

Texas Board of Occupational Therapy Examiners
BOARD MEETING MINUTES
Videoconference Call
August 1, 2025
1801 Congress Ave Ste 10.900
Austin, TX 78701
9:00 AM

Members Present: Blanca Cardenas, Public Member
Karen Gardner, OTR, Secretary
Eddie Jessie, Public Member
Stephanie Johnston, OTR, OTD, FAOTA, Chair
Sally King, COTA
Todd Novosad, OTR, Vice Chair

Members Absent: Estrella Barrera, OTR, MOT
Jennifer Clark, COTA
Chelsea Howell, Public Member

Counsel Present: Rosalind Hunt, Assistant Attorney General

Staff Present: Amy Carter, Director of Enforcement
Adriana Delgado, Licensing Manager
Randall Glines, Staff Services Officer
Ralph Harper, Executive Director
Lea Weiss, OT Coordinator

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 9:06 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.

2. Excusing Board Member absences

Motion: To approve the excuse of Estrella Barrera, Jennifer Clark, and Chelsea Howell for the absence at the meeting

Made by: Eddie Jessie

Second by: Sally King

Motion passed.

Stephanie Johnston reordered the agenda to address next Item 9.

47 **9. Proposed changes to 40 TAC Part 12 pursuant to SB 912 (86th Regular Legislative**
48 **Session) concerning a CE tracking system**

49 Stephanie Johnston noted that as there was a typographical error in the agenda item, which
50 referenced the 86th, rather than the 89th, regular legislative session, the Board would not be able
51 to address the item other than to note that a related item would likely be placed on the agenda
52 for an upcoming meeting.

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54 **3. Public Comment**

55 There was no public comment.

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57 **4. Minutes of May 2, 2025, meeting**

58 **Motion: To approve the minutes**

59 **Made by: Todd Novosad**

60 **Second by: Eddie Jessie**

61 **Motion passed.**

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63 **5. Executive Director's Report concerning fiscal and budgetary matters, performance**
64 **measures, ongoing projects, agency personnel matters, IT matters, Executive**
65 **Council activity, previous and current legislative sessions, and other agency**
66 **business**

67 Ralph Harper briefed the Board on fiscal and budgetary matters, the previous and current
68 legislative sessions, other agency business and ongoing projects, and IT matters, including
69 work on the agency's server and the launch of the agency's new licensing system. Ralph
70 Harper, along with Adriana Delgado, addressed agency personnel matters and the agency's
71 new licensing system.

72
73 **6. Investigation Committee Report concerning:**

74 **A. Agreed Orders for case #s: 25-064, 25-140, 25-173, 25-197, 25-205, 25-210,**
75 **25-215, 25-216, 25-217, 25-218, 25-223, 25-225, 25-235, 25-242, 25-251, 25-**
76 **257, 25-264, 25-280, 25-281, and 2025-00542**

77 Amy Carter presented motions from the Investigation Committee to approve agreed orders for
78 the following case numbers: 25-205, 25-210, 25-215, 25-217, 25-242, 25-251, 25-235,
79 25-223, 25-257, 25-225, 25-264, 25-197, 2025-00542, 25-281, 25-173, 25-140, and 25-064.

80
81 The Board approved the agreed orders.

82
83 Agreed orders for the remaining cases were not presented to the Board.

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85 **B. Number of cases reviewed, Agreed Orders issued, informal conferences,**
86 **and other investigative matters discussed during the Investigation**
87 **Committee Meeting of June 6, 2025**

88 Amy Carter reported that one hundred eighteen cases were reviewed by the Investigation
89 Committee at the June 6, 2025, meeting. Twenty orders were issued by the Investigation
90 Committee, seventeen of which were accepted. Four informal conferences were held.

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

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

7. Proposing changes to the following rules in 40 Texas Administrative Code (TAC) to revise the sections, including with regard to changes due to the agency's transition to a new licensing system and recent legislation concerning the licensing of military service members, military veterans, and military spouses:

- A. §361.1. Statutory Authority**
- B. Chapter 364. Requirements for Licensure**
- C. §369.1. Display of Licenses**
- D. Chapter 370. License Renewal**
- E. Chapter 371. Inactive and Retired Status**
- F. §375.1. Fees**

Lea Weiss addressed the agenda item and noted changes that could be proposed to the sections, including with regard to changes due to the agency's transition to a new licensing system and recent legislation concerning the licensing of military service members, military veterans, and military spouses.

Motion: To approve publishing for public comment proposed rule §361.1, relating to Statutory Authority, §364.1, relating to Requirements for Licensure, §364.2, relating to Initial License by Examination, §364.3, relating to Temporary License, §364.4, relating to Licensure by Endorsement, §364.5, relating to Recognition of Out-of-State License of Military Service Members and Military Spouses, §369.1, relating to Display of Licenses, §370.1, relating to License Renewal, §370.2, relating to Late Renewal, §370.3, relating to Restoration of a Texas License, §371.1, relating to Inactive Status, §371.2, relating to Retired Status, and §375.1, relating to Fees

Made by: Sally King

Second by: Eddie Jessie

Motion passed.

The Board recessed during the agenda item at 10:35 AM and reconvened at 10:47 AM. Stephanie Johnston called the roll and announced that a quorum existed.

8. Proposing changes to 40 TAC §374.1, Disciplinary Actions, including to revise the Schedule of Sanctions, and §374.2, Detrimental Practice, to revise the section

Lea Weiss and Amy Carter addressed the agenda item and noted changes that could be proposed to §374.1, Disciplinary Actions, to revise the Schedule of Sanctions, and §374.2, Detrimental Practice, to revise the section.

Motion: To approve publishing for public comment proposed rule §374.1, relating to Disciplinary Actions, and §374.2, relating to Detrimental Practice

Made by: Karen Gardner

Second by: Todd Novosad

Motion passed.

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

Lea Weiss reported on Board licensing, CE audit, entry-level occupational therapy accreditation statistics and updates, and legislation during the recent regular legislative session.

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

Stephanie Johnston noted that the agency had been in communication with the Office of the Governor's Appointments Office regarding the need for the appointment and reappointment of board members, which was anticipated to be completed in the near future. Stephanie Johnston also noted that after such was completed, new committee assignments would likely be considered and that the next or a subsequent board meeting set might be held as part of an off-site board conference.

12. Future Board meeting dates and agenda items for future consideration

Stephanie Johnston noted that board meetings had been scheduled for November 7, 2025, which had been rescheduled from a tentative date in October, 2025; February 6, 2026; May 1, 2026; and August 7, 2026, with possible committee meetings to be held November 6 and 7, 2025; February 5 and 6, 2026; April 30 and May 1, 2026; and August 6 and 7, 2026.

13. Personnel matters regarding the appointment, compensation, employment, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director of the Executive Council of Physical Therapy and Occupational Therapy Examiners

Stephanie Johnston determined that a quorum was present and announced that it was 11:50 AM on August 1, 2025, and that the Board would go into closed session pursuant to Texas Government Code §551.074 to discuss personnel matters under Agenda Item 13. Stephanie Johnston requested that all non-board members except for legal counsel leave the meeting and wait in the waiting room. The Board went into closed session.

After any non-board members were readmitted to the meeting, the Board returned to open session. Stephanie Johnston conducted a roll call of members, determined that a quorum existed, and announced that it was 12:14 PM on August 1, 2025, and that the Board was back in open session.

Stephanie Johnston noted that no action was taken in closed session.

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185 **14. Adjournment**

186 The Board adjourned at 12:17 PM.

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188 **Minutes approved on:** November 7, 2025