



## Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board

### **Joint Board Meeting**

September 9, 2010

10:00 a.m.

South A

#### **Members**

Raymond Bilecky, PT  
Rebekah Bower, AT  
Thomas Caldwell, PT, President-Elect  
Jason Dapore, Physician  
Mary Kay Eastman, PT  
Rebecca Finni, OT, Secretary  
Aaron Galpert, AT  
Jean Halpin, OT  
Karen Holtgreffe, PT  
Brian Hertz, AT  
Kimberly Lawler, OT  
James Lee, PT  
Vincent O'Brien, AT, President  
Nanette Shoemaker, OTA  
Mary Stover, OT

#### **Legal Counsel**

Yvonne Tertel, AAG

#### **Staff**

H. Jeffery Barker, Investigator  
Diane Moore, Executive Assistant  
Lisa Ratinaud, Enforcement Division Supervisor  
Jeffrey Rosa, Executive Director  
Andrew Snouffer, Investigator

#### **Guests**

Jacquelyn Chamberlin, OOTA  
Sam Coppoletti  
Marilyn Mount  
Kimberly Payne  
Mollie Verdier

#### **Call to Order**

The meeting was called to order by Joint Board President Vincent O'Brien at 10:10 a.m.

#### **Mission Statement**

Vincent O'Brien read the Board Mission Statement:

The mission of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board is to actively promote and protect the health of the citizens of Ohio through effective regulation of the professions of occupational therapy, physical therapy, and athletic training. Goals to achieve this mission include:

- Ensuring that individuals practicing occupational therapy, physical therapy, and athletic training meet sufficient standards of education, training, competence, and ethics, as defined in the laws and rules governing the profession.
- Investigate and discipline licensees whose practice falls below the minimal standards of care.
- Define and advocate for standards of safe OT, PT, AT practice, and ensure that the laws and rules governing the practice accurately reflect current standards.
- Provide information about the licensees of the OT PT AT Board, the Board's functions and operations, and the laws governing the practice of OT, PT, and AT.
- Achieve and maintain the highest possible levels of organizational efficiency.

#### **Approval of Minutes**

**Action:** Raymond Bilecky moved that the March 4, 2010 meeting minutes be approved as submitted. Thomas Caldwell seconded the motion. The motion carried.

#### **Executive Director's Report**

The Executive Director presented the following information to the Board:

- The Executive Director reported that the Board finished the occupational therapy assistant renewals and is midway through the athletic trainer's renewals. The Board is still getting a lot of questions regarding the pocket identification card.
- The Executive Director reported that the Board Sponsored CE presentation in Cincinnati on August 24 was successful.
- The Executive Director reported that that Board will continue searching for a sponsor for the joint board bill after the elections have been completed.
- The Executive Director informed the Board that he is currently working on the Fiscal Year 2012 and 2013 budget request. The Board will need to submit a supplemental request to cover a new administrative cost for biennial audit. Other factors impacting the budget request include increases in staff payroll costs due to increased payroll fees, increases in health care costs, and an additional pay period in FY 2012.
- The Executive Director reported that the previous agency cut backs (e.g.: elimination of pocket ID cards) will continue through FY 2012-2013, which will aid in maintaining growth in Board expenditures.

The formal Executive Director's report is attached to the minutes.

**Action:** Brian Hertz moved that the Board go into executive session to discuss personnel matters related to the appointment, employment, or compensation of a public employee. Kimberly Lawler seconded the motion.

The Executive Director called the roll:

Raymond Bilecky	Yes
Rebekah Bower	Yes
Thomas Caldwell	Yes
Jason Dapore	Yes
Mary Kay Eastman	Yes
Rebecca Finni	Yes
Aaron Galpert	Yes
Jean Halpin	Yes
Karen Holtgreffe	Yes
Brian Hertz	Yes
Kimberly Lawler	Yes
James Lee	Yes
Vincent O'Brien	Yes
Nanette Shoemaker	Yes
Mary Stover	Yes

The Section went into executive session at 10:20 am and came out at 10:33 am. There was no action taken.

### **Special Orders**

#### *Joint Board President-Elect*

**Action:** Mary Stover nominated Kimberly Lawler to be Joint Board President-Elect for the period beginning September 9, 2010 and ending immediately following the September 2011 Joint Board meeting. Rebecca Finni seconded the nomination. All members present voted to elect Kimberly Lawler as Joint Board President-Elect beginning September 9, 2010 and ending immediately following the September 2011 Joint Board meeting at which time she will become the Joint Board President through the end of the of the September 2012 Joint Board Meeting.

#### *Joint Board Secretary*

**Action:** Thomas Caldwell nominated Raymond Bilecky to be Joint Board Secretary for the period beginning September 9, 2010 and ending immediately following the September 2011 Joint Board meeting. James Lee seconded the nomination. All members present voted to elect Raymond Bilecky as Joint Board Secretary.

**Action:** James Lee moved to authorize the use of signature stamps or electronic signatures by the Joint Board President, Joint Board Secretary, and the Executive Director for the period beginning September 9, 2010 and ending September 30, 2011. Jason Dapore seconded the motion. The motion carried.

**Action:** Mary Kay Eastman moved to authorize the Executive Director to make editorial changes to motions for the

period beginning September 9, 2010 and ending September 30, 2011. Raymond Bilecky seconded the motion. The motion carried.

