

Friday, February 16, 2018

The Maryland Board of Occupational Therapy Practice

Chairperson: Wanda Banks, MA, OTR/L

**55 Wade Ave., Bland Bryant Bldg., 4th Floor
Catonsville, MD 21228
Time: 8:30 a.m.**

GENERAL SESSION MINUTES

Board Members Present

Wanda Banks, MA, OTR/L, Chairperson
Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN, Vice Chairperson
Kimberly A. Goodman, MS, OTR/L, Secretary/Treasurer
Kim W. Sands, OTD, OTR/L
Sarah Quirk, COTA/L
Marylin Pierre, Esq.
E.J. Quinn, Capt. USN (Ret.)

Board Members Absent

Board Staff Present

Carla Boyd, Board Counsel
Donna Seidel, Executive Director
Lauren Murray, Assistant Director

Guests Present

Justine Stall, MOTA

8:30 a.m. Committee Work

- 9:00 a.m. 1. Ms. Banks called the meeting to order at 8:58 a.m.
2. Ms. Banks asked for a motion to approve the general session agenda for February. Ms. Goodman made a motion. Ms. Sands seconded it. All were in favor.
3. Ms. Banks asked for a motion to approve the general session minutes from January. Ms. Goodman made a motion. Ms. Quirk seconded it. All were in favor.
4. Ms. Banks announced the ratification of licenses of 40 occupational therapists and 26 occupational therapy assistants from the previous session. Ms. Sands made a

motion to approve the ratification of the licensees. Ms. Pierre seconded it. All were in favor.

REPORTS

1. Administrative Reports – FY'18

Staff: Donna Seidel, Lauren Murray

- a. Ms. Murray reported the contracts for the addition to the Board's online services are being reviewed by the State of Maryland.
- b. Criminal History Records Checks
 - i. Criminal History Records Checks became a requirement for new licensees, reinstatements and reactivations on February 1, 2018. Ms. Murray posted a list of frequently asked questions on Facebook, and this list will also be available on the website.
 - ii. Ms. Goodman suggested that a link to the list of fingerprinting sites be added to the Board's website.
 - iii. Ms. Seidel shared that NBCOT announced that fingerprinting will become a requirement for certification.
- c. 2018 License Renewal Project (online and hard copy)—
 - i. The Board Staff is preparing for the 2018 license renewal.
 - ii. Important Dates for Renewals
 - i. Renewals will begin on May 1, 2018.
 - ii. A late fee will be assessed on June 16, 2018.
 - iii. Bulletins with information about the renewal process will be sent out before and during the renewal periods. Postcards with renewal information and registration numbers will be sent a week in advance of the start of the renewal period.
 - iv. A few changes were made to the renewal applications because of the full conversion from annual renewals to biennial renewals.
 - v. Ms. Seidel asked Ms. Boyd to review the attestation that is found on the renewal application.
 - vi. Ms. Seidel and Ms. Murray provided the Board with a paper copy of the online renewal application.
- d. Update on Online Applications for Initial Licensure
 - i. Several people have completed applications through the website with minimal issues.
 - ii. Online applications will become the main source of applying for licenses effective March 1, 2018.
 - iii. A Facebook post and the website will announce the availability of online applications in early March.
 - iv. Ms. Murray will send a link to the Board members to enable them to test the online application.
 - v. Mr. Quinn asked if the online application offers an option to recover one's username and password, and Ms. Murray confirmed that this option is available.

