

GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
Board WebEx Meeting Minutes
Friday, August 16, 2024 – 9:00 a.m.

The Georgia State Board of Occupational Therapy met via WebEx on Friday, August 16, 2024. The following members were present:

Board Members Present

Rachele Branson, OTR/L, Chairperson
Pamela Reddick-Collins, OTR/L, Vice Chair
Robert McClellan, OTR/L, Board Member
Rebecca Hammad, OTR/L, CLT, Board Member

Administrative Staff Present

Adrienne Price, Executive Director
Meagan Doss, Licensing Supervisor
Michelle Hornaday, Board Support Specialist
Donna Hammond, Complaint/Compliance Analyst

Board Members Absent

Rafael Salazar, OTR/L, Board Member

Attorney General's Office

Tommy McNulty, Senior Assistant Attorney General

Visitors Present

Kristen Neville, State Affairs Manager, American Occupational Therapy Association (AOTA)
Ruth Bourque, NBCOT Ambassador
Alex Strozier
Ray Morrison
Sara
COTA
Shawntae

Call to Order Ms. Branson established that a quorum of the Board was present, and called the meeting to order at 9:04 a.m.

OPEN SESSION

Board Meeting Agenda

Mr. McClellan motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to accept the agenda as amended.

Ms. Reddick-Collins motioned, Mr. McClellan seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §§ 43-1-2 (k); 43-1-19 (h) and 50-14-2 (1) to deliberate on Applications, to receive the Attorney General's, Enforcement, and Cognizant Reports, and to conduct Applicant Interviews. Voting in favor of the motion were those present who included Board Members: Rachele Branson, Robert McClellan, Pamela Reddick-Collins, and Rebecca Hammad.

At the conclusion of Executive Session on Friday, August 16, 2024, Ms. Branson declared the meeting to be "open" pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were obtained during Executive Session.

OPEN SESSION

Scheduled Board Appointment

10:30 a.m. Applicant 4059275

Ms. Branson motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to refer to Attorney General's Office for a Public Consent Order for Reinstatement of Licensure to include terms and conditions as discussed in Executive Session.

Executive Session Minutes – July 22, 2024 Executive Session WebEx Meeting Minutes

Ms. Branson motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to accept the July 22, 2024 Executive Session WebEx Meeting Minutes as presented.

Attorney General’s Report – T. McNulty

Mr. McClellan motioned, Ms. Branson seconded, and the Board voted unanimously in favor of the motion to accept the Attorney General’s Report as presented.

Legal Services MEMO – Cases for Ratification

- 1. OT250233
- 2. OT250234

Ms. Branson motioned, Ms. Reddick-Collina seconded, and the Board voted unanimously in favor of the motion to accept the orders as received.

Cognizant Report – R. Branson

OT220009 Close the case, no jurisdiction. If attempts to reinstate the Board will reconsider the case.

Mr. McClellan motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to accept the Cognizant Report as presented.

Applications for Board Review

Reciprocity

Ms. Reddick-Collins motioned, Mr. McClellan seconded, and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

Applicant 4046183 Issue the license with a Letter of Concern regarding criminal history.

Applicant 4116122 Issue the license with a Letter of Concern regarding criminal and disciplinary history, and flag for CE Audit.

Reinstatement

Ms. Branson motioned, Mr. McClellan seconded, and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

Applicant 4127871 Reinstate the license.

Applicant 4118913 Reinstate the license with a Letter of Concern regarding unlicensed practice.

Renewals

Mr. McClellan motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to accept the following recommendations made in Executive Session:

Applicant 4062087 Refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements. Must submit proof of completion of six (6) hours of live CE and two (2) hours of ethics and pay fine within 90 days of the order docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

