



VIRTUAL/TELECONFERENCE
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
December 16, 2025

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 (1-4)**
- B. Approval of Minutes of September 16, 2025 (5-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - a. Board Chair and Vice Chair Meeting Report
 - 2. Board Members – Term Expiration Dates
 - a. Black, Teresa L. – 7/1/2027
 - b. Donovan, Amber M. – 7/1/2027
 - c. Erickson, Terrance C. – 7/1/2027
 - d. Inda, Kari C. – 7/1/2026
 - e. Kearns, Christine – 7/1/2027
 - 3. Wis. Stat. s. 15.085(3)(b) – Biannual Meeting with the Medical Examining Board
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration**
 - 1. Pending or Possible Rulemaking Projects
- H. Wisconsin Occupational Therapy Association – Discussion and Consideration
- I. Occupational Therapy (OT) Licensing Compact Report – 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. Public Health Emergencies
11. Administrative Rule Matters
12. Liaison Reports
13. Board Liaison Training and Appointment of Mentors
14. Informational Items
15. Division of Legal Services and Compliance (DLSC) Matters
16. Presentations of Petitions for Summary Suspension
17. Petitions for Designation of Hearing Examiner
18. Presentation of Stipulations, Final Decisions and Orders
19. Presentation of Proposed Final Decisions and Orders
20. Presentation of Interim Orders
21. Petitions for Re-Hearing
22. Petitions for Assessments
23. Petitions to Vacate Orders
24. Requests for Disciplinary Proceeding Presentations
25. Motions
26. Petitions
27. Appearances from Requests Received or Renewed
28. 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 440.205, 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. Division of Legal Services and Compliance (DLSC) Matters

1. **Proposed Stipulations, Final Decisions and Orders**
 - a. 25 OTB 0003 – Lyndsay M. Kopping (7-13)
2. **Case Closings**
 - a. 25 OTB 0005 – L.L.S. (14-20)
 - b. 25 OTB 0008 – M.L.M. (21-30)

M. Deliberation on Review of Administrative Warnings

1. 9:40 A.M. APPEARANCE: Julie Zimmer, DLSC Attorney; Y.V.H., Respondent: WARN00003993 – 24 OTB 0004 – Y.V.H. (31-56)

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

NEXT MEETING: MARCH 10, 2026

ORAL INTERVIEW OF CANDIDATES FOR LICENSURE

VIRTUAL/TELECONFERENCE

10:30 A.M. OR IMMEDIATELY FOLLOWING FULL BOARD MEETING

CLOSED SESSION – Reviewing Applications and Conducting Oral Interviews of **Zero (0)** (at the time of agenda publication) Candidates for Licensure and Any Additional Examinations
Added After Agenda Preparation – Teresa Black

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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that meeting at

which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
SEPTEMBER 16, 2025**

PRESENT: Teresa Black, Amber Donovan, Terrance Erickson, Kari Inda, Christine Kearns

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department staff

CALL TO ORDER

Teresa Black, Chairperson, called the meeting to order at 9:32 a.m. A quorum was confirmed with five (5) board members present.

ADOPTION OF AGENDA

MOTION: Terrance Erickson moved, seconded by Amber Donovan, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 10, 2025

MOTION: Terrance Erickson moved, seconded by Christine Kearns, to approve the Minutes of June 10, 2025, as published. Motion carried unanimously.

Election of Officers

Vice Chairperson

NOMINATION: Teresa Black nominated Kari Inda for the Office of Vice Chairperson. Kari Inda accepted the nomination.

Kari Inda was elected as Vice Chairperson by unanimous voice vote.

2025 Officers	
Chairperson	Teresa Black
Vice Chairperson	Kari Inda
Secretary	Christine Kearns

CLOSED SESSION

MOTION: Terrance Erickson moved, seconded by Christine Kearns, 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 § 448.02(8), Stats.); to consider individual histories or disciplinary data (§ 19.85(1)(f), Stats.); and to confer with legal counsel (§ 19.85(1)(g), Stats.). Teresa Black, Chairperson, read the language of the motion aloud for the record. The vote of each

member was ascertained by voice vote. Roll Call Vote: Teresa Black-yes; Amber Donovan-yes; Terrance Erickson-yes; Kari Inda-yes; Christine Kearns-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:14 a.m.

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

Administrative Warnings

24 OTB 0004 – Y.L.V.H.

MOTION: Terrance Erickson moved, seconded by Christine Kearns, to issue an Administrative Warning in the matter of Y.L.V.H., DLSC Case Number 24 OTB 0004. Motion carried unanimously.

Case Closings

25 OTB 0004 – C. L.Y.

MOTION: Terrance Erickson moved, seconded by Kari Inda, to close DLSC Case Number 25 OTB 0004, against C. L.Y., for Prosecutorial Discretion (P7). Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Christine Kearns moved, seconded by Amber Donovan, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened to Open Session at 10:21 a.m.

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

MOTION: Terrance Erickson moved, seconded by Amber Donovan, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

DELEGATION OF RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Terrance Erickson moved, seconded by Kari Inda, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Terrance Erickson moved, seconded by Amber Donovan, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:23 a.m.