

The Florida Board of Occupational Therapy Practice

**Minutes
NOVEMBER 4, 2019**



James Spafford, Board Chair

**MINUTES
AGENDA
DEPARTMENT OF HEALTH
BOARD OF OCCUPATIONAL THERAPY PRACTICE
GENERAL BUSINESS MEETING
NOVEMBER 4, 2018
4042 Bald Cypress Way, Conference Room # 301
Tallahassee, FL 32399-3255
Office Telephone Number: (850) 245-4373**

Call to Order

9:00 a.m. EST - Call to Order - General Business Meeting

Mr. Spafford, Board Chair, called the meeting to order at 9:00 a.m. Those present for all or part of the meeting, included the following:

MEMBERS PRESENT

James F. Spafford, Consumer Member, Chair
Tameka German, OT
Elena Vizvary, OT
Dr. Caylee Banta, OT Vice-Chair

STAFF PRESENT

Allen Hall, Executive Director
Anna King, Program Director
Deborah Boutwell, Regulatory Specialist
Giselle Horton, Regulatory Specialist

ASSISTANT ATTORNEY GENERAL

Lynette Norr, Board Counsel
Ronald Jones, AAG

PROSECUTING ATTORNEY

Zachary Bell, Prosecuting

To accommodate individuals wishing to address the Board, the Board Chair may adjust the sequence of the agenda items. The minutes reflect the actual sequence of events rather than the original agenda order.

The Board was introduced to a new Assistant Attorney General, Mr. Ronald Thomas "Tom" Jones, Esquire.

Dr. Williams S. Jacobs, (M.D.) was present on the call on behalf of the Professionals Resource Network, Inc. (PRN).

GENERAL BUSINESS

POST-DISCIPLINARY PROCEEDING

TERMINATION OF PROBATION APPEARANCE

TAB 1 Heidi Lynn Donley, DOH Case #2017-23947, OTA 14512, File #7719

Ms. Donley was present and represented by Paul Kwilecki, Jr., Esquire.

Ms. Donley was disciplined by the Board on November 8, 2018. Her Final Order imposed penalties of a fine, sixteen (16) hours of ethics continuing education to be completed within 1 year, and one-year probation that includes direct supervision by a licensed occupational therapist to review her records monthly and submit quarterly performance reports to the Board.

Ms. Donley petitioned the Board to terminate her probation and appeared before the Board as required in her final order. Ms. Donley's monitor was not present and not required to appear for the probation termination request.

MOTION: After a complete review of the records in this matter, including consideration of Respondent's testimony and discussion, Mr. Spafford made a motion to terminate Ms. Donley's probation pending submission of her required final report. The motion was seconded by Ms. German and carried with a 4/0 vote.

PROSECUTOR'S REPORT

TAB 2 Zachary Bell, Prosecuting Attorney

Mr. Bell presented the Prosecutor's Report outlining the current status of 27 open/active disciplinary cases.

DOH PROSECUTOR'S REPORT BOARD OF OCCUPATIONAL THERAPY MEETING Meeting Date: November 4, 2019

TO: Allen Hall, Executive Director
FROM: Zachary Bell, Assistant General Counsel
DATE: September 18, 2019
RE: Current Open / Pending Occupational Therapy Cases

Total Cases open/active in PSU:	27
Cases in EAU:	1
Cases under legal review:	15
Cases where PC Recom made:	4
Total Cases where PC has been found:	8
Cases in holding status:	0
Cases pending before DOAH:	0
Cases Agendaed for Board:	2
Cases on Appeal:	0
Year Old Cases:	16

MOTION: Mr. Spafford made a motion to allow Prosecution Services to continue prosecuting year-old cases. The motion was seconded by Ms. Vizvary and carried with a 4/0 vote.

ADMINISTRATIVE PROCEEDINGS

INDIVIDUAL CONSIDERATIONS

TAB 3 Christina Klatt, File #20527, OT by Endorsement

Ms. Klatt's application was presented to the Board due to an affirmative response to previous disciplinary history on the application. Ms. Klatt was present on the call.