- Applicant 4071157** Send deficiency letter by certified mail. If respond with proof of meeting requirements, renew the license with a Letter of Concern regarding failure to respond timely to communications from the Board and criminal history. If fail to do so, refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements. Must submit proof of completion of six (6) hours of live CE and pay fine within 90 days of the docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirement for future license renewals. Flag for CE Audit.
- Applicant 4079905** Refer to the Attorney General's Office for a Public Consent Order for Renewal of Licensure with a public reprimand for false attestation on renewal application regarding CE Requirements, and criminal conviction. The terms and conditions of the order to include a fine of \$500 for the false attestation regarding CE requirements and a term of probation to run concurrent with the criminal probation. Must pay the fine within 90 days of the docket date. May petition to terminate probation with the Board in writing and by providing a certified copy of the termination of criminal probation. Flag for CE Audit.
- Applicant 4068426** Renew the license with a Reservation of Rights letter and request additional information as discussed in Executive Session.
- Applicant 4114337** Send deficiency letter by certified mail. If respond with proof of meeting requirements, renew the license with a Letter of Concern regarding failure to respond timely and accurately to communications from the Board. If fail to do so, refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements. Must submit proof of completion of 12 hours of live CE and pay fine within 90 days of the docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirement for future license renewals. Flag for CE Audit.
- Applicant 4051489** Refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements. Must submit proof of completion on 12 hours of live interactive CE related directly to patient care and pay fine within 90 days of the docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirement for future license renewals. Flag for CE Audit.
- Applicant 4092918** Refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and fine of \$750 for false attestation and failure to meet CE requirements within the biennium. Must pay fine within 120 days of the docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirement for future license renewals. Flag for CE Audit.
- Applicant 4062609** Deny renewal of license and refer to the Attorney General's Office for revocation based on failure to meet continuing education requirements and failure to comply with the terms of the Public Consent Agreement for Reinstatement, docketed May 23, 2023.
- Applicant 4087024** Renew the license with a Letter of Concern regarding criminal history. Must provide the Board with proof of completion of criminal probation within 10 days of the date of completion.
- Applicant 4071262** Refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements. Must submit proof of completion of 12 hours of live interactive CE on a topic related to patient care and pay fine within 90 days of the order docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirements for future license renewals. Flag for CE Audit.

Applicant 4067255 Refer to the Attorney General’s Office for a Private Consent Order for Renewal of Licensure with terms and conditions as discussed in Executive Session.

OT180025 Refer to the Attorney General’s Office for a hearing for revocation of licensure based on failure to comply with the terms of her Private Consent Order for Licensure, docketed October 5, 2018.

Applicant 4097465 Renew the license with a Reservations of Rights Letter.

Applicant 4086434 Refer to Legal Services for Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements within the biennium. Fine to be paid within 90 days of the order docket date. CE submitted to satisfy renewal requirements may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

Applicant 4039823 Refer to Legal Services for a Public Consent Order for renewal of licensure with a reprimand and fine of \$500 for failure to meet CE requirements. Must submit proof of completion of 12 hours of live interactive CE on a topic related to patient care. Fine and CE to be paid and completed within 90 days of the order docket date. CE submitted to satisfy the requirements of the order may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

Applicant 4105519 Refer to Legal Services for Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet CE requirements within the biennium. Fine to be paid within 90 days of the order docket date. CE submitted to satisfy renewal requirements may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

Applicant 4096260 Refer to Legal Services for Public Consent Order for Renewal of Licensure with a reprimand and fine of \$500 for failure to meet 12 hours live interactive CE requirements within the biennium. Fine to be paid and proof of completion of deficient CE submitted within 120 days of the order docket date. CE submitted to satisfy renewal requirements may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

Applicant 4047348 Refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and a fine of \$500 for false attestation regarding continuing education. Fine be paid within 90 days of the docket date. CE submitted to satisfy renewal requirements may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

Applicant 4086712 Renew the license with a Reservation of Rights letter. Must provide final disposition of criminal case within 10 days of adjudication. Flag for CE Audit.

Applicant 4105895 Renew the license with a Letter of Concern regarding criminal history.

OT240015 Refer to Legal Services for a Public Consent Order with a reprimand and \$1000 fine for false attestation and CE violation. Must submit four (4) hours of live/interactive CE on a topic related directly to patient care. Fine and CE to be paid and submitted within 90 days of the docket date. CE submitted to satisfy renewal requirements may not be used to meet CE requirement for future license renewals. Flag for CE audit.

Applicant 4079962 Renew the license with a Letter of Concern regarding criminal history.

Applicant 4110369 Refer to Legal Services for a Public Consent Order for Renewal of Licensure with a reprimand and a fine of \$500 for false attestation regarding continuing education. Fine to be paid within 90 days of the docket date. CE submitted to satisfy renewal requirements may not be used to meet CE requirement for future license renewals. Flag for CE Audit.

