seconded by Terry Erickson, to approve the Minutes of March 9, 2021 as published. Motion carried unanimously.

**PUBLIC HEARING: CR 21-033 – OT 1 TO 6, RELATED TO TELEHEALTH**

**Review and Respond to Public Hearing Comments and Clearinghouse Report**

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to authorize Legislative Liaison Teresa Black to approve the Legislative Report and Draft, as amended, for Clearinghouse Rule CR 21-033 (OT 1 to 6), relating to telehealth, for submission to the Governor's Office and Legislature. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaisons</b>	Laura O'Brien, Teresa Black <i>Alternate:</i> Randi Hanson

<b>Travel Liaisons</b>	Teresa Black <i>Alternate: Terry Erickson</i>
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**Board Members – Term Expiration Dates**

**MOTION:** Terry Erickson moved, seconded by Teresa Black, to recognize and thank Amy Summers for her years of service to the Occupational Therapists Affiliated Credentialing Board and the State of Wisconsin. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Adoption Order for CR 20-016 (OT 3), Related to Biennial Registration**

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to approve the Adoption Order for Clearinghouse Rule 20-016 (OT 3), related to biennial registration. Motion carried unanimously.

**Adoption Order for CR 21-002 (OT 2), Related to Reciprocal Credentials for Service Members, Former Service Members, and Their Spouses**

**MOTION:** Terry Erickson moved, seconded by Teresa Black, to approve the Adoption Order for Clearinghouse Rule 21-002 (OT 2), related to reciprocal credentials for service members, former service members, and their spouses. Motion carried unanimously.

**OT 3, Related to Continuing Education**

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to authorize Legislative Liaison Teresa Black to work with Department Staff on proposed revisions to OT 3, related to continuing education. Motion carried unanimously.

**DELEGATION OF RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Randi Hanson moved, seconded by Terry Erickson, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:03 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Jameson Whitney, Board Counsel</b>		<b>2) Date When Request Submitted:</b> <b>9/8/21</b> <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b> Occupational Therapists Affiliated Credentialing Board			
<b>4) Meeting Date:</b> <b>9/14/21</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  <b>Administrative Rule Matters – Discussion and Consideration</b> <b>-OT 3 – Continuing Education</b>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes ( <u>Fill out Board Appearance Request</u> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  The Board should review, take necessary action, and give drafting instructions regarding the referenced administrative rule projects.			
<b>11) Signature of person making this request</b> Jameson Whitney	<b>Authorization</b>	<b>Date 9/8/21</b>	
<b>Supervisor (if required)</b>		<b>Date</b>	
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>			
<b>Executive Director Date</b>			
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			