



# MINNESOTA BOARD OF OCCUPATIONAL THERAPY PRACTICE

*Protecting the Public*

## BOARD MEETING

### Minutes

Wednesday, February 10, 2021 – 2:30 PM

WebEx Virtual Meeting

**Present:** Chris Harbaugh, Donna Coughlin, Mary (Penny) Bartzen, Samantha Jo Olsen, Lynnette Buckley, Jeffrey Malikowski, Jessica Engman, Stephan Jobe, Erin Staum, Stephanie Smith, Gregg Schaeppi

**Board Staff:** Chris Bourland (Executive Director), Daniella Filardo (Assistant Executive Director), Molly Cox (Licensing Coordinator)

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

<p><b>Call to Order; Mission Statement, Roll Call, Guest Introduction</b></p>	<p>Call to order at 2:34 PM</p>										
<p><b>Minutes</b> approval from November 8, 2020 Board Meeting Changes to start time from 2:00 PM to 2:30 PM</p>	<p>Motion: Jessica Engman Second: Stephan Jobe Status: Approved</p>										
<p><b>Agenda:</b> No additions or modifications</p>	<p>Motion: Mary (Penny) Bartzen Second: Donna Coughlin Status: Approved</p>										
<p><b>Executive Director Report</b> The Board approved licenses issued October 28, 2020 through January 27, 2021: 70 OT, 21 OTA, 27 OT Temporary, 7 OTA Temporary</p> <div data-bbox="178 1134 519 1533"> <p>License Type Chart</p> <table border="1"> <caption>License Type Data</caption> <thead> <tr> <th>License Type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Occupational Therapist</td> <td>6317</td> </tr> <tr> <td>Occupational Therapy Assistant</td> <td>2521</td> </tr> <tr> <td>OT Temporary License</td> <td>299</td> </tr> <tr> <td>OTA Temporary License</td> <td>123</td> </tr> </tbody> </table> </div> <p><i>BOTP License Totals: January 27, 2021</i></p> <p><b>Licensing:</b> <b>The volume of issuing licenses has remained similar than the past but with some delays in fieldwork completion and graduations.</b> Birth Month renewal transition began after January 1, 2021 with new licensees and with the February Occupational Therapist renewal. There were a few database issues but was mostly successful. Molly was a key tester in the database before the database changes went live. Majority of questions received from licensees pertained to fees and timeline of when they'll renew next.</p> <p><b>Office Operations and Staffing:</b></p>	License Type	Count	Occupational Therapist	6317	Occupational Therapy Assistant	2521	OT Temporary License	299	OTA Temporary License	123	
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<p>We are still working mostly remotely but with one day a week in the office. We continue to streamline processes utilizing electronic systems and signatures.</p> <p>Our Student Worker is part-time but in the office the most because of the nature of the work but will likely complete the project soon. Other Boards have expressed interest in hiring her.</p> <p><b>Scanning Project:</b> We have successfully encumbered the funds and contract to move forward with hiring HOV Services to scan our paper records. The cost will be approximately \$18,000. We will have them begin in the coming weeks and will be completed by June 2021.</p> <p><b>Budget:</b> The Board reviewed the Managers Financial Report which provides an overview of the funds that are budgeted, encumbered, expended, and unobligated. The unobligated funds reflect roll-forward funds from the previous fiscal year and allocated funds that we haven't encumbered from the current fiscal year. These funds will not roll-forward to the next biennium. We will be utilizing the unobligated funds for moving and indirect costs. Indirect costs reflect what we need to pay for services with MN.IT, Administrative Services Unit (ASU), Health Professional Services Program (HPSP), and Criminal Background Check Program (CBCP). SmART has been working diligently to provide transparency for our indirect costs by creating reports and meeting with us for review.</p>	<p>Are Board Members able to utilize training and Development funds? Daniella will ask.</p>
<p><b>HPSP Report</b> Jessica and Daniella represent the Board at HPSP meetings. The Program Committee meeting was held Tuesday, February 9, 2021. The committee reviewed the Mid-year report that HPSP creates. HPSP believes that referrals have been different because of the suspension of outreach. HPSP is unable to physically provide informational sessions about their program because of COVID-19. HPSP is also available for medical concerns. Stroke, cognitive, Parkinson's, etc. We are one of four states that offers a service like HPSP.</p>	
<p><b>Board Appointments</b> Chris met with the Secretary of State's office about Board Appointments. There will be two seats up for appointment. Both current seat holders have reapplied. Appointments will be appointed shortly – will know before our next meeting in May 2021.</p>	
<p><b>River Bend Space and Design Presentation</b> The Health Licensing Boards that are currently at University Plaza in Minneapolis will be moving to River Bend Business Park in St. Paul. We will have a suite on the second floor. Our square footage will remain about the same but will no longer pay for storage because of the completion of our scanning project of our physical records. The cost of rent will increase which was anticipated. We will also have shared space costs for common areas and conference rooms. The move has a guaranteed end by the end of June 2021.</p>	



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<p><b>Legislative Update/Report</b></p> <p>Psychology Compact: PSYPACT bill has been introduced to the MN legislature. Board of Psychology brought forward the compact bill with support from their state association. The compact has different language – more telemedicine and time limits. They don’t have a real set of educational criteria. The bill has passed the senate will next have to go through a house hearing.</p> <p>Occupational Therapy Compact: Legislative update from AOTA: 11 states are introducing the OT licensure compact as a bill and 4 states was pending. NBCOT Regulatory: We as a collective need to consider how to streamline this.</p> <p>Physical Therapy Compact: Physical Therapy Association was looking to move their licensure compact forward. Concerns on the background check process work.</p> <p>Athletic Training: revising some language. Physical Therapy Association is a bit concerned about Athletic Trainers providing PT without PT oversight.</p> <p>Animal Chiropractic: revising and adding some language.</p> <p>MOTA: MOTA is having ongoing discussions on caseloads on school OT’s; reimbursement fee’s; Other states removing OT services from Medicaid; Telehealth at MN level and Federal level; Mental health and diagnosis - with doctorate level educational changes, could we see medical diagnosis change?</p>	
<p><b>New Business:</b></p> <p>Possible revision of new/renewal questions on applications. Currently looking to revise two of the questions related to mental health. Concerns that the questions could be stigmatizing – and concern on disclosure. Board of Medical Practice recently had a meeting with stakeholder engagement supporting revisions. Suggestion to provide confirmation that audited Continuing Education records have been received by Board staff.</p>	
<p>Upcoming Events:</p> <ul style="list-style-type: none"> <li>• AOTA Conference: Chris will pass out as information becomes available</li> <li>• Internal Controls: Schedule the Department of Administration’s Internal Controls section to come to one of our meetings to present. Possible closed session.</li> </ul> <p>Next Board Meeting: May 12, 2021 @ 2:30 PM</p>	<p>Call to adjourn at 4:01 PM Motion: Lynnette Buckley Second: Donna Coughlin Status: Approved</p>



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Respectfully submitted:

A handwritten signature in blue ink that reads "Erin Staum COTA/L".

Erin Staum, COTA/L, Secretary  
Minnesota Board of Occupational Therapy Practice