Applicant 4051583 Issue PAMS.

Applicant 4114907 Renew the license with a Reservations of Rights Letter. Must provide final disposition of criminal case within 10 days of adjudication.

OPEN SESSION

Open Session Minutes

1. **July 22, 2024 Open Session WebEx Meeting Minutes**
2. **August 12, 2024 Rules Committee Open Session WebEx Meeting Minutes**

Ms. Reddick-Collins motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to accept the July 22, 2024 Open Session WebEx Meeting Minutes, and the August 12, 2024 Rules Committee Open Session WebEx Meeting Minutes as presented.

Ratification List: May 3, 2024 – August 9, 2024 Licenses, Reinstatements and PAMs

Ms. Reddick-Collins motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to approve the list of licenses issued from May 3, 2024 – August 9, 2024, licenses issued by reinstatement, the Physical Agent Modalities certifications, and limited permits issued between Board meetings.

Correspondence - Council on Occupational Education - Voluntary Withdrawal of Accreditation Digital Film Academy

The Board accepts the information regarding COE as information.

Correspondence - Course Education Program (Supervision) Question - Jennifer DeYoung, Program Director, Upstream Rehabilitation

Mr. McClellan motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to notify the writer that since the program is not accredited, the individual must submit an application for licensure by reciprocity.

Discussion – American Occupational Therapy Association (AOTA)

1. **OT Practice Article – Establishing a policy and advocacy presence at the state association level**
2. **State Legislative Report 07-19-2024**
3. **State of Affairs Bi-Weekly Regulations Report – 07-23-2024**
4. **State Legislative Report 07-31-2024**
5. **SAVE THE DATE - Dry Needling Webinar - November 12, 2024**

The Board tabled the correspondence in reference to AOTA for review during the November 1, 2024 meeting.

National Board for Certification in Occupational Therapy (NBCOT)

1. **Announces Retirement of President_CEO Paul Grace**
2. **Announces New President & CEO**
3. **State Regulatory Leadership Forum**
4. **Navigating the Disruptions and Risks to Exam Integrity at the State Reg Leadership Forum**
5. **Health Care Workforce at the NBCOT OT State Regulatory Leadership Forum**
6. **DEI Diversity, Equity, and Inclusion Initiatives in the Regulatory Space at the State Reg Leadership Forum**
7. **Meet Two NBCOT Award Recipients**
8. **Action Needed. Protect Access to Quality Occupational Therapy Services**

- 9. Riveting Regulatory Board Meetings - It's Not Just for Board Members & Staff
- 10. State Legislation That Impacts Private Professional Certification and Occupational Licensing Boards
- 11. State Regulatory E-Newsletter_August 2024

The Board tabled the correspondence in reference to NBCOT for review during the November 1, 2024 meeting.

Rules Committee Report – R. McClellan

- 1. Board Rule 671-3-.02. Verification of Employment
- 2. Board Rule 671-3-.09. Reinstatement of a License
- 3. Board Policy A5

Ms. Reddick-Collins motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to refer Board Rule 671-3-.02. Verification of Employment, Board Rule 671-3-.09. Reinstatement of a License, and Board Policy A5 as amended by the Rules Committee, to the Attorney General’s Office for a Memorandum of Authority, and if no objections, vote to post and to release the Attorney General’s Memorandum of Authority associated with the rule amendments to the Governor’s Office for review.

1. BR 671-3-.02. References. Amended.

Ga. Comp. R. & Regs. r. 671-3-.02 References. Amended
Georgia Administrative Code
Department 671. GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
Chapter 671-3. LICENSE REQUIREMENTS

Current through Rules and Regulations filed through June 27, 2024

Rule 671-3-.02. Verification of Employment

- (1) Applicants who have practiced in the field of occupational therapy within five years prior to the date the application must provide a verification of employment on the appropriate board form.
- (2) An applicant who has previously practiced in the field of occupational therapy but has not practiced within five (5) years prior to the date the application, must submit the following:
 - (a) Form A (Supervised Clinical Experience) indicating who will provide 320 hours of supervised clinical experience with a description of the training for Board approval. Upon approval by the Board a limited permit will be issued.
 - (b) Upon completion of the supervised clinical experience, an applicant must submit Form B (Certification of Completion of Supervised Clinical Experience) verifying the 320 hours of clinical experience under the supervision of a licensed occupational therapist, pursuant to Rule [671-3-.06](#), for Board approval.

