

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

**STATE BOARD OF OCCUPATIONAL THERAPY
EDUCATION AND LICENSURE**

TIME: 10:31 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2525 North 7th Street

CoPA HUB, Eaton Conference Room

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

December 18, 2024

State Board of Occupational Therapy
Education and Licensure
December 18, 2024

BOARD MEMBERS:

Kerri L. Hample, OTD, OTR/L, Chairperson
Arion R. Claggett, Acting Commissioner, Bureau of
Professional and Occupational Affairs
Joanne M. Baird, Ph.D., OTR/L
Lisa Livingston, MS, OTR/L, SCDCM, Secretary
Jena Shovlin, OTR/L, Vice Chairperson
Wendy E. Walsh, Ph.D., OTR/L
Daniel Kline, Public Member

BUREAU PERSONNEL:

Sean C. Barrett, Esquire, Board Counsel
Thomas M. Davis, Esquire, Board Regulatory Counsel
J. Karl Geschwindt, Esquire, Senior Board Prosecutor
and Prosecution Liaison
William Newport, Esquire, Senior Board Prosecutor
Liliana G. Fisher, Esquire, Board Prosecutor
Paul Keller, Board Administrator
Andrew LaFratte, MPA, Deputy Policy Director,
Department of State
Amanda Richards, Fiscal Supervisor, Bureau of Finance
and Procurement, Department of State
Marcedes Newby, Fiscal Management Specialist 1,
Bureau of Finance and Procurement, Department of
State
Jennifer Jumper, Fiscal Management Specialist 2,
Bureau of Finance and Procurement, Department of
State
Tamie Laudenslager, Fiscal Management Specialist,
Bureau of Finance and Procurement, Department of
State
Taylor Koch, Fiscal Management Specialist 3,
Bureau of Finance and Procurement, Department of
State
Michael Merten, Esquire, Board Counsel, State Board
of Barber Examiners

ALSO PRESENT:

Christine Daeschner, MOT, OTR/L, President,
Pennsylvania Occupational Therapy Association

State Board of Occupational Therapy
Education and Licensure
December 18, 2024

ALSO PRESENT: (cont.)

Kristen Neville, State Affairs Manager, American
Occupational Therapy Association
Melanie Brock, COTA/L, Vice President, Pennsylvania
Occupational Therapy Association
Jacob Hill, Sargent's Court Reporting Service, Inc.

1 ***

2 State Board of Occupational Therapy

3 Education and Licensure

4 December 18, 2024

5 ***

6 [Pursuant to Section 708(a)(5) of the Sunshine Act,
7 at 10:00 a.m. the Board entered into Executive
8 Session with Sean C. Barrett, Esquire, Board Counsel,
9 for the purpose of conducting quasi-judicial
10 deliberations on a number of matters currently
11 pending before the Board and to receive the advice of
12 counsel. The Board returned to open session at
13 10:31 a.m.]

14 ***

15 The regularly scheduled meeting of the State
16 Board of Occupational Therapy Education and Licensure
17 was held on Wednesday, December 18, 2024. Kerri L.
18 Hample, OTD, OTR/L, Chairperson, officially called
19 the meeting to order at 10:31 a.m.

20 ***

21 Introduction of Board Members/Attendees

22 [Kerri L. Hample, OTD, OTR/L, Chairperson, requested
23 an introduction of Board members and attendees. A
24 quorum of Board members was present.]

25 ***

1 [Sean C. Barrett, Esquire, Board Counsel, noted the
2 Board entered into Executive Session for the purpose
3 of conducting quasi-judicial deliberations on a
4 number of matters that are currently pending before
5 the Board and to receive the advice of counsel.

6 Mr. Barrett also informed everyone that the
7 meeting was being recorded, and those who continued
8 to participate were giving their consent to be
9 recorded.]

10 ***

11 Adoption of Agenda

12 CHAIRPERSON HAMPLE:

13 I'd like to ask for a motion to adopt
14 today's agenda?

15 ACTING COMMISSIONER CLAGGETT:

16 So moved.

17 MS. WALSH:

18 Second.

19 MR. KELLER:

20 Claggett, aye; Baird, aye; Kline, aye;
21 Livingston, aye; Walsh, aye; Shovlin,
22 aye; Hample, aye.

23 [The motion carried unanimously.]

