

BOARD OF PHYSICAL & OCCUPATIONAL THERAPY
MEETING MINUTES
June 18, 2010

A meeting of the Iowa Board of Physical and Occupational Therapy was held on June 18, 2010 at 9:00 a.m. in the Lucas State Office Building, Professional Licensure Room, Des Moines, Iowa.

CALL TO ORDER

The meeting of the Iowa Board of Physical and Occupational Therapy was called to order by Denise Behrends at 9:02 a.m.

BOARD MEMBERS PRESENT: Denise Behrends, Jennifer Furness, Byron Bork, Todd Bradley, and Erin Hytrek

BOARD MEMBERS ABSENT

Armando Rosales, and Helen McNurlen

STAFF PRESENT: Judy Manning, board administrator; Eileen Gloor, bureau chief; Tony Alden; Marvin Firch, Interim Bureau Chief; and Kris Ensign, AAG

GUESTS PRESENT: None

ELECTION OF OFFICERS

Furness moved and Bork seconded to elect Behrends as Chair. Motion carried.

Bork moved and Hytrek seconded to elect Furness as Vice-Chair. Motion carried.

Behrends appointed herself, McNurlen, and Bradley to the discipline committee.

APPROVAL OF MINUTES

Minutes of the March 19, 2010 meeting were reviewed. A motion was made by Bradley to approve the minutes. Motion was seconded by Furness. Motion carried unanimously.

PUBLIC COMMENT

No public comment

REPORTS

ADMINISTRATOR

Judy thanked Eileen for her service to the Board and the Bureau and wished her well during her retirement.

BUREAU CHIEF

See attached addendum

INTERIM BUREAU CHIEF

Marvin Firch gave a brief overview of the impact retirements will have on the Bureau.

CHAIR

No report

AAG

Kris gave a brief review of a memo from the AAG's office urging state Boards to use the rulemaking process and avoid issuing policy statements. Kris reviewed guidelines for Board members.

ADMINISTRATIVE RULES

- Chapters 203 & 207 – Continuing Education – the Board reviewed the continuing education rules. The Board will look at revisions to make further clarification. Byron requested the section requiring 20 hours of clinical be moved to make the rules clearer. The Board agreed to move the clinical requirements for PT/PTA and OT/OTA to provide clarification. Judy will make changes prior to pre notice.

NEW BUSINESS

- PT to PTA Maximum Delegation – Denise Behrends – Denise will request IPTA opinions on possible changes.
- E-Mail from Mary Korver – More research will need to be completed before the Board provides a response.
- FSBPT Annual Meeting – October 14-16 in Denver, CO., Judy explained that FSBPT will fund the board administrator and a delegate to attend the annual meeting and asked who might want to attend. Hytrek expressed interest. Furness expressed interest in attending the NBCOT annual meeting.

COMPLAINTS

A motion to go into closed session at 10:50 a.m. was made by Bork, seconded by Bradley, and passed unanimously. Roll call vote: Behrends: aye, Bork: aye, Bradley: aye, Hytrek: aye, Furness: aye.

A motion was made and seconded to return to open session at 11:26 a.m.

Case 10-004: Motion to Close by Bradley. Seconded by Bork. Passed unanimously.

Case 10-006: Motion to File Statement of Charges by Hytrek. Seconded by Furness. Passed unanimously. Bork recused.

Case 09-001: Motion to File Statement of Charges by Furness. Seconded by Bork. Passed unanimously.

FUTURE BOARD MEETINGS

September 24, 2010	June 17, 2011
December 17, 2010	September 16, 2011
March 18, 2011	December 16, 2011

ADJOURNMENT

Bradley made a motion to adjourn the meeting. Motion was seconded by Furness. Motion carried unanimously. Meeting adjourned at 11:29 a.m.

