



**Occupational Therapy Practice Board Draft Minutes  
January 19, 2024  
Capital Event Center Pacific Room  
6005 Tye Dr SW, Tumwater, WA 98512**

**Members Present:**

- Mary Spores, Occupational Therapist, Chairperson
- Ryan Wilson, Occupational Therapist
- Shari Roberts, General Public, Vice-chairperson
- Joaquin Olivas, Occupational Therapy Assistant

**Members Absent:**

- None

**Staff Present:**

- Kathy Weed, Program Manager; Jennifer Santiago, Executive Director; Sierra McWilliams, Assistant Attorney General; Marianne Richter, Policy Analyst; Sue Hall, Case Manager; Catharine Roner-Reiter, Supervising Staff Attorney; Madissen Schatz, Assistant Program Manager; Peggy Owen, Case Manager

**Guests and Other Participants:**

- Victoria Caramico, Occupational Therapist, A Step Ahead Pierce County; M Teresa Bowman, Occupational Therapist

**1. Call to Order**

**1.1. Introductions – Board Members, Staff, and Audience**

The meeting began at 10:00 a.m. with introductions from the board members, staff, and audience.

**1.2. Approval of Agenda**

The agenda was reviewed, motioned by Vice-Chairperson Roberts, seconded by Mr. Olivas, and unanimously approved by all members.

### **1.3. Approval October 20, 2023, Meeting Minutes**

The minutes from the previous meeting were unanimously approved after a motion from Vice-chairperson Roberts and second from Mr. Wilson, with no corrections needed. The motion passed unanimously.

### **1.4. Public Comment**

No public comments were received either in-person or online during the allocated time.

## **2. Washington Recovery and Monitoring Program (WRAMP)**

Ms. Hall presented an overview of WRAMP, discussing the program's structure, testing protocols, and the support mechanisms in place for healthcare professionals with substance use issues impacting their practice.

## **3. Rules Workshop**

The board engaged in discussions regarding the implications of SSHB 1724 on licensure and renewal, focusing on the jurisprudence exam and consistency across licensure pathways. The aim was to align the board's rules with the mandate for streamlined licensure processes while considering operational impacts.

## **4. Review of NBCOT and ACOTE Credentialing Policies**

Mr. Olivas detailed the credentialing policies of NBCOT and ACOTE, emphasizing the different requirements and processes for domestic and foreign-trained occupational therapy practitioners, confirming their alignment with the board's standards.

## **5. Executive Director Report**

### **5.1. Budget Updates**

Ms. Santiago reported a stable and balanced budget, with the fund balance showing an upward trend, expected to meet the target within a year.

### **5.2. Office Re-Organization**

The board discussed the ongoing office reorganization aimed at integrating credentialing staff for efficiency. The process is progressing with the transfer of staff knowledgeable in OT and OTA credentialing to ensure understanding and continuity during the reorganization.

## **6. Program Manager Report**

### **6.1. Business Plan**

Ms. Weed outlined the business plan's four primary goals, emphasizing its role as a living document adaptable to the evolving needs of the board and the profession.

### **6.2. Exception Matrix Updates**

The board discussed updating the language in the Exception Matrix, especially related to the Blake decision, aiming for completion by April.

### **6.3. Discipline Timeline Stats (Case Manager)**

Ms. Owen provided a detailed breakdown of discipline cases, with most cases processed within the expected timeframes, though some exceeded due to various factors.

### **6.4. OTCC Alternate Delegate**

The board consented to appoint Ms. Spores as the alternate delegate for the Occupational Therapy Compact Commission. Mr. Olivas recommended the nomination of Ms. Spores for the role, with Mr. Wilson endorsing the recommendation through a second. The motion passed unanimously.

### **6.5. Recruitment Update**

Ms. Weed informed the board about the ongoing recruitment process for a new OT board member, with a decision expected in the coming week from the governor's office.

### **6.6. Newsletter**

Discussion about the newsletter's future, with an encouragement for board members to contribute ideas and use GovDelivery mailings for immediate communication needs.

### **6.7. Rules for Temporary Permit (SSHB 1009)**

The board deliberated on revising Rule Section 117 to reflect SSHB 1009's directives, notable for military spouse accommodations and the extension of temporary permit durations. Ms. Spores proposed the opening of Section 117 for these revisions, with Mr. Wilson supporting the motion through a second. The motion passed unanimously.

### **6.8. Vote on Chair and Vice-Chair for 2024 Meetings**

The board unanimously agreed to retain Ms. Spores as Chair and appointed Mr. Wilson as Vice-Chair for the upcoming year. The motion for this decision was put forward by Ms. Spores and was seconded by Mr. Olivas. The motion passed unanimously.

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

The board discussed various topics for future meetings, including the newsletter initiative, updates on relevant legislation, ongoing rule-making processes, and reports from the AOTA conference.

**8. Adjournment**

The meeting was adjourned at 1:30 pm.

**Washington State Occupational Therapy Practice Board**

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Mary Spores, Chairperson