MOTION: After discussion, Mr. Spafford made a motion to approve Ms. Klatt's application for licensure. The motion was seconded by Dr. Banta and carried with a 4/0 vote.

TAB 4 Stephanie Christine Champion, File #10822, OTA by Endorsement

Ms. Champion's application was presented to the Board due to an affirmative response to the previous criminal history on the application. Ms. Champion was present on the call.

MOTION: After discussion, Ms. German made a motion to approve Ms. Champion's application for licensure. The motion was seconded by Dr. Banta and carried with a 4/0 vote.

TAB 5 Heather Dietz, File #16978, OT by Exam with Waiver

Ms. Dietz's application was presented to the Board due to an affirmative response to the criminal history section on the application. Ms. Dietz was not present on the call. Dr. Williams S. Jacobs was present on the call on behalf of the Professionals Resource Network, Inc. (PRN).

In November 2015 Ms. Dietz appeared before the Board due to her affirmative answer to the criminal history section on the application. It was determined Ms. Dietz was ineligible for licensure by the selected Exam with Waiver method. This method would require her have an Active license in another state. Alternatively, Ms. Dietz was advised she could reactivate her NBCOT certification and change her application to the Endorsement method. Additionally, after review of the history reported on the application, the Board requested Ms. Dietz undergo a PRN evaluation within 6 months, with the results to be reviewed by the Board Chair. Ms. Dietz waived the 90 days for required Board action to follow-up on the requested items. In June 2016, Ms. Dietz withdrew her application from further consideration, noting she had completed the PRN evaluation, but would not be able to proceed with their recommendation due to the associated costs. Board staff requested and received the PRN evaluation report directly from the PRN office.

Dr. Jacobs stated on behalf of the Professionals Resource Network, Ms. Dietz has not completed the PRN's recommendation for a monitoring contract, and her file has since been closed.

On 10/07/2019 Ms. Dietz re-applied for licensure under the Examination with Waiver method and has since reactivated her California OT license to meet licensure criteria. Ms. Dietz requested her current application be reviewed by the Board "as-is" specifically regarding the previous personal and criminal history, noting the pending completion of the required 50 hours of continuing education for applicants that have not been in active practice within the last 5 years.

MOTION: After discussion, Mr. Spafford made a motion to **deny** Ms. Dietz's application for licensure based on having not met the Physician Resources Network recommendations and 50 the hours of re-entry continuing education as required for licensure. The motion was seconded by Ms. German and carried with a 4/0 vote.

REVIEW OF CONTINUING EDUCATION PROVIDER APPLICATION

TAB 6 Precision Rehability Group, CE Provider # 50-24659 Course: Hemp Derived CBD in the Healthcare Setting, Course No. 20-674149

Dr. Patrice Collier, course presenter and author, was not present on the call at the time of the Tab review.

SB 1020 (2019), State Hemp Law, went into effect on July 1, 2019. The law establishes regulations for the cultivation of hemp in Florida. Due to the emerging availability of related products, the Board Office received its first continuing education provider application from an organization whose stated intent is to educate therapists and other medical professionals regarding hemp derived cannabidiol, related Florida law, and, revenue generating avenues within healthcare practice. Because this is a new subject area, the Board was asked to review and determine whether the course would first meet the portion of the continuing education rule that requires as follows:

Rule 64B11-6.001, F.A.C., Continuing Education Program Approval.

(1) ...To receive Board approval, a continuing education program:

(b) Shall be relevant to the practice of occupational therapy **as defined in Section 468.203(4), F.S.**, must be offered for the purpose of keeping the licensee apprised of advancements and new development in occupational therapy, and shall be designed to enhance learning and skills consistent with contemporary standards for occupational therapy practice.