### **Open Forum**

The Board discussed whether the correspondence should be posted on the Board website. The Occupational Therapy and Athletic Trainers Sections post the responses to correspondence in the Section minutes. The Physical Therapy Section will begin posting the responses to the correspondence in the Section minutes. All three Sections will review potential additions to the frequently asked questions. In addition, each section will identify on the Frequently Asked Questions (FAQ) if the correspondence is a joint response for the Sections and will post the Joint FAQ on each Section's FAQ.

### **Discussion of Law Changes**

The Executive Director reported that the Board will continue looking for a sponsor for the Joint Board restructuring bill after the fall elections.

### **New Business**

#### **Occupational Therapy Section Report**

Kimberly Lawler presented the Occupational Therapy Section report. Ms. Lawler reported that the Section is still working on revising the jurisprudence examination and code of ethics. Ms. Lawler also reported the Section held a retreat in June. The Occupational Therapy Section presented at the Ohio Association of Pupil Services Administrators to discuss the roles and responsibilities of occupational therapists and occupational therapy assistants and to inform the administrators of the benefits of maintaining occupational therapy assistant roles in to school based practice. Ms. Lawler reported that the Section also presented at the OT/PT School Based Institute. Rebecca Finni and Kimberly Lawler were reappointed to the Section.

#### **Physical Therapy Section Report**

Raymond Bilecky presented the Physical Therapy Section report. Mr. Bilecky reported that the Federation of State Boards of Physical Therapy (FSBPT) temporarily suspended graduates from entry-level physical therapy programs in Egypt, India, Pakistan, and the Philippines from sitting for the National Physical Therapy Examination due to security breaches. The FSBPT is currently developing the NPTE-YRLY examination that will be offered to graduates from the impacted countries once per year. Mr. Bilecky reported that the Section has completed the consumer education brochure, held a retreat this past April, and submitted changes to the laws and rules. Mr. Bilecky also reported that the Section presented at the OT/PT School Based Institute. In addition the Section is currently working on a Section newsletter. Mr. Bilecky reported that Mary Kay Eastman and Marilyn Mount were reappointed to the Section.

#### **Athletic Trainers Section Report**

Vincent O'Brien presented the Athletic Trainers Section report. Mr. O'Brien reported that the Section held a retreat in August. The Sections is discussing continuing competency and working on defining re-entry requirements for an athletic trainer that have been out of practice. Mr. O'Brien further reported that the Section is working on updating the jurisprudence examination. Mr. O'Brien reported that Board of Certification has posted information for athletic trainers travelling with visiting teams in the State of Michigan that they can only practice under the supervision of a Michigan licensed athletic trainer. Mr. O'Brien reported that Aaron Galpert and Jason Dapore were reappointed to the Section.

#### **Board Sponsored CE Sessions**

The Executive Director reported that the Board sponsored continuing education session held in Cincinnati in August of this year was well received. The Board is looking to host the next continuing education session in the Cleveland area. The Section is looking for site to host the continuing education session.

#### **Customer Satisfaction Survey Results**

The Executive Director discussed the responses from the customer satisfaction survey offered through Survey Monkey. The Board requested that the Executive Director add a statement on the e-Licensing Center's Verification page to inform individuals to scroll down to view results of the license lookup. This clarification will help minimize the calls to the Board on how to see the search results.

2011 Meeting Calendar Review

The Executive Director reported that the Occupational Therapy Section meetings have been changed to Thursdays. The Board accepted the proposed dates for March and September joint board meeting. The Board will notify the Executive Director of any changes to the individual Section meeting dates for 2011.

2010 Annual Report

The Board made no revisions to the Annual Report. The Executive Director anticipates posting the Annual Report on the Board website next week.

Travel and Expense Reminder

The Executive Director informed the Board that the voting button survey was unsuccessful, since Board members are not on the State's email exchange. The Executive Director gave a brief overview of the travel and expense policy and deadlines. Since the travel and expense reports are generated electronically, Board members are required to notify the Board via email to initiate the travel expense report and inform the Board of any eligible expenses that occurred while in travel status.

Enforcement Records Retention Schedule

The Executive Director informed the Board that enforcement case log is stored in an electronic database managed by the Enforcement Division of the Board. The paper file is stored in a secured area. For cases that do not lead to any disciplinary action, the Executive Director proposed that the records be destroyed, because they are not further use to the Division. The Board will continue to maintain all notices and consent agreements for closed cases. The Board elected that the Executive Director draft proposed language for the records retention schedule for enforcement cases that are closed.

Items for the Next Meeting

- Section Reports
- Update on Joint Board Bill
- Customer Satisfaction Survey
- Legislative Changes
- Executive Director Evaluation

Next Meeting

The next Joint Board meeting is scheduled for Thursday, March 10, 2011 at 10:00 a.m.

**Action:** Kimberly Lawler moved that the meeting be adjourned. Rebekah Bower seconded the motion. The motion carried. The meeting adjourned at 11:16 a.m.

Respectfully submitted,  
*Diane Moore*

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Vincent O'Brien, AT, President  
Ohio Occupational Therapy, Physical Therapy,  
and Athletic Trainers Board

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Rebecca Finni, OTR/L, Secretary  
Ohio Occupational Therapy, Physical Therapy,  
and Athletic Trainers Board

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Jeffrey M. Rosa, Executive Director  
Ohio Occupational Therapy, Physical Therapy,  
and Athletic Trainers Board

RLF:jmr:dm