

**FINAL APPROVED**

**ADVISORY BOARD ON OCCUPATIONAL THERAPY  
Minutes  
October 3, 2017**

The Advisory Board on Occupational Therapy met on Tuesday, October 3, 2017 at 10:00 a.m. at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Henrico, Virginia.

**MEMBERS PRESENT:** Kathryn Skibek, OT, Chair  
Breshae Bedward, OT, Vice-Chair  
Eugenio Monasterio, M.D.  
Dwayne Pitre, OT  
Karen Lebo, JD

**MEMBERS ABSENT:** None

**STAFF PRESENT:** William L. Harp, M.D., Executive Director  
Alan Heaberlin, Deputy Director, Licensure  
Elaine Yeatts, DHP Senior Regulatory Analyst  
ShaRon Clanton, Licensing Specialist  
Colanthia Morton Opher, Operations Manager

**GUESTS PRESENT:** Alexander Macaulay, VOTA

**CALL TO ORDER**

Kathryn Skibek called the meeting to order at 10:00 a.m.

**EMERGENCY EGRESS PROCEDURES**

Mr. Heaberlin announced the Emergency Egress Instructions.

**ROLL CALL**

Roll was called, and a quorum declared.

**APPROVAL OF MINUTES OF June 6, 2017.**

Karen Lebo moved to adopt the minutes as written. The motion was seconded and carried.

**ADOPTION OF AGENDA**

Dr. Monasterio moved to adopt the amended agenda. The motion was seconded and carried.

## **PUBLIC COMMENT ON AGENDA ITEMS**

None

## **NEW BUSINESS**

### **1. New ACOTE Accreditation Standards, Kathryn Skibek, OT, Chair**

Kathryn Skibek made the members aware of the changes in the educational requirements for OT's and OTA's in the upcoming years. ACOTE will implement these by 2027. No action was required.

### **2. Request for Guidance Document Regarding Supervisory Responsibilities of an Occupational Therapist**

At its June meeting, the Advisory Board discussed that Frequently Asked Questions & Answers be considered for supervision by OT's. Mr. Heaberlin suggested that the Advisory Board may want to create a separate guidance document addressing supervision guidelines. He thought that it could be based upon the questions frequently received by Board staff. As there was agreement amongst the Advisory Board members, Mr. Heaberlin said that staff will put together a draft guidance document for review by the Advisory Board in January. Mr. Pitre moved to create a guidance document on the supervision of Occupational Therapy Assistants by Occupational Therapists. The motion was seconded and carried.

### **3. Discussion of Student Exemption and License Applicant Status-Dr. Harp**

After a brief discussion, the Advisory Board members determined that OT already had the License Applicant status, and the student exemption was not necessary.

### **4. Approval of 2018 Meeting Calendar, Alan Heaberlin**

Mr. Heaberlin reviewed the 2018 meeting calendar and asked for avoid dates. None were noted.

### **5. Election of Officers-Kathryn Skibek, OT, Chair**

Karen Lebo moved for Kathryn Skibek to continue as Chair and Breshae Bedward as Vice-Chair. The motion was seconded and carried.

## **ANNOUNCEMENTS:**

Mr. Heaberlin informed the Advisory Board of the OT license count. There are currently 3,205 active and 69 inactive Occupational Therapists. Additionally, there are 1,255 active and 7 inactive Occupational Therapy Assistants.

Mr. Heaberlin told the Advisory Board that they would now be receiving a \$50.00 per diem payment if they are not employed by the Commonwealth.

## **NEXT MEETING DATE**

January, 30, 2018, 10:00 a.m.

## **ADJOURNMENT**

The meeting of the Advisory Board was adjourned at 11:00 a.m.

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Kathryn Skibek, OT, Chair

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William L. Harp, M.D.  
Executive Director

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ShaRon Clanton, Licensing Specialist