

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

**F I N A L M I N U T E S**

MEETING OF:

**STATE BOARD OF OCCUPATIONAL THERAPY  
EDUCATION AND LICENSURE**

TIME: 10:36 A.M.

Held at

**PENNSYLVANIA DEPARTMENT OF STATE**

2601 North Third Street

One Penn Center, Board Room C

Harrisburg, Pennsylvania 17110

as well as

**VIA MICROSOFT TEAMS**

December 8, 2022

1                   State Board of Occupational Therapy  
2                   Education and Licensure  
3                   December 8, 2022  
4  
5

6 BOARD MEMBERS:  
7

8 Kerri L. Hample, OTD, OTR/L, Chairperson  
9 Arion R. Claggett, Acting Commissioner, Bureau of  
10 Professional and Occupational Affairs  
11 Joanne M. Baird, Ph.D., OTR/L, Vice Chair  
12 Edward J. Mihelcic, Ph.D., OTR/L  
13 Lisa Livingston, MS, OTR/L, SCDCM, Secretary  
14  
15

16 BUREAU PERSONNEL:  
17

18 Dean F. Picarella, Esquire, Senior Board Counsel  
19 Shana M. Walter, Esquire, Board Counsel  
20 Kenneth J. Suter, Esquire, Board Prosecution Liaison  
21 Christina Townley, Former Board Administrator  
22 Paul Keller, Board Administrator  
23 Marc Farrell, Acting Policy Director, Office of  
24 Policy, Department of State  
25 Andrew LaFratte, MPA, Executive Policy Specialist,  
26 Department of State  
27 Amanda Richards, Fiscal Chief, Bureau of Finance and  
28 Operations, Department of State  
29 Michelle Witmer, Fiscal Management Specialist 1,  
30 Bureau of Finance and Operations, Department of  
31 State  
32 Jennifer Gage, Revenue Agent, Department of State  
33 Tamie Laudenslager, Fiscal Specialist, Bureau of  
34 Finance and Operations, Department of State  
35  
36

37 ALSO PRESENT:  
38

39 Christine Daeschner, MOT, OTR/L, President,  
40 Pennsylvania Occupational Therapy Association  
41 Jennifer Smeltz, Republican Executive Director,  
42 Senate  
43 Consumer Protection & Professional Licensure  
44 Committee  
45 Lori A. Behe  
46  
47  
48  
49  
50

\*\*\*

State Board of Occupational Therapy

Education and Licensure

December 8, 2022

\*\*\*

[Pursuant to Section 708(a)(5) of the Sunshine Act, at 10:00 a.m. the Board entered into Executive Session with Shana M. Walter, Esquire, Board Counsel, for the purpose of conducting quasi-judicial deliberations on a number of matters currently pending before the Board and to receive the advice of counsel. The Board returned to open session at 10:30 a.m.]

\*\*\*

The regularly scheduled meeting of the State Board of Occupational Therapy Education and Licensure was held on Thursday, December 8, 2022. Kerri L. Hample, OTD, OTR/L, Chairperson, officially called the meeting to order at 10:36 a.m.

\*\*\*

Introduction of Board Members/Attendees [Kerri L. Hample, OTD, OTR/L, Chairperson, requested an introduction of Board members and attendees.]

\*\*\*

Approval of Minutes

1 CHAIRPERSON HAMPLE:

2 Can I begin our meeting today with  
3 approval of the minutes from September  
4 1, 2022.

5 Is there any discussion on those  
6 minutes? Hearing none.

7 Can I have a motion to approve  
8 them?

9 DR. BAIRD:

10 I move to approve the minutes.

11 DR. MIHELICIC:

12 I second.

13 CHAIRPERSON HAMPLE:

14 Roll call.

15  
16 Chair Hample, yes; Claggett, abstain;  
17 Baird, aye; Mihelcic, aye; Livingston,  
18 aye.

19 [The motion carried. Arion Claggett abstained from  
20 voting on the motion.]

21 \*\*\*

22 Appointment - Bureau of Finance and Operations

23 Annual Budget Presentation

24 [Amanda Richards, Chief of Fiscal Management, Bureau  
25 of Finance and Operations, Department of State,

1 referred to licensee population over the past seven  
2 years, along with the last four budget periods to  
3 show license counts from renewal periods and  
4 nonrenewal periods. She stated the Board renews in  
5 June of odd years and would have renewed in June 2021  
6 with a renewal coming up in June 2023. She noted the  
7 Board had 14,057 licensees and was an increase of 257  
8 comparing FY22-23 to FY20-21. She reported an  
9 increase of another 47 licensees as of this morning  
10 for a total of 14,104 licensees.]