Section 468.203(4)(a) & (b), F.S., Definitions. —As used in this act, the term:

(4) "Occupational therapy" means **the use of purposeful activity or interventions to achieve functional outcomes.**

(a) For the purposes of this subsection:

1. "Achieving functional outcomes" means to maximize the independence and the maintenance of health of any individual who is limited by a physical injury or illness, a cognitive impairment, a psychosocial dysfunction, a mental illness, a developmental or a learning disability, or an adverse environmental condition.

2. "Assessment" means the use of skilled observation or the administration and interpretation of standardized or nonstandardized tests and measurements to identify areas for occupational therapy services.

(b) Occupational therapy services include, but are not limited to:

1. The assessment, treatment, and education of or consultation with the individual, family, or other persons.

2. Interventions directed toward developing daily living skills, work readiness or work performance, play skills or leisure capacities, or enhancing educational performance skills.

3. Providing for the development of: sensory-motor, perceptual, or neuromuscular functioning; range of motion; or emotional, motivational, cognitive, or psychosocial components of performance.

These services may require assessment of the need for use of interventions such as the design, development, adaptation, application, or training in the use of assistive technology devices; the design,

fabrication, or application of rehabilitative technology such as selected orthotic devices; training in the use of assistive technology; orthotic or prosthetic devices; the application of physical agent modalities as an adjunct to or in preparation for purposeful activity; the use of ergonomic principles; the adaptation of environments and processes to enhance functional performance; or the promotion of health and wellness.

Provided for the Board's review was the provider's course application submitted through CE Broker and additional required supporting documents pursuant to Rule 64B11-6.001, F.A.C. A copy of the underlying hemp law was also provided as reference material regarding the new regulations. The Board was asked to determine final action (approval or denial) on the application.

64B11-6.001 Continuing Education Program Approval.

(1) Continuing education credit will be awarded only for completion of licensed programs or those that are Board-approved as provided in this rule. Continuing education program providers seeking initial licensure approval by the Board shall pay a fee of \$250. Continuing education providers seeking renewal of provider status shall also pay a \$250 fee each biennium. To receive Board approval, a continuing education program

(a) Should be submitted for the Board's approval not less than 90 days prior to the date the initial offering is scheduled;

(b) Shall be relevant to the practice of occupational therapy as defined in Section 468.203(4), F.S., must be offered for the purpose of keeping the licensee apprised of advancements and new development in occupational therapy, and shall be designed to enhance learning and skills consistent with contemporary standards for occupational therapy practice.

(c) Shall have its sponsor submit to the Board at least the following:

1. A statement of the educational goals and objectives of the program,
2. A detailed course outline or syllabus, including such items as method of instruction, testing materials, if any, and identify whether the course is interactive or noninteractive,
3. A current curriculum vitae of each speaker or lecturer appearing in the program,
4. The procedure to be used for recording attendance of these attendees seeking to apply for continuing education credit and the procedure for certification by the program's registrar of attendance; and,
5. A sample certificate of completion.

(2) When attending an approved program, a licensee must attest by signature that he or she has attended the workshop and attendance must be certified by the program's registrar.

(3) The provider shall maintain records of each course offering for 4 years following each licensure biennium during which the course was offered. Course records shall include a detailed course outline which reflects its educational objectives, the instructor's name, the date and location of the course, the participants' evaluations of the course, the hours of continuing education credit awarded for each participant and a roster of participants by name and license number. The Board, as a condition of a program or provider approval, may audit an approved provider. Upon being audited by the Board, the provider shall provide within 30 days all the documentation listed above in this subsection and such additional information as requested by the Board.

(4)(a) Programs meeting the above criteria and offered by the Florida Occupational Therapy Association (FOTA), the American Occupational Therapy Association (AOTA), providers sanctioned by the FOTA or approved by the AOTA, and occupational therapy courses, meeting the above criteria, provided by an education program approved by an accrediting body for occupational therapy shall be approved by this Board for continuing education and shall not pay the fees required in subsection (1), of this rule.

