



**Occupational Therapy Practice Board Draft Minutes
January 17, 2025
Washington State Department of Health
101 Israel Rd S.E, Room 163, Tumwater, WA 98501**

Members Present:

- Ryan Wilson, Occupational Therapist Vice-chairperson
- Shari Roberts, General Public
- Joaquin Olivas, Occupational Therapy Assistant
- Maria Kelley, Occupational Therapist

Staff Present:

- Kathy Weed, Program Manager; Jennifer Santiago, Executive Director; Marianne Richter, Policy Analyst; Madissen Schatz, Assistant Program Manager; Sierra McWilliams, Assistant Attorney General; Haylie Kang, Policy Analyst.

Guests and Other Participants:

- Meg, public attendee

1. Call to Order

On Friday January 17, 2025 at 9:00 am Vice-Chair Wilson called the Occupational Therapy Practice Board meeting to order.

1.1. Introductions – Board Members, Staff, and Audience

Following the call to order, Vice-Chair Wilson facilitated introductions, allowing each board member and department staff to be acknowledged. Attendees joining virtually also had the opportunity to introduce themselves.

1.2. Approval of Agenda

Vice-Chair Wilson presented the proposed agenda, seeking approval from the board. No objections were raised, and a motion to approve of was initiated by Mr. Olivas, the board moved to approve the agenda.

1.3. Approval October 18, 2024 Meeting Minutes

The meeting then moved to the approval of the minutes from the previous session held on October 18, 2024. Ms. Roberts motioned for approval of the October meeting minutes, the board moved to approve the minutes.

1.4. Elect 2025 Chair and Vice-Chair

Ms. Roberts nominated Mr. Wilson to serve as Chair. Mr. Wilson nominated Mr. Olivas to serve as Vice-Chair. Ms. Roberts motioned for Mr. Wilson to serve as the Chair and Mr. Olivas to serve as the Vice-Chair. The board moved to approve the nominations.

1.5. Public Comment

Chairperson Wilson initiated the open forum session, providing a platform for the public to address issues related to occupational therapy. No comments were received.

2. Open Public Meetings Act and Ethics

Ms. McWilliams provided a presentation of the Open Public Meetings Act and Ethics. She reviewed proper protocol and procedures for the board and its members to follow. She addressed the boards clarifying questions and provided in depth examples throughout the presentations.

3. Review Lists and Labels

Chairperson Wilson shared that the AAMT requested contact information for licensed health care providers to receive continuing education courses. This application was submitted by an educational organization. Mr. Olivas motioned to approve the request; Ms. Roberts seconded. The board approved unanimously.

4. Executive Director Report

4.1 Budget update

Ms. Santiago provided the budget report, she shared that the fund balance is in a good position to maintain a healthy balance. She reviewed the estimated revenue versus the actual revenue.

4.2 Discipline statistics

Ms. Santiago discussed a review of the actual cases that were assigned to the members during 2024. Out of 37 cases reviewed, 17 went to the board members for review then brought back for decision to be made by the board. Detailed in the business plan, the review process should be resolved promptly and should not exceed the recommended timeline.

4.3 Legislative update

The legislative session has begun as of January 13, 2025. There are proposed bills that may affect the Occupational Therapy Board and professionals, this may impact licensing fees. There is another bill that will allow identified health professionals to administer psychedelic medications.

5. Program Manager Report

5.1 AOTA conference April 2025

Ms. Weed shared that the board or program staff will not be attending the AOTA conference this year.

5.2 Recruitment update

Ms. Weed does not have any current recruitment updates.

5.3 Business plan

Ms. Weed reviewed the goals of the board, protecting the public by ensuring that health practitioners receive the proper credentials and maintain competency through credential review processes, testing, and continuing competency requirements. The second goal is to protect the public from unprofessional practices through investigations and disciplinary activities. The board's third goal is to increase consumer and licensee education awareness by improving and maintaining communication with schools and colleges. The last goal is to ensure consistency with current trends while providing consumer protection. Ms. Weed suggested adding in a newsletter to the board's business plan.

5.4 Bylaws

Ms. Weed reviewed the bylaws with the board, discussing the requirements of the members and how they should conduct themselves as board members and board business appropriately.

5.5 Compact update

Ms. Weed discussed upcoming updates, as of January 2025 there are 31 states within the compact. She reviewed the timeline for the compact, in August 2025 the compact will be issuing privileges to practice.

6. Agenda Items for Future Meetings

None.

7. Adjournment

Chairperson Wilson Adjourned the meeting at 10:16 am,

On File

Ryan Wilson, Chairperson