Respectfully submitted,

Iowa Board of Physical and Occupational Therapy

Bureau of Professional Licensure
Bureau Chief Report
4/01/10 – 6/30/10

- 1. Legislation and rulemaking** The 2010 legislative session adjourned March 30. Both the IDPH Omnibus Bill and the Technical Bill passed successfully and have been signed by the Governor. No new boards were created within the Bureau of Professional Licensure. Rulemaking will continue throughout the year to better define statutory changes and in response to new board actions. When administrative rule changes are reviewed by the Administrative Rules Review Committee, the Board Executives provide information about the content of each change, outcome of every public hearing, and summary of public comments received. In some instances, Board members participate in the meetings to provide a professional perspective and articulate how rule changes proposed by the board benefit public protection.
- 2. Board appointments** Within the Bureau of Professional Licensure, Governor Culver appointed 19 new board members. All have been confirmed by the Senate and will begin serving their first terms on May 1, or earlier if they are filling a vacancy. Additionally, 23 board members were reappointed to second or third terms. Almost an equal number of board members have completed one or more terms of service, including 10 who served the maximum 9 years on a single board.
The Department has published a press release and new board member names will be posted on the individual boards' websites on May 1.
- 3. AAG reports** At the first meeting of each board following May 1 the board's AAG will present and discuss a handout entitled *Guidelines for Board Members*. This is an opportunity to reinforce the information provided to new board members in their orientation binders and face-to-face orientation with the Bureau Chief. It also gives current board members an opportunity to discuss new information and ask their AAG questions that may have arisen about their role during the previous year. The seven AAGs who provide legal guidance to our boards will also present a brief educational session at each quarterly public meeting on a topic selected with the input of the board executives. The topic this quarter, *Policy Statements by Professional Licensing Boards*, is based on a Memorandum prepared by Julie Pottorff, Deputy Attorney General.
- 4. Budget** The Department continues to evaluate and respond to the impact of the overall state budget on public health services and workforce. Bureau staff members are completing either 5 or 7 mandated unpaid days before the end of FY10 on June 30, 2010. The staff is staggering their furlough time as creatively as possible to minimize the impact on productivity. Travel restrictions remain in effect for Board members and staff. Memberships in

professional organizations continue to be approved based on justification of their necessity to assure access to national licensure examinations and maintain licensure functions. Director Newton and the IDPH Executive Team continue to evaluate and respond to budget mandates.

- 5. State early retirement incentive** The Bureau is impacted by the State's early retirement program which is designed to reduce personnel and replacement costs. The departments are permitted to replace no more than 50% of positions vacated through the program, and must demonstrate a 50% cost saving when doing so. Employees who leave employment under the program must do so by June 24, 2010 and agree not to be employed by the State of Iowa in any capacity other than appointment to a board or commission. Eligible employees submitted their applications by April 15, 2010. The Department submitted a plan that has been approved by the Department of Administrative Services. For Professional Licensure, this would allow the Bureau to fill the positions vacated by the bureau chief, one board executive and the discipline office coordinator with no pay reductions. Marvin Firch will serve as interim Bureau Chief effective June 25. This plan leaves one board executive position vacant.
- 6. Outreach and compliance** Marvin Firch is working with the boards to increase compliance through outreach and education. He has prepared and presented information throughout the state on the complaint process, participated in in-state meetings of professional organizations upon request, assisted to develop and implement a pilot project to survey licensed cosmetology schools, published an article in the Des Moines Register about the purpose of the boards, and assisted the Department to issue press releases. He is currently completing a project is to create CDs with PowerPoint slides and a voice-over option for inclusion in new board member orientation binders, and for use by board members and board chairs regarding the role, processes, and informational resources of the 19 professional licensure boards.
- 7. Semi-annual meeting with DIA investigators** On April 22, 2010, the Bureau will host an educational meeting with the four investigators who are employed by the Department of Inspections and Appeals, and supported by licensee fees, to conduct an average of 21 investigations each month for the licensure boards. These semi-annual meeting are valuable to the Bureau and DIA as an opportunity to identify the best methods to conduct investigations and provide inclusive and timely reports to the boards so they make fully informed decisions.
- 8. Guidelines for meal receipts** Board members are requested to adhere to the guidelines for submitting meal receipts fully in order to receive

reimbursements. The guidelines identify the seven items that must be included with every meal receipt. Because credit card receipts are not acceptable, board members must be diligent in requesting and reviewing receipts at the time of service. The guidelines will be available at meetings and upon request at any time.

- 9. Bureau relocation** The schedule for relocation to the building that was previously Mercy Capitol on the Capitol Complex has been delayed. Professional Licensure is still anticipated to share physical space with the Plumbing Board and Emergency Medical Services when the move occurs.