(b) Courses sponsored by a college or university when providing a curriculum for occupational therapists or occupational therapy assistants shall be awarded 10 hours of continuing education credit per semester hour and shall be verified by official transcripts.

(5) Courses and programs not approved in subsection (1) or (4), above, shall be approved as appropriate continuing education if said course or program meets the following criteria:

(a) The content of the course or program is relevant to the practice of occupational therapy as defined in paragraph (1)(b), of this rule.

(b) The course or program is presented by instructor(s) who possess appropriate education, experience and credentials relevant to the course or program's subject matter.

(c) The course or program's educational goals, objectives and teaching methods are adequately identified in promotional materials.

(d) The course or program must be presented in a time block of at least one contact hour. "One (1) contact hour" equals a minimum of fifty (50) minutes. One half (1/2 or .5) contact hours equals a minimum of twenty-five (25) minutes.

(e) The provider of the course or program must present a certificate indicating full attendance and successful completion of the course or program to each licensee.

(f) The licensee must retain such receipts, vouchers, certificates, or other papers to document completion of the required continuing education for a period of not less than four (4) years from the date the course was taken.

Rulemaking Authority 456.013(8), 456.013(9), 456.025, 468.204, 468.219(2) FS. Law Implemented 456.025(7), 468.219(2), 468.221 FS. History—New 8-1-95, Amended 8-27-96, Formerly 59R-65.001, Amended 7-21-98, 4-25-01, 6-25-02, 10-29-02, 3-28-04, 10-21-13, 1-26-15.

MOTION: After discussion, Dr. Banta made a motion to **deny** the CE application for Precision Rehability Group, CE Provider #50-24659 for the Hemp Derived CBD in the/Healthcare Setting Course, #20-674149. The Board determined the proposed program cannot be approved because the program is not relevant to the practice of occupational therapy, as defined in Section 468.203(4), F.S., and must be offered for the purpose of keeping the licensee apprised of advancements and new developments in occupational therapy, and shall be designed to enhance learning and skills consistent with contemporary standards for occupational therapy practice, as required by Rule 64B11-6(1)(b) and 64B11-6(5)(a), Florida Administrative Code. The motion was seconded by Ms. Vizvary and carried with a 4/0 vote.

AUDIT OF CONTINUING EDUCATION PROVIDERS

TAB 7 Home CEU Connection, CE Provider #50-8744

Mr. Shane Everett was present on the call. At its May 6, 2019 meeting, the Board moved to audit the provider per Rule 64B11-6.001(3), F.A.C after review of a complaint regarding the suitability of *live webinar* courses offered by Home CEU Connection.

Board member, Ms. German audited an online/webinar offering of HomeCEU to determine the suitability of their "live" offerings on the Board's behalf.

At its August 5, 2019 meeting, the Board moved to continue with the previous concern of the Board that the provider is *not* meeting the interpretation of the Rule for presenting "live" courses as the instructor of the course is not available *during the presentation*, to actually interact, only available for *interaction*, after the presentation of the course in a Question and Answer (Q & A) session. The provider responded it would review making any needed modifications to meet the Board's specifications. The Board additionally required the provider to respond to the Board's requested modifications within 30 days. The Board office received the provider's formal response within the specified time allotted, on August 23, 2019.

November 4, 2019

The continuing education provider's response requests the Board's interpretation of the Rule, ascertaining they have met the Rule requirements as the Q & A session is a part of the complete course presentation and the instructor is made available for interaction.

After much discussion, Ms. Norr, advised the provider will need to Petition for a Declaratory Statement of the Rule, or the Board would need to enter into Rulemaking to clarify the Rule.

MOTION: Following more discussion, Mr. Spafford made a motion to **open Rule Development** for Rule 64B11-5.001(3), F.A.C., to clarify Rule 64B11-5.001(3), F.A.C. The Board seeks to clarify whether the Q & A section of a course may be considered *part* of the presentation of the program, and the course be designated "*live, interactive*" if that is the *only* section in which the instructor is able to interact with course participants,-or- whether the instructor must be present throughout the *entire* course for it to be deemed "*live, interactive*". The motion was seconded by Ms. German and carried with a 4/0 vote.

