



TELECONFERENCE/VIRTUAL MEETING
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
September 13, 2016

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 22, 2016 (4-5)**
- C) Administrative Updates**
 - 1) Department and Staff Updates
 - 2) Board Members – Term Expiration Dates
 - a) Brian Holmquist – 07/01/2013
 - b) Gaye Meyer – 07/01/2018
 - c) Laura O’Brien – 07/01/2015
 - d) Dorothy Olson – 07/01/2011
 - e) Corliss Rice – 07/01/2013
 - f) Amy Summers – 07/01/2018
 - 3) Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board
- D) Possible Appearance at November Board Meeting: National Board for Certification in Occupational Therapy (NBCOT) Overview of Services Presentation – Shaun Conway, NBCOT**
- E) Legislative/Administrative Rule Matters (6)**
 - 1) Update on Clearinghouse Rule 15-053 Relating to Self-Referral of Occupational Therapy Services
 - 2) Update on Other Legislation and Pending or Possible Rulemaking Projects
- F) Update on Telemedicine Rule Committee of the Medical Examining Board – Discussion and Consideration**
- G) Speaking Engagement(s), Travel, or Public Relation Requests**
- H) Informational Item(s)**
- I) Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Matters
- 6) Legislation/Administrative Rule Matters
- 7) Liaison Report(s)
- 8) Informational Item(s)
- 9) Disciplinary Matters
- 10) Presentations of Petition(s) for Summary Suspension
- 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 12) Presentation of Proposed Decisions
- 13) Presentation of Interim Order(s)
- 14) Petitions for Re-Hearing
- 15) Petitions for Assessments
- 16) Petitions to Vacate Order(s)
- 17) Petitions for Designation of Hearing Examiner
- 18) Requests for Disciplinary Proceeding Presentations
- 19) Motions
- 20) Petitions
- 21) Appearances from Requests Received or Renewed
- 22) Speaking Engagement(s), Travel, or Public Relation Request(s)

J) Public Comments

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 § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

K) Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) Monitoring
- 2) Administrative Warnings
- 3) Proposed Stipulations, Final Decisions and Orders
- 4) **Case Closings**
 - a) 16 OTB 004 (D.M.F.) **(7-10)**

L) Open Cases

M) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Application Matters
- 4) Disciplinary Matters
- 5) Monitoring Matters
- 6) Professional Assistance Procedure (PAP) Matters
- 7) Petition(s) for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Complaints
- 13) Case Closings

- 14) Case Status Report
- 15) Petition(s) for Extension of Time
- 16) Proposed Interim Orders
- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-Hearing
- 22) Appearances from Requests Received or Renewed

N) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- O)** Open Session Items Noticed Above not Completed in the Initial Open Session
- P)** Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- Q)** Ratification of Licenses and Certificates

ADJOURNMENT

NEXT MEETING DATE NOVEMBER 17, 2016

**TELECONFERENCE/VIRTUAL MEETING
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
June 22, 2016**

PRESENT: Amy Summers, Brian Holmquist, Gaye Meyer, Corliss Rice

EXCUSED: Laura O'Brien, Dorothy Olson

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Brian Holmquist, Chair, called the meeting to order at 9:30 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Corliss Rice moved, seconded by Gaye Meyer, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Amy Summers moved, seconded by Corliss Rice, to approve the minutes of March 8, 2016 as published. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE MATTERS

Adoption Order for Clearinghouse Rule 15-053 Relating to Self-Referral of Occupational Therapy Services

MOTION: Corliss Rice moved, seconded by Gaye Meyer, to authorize the Chair to approve the Adoption Order for Clearinghouse Rule 15-053 after the rules have been approved by the Legislature. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS

Report from the NBCOT 2016 Leadership Forum on May 11-13, 2016 in New Orleans, LA – Tom Ryan

MOTION: Gaye Meyer moved, seconded by Corliss Rice, to invite NBCOT to present to the Board at a future meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Gaye Meyer moved, seconded by Corliss Rice, 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 § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Brian Holmquist – yes;

Gaye Meyer – yes; Corliss Rice – yes; Amy Summers – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:05 a.m.

RECONVENE TO OPEN SESSION

MOTION: Gaye Meyer moved, seconded by Amy Summers, to reconvene in Open Session at 10:07 a.m. Motion carried unanimously.

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

MOTION: Amy Summers moved, seconded by Gaye Meyer, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

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

Proposed Stipulations, Final Decisions and Orders

15 OTB 003 – Carol Bartz-Bentz

MOTION: Gaye Meyer moved, seconded by Amy Summers, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Carol Bartz-Bentz, DLSC Case No. 15 OTB 003. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Corliss Rice moved, seconded by Gaye Meyer, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Gaye Meyer moved, seconded by Amy Summers, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:08 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dale Kleven Administrative Rules Coordinator		2) Date When Request Submitted: 8/31/16 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Occupational Therapists Affiliated Credentialing Board			
4) Meeting Date: 9/13/16	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative and Administrative Rule Matters – Discussion and Consideration 1. Update on Clearinghouse Rule 15-053 Relating to Self-Referral of Occupational Therapy Services 2. Update on Other Legislation and Pending or Possible Rulemaking Projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Dale Kleven</i>		<i>August 31, 2016</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 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.			