24 ***

25 Approval of Minutes

1 CHAIRPERSON HAMPLE:

2 We'll move on to minutes from the last
3 meeting. I'd like to ask if there is
4 any discussion on the minutes from the
5 June meeting? Any discussion? Hearing
6 none.

7 I'll ask for a motion to approve
8 the minutes from the June 2024 Board
9 meeting.

10 ACTING COMMISSIONER CLAGGETT:

11 So moved.

12 MS. WALSH:

13 Second.

14 MR. KELLER:

15 Claggett, aye; Baird, aye; Kline,
16 abstain; Livingston, aye; Walsh, aye;
17 Shovlin, aye; Hample, aye.

18 [The motion carried. Daniel Kline abstained from
19 voting on the motion.]

20 ***

21 Appointment - Annual Budget Presentation

22 [Jennifer Jumper, Fiscal Management Specialist,
23 Bureau of Finance and Procurement, Department of
24 State, presented the Annual Financial Report.

25 Ms. Jumper stated the Board's renewable licensee

1 counts represented a seven-year history of the
2 license population. She then showed the Board their
3 license population by class and offered the Board a
4 comparison of their license population over the last
5 two biennial periods.

6 She informed the Board that their licenses have
7 increased by 6.8% or 923 licenses. She noted the
8 majority of the increase came from occupational
9 therapist licenses at 10.1% or 1,010 licenses, where
10 the occupational therapy assistant licenses actually
11 decreased by 2.4% or 88 licenses.

12 Ms. Jumper addressed renewal fees. She noted the
13 Board renews in June of odd years. She reported the
14 renewal fee for occupational therapists is \$55 and
15 occupational therapy assistants at \$45. She noted
16 the Board's last fee increase was in 1985.

17 Ms. Jumper addressed biennial revenue from
18 revenue sources and as a total. She noted the total
19 biennial revenue for the Board with renewals and
20 applications making up 95% of revenue.

21 Ms. Jumper referred to Board expenses, noting
22 costs include timesheet-based charges, direct
23 charges, and licensee population. She noted FY24-25
24 and FY25-26 budget numbers, along with expenses
25 through December 6, 2024. She stated expenses are

1 expected to increase for the current biennial period.

2 Ms. Jumper reported three major items contributed
3 to the increase, including the modernization of the
4 Pennsylvania Licensing System (PALS), the legal
5 offices move from Penn Center to Thea Drive, and the
6 new information technology (IT) system for the legal
7 team.

8 Ms. Jumper addressed revenues and expenses. She
9 reported on the starting balance on the restricted
10 account. She noted expenses exceeded revenue in FY
11 22-23 and FY23-24 and continue to do so in future
12 biennial periods. She recommended a fee increase for
13 the Board and offered to provide a fee package in the
14 spring.]

15 ***

16 Report of Board Counsel - No report

17 ***

18 Report of Board Prosecution

19 [William A. Newport, Esquire, Board Prosecution
20 Liaison, presented the Consent Agreement for Case No.
21 24-67-010978 and Case No. 23-006669.]

22 MR. BARRETT:

23 Based on Executive Session
24 deliberations, I believe the Board
25 Chair would entertain a motion to

1 approve the Consent Agreements at Case
2 No. 24-67-010978 and at Case No. 23-67-
3 006669.

4 CHAIRPERSON HAMPLE:

5 Do we have a motion?

6 ACTING COMMISSIONER CLAGGETT:

7 So moved.

8 MS. WALSH:

9 Second.

10 MR. KELLER:

11 Claggett, aye; Baird, aye; Kline, aye;
12 Livingston, aye; Walsh, aye; Shovlin,
13 aye; Hample, aye.

14 [The motions carried unanimously. The Respondent's
15 name at item 4, Case No. 23-67-006669, is Amanda M.
16 France.]

17 ***

18 Report of Board Chairperson

19 [Kerri L. Hample, OTD, OTR/L, Chairperson, informed
20 Board members that the 2025 American Occupational
21 Therapy Association Conference is in Philadelphia.