Mr. Everett requested the Board's advisement on how Home CEU should proceed until Rule Development is completed, with continuing to not offer the course, validating their course is not in compliance with the Rule. The Board declined specifying how Home CEU should move forward at this time, since it will be entering into Rulemaking to clarify requirements.

RE: TAB 6 Precision Reability Group, CE Provider # 50-24659 Course: Hemp Derived CBD in the Healthcare Setting, Course No. 20-674149

Dr. Patrice Collier joined the call at 10:34 a.m. and the Board directed her to listen to the audio minutes as the Board had already held an in-depth lengthy discussion and denied the CE application.

TAB 8 Achieve CE, CE Provider #50-20641, Laws and Rules of Florida: Occupational Therapy Update Course, CE Tracking #20-623309

At its May 6, 2019 meeting, the Board the Board moved to audit the provider per Rule 64B11-6.001(3), F.A.C after review of a complaint regarding the suitability of course: *the Laws and Rules of Florida: Occupational Therapy Update, CE Tracking #20-623309* offered by Achieve CE. Dr. Caylee Banta, the Board's CE Liaison, agreed to review the course on the Board's behalf. Dr. Banta submitted her concerns regarding course deficiencies and Board staff communicated with the provider. The provider promptly responded to Dr. Banta's references and submitted documentation of their revised course. At its August 5, 2019 meeting, the Board tabled the review awaiting review by Dr. Banta regarding the providers course revisions submitted and to allow additional time for Dr. Banta's expected pregnancy delivery.

Afterwards, Dr. Banta responded her approval of the revised course submitted by Achieve-CE.

MOTION: After discussion, Mr. Spafford made a motion to **approve** the Achieve Laws and Rules of Florida course based on Dr. Banta's review and approval. The motion was seconded by. Ms. German. and carried with a 4/0 vote.

APPLICANT RATIFICATION LISTS

TAB 9 Licensed Occupational Therapists

MOTION: Mr. Spafford moved to **approve** the ratification list of 208 Occupational Therapists. The motion was seconded by Ms. Vizvary. and carried with 4/0 vote.

ACTION TAKEN: 208 Occupational Therapists ratified for licensure.

TAB 10 Licensed Occupational Therapy Assistants

MOTION: Mr. Spafford. moved to **approve** the ratification list of 157 Occupational Therapy Assistant applicants for licensure. The motion was seconded by Ms. German and carried with a 4/0 vote.

ACTION TAKEN: 157 Occupational Therapy Assistants ratified for licensure.

TAB 11 Continuing Education Provider Applications

MOTION: Mr. Spafford. moved to **approve** the list of 9 continuing education providers, 2 Prevention of Medical Errors courses/providers, 1 Florida Laws and Rules course/provider and 14 Human Trafficking courses/providers. The motion was seconded by Ms. Vizvary and carried with a 4//0 vote.

RULES REVIEW AND DEVELOPMENT

TAB 12 Rule 64B11-4.001, F.A.C., Use of Prescription Devices 64B11-4.001, F.A.C., Use of Prescription Devices

During the February 2019 meeting the Board discussed and moved to propose rule changes regarding the ability to use neurofeedback in the practice of Occupational Therapy.

At its May 6, 2019 meeting, Ms. German requested additional time to complete her research and informed the Board she would work with Ms. Norr on proposed rule text regarding the didactic and supervision training requirements and will provide additional information for the Board's consideration.

At its August 5, 2019 meeting, Ms. German and Ms. Norr presented the Board with a proposed rule draft. After discussion, the Board discussed corrections in the language, to include that Paragraph (3)(c) should be "sixteen (16) hours". Ms. German also noted that more research would be underway regarding dosage in Paragraph (3)(c) 4.

