

Friday, June 16, 2017

The Maryland Board of Occupational Therapy Practice

Chairperson: Vanessa Hughes, COTA/L

**55 Wade Ave., Bland Bryant Bldg., 4th Floor
Catonsville, MD 21228**

Time: 8:30 a.m.

GENERAL SESSION MINUTES

Board Members Present

Vanessa Hughes, COTA/L, **Chairperson**

Wanda R. Banks, MA, OTR/L, Vice Chairperson

Kimberly Goodman, MS, OTR/L, Secretary/Treasurer

Kim Sands, OTD, OTR/L

Daniel Martin, OTR/L, FAAPM, FASSET, CMTPT/CDN

Marylin Pierre, Esquire, Consumer Member

A. Cassandra Brown, Consumer Member

Non-Board Members Present

Jo-Ann Lane, Acting Director

Lauren Murray, Assistant Director

Grant Gerber, Acting Board Counsel

Guests Present

Rachael Faulkner, MOTA

- 9:07 a.m.
1. Ms. Hughes called the meeting to order at 9:07 am.
 2. Approval or correction of the General Session Agenda – June 16, 2017.
Ms. Brown made a motion to approve the agenda. Ms. Banks seconded it. All were in favor.
 3. Approval or correction of the General Session Minutes – May 19, 2017.
Ms. Banks made a motion to approve the minutes. Mr. Martin seconded it. All were in favor.
 4. Ratify license applications presented during the prior month's Executive Session.
Ms. Banks presented 23 licensees (15 occupational therapists and 8 occupational therapy assistants) from the previous month's executive session for ratification. All were in favor.

REPORTS

1. Office of Attorney General (OAG) – Grant Gerber, Acting Board Counsel
 - The Board members welcomed Mr. Gerber back to the Board. He reported that the proposal for record retention is progressing, and the other health boards are interested in adopting our proposed policy. Ms. Murray added that she presented the Records Retention Policy at the last administrator’s meeting.

2. Administrative Reports – FY’17
 - Staff: Lauren Murray and Jo-Ann Lane
 - a. 2017 License Renewal Update
 - Ms. Lane reported that 87% of the eligible licensees have renewed. The Board office has sent reminders to the remaining renewal candidates.
 - b. Online Licensure and Mobile Phone App Update
 - Ms. Murray reported that the contract is currently in the Office of Procurement and Support Services. We are awaiting feedback.
 - c. Records Retention and Disposal Schedule Update
 - Ms. Murray reported that the updated Records Retention and Disposal Schedule has been sent to Walter Zerrlaut. As Mr. Gerber reported, the other health Boards are interested in the revised policy. Ms. Murray reported that the Board staff met with the new consumer member, Ed Quinn, and reviewed the Board’s operations presentation with him. He will be attending the next Board meeting scheduled for August.

3. Legislation/Regulations Committee –
 - Kim Sands, OTD, OTR/L,
 - Marylin Pierre, Esquire, Consumer Member
 - Staff: Lauren Murray
 - a. COMAR 10.46.01-07 Revisions Update
 - b. Legislative Content Update
 - c. Legislative and Regulatory Proposal Folders in Dropbox
 - Ms. Murray reported that the proposed regulations will be published on July 7, 2017 and the comment period will extend until August 7, 2017. As Ms. Murray becomes aware of newly proposed regulations, she will add them to the dropbox folder and inform the Board members.

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

5. Executive Committee –

Vanessa Hughes, COTA/L, Chairperson
Wanda Banks, MA, OTR/L, Vice Chairperson
Kimberly Goodman, MS, OTR/L, Secretary/Treasurer
Staff: Lauren Murray and Jo-Ann Lane

a. Correspondence & Inquiries for Board review

- a. 5/30/17—An email inquiring whether COTAs can do progress notes and discharges and the rule on daily documentation
Ms. Murray was instructed to refer the licensee to COMAR 10.46.01 for clarification. The rules for daily documentation are dictated by the facility.
- b. 6/6/17—An email concerning the need for a COTA to have an OTR co-sign her notes every time a goal is updated.
Documentation is addressed in COMAR 10.46.01. The Board does not regulate documentation, only the practice of occupational therapy. Documentation is a facility based question.
- c. 6/13/17—An email seeking clarification on the supervision of a Level II occupational therapist student
A COTA cannot be a Level II occupational therapy student's **primary** supervisor. Supervision of occupational therapy students is dictated by ACOTE guidelines and standards. Ms. Murray will refer the inquirer to our regulations concerning supervision as well as AOTA's website.
- d. 6/13/17a—An email concerning whether an occupational therapist can perform OT assessments in her handwriting tutoring private practice. Since the licensee is active and in good standing, she is licensed to do occupational therapy assessments.

Ms. Brown recommended the addition of a "Frequently Asked Questions" page on the website to address areas such as continuing education, documentation or supervision. The Board will consider developing a committee to look into this.

6. Jurisprudence Exam Committee –

Wanda Banks, MA, OTR/L
Marylin Pierre, Esquire, Consumer Member
Staff: Lauren Murray

- The automation of the Jurisprudence Exam is part of the online licensure contract that is currently with the Office of Procurement and Support Services.

UNFINISHED BUSINESS

1. Board Officer Vote

Ms. Hughes and Ms. Brown will reach the end of their terms with the Board at the end of month. Therefore, nominations were held last month, and Ms. Brown announced the results. They are as follows:

Wanda Banks – Board Chairperson
Daniel Martin – Board Vice Chairperson
Kim Goodman – Secretary/Treasurer

These positions will take effect on July 1, 2017.

NEW BUSINESS

1. Presentation on the Loan Closet

Ms. Hughes presented an overview of the Loan Closet, a re-use center in Howard County. Quoting the organization's website, "*The Loan Closet of Howard County provides refurbished equipment and resources for older adults, caregivers, children and adults with disabilities to improve their overall quality of life. Our model to assist remains the same: to provide free durable medical equipment for Aging in Place. Above all, our staff and volunteer work together to make every day a little easier, and a little more affordable for those in need.*" Additional information can be found on the organization's website: <https://www.howardcountymd.gov/Departments/Community-Resources-and-Services/Office-on-Aging-and-Independence/Loan-Closet>.

2. Private Investigator vs. State Employee

The Board currently contracts investigative services through Paragon Investigations. The arrangement has been both efficient and cost effective. Ms. Hughes requested that the Board staff present the associated costs at the next meeting.

ANNOUNCEMENTS

1. There will be no meeting in July. The Board members will be notified if a conference call is necessary.
2. Ms. Hughes and Ms. Brown were thanked for their contribution to the Board and presented with service certificates.

ADJOURNMENT

The meeting was adjourned at 10:30 a.m.