



## **Occupational Therapy Practice Board Draft Minutes July 18, 2025**

Washington State Department of Health 111 Israel Rd S.E, Room 166, Tumwater, WA 98501

**Members Present:** Ryan Wilson, Occupational Therapist, Chairperson; Shari Roberts, General Public; Joaquin Olivas, Occupational Therapy Assistant, Vice chairperson; Maria Kelley, Occupational Therapist

**Staff Present:** Kathy Weed, Program Manager; Jennifer Santiago, Executive Director; Madissen Schatz, Assistant Program Manager; Na'Taya Harris, Administrative Assistant; Sierra McWilliams, Assistant Attorney General; Haylie Kang, Policy Analyst; Brandis Brandt, Credentialing Supervisor; Tess Glaspie, Credentialing Lead; Sabrina Jackson, Credentialing Specialist.

**Guests and Other Participants:** Maria "Terry" Bowman, OTR/L OT Services Manager; Briana Bolong, OT; Alaniz Carlos, Public Attendee; Greg Wintz, NBCOT State Ambassador; Julike Guarini, OT.

### **1. Call to Order**

On Friday July 18, 2025 at 8:59 am Chairperson Wilson called the Occupational Therapy Practice Board meeting to order.

#### **1.1. Introduction**

Following the call to order, Chairperson 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**

Chairperson 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, Ms. Roberts seconded, and the motion was approved unanimously.

#### **1.3. Approval of the January 17, 2025 Meeting Minutes**

The meeting then moved to the approval of the minutes from the previous session held on January 17, 2025. Ms. Roberts motioned for approval of the January meeting minutes, Ms. Kelley seconded, and the motion was approved unanimously.

#### **1.4. 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. Department of Health Discipline Process**

Ms. Rooner-Reiter provided a presentation of the discipline process. 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. National Board for Certification in Occupational Therapy Report**

Mr. Wintz provided information to the board on NBCOT happenings and shared additional information to the board on updates from the NBCOT.

#### **4. Review of Signature Delegations**

The board reviewed and updated the Delegation of Signature Authority agreement as part of the boards and commissions biennial review of signature delegation. Ms. Weed reviewed the current authorizations and requested if the board had any changes they would like to make to the forms. The board updated the form. Ms. Roberts motioned for approval of the signature delegations, Chairperson Wilson seconded, the motion passed unanimously.

#### **5. Review of Existing Policies**

The board reviewed existing polices. Ms. Weed presented these policies to the board for review and discussion.

##### **5.1. Policy 1.4 Telephone Contacts with Board Members**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

##### **5.2. Policy 2.2 Re-entry**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

##### **5.3. Policy 2.4 Limited Permit-Foreign Trained**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

##### **5.4. Policy 2.5 Exception Application Matrix**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

**5.5. Policy 2.6 Applicants from Unrecognized Educational Programs**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

**5.6. Policy 2.7 Applicants from substantially equivalent states per SHB 1724**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

**5.7. Policy 3.5 Reviewing Board Member Disciplinary Case and Presentation**

Ms. Weed reviewed the policy with the board. She asked for any questions, comments, or changes the board would like to make to the policy. No comments, changes, or questions were shared by the board.

**6. Review Lists and Labels Request**

The board reviewed the lists and labels request.

**6.1 Courage Kenny Research Center - Part of Allina Health**

The board reviewed the lists and labels request and determined that the request is approved. Ms. Roberts motioned for approval of Courage Kenny Research Center, Ms. Kelley seconded, the motion was approved unanimously.

**7. Executive Director Report**

Information was provided to the board by Jennifer Santiago, Executive Director.

**7.1. Budget**

Ms. Santiago provided the budget report, the report reflected the timeframe of July 1, 2023 to May 31, 2025. The starting fund balance was \$243,989.00 by the end of May; the ending fund balance was \$142,386.00.

**7.2. Legislative update**

No updates were provided.

### **7.3. HELMS update**

Ms. Santiago provided a brief update on the HELMS implementation, she shared that release 2 has been implemented, this release included the credentialing functionality of the new system.

## **8. Program Manager Report**

Information was provided to the board by Kathy Weed, Program Manager.

### **8.1. Compact update and flow**

Ms. Weed reviewed the process on how to obtain privileges to practice within the compact. She shared that the compact will be going live in September, Arkansas and Louisiana will be piloting states to help get the compact up and running.

### **8.2. October meeting location**

The board decided to change the meeting location from Auburn, WA to virtual with a public meeting space at the DOH offices in Tumwater, WA for the upcoming October Board Business Meeting.

### **8.3. Newsletter drafting**

Ms. Weed suggested that the board bring their newsletter ideas to the January 2026 board meeting to brainstorm and assign articles to board members and staff. Then bring the drafted newsletter back to the April 2026 meeting.

### **8.4. Updated business plan**

Ms. Weed reviewed the board's business plan, she asked the board to consider who would like to participate in the credentialing procedures and policies update. Mr. Olivas volunteered to update these policies and procedures.

### **8.5. Rulemaking needed**

Ms. Weed requested that the board open the rules to update two rule sections that were not reflective of the updated continuing education hours. Ms. Weed requested that the board open WAC 246-847-055 and 067 to do an expedited rulemaking package which allows the board to clarify a rule without changing its effects. Vice chairperson Roberts motioned to approve the opening of the rules and its sections to be updated, Ms. Kelley seconded, the board approved unanimously.

## **9. Agenda Items for Future Meetings**

The board discussed items for the next board meeting. Ms. Weed will include 2026 meeting updates, compact updates, updating the board's business plan, credentialing report from the credentialing deputy, conference report out, and discussing newsletter articles.

**10. Adjournment**

Chairperson Wilson adjourned the meeting at 10:55 am

**Washington State Occupational Therapy Practice Board**

**On File**

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Ryan Wilson, OT, Chairperson

**Contact:**

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