

Texas Board of Occupational Therapy Examiners
BOARD MEETING MINUTES
Videoconference Call
February 7, 2025
1801 Congress Ave Ste 10.900
Austin, TX 78701
9:00 AM

Members Present: Estrella Barrera, OTR, MOT
Jennifer Clark, COTA
Karen Gardner, OTR, Secretary
Chelsea Howell, Public Member
Eddie Jessie, Public Member
Stephanie Johnston, OTR, OTD, FAOTA, Chair
Sally King, COTA
Todd Novosad, OTR, Vice Chair

Members Absent: Blanca Cardenas, Public Member

Counsel Present: Helen Kelley, Assistant Attorney General

Staff Present: Amy Carter, Director of Enforcement
Adriana Delgado, Licensing Manager
Randall Glines, Staff Services Officer
Ralph Harper, Executive Director
Don Meshell, Investigator
Priscilla Sendero, Investigator
Lea Weiss, OT Coordinator
Cynthia Welch, Investigator

The Texas Board of Occupational Therapy Examiners may discuss and/or take action on any of the following agenda items. The Board may go into executive session on any agenda item listed below as authorized by the Open Meetings Act, Texas Government Code Chapter 551.

1. Call to Order

The meeting was called to order at 9:08 AM by Stephanie Johnston, Presiding Officer, who was physically present at the location of the meeting open to the public. She called the roll and announced that a quorum existed. Ralph Harper certified that Chelsea Howell, the new public member, had completed her board member training. Stephanie Johnston welcomed Chelsea Howell, who introduced herself to the Board.

2. Excusing Board Member absences

Motion: To approve the excuse of Blanca Cardenas and Jennifer Clark for the absence at the meeting

Made by: Karen Gardner

Second by: Estrella Barrera

Motion passed.

3. Public Comment

There was no public comment.

4. Minutes of November 8, 2024, meeting

Motion: To approve the minutes

Made by: Chelsea Howell

Second by: Sally King

Motion passed.

5. Executive Director's Report concerning fiscal and budgetary matters, performance measures, ongoing projects, agency personnel matters, IT matters, Executive Council activity, current legislative session, and other agency business

Ralph Harper briefed the Board on fiscal and budgetary matters, agency personnel matters, the current legislative session, other agency business and ongoing projects, and IT matters, including work on the agency's server and licensing system.

6. Investigation Committee Report concerning:

A. Agreed Orders for case #s: 24-259, 24-284, 24-319, 24-323, 24-329, 24-340, 24-346, 24-349, 24-354, 24-355, 24-359, 24-363, 24-367, 25-003, 25-004, 25-006, 25-007, 25-008, 25-009, 25-010, 25-011, 25-012, 25-013, 25-014, 25-034, 25-039, 25-043, 25-046, 25-049, 25-050, 25-053, 25-056, 25-057, 25-060, 25-066, 25-070, 25-071, 25-074, 25-078, 25-086, and 25-093

Amy Carter presented motions from the Investigation Committee to approve agreed orders for the following case numbers: 25-007, 25-008, 25-009, 25-004, 25-006, 25-003, 25-053, 25-060, 25-074, 25-043, 25-049, 25-034, 25-046, 25-057, 25-071, 25-050, 25-066, 25-086, 25-039, 25-070, 25-093, 24-340, 24-363, 24-355, 24-329, 25-013, 25-012, 24-323, 24-354, 25-010, 25-056, 24-319, 24-284, and 25-078.

The Board approved the agreed orders.

Agreed orders for the remaining cases were not presented to the Board.

Jennifer Clark was admitted to the meeting during the agenda item and was in attendance for the remainder of the meeting.

B. Number of cases reviewed, Agreed Orders issued, informal conferences, and other investigative matters discussed during the Investigation Committee Meeting of December 9, 2024

Amy Carter reported that one hundred nineteen cases were reviewed by the Investigation Committee at the December 9, 2024, meeting. Thirty-eight orders were issued by the Investigation Committee, thirty-four of which were accepted. Two informal conferences were held.

93 **C. Performance measures, on-site investigation visits, school presentations,**
94 **and other investigative activities during the first quarter of Fiscal Year 2025**

95 Amy Carter reported on performance measures, on-site investigation visits, school
96 presentations, and other investigative activities during the first quarter of Fiscal Year 2025.

97
98 **D. Proposing changes to 40 Texas Administrative Code (TAC) §374.1,**
99 **Disciplinary Actions, including to revise the Schedule of Sanctions, and**
100 **§374.2, Detrimental Practice, to revise the section**

101 Amy Carter addressed the agenda item and noted changes that could be proposed to §374.1,
102 Disciplinary Actions, to revise the Schedule of Sanctions, and §374.2, Detrimental Practice, to
103 revise the section, including changes discussed during previous Investigations Committee
104 meetings.

105
106 The Board discussed the agenda item.

107
108 **Motion: To approve publishing for public comment proposed rules §374.1, relating**
109 **to Disciplinary Actions, and §374.2, relating to Detrimental Practice**

110 **Made by: Todd Novosad**

111 **Second by: Eddie Jessie**

112 **Motion passed.**
113

114 **7. OT Coordinator's Report, concerning developments in the field of occupational**
115 **therapy and updates regarding regulatory matters in occupational therapy,**
116 **including Board licensing, CE audit, and entry-level occupational therapy**
117 **accreditation statistics and updates; recent and developing legislation; and trends**
118 **and developments in occupational therapy regulations**

119 Lea Weiss reported on Board licensing, CE audit, entry-level occupational therapy
120 accreditation statistics and updates, and bills filed during the current legislative session.
121

122 **8. Presiding Officer's Report, concerning developments in the field of occupational**
123 **therapy and updates regarding regulatory matters in occupational therapy,**
124 **including entry-level occupational-therapy accreditation updates; trends and**
125 **developments in occupational therapy regulations, practice, standards, and**
126 **guidelines; Board and committee appointment updates; and regulatory**
127 **conferences and events**

128 Stephanie Johnston noted recent and upcoming conferences and events and Sally King
129 shared information regarding the Texas Occupational Therapy Association's Day at the Capitol.
130 Stephanie Johnston also addressed the recent appointment and reappointment of board
131 members.
132

133 **9. Election of Board Vice Chair and Board Secretary**

134 Stephanie Johnston noted that the Board would be holding the required elections for the officer
135 positions of board vice chair and board secretary. Stephanie Johnston addressed the
136 positions, in general, and thanked the current officers for their service.
137

138 Stephanie Johnston asked for nominations for board vice chair and board secretary.

139
140 Stephanie Johnston nominated Todd Novosad for board vice chair and Karen Gardner for board
141 secretary.

142
143 **Motion: To elect Todd Novosad as Board Vice Chair and Karen Gardner as Board**
144 **Secretary**

145 **Made by: Chelsea Howell**

146 **Second by: Eddie Jessie**

147 **Motion passed.**

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149 **10. Future Board meeting dates and agenda items for future consideration**
150 Stephanie Johnston noted that board meetings had been scheduled for May 2, 2025; August 1,
151 2025; October 31, 2025; and February 6, 2026, with possible committee meetings to be held
152 May 1 and 2, 2025; July 31 and August 1, 2025; October 30 and 31, 2025; and February 5 and
153 6, 2026.

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155 **11. Adjournment**

156 The Board adjourned at 10:39 AM.

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158 **Minutes approved on: May 2, 2025**