

Louisiana State Board of Medical Examiners  
Occupational Therapy Advisory Committee Meeting Minutes

**Date: 12/07/18**

**Present: Dr. Vincent Culotta, Amy Yarbrough, Leslie Clement, Brenda Martin, Darbi Philibert, Craig Toups, Gretchen Reeks**

**Absent: Beth Gleason**

<b>Agenda item</b>	<b>Discussion</b>	<b>Recommendations/Actions</b>
Call to order/Establish Quorum	Call to order 9:15 am and Quorum Established	
Approval of minutes from 06/18 meeting	Minutes reviewed; No corrections recommended	Motion made by Leslie Clement to accept the minutes; Seconded by Brenda Martin; all present agreed
Executive session	<p><b>AGENDA ITEM 1:</b> Follow up from 6/19 meeting regarding confidential case</p> <p>Action required from 6/19 meeting: OTAC requested more information regarding case. Joe Bonck to follow up at next meeting for OTAC decision.</p> <p>Amy Yarbrough presented OTAC with Confidential case discussed: Joe Bonck present follow up and answer questions of OTAC members.</p> <p><b>AGENDA ITEM 2:</b> Discussion regarding 3 open seats for OTAC. Curriculum Vitae for each candidate were seen by OTAC members present. Candidates were discussed and placed into category of which discipline area they most fit with regards to open seats.</p>	<p><b>AGENDA ITEM 1:</b> Brenda Martin motioned for OTAC to recommend a letter of concern to OTA in question as well as online ethics course for professional behavior training. Seconded by Craig Toups. All present agreed. Motion passed</p> <p>Further, follow up for OTAC to complete a statement for Joe Bonck to email blast regarding OTA annual credential/competency checks.</p> <p><b>AGENDA ITEM 2:</b> ON 12/7/19, names for each seat were given to executive director, Dr. Vincent Culotta, for the board to determine new members at follow up board meeting for decision.</p>

		Darbi Philibert motioned to leave executive session and Gretchen Reeks Second to motion. Out of executive session at 10:15am
LSBME request for OTAC to contact profession associations with regards to Resolution 70 with regards to House Bill 185/Act 1 of 2017 Legislative session	<p>OTAC co-chair, Amy Yarbrough reported with the positions of NBCOT/AOTA and LOTA regarding military professional and examination/licensure.</p> <p>Response sent to executive director, Dr. Vincent Cullotta with OTAC response.</p> <p>Summarized response: Military personnel must go through training from ACOTE accredited university before sitting for national examination. Louisiana requires ACOTE education as well as passing national examination to become licensed for OT/OTA. Further, Military requires that an OT/OTA must already have education and sat for examination with passing status before working as an OT/OTA in the prospective military branch.</p>	Action: OTAC co-chair, Amy Yarbrough previously sent response. Agenda item completed. No follow up at this time.
OTAC appointments	<p>Issue was tabled in June meeting to discuss again.</p> <p>OTAC co-chair, Amy Yarbrough made a proposal regarding an informal process/policy</p> <p>Proposal to have an informal process/policy for OTAC appointments.</p> <ol style="list-style-type: none"> <li>1. Each June, the members of OTAC that have available seat will establish if they wish to continue working for the OTAC in their capacity as an OTAC member. If so, they will be placed as one of the possible candidates for their seat.</li> <li>2. In June, an email blast will be sent out to all OTs that seats are available to send their interest and</li> </ol>	<p>Gretchen Reeks motioned for the acceptance of proposal for policy for OTAC appointments. Darbi Philibert second the motion. All present agreed. Motion passed.</p> <p>New business regarding orientation of new members. Will include a copy of rules/regulations for each new member as well as a short meeting regarding expectations and some history of issues that will be discussed at upcoming meeting.</p>

	<p>curriculum vitae/resume in by a specified date in August.</p> <ol style="list-style-type: none"> <li>3. At the September meeting, OTAC will have discussion regarding the curriculum vitae/resume and determine at least 3 suitable candidates for each seat available.</li> <li>4. OTAC chair will then send the candidate list to the executive director to be discussed at next available "board" meeting.</li> <li>5. OTAC member chosen would be requested to start at the first meeting of the upcoming year if possible.</li> </ol>	
Practice Questions	No discussion. All questions were time sensitive and answered previously.	No action required.
LOTA presentation	Craig Hidalgo unable to come to meeting. Will reschedule	No action required
2019 OTAC meeting dates	<p>Discussion of dates for 2019 to include the following:</p> <p>3/15/19 6/7/19 9/20/19 12/6/19</p>	<p>Leslie Clement motioned for acceptance of all dates. Brenda Martin second the motion. All present agreed. Motion passed.</p>
Adjourn	Meeting adjourned at 12:30pm	Amy Yarbrough motioned to adjourn the meeting and it was seconded by Leslie Clement. All present agreed.