Cite as Ga. Comp. R. & Regs. R. 671-3-.02

Authority: O.C.G.A. §§ [43-1-3](#), [43-1-19](#), [43-1-25](#), [43-28-7](#), [43-28-9](#), [43-28-10](#).

History. Original Rule entitled "References" was filed on July 15, 1977; effective August 4, 1977.

Repealed: New Rule of same title adopted. F. May 25, 2010; eff. June 14, 2010.

Amended: New title "Reference. Amended." F. June 1, 2017; eff. June 21, 2017.

2. BR 671-3-.09. Reinstatement of a License

Ga. Comp. R. & Regs. r. 671-3-.09 Reinstatement of a License

Georgia Administrative Code
Department 671. GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
Chapter 671-3. LICENSE REQUIREMENTS

Current through Rules and Regulations filed through June 27, 2024

Rule 671-3-.09. Reinstatement of a License

- (1) Reinstatement of an expired license is within the discretion of the Board.
- (2) A license may be reinstated by submission of the following:
 - (a) Application for Reinstatement with appropriate fee; and
 - (b) Documentation of the completion of twenty-four (24) continuing education hours in accordance with Board rule [671-3-.08 Renewal of License/Penalties/Continuing Education Requirements](#) obtained within the two (2) year period prior to the date of the application.
 - (c) Verification of current license in another state, if applicable; and
 - (d) Verification of Employment verifying last date of practice in Occupational Therapy, on the Board form, completed by the employer.
- (3) An applicant for reinstatement of a license who has **not** practiced within five (5) years must also submit the following:
 - (a) Form A (Supervised Clinical Experience) indicating who will provide 320 hours of supervised clinical experience with a description of the training for Board approval. Upon approval by the Board a limited permit will be issued.
 - (b) Upon completion of the supervised clinical experience, an applicant must submit Form B (Certification of Completion of Supervised Clinical Experience) verifying the 320 hours of clinical experience under the supervision of a licensed occupational therapist, pursuant to Rule [671-3-.06](#), for Board approval.

Cite as Ga. Comp. R. & Regs. R. 671-3-.09

Authority: O.C.G.A. Secs. [43-1-19](#), [43-1-25](#), [43-28-7](#), [43-28-13](#), [43-28-14](#).

History. Original Rule entitled "Restored License" adopted. F. July 15, 1977; eff. August 4, 1977.

Repealed: New Rule of same title adopted. F. July 1, 1982; eff. July 21, 1982.

Repealed: New Rule of same title adopted. F. July 11, 1984; eff. July 31, 1984.

Repealed: New Rule of same title adopted. F. Apr. 14, 1988; eff. May 4, 1988.

Amended: F. May 13, 1991; eff. June 2, 1991.

Repealed: New Rule of same title adopted. F. Jan. 28, 1994; eff. Feb. 17, 1994.

Repealed: New Rule of same title adopted. F. Dec. 2, 2002; eff. Dec. 22, 2002.

Repealed: New Rule of same title adopted. F. May 4, 2005; eff. May 24, 2005.

Repealed: New Rule of same title adopted. F. Aug. 4, 2006; eff. Aug. 24, 2006.

Amended: F. Mar. 25, 2008; eff. Apr. 14, 2008.

Repealed: New Rule of same title adopted. F. May 25, 2010; eff. June 14, 2010.

Repealed: New Rule entitled "Reinstatement of a License. Amended" adopted. F. Feb. 22, 2012; eff. Mar. 13, 2012.

Discussion – Policy A5

POLICY A5

Category: Applications **Policy:** ■
Title: Staff Approval of Applications for Licensure and Renewal **Procedure:** ■
 Related to Criminal Offenses

Statutory Basis: OCGA §§43-1-19(a)(j);43-28-7; 43-28-8; 43-28-8.1; 43-28-9; 43-28-10; 43-28-11; 43-28-12; 43-28-14

Rule Basis: BR 671-3-.01through 671-3-12; 671-6-.01 through 671-6-.03

The Georgia State Board of Occupational Therapy grants administrative authority to Board staff to utilize the following guidelines to issue licenses by applications/examination, reciprocity, reinstatement, and renewal when the applicant has reported an arrest and/or conviction. Applications that do not fall within the parameters indicated below will be referred to the Board Cognizant and/or the Board for consideration.