Since the August meeting, OT licensee, Ms. Liana Valla, who initiated the original request for the Board's consideration of this subject, submitted supplementary research to Ms. German. The Board was provided the previously reviewed proposed rule draft and the additional information submitted by Ms. Valla for review.

Upon Ms. German's request the Board agreed to additional time for review of the information submitted by Ms. Valla in conjunction with continued development of the rule language.

TAB 13 Rule 64B11-6.001(5)(d), F.A.C., Continuing Education Program Approval

Rule 64B11-6.001(5), F.A.C., allows licensees to complete continuing education courses from providers that may not have specific Board approval, if the course is relevant to practice of occupational therapy and meets the following additional criteria:

- The course or program is presented by instructor(s) who possess appropriate education, experience and credentials relevant to the course or program's subject matter.
- The course or program's educational goals, objectives and teaching methods are adequately identified in promotional materials.
- ***The course or program must be presented in a time block of at least one contact hour. "One (1) contact hour" equals a minimum of fifty (50) minutes. One half (1/2 or .5) contact hours equals a minimum of twenty-five (25) minutes.***
- The provider of the course or program must present a certificate indicating full attendance and successful completion of the course or program to each licensee.
- The licensee retains such receipts, vouchers, certificates, or other papers to document completion of the required continuing education for a period of not less than four (4) years from the date the course was taken.

Licensees who complete courses under this provision must self-report credits earned to CE Broker to include attesting it meets the above criteria. Under the current Board rule, licensees may only report credits when at least one (1) contact hour is earned and then in additional 0.5-hour increments.

The American Occupational Therapy (AOTA) has contacted the Board Office regarding the ability for Florida licensees to self-report the 0.5 contact hours earned each time they complete a test associated with a course in its *Benchmark* knowledge and skills assessment tools. The National Board for Certification in Occupational Therapy (NBCOT) also has courses in its *Navigator* tool that issues credits for less than 1 contact hour.

The Board was asked to consider whether it would like to amend this rule to allow licensees to report credits earned under the provisions of this section in a minimum time block of one half (1/2 or 0.5) contact hours.

MOTION: After discussion, Mr. Spafford made a motion for **amendment of the Rule** to include/allow in the language a minimum of one half (1/2 or .5) contact hours. The motion was seconded by Ms. German. and carried with a 4/0 vote.

MOTION: Mr. Spafford moved the proposed rule language would not have an adverse impact on small business nor have an economic impact on government or any other entity in excess of \$200,000 within one year of the rule being implemented. Dr. Banta seconded the motion, which carried 4/0.

MOTION: Mr. Spafford moved the proposed rule language should not be designated as a minor violation for first time offenses. Ms. Vizvary seconded the motion, which carried 3/0.

RULES STATUS REPORT

REPORT OF SENIOR ASSISTANT ATTORNEY GENERAL – Lynette Norr, Esquire

TAB 14 Rule Status Report

- Rule 64B11-2.003, F.A.C., Fees, Applications
- Rule 64B11-4.001, F.A.C., Use of Prescription Devices
- Rule 64B11-5.003, F.A.C., Requirements for Reactivation of an Inactive License

Ms. Norr provided the Board with the latest Rules activity report per November 2019.

Rule Number	Rule Title	Date Rule Language Approved by Board	Date Sent to OFARR	Rule Development Published	Proposed Rule Notice Published, JAPC Letters, Notices of Change, etc.	Certified for Adoption	Effective 20 days after Certification
64B11-4.001	Use of Prescription Devices <i>This rule amendment addresses use of Neurofeedback Devices.</i>		(D) 10/30/2018	11/07/2018			
64B11-5.003	Requirements for Reactivation of an Inactive License <i>This rule amendment deletes reference to a repealed rule.</i>	05/06/2019	07/15/2019	07/23/2019	Ltr from JAPC 03/06/2019 Response to JAPC 03/13/2019 Published 08/06/19 Vol. 45 No.152	09/04/2019	09/24/2019

Final Rule language for 64B11-5.003, Requirements for Reactivation of an Inactive License.

