



MINNESOTA BOARD OF OCCUPATIONAL THERAPY PRACTICE

Protecting the Public

BOARD MEETING Minutes

Wednesday, May 10, 2023 – 2:30 PM

Hybrid Meeting – WebEx and Split Rock Conference Room at 335 Randolph Ave, St. Paul, MN 55102

Roll-Call Present: Chris Harbaugh, Donna Coughlin, Mary (Penny) Bartzen, Samantha Olsen, Jessica Engman, Erin Staum, Stephanie Smith, Kaitlyn Bills, Barbara Kloetzke, Karoline Pierson, Gregg Schaeppi

Board Staff: Chris Bourland (Executive Director), Daniella Filardo (Assistant Executive Director)

Guests: Nicholas Lienesch (Attorney General’s Office), Karen Sames (MOTA)

<p>Call to Order; Introductions/Roll Call, Mission Statement <i>Per MN Statute 13D, the Board Chair and Executive Director have determined that, due to ongoing COVID concerns, it is not practical or prudent to hold an in person meeting at this time.</i></p> <ul style="list-style-type: none"> • Call to Order • Mission Statement • Roll Call • Guest Introductions; staff introductions • Welcome to New Board Members: Kaitlyn Bills, Barbara Kloetzke, Karoline Pierson • Reappointed Board Members: Penny Bartzen, Jessica Engman • Thank you departing Board Members: Lynnette Buckley, Steve Jobe, Jeff Malikowski 	<p>Call to order at 2:32 PM</p>
<p>Minutes approval from February 2023 Board Meeting</p>	<p>Motion: Erin Staum Second: Stephanie Smith Status: Approved</p>
<p>Agenda: No additions or modifications</p>	<p>Motion: Jessica Engman Second: Sam Olsen Status: Approved</p>
<p>Committee Appointments</p> <ul style="list-style-type: none"> ○ Complaint Resolution Committee: Karoline Pierson, Stephanie Smith, and Samantha Olsen ○ Compliance Committee: Barb Kloetzke, Penny Bartzen, and Donna Coughlin <p>Election of Board Vice Chair: Samantha Olsen</p>	<p>Motion: Donna Coughlin Second: Erin Staum Status: Approved</p>
<p>Financial Report <i>Managers Financial Report</i></p>	

We are approaching the end of Fiscal Year 2023 (FY23) which ends June 30, 2023. There are no projects or travel plans remaining in FY23. Routine expenditures are being paid and wrapping up. We have our FY24/25 budget built from our budget planning meetings with SmART last fall/summer.

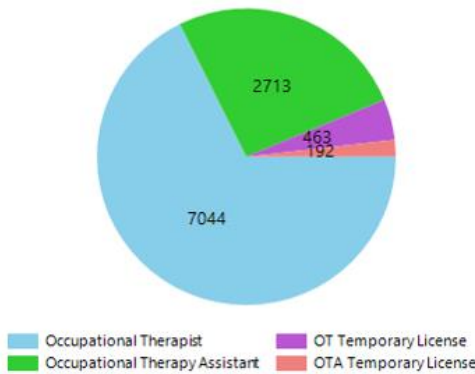
Revenue Report

We are seeing a more consistent revenue stream because of the transition to birth month renewal. We anticipate from projections that we will have steady revenue in FY24 and may see a dip in FY25 also due to the birth month renewal transition and the prorated fees that licensees will pay.

Executive Director Report:

The Board approved the following licenses issued February 1, 2023, through April 30, 2023: OT 110, OTA 20, Temp OT 16, Temp OTA 4

License Type Chart



BOTP License Totals: May 1, 2023

Activities:

Email Engagement: We utilize an email platform called GovDelivery. This platform is utilized by many government agencies at all levels – Federal, State, Municipal. GovDelivery offers statistical reports around engagement rates. It records the number of recipients that open or click on a link that was provided in an email such as a link to the licensee’s online account or a link to MN Statute at the Revisor’s Office. The system records the number of clicks and divides that number by the total number of email recipients during that time period. Overall, the State and Local Government medians are between 55-68% engagement rate. We are currently at about 84-87% engagement rate. We believe that our engagement rate is high because we limit the number of emails that we send and mostly utilize GovDelivery for license renewal notifications.

Odyssey Funding: We can utilize “carry forward” dollars from the end of the FY22/23 biennium to set aside for specific IT projects. Boards can work together to fund projects that will benefit more than one board. For the next FY24/25 biennium, we are contributing funds to two projects in collaboration with the Board of Physical Therapy and the Board of Behavioral Health Therapies. The first, security enhancements and framework upgrades



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<p>to our licensing database, ALIMS. Second, greater development of resources to train and support staff in using ALIMS. Both projects will allow for modernization, security, and efficiency in using ALIMS to its fullest capability.</p> <p>Budget: We projected that our revenue through the birth month conversion in FY24 will remain near our appropriation. We may see a dip in FY25 at the final prorated conversion fees are completed. Our current base appropriation (spending authority) is \$456,000. The Governor increased to \$468,000 for FY24 and \$480,000 for FY25 in the April 2023 bill. This bill is still working its way through the final days of session. Credit card fees will now be collected through US Bank instead of our database. The fee will appear separate on the receipt from the licensure fees.</p> <p>Operations: We have completed and posted our 2022-2024 Affirmative Action Plan. We have updated and posted our Data Request and Data Practices Policies. We may consider seeking a statute language change to distribute from the board and collect a small fee. We are working on our annual Internal Controls which is due at the end of every summer. AOTA: AOTA released their Spring 2023 newsletter which touched on conference and on the AOTA Policy E-18 around Interventions to support occupations. We do reference this policy when practitioners call with questions around support interventions.</p>	
<p>HPSP Report</p>	
<p>Compliance Committee Report Compliance Committee has appointed two new members, Penny Bartzen, and Barb Kloetzke. Thank you, Jeff and Stephanie, for serving!</p>	
<p>Complaint Resolution Committee Report Complaint Resolution Committee has appointed two new members, Stephanie Smith, and Karoline Pierson. Thank you, Steve and Lynnette, for serving!</p>	
<p>Legislative Items Licensure compacts including OT will not have hearings this year but will be eligible next year. Many profession compacts were introduced this year. MOTA is working to change some bill language “and” and “or”. Changes are needed before introduced. FBI interpreting statute around background checks may have impacts for compact licensure. 26 states have passed the OT compact; 10 states have legislation pending.</p>	
<p>Upcoming Events: Remaining 2023 meeting dates: August 9; November 8, 2023 August 9, 2023: Meeting will begin 3PM</p>	
<p>Public Comments: None</p>	



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Adjourn Open Session	Motion: Penny Bartzen Second: Barb Kloetzke Status: Approved Call to adjourn at 3:46 PM
Closed session: Stipulation and Consent Janet Miller, 200114 Voluntary surrender	Motion: Erin Staum Second: Sam Olsen Status: Approved Call to adjourn at 4:01 PM

Respectfully submitted:

Erin Staum, COTA/L

Secretary Minnesota Board of Occupational Therapy Practice

Approved August 9, 2023