OFFENSE	FREQUENCY	OTHER	ACTION
DUI	One Time	No active probation / No active parole	If conviction is older than five years proceed with licensure with a letter of concern Alcohol.
Bad Checks, Municipal Ordinance Violations, Driving with Suspended/Revoked License	One Time	No probation / No parole	If conviction is older than five years proceed with licensure with a letter of concern Criminal.
Petit Theft, Shoplifting, Non-Violent Property Crimes (not related to drugs)	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Marijuana Possession of Less than One Ounce	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Misdemeanor Offenses with the Exception of Drug Related Misdemeanor Crimes	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Any offenses of a sexual nature	NO LIMIT	N/A	Must be presented to the Board.
Any felony offense	NO LIMIT	N/A	Must be presented to the Board.
Applicants with multiple offenses	NO LIMIT	N/A	Must be presented to the Board.

***HISTORY:** Policy adopted at the May 17, 2013 meeting; Amended February 7, 2014, Amended August 16, 2024.*

Petition for Rule Waiver/Variance – BR 671-3-09 Suzanne Bradsher Denmark

Ms. Hammad motioned, Ms. Reddick-Collins seconded, and the Board voted unanimously in favor of the motion to deny the petition for variance of BR 671-3-.09 based on insufficient evidence to substantiate a substantial hardship. May resubmit petition with correct rule reference with subsection as the Board cannot waive an entire rule.

2025 Board Meeting Dates

Meetings are scheduled via WebEx for Fridays at 9:00 a.m.

February 21, 2025
May 9, 2025
August 15, 2025
November 7, 2025

Mr. McClellan motioned, Ms. Hammad seconded, and the Board voted unanimously in favor of the motion to approve the 2025 Board meeting dates as presented.

Executive Director’s Report – A. Price

Executive Director’s Report presented the Board with statistical data relevant to the processing of applications, the number of licensees, renewal audits and complaints/compliance matters and the status of renewal applications. Additionally, the Executive Director’s Report addressed the following:

- OT Licensure Compact
- PLB Updates
- Rules Hearing
- Annual Ethics Commission Affidavit of Public Officer Filings

The Board tabled the Executive Director’s Report for review during the November 1, 2024 meeting.

Board Chair’s Report – R. Branson

The Board tabled the Board Chair’s Report for review during the November 1, 2024 meeting.

Adjournment No further business was discussed, and the meeting adjourned at 1:32 p.m.

Minutes recorded by: Michelle Hornaday, Board Support Specialist
Minutes reviewed and edited by: Adrienne Price, Executive Director & Meagan Doss, Licensing Supervisor
Minutes approved on: October 2, 2024

RACHELE BRANSON
BOARD CHAIR

ADRIENNE PRICE
EXECUTIVE DIRECTOR

STATE OF GEORGIA

COUNTY OF BIBB

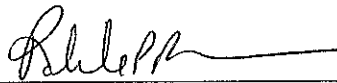
**AFFIDAVIT SUPPORTING CLOSING OF
PUBLIC MEETING**

The Georgia Open Meetings Act, O.C.G.A. § 50-14-1 *et seq.*, requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A. §50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question.

Comes now Rachelle Branson the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

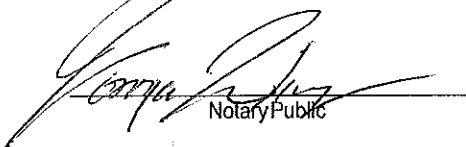
1. I am the presiding officer of the OT Board Board.
2. I am over the age of 18 and in all other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On, 8/16/2024 this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for the closure of this meeting was:
O.C.G.A. §43-1-2(k) and 43-1-19(h)
5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are:
To deliberate applications and enforcement matters and to receive information on applications and investigative reports.

FURTHER THE AFFIANT SAYETH NOT



Presiding Officer

Sworn and subscribed before me
This 16 day of September 2024



Notary Public