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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: 10:33 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2601 North Third Street

One Penn Center, