

1 **TEXAS BOARD OF OCCUPATIONAL THERAPY EXAMINERS**

2 Board Meeting
3 333 Guadalupe St #2-510
4 Austin, TX 78701

5
6 February 3, 2006
7 9:30 AM

8
9 Members Present: Jean Polichino, OTR and Presiding Officer
10 Judith Bowen, OTR
11 Grace L. Butler, PhD, Public Member
12 David Cabrales, Public Member
13 Dely Cruz, Public Member
14 Cecilia Fierro, OTR and Secretary
15 Joe Messmer, COTA
16 Clarissa Meyers, OTR

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18 Members Absent: Michael Carreon, COTA
19
20 Frank Knapp, AGG

21
22 Staff: John Maline, Executive Director
23 Augusta Gelfand, OT Coordinator
24 Mark Turek, Chief Investigator
25 Cynthia Machado, Licensing Manager

26
27 Guests: Joan Bell, TOTA Education Chair
28 Lynda Jennings, TOTA Standards and Practice Chair
29

30 **I. Call To Order**

31 Jean Polichino, Presiding Officer, established a quorum and called the meeting to order at
32 9:34 AM.
33

34 **2. Public Comment**

35 Joan Bell and Lynda Jennings presented TOTA's revised Approved Provider Program (APP).
36 They specifically addressed the Board's concerns from the Education Committee's meeting of
37 November 11, 2005, including adding OT professionals as reviewers of the CE programs and
38 moving the APP program to the education portion of TOTA's website. They presented several
39 options and said they would get back to the Board with the final document.
40

41 **3. Approval of Minutes from November 11, 2005**

42 Motion: To approve minutes as corrected.
43 Made by: Judy Bowen
44 Second by: Grace Butler
45 Motion passed.
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47 **4. Discussion and Possible Action On Executive Director's Report concerning**
48 **annual financial report, budgetary status and issues, performance measures,**
49 **strategic plan, on-line processes, JP Exam, Executive Council, Customer Service**
50 **Report, and the OAG required training.**
51

52 Dely Cruz joined the board meeting at 10:44 A.M.

1 The Board wanted to be sure that the wording for the JP exam, included wording to tell
2 licensees that they will not be able to return to a previous question.

3
4 Motion: To give board members until the November 17th board meeting to submit their
5 certificate of completion of the required board training online through the Office of the Attorney
6 General, or failing that, sit through a showing of the training on DVD at the conclusion of the
7 November board meeting.

8 Made by: David Cabrales

9 Second by: Dely Cruz

10 Motion passed.

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12 The Board recessed at 10:35 AM and reconvened at 10:44 AM.

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14 **5. Executive Session pursuant to §551.074 of the Government Code,**
15 **regarding the appointment, employment, evaluation, reassignment, duties,**
16 **discipline, or dismissal of the Executive Director of the Executive Council of**
17 **Physical Therapy and Occupational Therapy Examiners**

18
19 The Board went into Executive Session at 11:40 AM and returned to open session at 12:03
20 PM.

21
22 **6. Investigation Committee Report**

23 **A. Review and Possible Action on Agreed Orders#:** 05-60; 05-79; 06-02; 06-03; 06-06;
24 06-07; 06-10; 06-13; 06-16; and 06-18.

25
26 Motion To ratify Agreed Order #06-10

27 The Board voted to ratify the committee's agreed order.

28
29 Motion: To ratify Agreed Order #06-13

30 The Board voted to ratify the committee's agreed order.

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32 Motion: To ratify Agreed Order #05-79

33 The Board voted to ratify the committee's agreed order.

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35 Motion: To ratify Agreed Order # 05-60

36 The Board voted to ratify the committee's agreed order.

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38 Motion: To ratify Agreed Order #06-16

39 The Board voted to ratify the committee's agreed order.

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41 Motion: To ratify Agreed Order # 06-07

42 The Board voted to ratify the committee's agreed order.

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44 Motion: To ratify Agreed Order # 06-06

45 The Board voted to ratify the committee's agreed order.

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47 Motion: To ratify Agreed Order # 06-18

48 The Board voted to ratify the committee's agreed order.

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51 **B. Investigation report from the January 14, 2006 committee meeting**

52 The Investigation Committee met on January 14 in Austin and reviewed 21 cases, which
53 resulted in 10 agreed orders.

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2 **C. Discussion of investigative activities to date**

3 During the 1st quarter, TBOTE received 14 jurisdictional cases, while the investigators
4 resolved 26 cases in 115 days at a cost of \$83 per case.

5
6 **7. OT Coordinator's Report**

7 The Coordinator referred to her written report.

8
9 **8. Discussion and possible action on proposed amendment to §367.1- 3 Continuing**
10 **Education including TOTA's Approved Provider Program.**

11 The Board decided to leave Chapter 367 as is and referred it to the Education Committee for
12 review.

13
14 **9. Discussion and possible action on changes to renewal process regarding CE**

15 The Board recommended the agency use all methods to encourage licensees to complete their
16 required CE. One suggestion was to change the wording on the renewal postcard notice to tell
17 licensees they will have to list their CE and have completed it before renewal. Another idea
18 was to have all licensees fill out an online form (downloadable paper form for paper renewals)
19 listing their CE before they can continue on to the JP Exam and complete the rest of the online
20 renewal.

21
22 Grace Butler left the meeting at 11:15 AM

23 Clarissa Meyers left the meeting at 11:40 AM

24 David Cabrales left the meeting at 12:17

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26 **10. Presiding Officer's Report**

27 No report

28
29 **11. Discussion and possible action on future meeting dates and agenda items**

30 The Board chose May 5, 2006 and August 4, 2006 for the next two board meetings in Austin.
31 Another board meeting is scheduled for November 17, 2006 at the Mandalay Hotel in Irving,
32 TX.

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34 **12. Adjournment**

35 The Board adjourned at 12:57 PM

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The Board adopted the Minutes on: June 2, 2006