

Friday, May 19, 2017

The Maryland Board of Occupational Therapy Practice

Chairperson: Vanessa Hughes, COTA/L

**55 Wade Ave., Bland Bryant Bldg., 4<sup>th</sup> Floor  
Catonsville, MD 21228**

**Time: 8:30 a.m.**

**GENERAL SESSION MINUTES**

**Board Members Present**

Vanessa Hughes, COTA/L, **Chairperson**  
Wanda R. Banks, MA, OTR/L, Vice Chairperson  
Kimberly Goodman, MS, OTR/L, Secretary/Treasurer  
Kim Sands, OTD, OTR/L  
Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN  
Marylin Pierre, Esquire, Consumer Member  
A. Cassandra Brown, Consumer Member

**Non-Board Members Present**

Donna Ashman, Executive Director  
Lauren Murray, Assistant Director  
Anthony DeFranco, Board Counsel

**Guests Present**

Kristen Neville, Boards and Commissions Legislative Specialist  
Rachael Faulkner, Policy Partners

- 9:02 a.m.
1. Ms. Hughes called the meeting to order at 9:02 am.
  2. Approval or correction of the General Session Agenda – May 19, 2017. Ms. Goodman made a motion to approve the agenda. Ms. Sands seconded it. All were in favor.
  3. Approval or correction of the General Session Minutes – April 21, 2017. Ms. Sands made a motion to approve the minutes. Ms. Banks seconded it. All were in favor.
  4. Ratify license applications presented during the prior month's Executive Session. Ms. Banks made a motion to approve the 29 licensees for the previous month's executive session. Ms. Sands seconded it. All were in favor.

## REPORTS

1. Office of Attorney General (OAG) – Tony De Franco, Board Counsel
  - Mr. DeFranco accepted a position with the Department of Health and Human Services. This month's meeting will be his last.
  
2. Administrative Reports – FY'17
  - Staff: Donna Ashman
  - a. 2017 License Renewal Update
    - a. Ms. Ashman reports that 2017 has been the best renewal yet, achieving the Board staff's automated goals.
    - b. The addition of a Facebook page has been helpful for announcements regarding renewals.
    - c. Ms. Goodman asked why the "yes/no" questions say "N/A" instead of "No." The Board staff will look into that, but it was clarified that the original online renewal application only allowed for 2 answers, and the staff thought that N/A was more appropriate for most questions.
    - d. 97 OTAs and 527 OTs have renewed as of the date of the meeting.
  - b. Online Licensure and Mobile Phone App Update
    - a. The Board staff is moving forward with the contract procurement and are hopeful that it will be completed by October.
  - c. Records Retention and Disposal Schedule Update
    - a. Ms. Ashman is querying the other Boards to see if they would be willing to change to the amended Records Retention schedule. Ms. Ashman and Ms. Murray amended it and sent it to the other Boards, and are waiting for a response.
    - b. In the meantime, Ms. Murray is scanning the paper records in preparation for possible disposal.
  - d. DHMH is changing its name for the Department of Health. The change should be made starting July 1<sup>st</sup>.
  - e. Ms. Murray and Ms. Ashman are meeting with the new upstairs neighbors this afternoon. One of the concerns is the number of people coming through the hall, especially during Board Meetings. The Board staff is hoping to build a wall around the area where the Board meets in order to maintain privacy during Executive Sessions. The Board supports this decision.
  
3. Legislation/Regulations Committee –
  - Kim Sands, OTD, OTR/L,
  - Marylin Pierre, Esquire, Consumer Member
  - Staff: Lauren Murray, Donna Ashman
  - a. COMAR 10.46.01-07 Revisions Update
    - a. The revisions process continues to go smoothly through the Regulations office.
    - b. The Board staff had to remove the \$50 fee for first temporary license and the definitions of procedures and principles, and licensed

occupational therapist at the recommendation of the Regulations office.

- b. Proposals for Legislative or Regulation changes/additions for next year
  - a. The deadline for proposals is next Wednesday. A 1-2 page description of the proposal will be needed, and it will be reviewed by the Dept of Government Affairs.
  - b. In the past, Sec. Mitchell wanted only 2 departmental bills submitted. Sec. Schrader does not want a 2-bill cap. It is unclear how he will decide which proposals will be accepted.
  - c. Mr. DeFranco asked if the Boards can independently get their own sponsor. Ms. Neville will look into that.
  - d. OT Cleanup Bill
    - i. Ms. Ashman asked the Board if they want a cleanup bill proposed for the next legislative cycle, including the criminal history background check reference and taking out the words "the body" from the definition of occupational therapy?
    - ii. Ms. Brown made a motion to go forward with the proposal. Mr. Martin seconded it. All were in favor.

4. Continuing Education Committee –

Kimberly Goodman, MS, OTR, Kim Sands, OTD, OTR/L, Staff: Denise Goetz

- Nothing to report.

5. Executive Committee –

Vanessa Hughes, COTA/L, Chairperson  
Wanda Banks, MA, OTR/L, Vice Chairperson  
Kimberly Goodman, MS, OTR/L, Secretary/Treasurer  
Staff: Donna Ashman

a. Correspondence & Inquiries for Board review

- a. 5/13/17—An email regarding how many OTAs an OT can supervise.
  - i. Ms. Murray has already written a sample response.
  - ii. The Board approved of the response, but Ms. Neville suggested adding something about the potential rules of the facility/practice.
- b. 5/13/17—An email regarding testing pediatric subjects.
  - i. The Board discussed the email and noted that there were no additional requirements for testing pediatric subjects, since the tester had the proper consent forms and training.
  - ii. Ms. Ashman will send a response.

6. Jurisprudence Exam Committee –

Wanda Banks, MA, OTR/L  
Marylin Pierre, Esquire, Consumer Member  
Staff: Lauren Murray, Donna Ashman

- a. Status Report for Online Licensure
  - a. The Board staff is still waiting for the contract to be approved by the Office of Procurement.

### **UNFINISHED BUSINESS**

1. Plan for June Board Meeting
  - a. The Board Meeting will include an official recognition of Ms. Hughes and Ms. Brown's service to the Board.
  - b. Ms. Hughes will share a PowerPoint about the Loan Closet at the June Meeting.
2. July Meeting
  - The Board will most likely defer the July meeting.

### **NEW BUSINESS**

Board Officer Nominations (Ms. Brown)

- The slate of nominations was distributed.
- Votes will be cast today, and the new officers will be announced in June.

### **ANNOUNCEMENTS**

- Congratulations to Ms. Hughes on her engagement, and Ms. Neville and Mr. Martin on their upcoming weddings.
- Ms. Brown broke her arm last month, which was why she was absent from the May meeting.
- Mr. Martin sees his first private practice patient today.

### **ADJOURNMENT at 9:51 am.**

- 1 hour
1. Executive Session
  2. Lunch