22 Acting Commissioner Claggett approved sending Dr.
23 Baird, Ms. Livingston, and Ms. Walsh. Chair Hample
24 would also be attending the conference.]

25 CHAIRPERSON HAMPLE:

1 I would make a motion that the
2 Commissioner attempt to send three,
3 given that they only sent one to POTA.
4 If that is rejected, then we will try
5 again. We are going to start with a
6 request for the three.

7 ACTING COMMISSIONER CLAGGETT:

8 So moved.

9 MS. SHOVLIN:

10 Second.

11 MR. KELLER:

12 Claggett, aye; Baird, aye; Kline, aye;
13 Livingston, aye; Walsh, aye; Shovlin,
14 aye; Hample, aye.

15 [The motions carried unanimously.]

16 ***

17 Report of Acting Commissioner

18 [Arion R. Claggett, Acting Commissioner, Bureau of
19 Professional and Occupational Affairs, informed Board
20 members that System Automation has been selected as
21 their licensure replacement vendor and are on
22 schedule to have the new system in place in late
23 2025.]

24 ***

25 Report of Board Administrator

1 [Paul Keller, Board Administrator, noted the waiver
2 request for reactivation of Adam Rice.]

3 CHAIRPERSON HAMPLE:

4 Motion to approve the waiver for Mr.
5 Rice.

6 ACTING COMMISSIONER CLAGGETT:

7 So moved.

8 MS. WALSH:

9 Second.

10 MR. KELLER:

11 Claggett, aye; Baird, aye; Kline, aye;
12 Livingston, aye; Walsh, aye; Shovlin,
13 aye; Hample, aye.

14 [The motions carried unanimously.]

15 ***

16 Miscellaneous - Regulation Language Discussion

17 [Sean C. Barrett, Esquire, Board Counsel, referred to
18 a question from a Board member, noting any discussion
19 would potentially offer legal advice and tabled item
20 6 for this meeting.]

21 ***

22 Miscellaneous - Election of Officers

23 [Arion R. Claggett, Acting Commissioner, Bureau of
24 Professional and Occupational Affairs, noted election
25 of officers would be tabled till the February

1 meeting.]

2 ***

3 Miscellaneous - Proposed 2026 Board Meeting Dates

4 [Paul Keller, Board Administrator, noted the proposed
5 2026 meeting dates are February 26, June 5, October
6 1, and December 4.]

7 CHAIRPERSON HAMPLE:

8 Can I ask for a motion to approve the
9 dates?

10 ACTING COMMISSIONER CLAGGETT:

11 So moved.

12 MS. WALSH:

13 Second.

14 MR. KELLER:

15 Claggett, aye; Baird, aye; Kline, aye;
16 Livingston, aye; Walsh, aye; Shovlin,
17 aye; Hample, aye.

18 [The motions carried unanimously.]

19 ***

20 [Paul Keller, Board Administrator, noted the next
21 Board meeting is scheduled for February 27, 2025. He
22 also noted the remaining 2025 Board meeting dates are
23 May 29, September 25, and December 5.]

24 ***

25 Adjournment

1 CHAIRPERSON HAMPLE:

2 I'll make a motion to adjourn.

3 ACTING COMMISSIONER CLAGGETT:

4 So moved.

5 MS. WALSH:

6 Second.

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8 [There being no further business, the Pennsylvania
9 State Board of Occupational Therapy Education and
10 Licensure adjourned at 10:57 a.m.]

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CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Occupational Therapy Licensure and Education Meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Board of Occupational Therapy Licensure and Education Meeting.



Jacob Hill,

Minute Clerk

Sargent's Court Reporting
Service, Inc.

STATE BOARD OF OCCUPATIONAL THERAPY
EDUCATION AND LICENSURE
REFERENCE INDEX

December 18, 2024

TIME	AGENDA
10:00	Executive Session
10:30	Open Session
10:31	Official Call to Order
10:32	Introduction of Board Members/Attendees
10:34	Adoption of Agenda
10:34	Approval of Minutes
10:43	Report of Board Counsel
10:47	Report of Board Chairperson
10:50	Report of Acting Commissioner
10:52	Miscellaneous
10:57	Adjournment