



**Board of Physical Therapy
Retreat Minutes
October 3, 2022, 2:00 p.m.
October 4, 2022, 9:00 a.m.**

On October 3, 2022 and October 4, 2022, the Board of Physical Therapy and staff met at Capital Event Center, Capital Region ESD 113, 6005 Tyee Dr. SW, Mason Room, Tumwater, WA 98512 with webinar public access only via Zoom. Login information was published with the agenda on the DOH website and through GovDelivery.

MEMBERS PRESENT

Kathryn Dale, PT, DSc, Chair
Jennifer Aglubat, PT, DPT, Vice Chair
Rodney Copes, PT
Jeffrey Foucier, PT, DPT
Destini Jammeh, PTA

STAFF PRESENT

Megan Maxey, Acting Executive Director
Allyson McIver, Program Manager
Davis Hylkema, Program Associate
Joan Simmons, Administrative Assistant
Lilia Lopez, AAG
Ashley Maxwell, Supervising Staff Attorney

GUESTS

None

GUEST SPEAKERS

None

OPEN SESSION

1. CALL TO ORDER

Kathryn Dale, PT, DSc, Chair, called the meeting to order at 2:03 p.m.

1.1. Introductions – The board and staff

Introductions were not done as this was accomplished in the morning during the business meeting. No public members were in attendance.

1.2. Approval of Board Retreat Agenda

MOTION: A motion was made and seconded to approve the October 3, 2022 and October 4, 2022 retreat agenda as presented. The motion passed.

2. MISSION STATEMENT DEVELOPMENT

The board discussed and developed a mission statement specific to the Washington state board of physical therapy. The board discussed adding the mission statement to the board website, student presentations, agenda, minutes, letterhead, and GovDelivery.

Mission Statement:

To safeguard our community's physical therapy experience by setting and upholding standards for professional competency and quality of care.

3. VISION STATEMENT DEVELOPMENT

The board discussed and developed a vision statement specific to the Washington state board of physical therapy. The board discussed adding the vision statement to the board website, student presentations, agenda, minutes, letterhead, and GovDelivery.

Vision Statement:

Empowering you to move through life.

4. BOARD ASSESSMENT TOOL

Ms. McIver shared the board's results of the recent board assessment tool, explained the resulting resources, and answered questions about the responses or processes reflected in the assessment.

5. BOARD MEMBER TRAINING REVIEW

The board reviewed the list of initial and ongoing training opportunities available to board members and identified areas where additional training could be beneficial. The board considered if each training identified is in line with the newly developed mission and vision statement.

Comments/suggestions received included:

- Provide a list of trainings to new board members, highlighting required trainings, meetings, and conferences.
- Provide resources and links to websites where trainings are available.
- Initial, follow-up, and refresher trainings for board members with Ms. Maxwell and Ms. Owen.
- How to make motions.
- Provide a video library of trainings to include a board meeting, new board member orientation, etc.
- Mentorship with experienced board member and new board member.
- Provide a DOH staff contact list - listing who does what
- Foreign Educated Applicants and Waiver training.
- Roberts rules of order training by Ms. Lopez.
- Rules regulations and rulemaking training and refreshers.
- Allow other board members to sit in/shadow school presentation.

6. STRATEGIC PLANNING

The board discussed and updated the strategic planning documents and reviewed to ensure that they are in alignment with the board's mission and vision statements. In addition to the strategic planning document, a training checklist will be added in item two.

7. PROACTIVELY PROVIDING INFORMATION

The board discussed and assessed how they distribute information to stakeholders through a variety of means, including ways to improve the board newsletter, and assessing opportunities to gather feedback from the student presentation.

Comments/suggestions received included:

- Add a Survey at the end of a student presentation.
- Use of QR Codes for surveys or receive questions in real time.
- Boiler plate letter of what the board does and does not do.
- Include mission and vision statements to letterhead.
- Use Slido for "You be the Board"

8. WORKFORCE DATA DISCUSSION

Ms. McIver shared current state of workforce data collection, and some future possibilities if the board chooses to further workforce data collection efforts. The board discussed data collection goals, and visions for what the board will do with workforce data in the future.

9. ADJOURNMENT

The meeting adjourned at 1:59 p.m.

MOTION: A motion was made and seconded to adjourn the retreat at 1:59 p.m. The motion passed.

Allyson McIver, Program Manager

Kathryn Dale, PT, DSc, Chair