

**ADVISORY BOARD ON OCCUPATIONAL THERAPY**  
**Minutes**  
**February 7, 2006**

The Advisory Board on Occupational Therapy met on Tuesday, February 7, 2006 at 9:00 a.m. at the Department of Health Professions, 6603 West Broad Street, Richmond, Virginia. Patricia Cooper, OT, Chair, called the meeting to order.

**MEMBERS PRESENT:** Patricia D. Cooper, O.T., Chair  
Jean A. Hearst, O.T.  
Jacob A. Neufeld, M.D.

**MEMBERS ABSENT:** Jeffrey Loveland, O.T., Vice-Chair  
Patricia D. Scales, JD

**STAFF PRESENT:** William L. Harp, M.D., Executive Director  
Ola Powers, Deputy Executive Director of Licensing  
Elaine Yeatts, Senior Regulatory Analyst  
Nicole Gordon, Recording Secretary  
Colanthia Morton, Operations Manager

**GUESTS PRESENT:** None

**CALL TO ORDER**

Patricia Cooper called the meeting to order.

**ROLL CALL**

Roll was called and a quorum declared.

**APPROVAL OF MINUTES OF NOVEMBER 29, 2005**

Dr. Neufeld moved to approve the minutes dated November 29, 2005. The motion was seconded, and carried.

**ADOPTION OF AGENDA**

Ms. Hearst moved to adopt the agenda. The motion was seconded and carried.

## **PUBLIC COMMENT ON AGENDA ITEMS**

There was no public comment.

## **NEW BUSINESS**

### **#1. Current Legislation - 2006 Session of the General Assembly**

Ms. Yeatts presented and explained new legislation affecting the Department of Health Professions, the Board of Medicine and the Advisory Board on Occupational Therapy.

### **#2. On-line Newsletter**

A sample newsletter was reviewed. Several suggestions were offered for consideration. No action was necessary.

### **#3. Travel Voucher website**

Ms. Morton distributed new travel regulations to the board members. She explained the process for using online travel reimbursement forms.

## **ANNOUNCEMENTS**

The Advisory Board agreed to change all future meeting times from 9am to 10am.

## **NEXT SCHEDULED MEETING**

June 6, 2006.

## ADJOURNMENT

Ms. Hearst moved to adjourn the meeting of the Advisory Board. The motion was seconded and carried.

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Patricia Cooper, O.T.,  
Chair

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William L. Harp, M.D.  
Executive Director

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Ola Powers,  
Deputy Executive Director, Licensing