- e. Mobile Phone App
 - i. The mobile phone verification app is live and is available to download on to smart phones.
 - ii. The Board Staff will launch the app after System Automation fixes a few technical issues. The Board Staff is also waiting to verify whether or not System Automation can alter the app's disclaimer.
 - iii. Only one other licensing board in Maryland has made a mobile phone application available.
 - iv. Any licensee with disciplinary history will soon include an additional identifier, i.e., "with disciplinary history," across all of the Board's data platforms, indicating when a public order is associated with the licensee.
 - v. Ms. Banks believes that the Board's new mobile phone app will be helpful to owners of companies and supervisors who will no longer will have to rely solely on human resource departments for information.
 - vi. Ms. Seidel believes that those licensees with identifiers added to their license status may be upset by the change, but their disciplinary actions are already public information that is available online. The verification platforms will also indicate if a licensee has completed the terms of the public order.
 - vii. In preparation for the launch of the mobile app, a letter will be sent to anyone who has disciplinary history to let them know about the identifier being included with the license status. This information will then be posted on Facebook and be distributed via a Board Eblast/Bulletin.
 - viii. Ms. Pierre asked if disciplinary records can ever be expunged, and Ms. Boyd replied that currently, expungement is not permitted by Maryland law.

2. Office of Attorney General (OAG) –Carla Boyd

a. License Status with Identifiers to be Reflected in Consent Orders

- i. Ms. Seidel asked if a licensee's status with identifiers would be listed as such in consent orders. Ms. Boyd suggested that the identifier be listed as "probation" or "suspension" on the consent order.
- ii. Ms. Boyd reported that Deb Donahue, who trained the administrative law judges, has volunteered to provide a presentation to the Board about the new regulations relative to cases that should be referred to the Office of Administrative Hearings (OAH). Ms. Banks asked that this presentation be scheduled for an upcoming Board meeting.

3. Legislation/Regulations Committee –

Kim Sands, OTD, OTR/L,
Marylin Pierre, Esquire, Consumer Member
Staff: Donna Seidel, Lauren Murray

- a. 2018 Legislative Session
 - i. The Board submitted a letter of opposition for Senate Bill 151. Ms. Stall confirmed that this Bill was presented to the House and was met with a great deal of opposition. The athletic trainers were told that they would have to meet with occupational therapists and physical therapists to come to an agreement about their proposed scope of practice revisions. Ms. Stall will try to get an update on this meeting.
 - ii. Carlton Curry wrote a letter of opposition from all of the Boards for House Bill 288 and testified against it as well.
 - iii. All of the Board opposed House Bill 600.
 - iv. Senate Bill 80 is moving through the readings and approval process.
 - v. House Bill 790 is being presented, and this Bill would extended a Board's sunset review from every 10 years to every 30 years.

- 4. Continuing Education Committee –
 - Kimberly Goodman, MS, OTR
 - Kim Sands, OTD, OTR/L
 - Staff: Denise Goetz
 - a. There was nothing to report.

- 5. Executive Committee –
 - Wanda Banks, MA, OTR/L, Chairperson
 - Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN, Vice Chairperson
 - Kimberly Goodman, MS, OTR/L, Secretary/Treasurer
 - Staff: Lauren Murray, Jo-Ann Lane, Donna Seidel
 - a. Correspondence procedures
 - a. Because of the new regulations regarding NC Dental, Ms. Boyd suggested that the procedures for discussing correspondence be changed. This would avoid any anti-competitive issues. Ms. Boyd suggested that the initial conversation regarding a piece of correspondence be completed during the closed executive session, and then the decision can be announced in general session, unless the inquiry needs to be sent to OAH.
 - b. Ms. Seidel asked if the Board Staff could still answer questions that have answers directly from the regulations, and Ms. Boyd confirmed that this was acceptable.
 - c. The Board Staff will no longer send questions to the Executive Committee first, and all correspondence will be filed in the Executive Session folder in Dropbox for Board review.

UNFINISHED BUSINESS

- 1. AOTA Conference Salt Lake City, UT, 4/19/18-4/22/18
Ms. Quirk will attend the conference, and Ms. Murray is arranging her travel plans.
- 2. NBCOT Leadership Forum, Atlanta, GA, 4/6/18–4/7/18

Mr. Martin will know his availability early next week. Ms. Seidel will attend, and Ms. Banks will attend if Mr. Martin is unable to go.

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT at 9:50 am