11 \*\*\*

12 [Edward J. Mihelcic, Ph.D., OTR/L, exited the meeting  
13 at 10:41 a.m. and reentered the meeting at 10:42  
14 a.m.]

15 \*\*\*

16 [Ms. Richards noted 95 percent of revenue comes from  
17 renewals and applications and the other 5 percent  
18 from other categories. She reported on the revenue  
19 for FY20-21 and FY21-22, as well as for the biennial  
20 total. She mentioned the Board has not had a fee  
21 increase since 1985 and is at \$55 for occupational  
22 therapists and \$45 for occupational therapy  
23 assistants.

24 Ms. Richards explained that expenses are broken  
25 down into administrative costs, departmental

1 services, and legal costs. She reported on the  
2 expenses in FY20-21, FY21-22, and as of the date the  
3 report was created. She noted the most recent  
4 figures as well. She addressed direct charges, time-  
5 sheet based charges, and charges that are distributed  
6 amongst all boards based on license count.]

7

\*\*\*

8 [Arion R. Claggett, Acting Commissioner, Bureau of  
9 Professional and Occupational Affairs, exited the  
10 meeting at 10:45 a.m. and reentered the meeting at  
11 10:46 a.m.]

12

\*\*\*

13 [Ms. Richards noted the Board's budget and what BFO  
14 is projecting with a small decrease in the balance  
15 through the next few years. She reported a healthy  
16 surplus but that the Board is spending more than  
17 their revenue and suggested BFO return to the Board  
18 in the spring or summer to discuss small incremental  
19 fee increases to ensure a positive balance.]

20

\*\*\*

21 Report of Board Counsel

22 [Shana M. Walter, Esquire, Board Counsel, had nothing  
23 to report from Board Counsel.]

24

\*\*\*

25 Report of Board Prosecution

1 [Kenneth J. Suter, Esquire, Board Prosecution  
2 Liaison, had nothing to report from the prosecutorial  
3 division but offered to answer any questions.]

4 \*\*\*

5 Report of Acting Commissioner - No Report

6 \*\*\*

7 Report of Board Chairperson

8 [Kerri L. Hample, OTD, OTR/L, Chairperson, announced  
9 that the American Occupational Therapy Association  
10 Conference would be held in Kansas City, MO, April  
11 20-23, 2023, and requested Board expenses be paid for  
12 those who wished to attend.

13 Acting Commissioner Claggett informed Board  
14 members that the request would have to be sunshined  
15 first and suggested further discussion at the March  
16 meeting regarding who would be attending and a vote.]

17 \*\*\*

18 Report of Board Administrator - No Report

19 \*\*\*

20 Meeting Dates

21 [Kerri L. Hample, OTD, OTR/L, Chairperson, noted the  
22 next scheduled Board meeting date is March 8, 2023.]

23 \*\*\*

24 Adjournment

25 CHAIRPERSON HAMPLE:

1                                Could I have a motion to adjourn?

2 DR. BAIRD:

3                                So moved.

4 DR. MIHELICIC:

5                                Second.

6 CHAIRPERSON HAMPLE:

7                                Motion carries.   The meeting is  
8                                adjourned.

9   \*\*\*

10 [There being no further business, the State Board of  
11 Occupational Therapy Education and Licensure Meeting  
12 adjourned at 10:52 a.m.]

13   \*\*\*

14

15

16

17

18

19

20

21

22

23

24

25

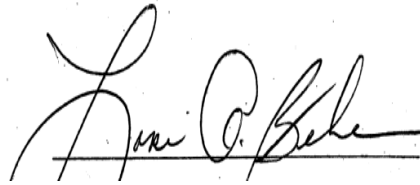
26



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Occupational Therapy Licensure and Education Meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Board of Occupational Therapy Licensure and Education Meeting.



Lori A. Behe,  
Minute Clerk  
Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF OCCUPATIONAL THERAPY  
EDUCATION AND LICENSURE  
REFERENCE INDEX

December 8, 2022

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

TIME	AGENDA
10:00	Executive Session
10:30	Open Session
10:36	Official Call to Order
10:36	Introduction of Board Members/Attendees
10:39	Approval of Minutes
10:40	Appointment - Bureau of Finance and Operations Annual Budget
10:49	Report of Board Chairperson
10:51	Next Meeting Date
10:52	Adjournment