64B11-5.003 Requirements for Reactivation of an Inactive License.

(1) An inactive license for an occupational therapist or occupational therapist assistant shall be reactivated upon demonstration that the licensee has satisfied the following requirements:

(a) Paid the reactivation fee and any applicable delinquent or renewal fees as set forth in rule 64B11-5.006, F.A.C.;

(b) Unless exempted by subsection 64B11-5.001(8), F.A.C., completed 26 hours of approved continuing education for each full biennium in which the license was in an inactive status and for the last biennium in which the licensee held an active status license;

(c) Unless exempted by subsection 64B11-5.001(8), F.A.C., completed a two hour course on laws and rules (as required by subsection 64B11-5.001(6), F.A.C.) for each full biennium in which the licensee was in an inactive status and for the last biennium in which the licensee held an active status license. This requirement shall count towards the 26 total biennial hourly requirements, as applicable;

(d) Completion of two (2) hours of approved continuing education relating to the prevention of medical errors, as authorized and prescribed in subsection 64B11-5.001(6), F.A.C., for each full biennium in which the licensee was in an inactive status and for the last biennium in which the licensee held an active status license.

(2) A licensee may perform no more than twelve (12) hours of continuing education as home study education for each full biennium in which the licensee was in an inactive status and for the last biennium in which the licensee held an active status license.

(3) No provision of this section shall be construed to require the completion of continuing education in any specific subject area, for any biennial period in which continuing education in that subject area was not specifically

required by law for renewal of an active license.

(4) The continuing education credits required by this section for reactivation may be earned at any time during the inactive licensure period. Credits allowed to meet this requirement may also include up to 26 hours of approved continuing education credits earned during the last biennium in which the licensee held an active status license.

(5) The provisions of Rule 64B11-2.012, F.A.C., are not applicable to licensees reactivating inactive licenses.

Rulemaking Authority 456.036, 468.204, 468.219 FS. Law Implemented 456.036, 468.219 FS. History—New 4-17-95, Formerly 59R-64.020, Amended 10-18-01, 8-2-05, 5-29-06, 10-15-06, 9-24-19.

TAB 15 2019/2020 Annual Regulatory Plan

MOTION: After discussion, Mr. Spafford. made motion for Board Counsel to **ratify** the finalization of the 2019-2020 Annual Regulatory Plan. The motion was seconded by Dr. Banta and carried with a 4/0 vote.

REPORTS, IF ANY

TAB 16 Board Chair, Jim Spafford

Mr. Spafford noted his attendance at the Annual MQA Board and Vice-Chair meeting held last month.

Other Board Members

There was no report from other members.

TAB 17 Executive Director

- **Cash Balance Report**
- **Expenditures by Function**

These reports were provided for informational purposes.

NEW BUSINESS

TAB 18 Financial Reports

These reports were provided for informational purposes.

OLD BUSINESS

Tab 19 August 5, 2019, General Business Meeting Minutes

MOTION: Mr. Spafford. made a motion to **approve** the August 5, 2019 minutes with the following noted corrections. The motion was seconded by Ms. Vizvary and carried with a 4/0 vote.

- In Tab 7, Page 9, lines 29 & 30 correct Rule note to: (3)(e) 4.
- In Tab 8, line 35, remove “Senior” from Ms. Norr’s title.

OTHER BUSINESS AND INFORMATION *(items that do not require Board action)*

TAB 20 Spotlight on Unlicensed Activity, Winter 2019

Presented as an informational item.

TAB 21 AOTA State Affairs Newsletter, Fall 2019

Presented as an informational item.

TAB 22 Staff Recognition

Presented as informational items.

ADJOURNMENT

MOTION: There being no further business, Mr. Spafford. made a motion to adjourn the meeting at 11:02 a.m. The motion was seconded by Ms. German. and carried with a 4/0 vote.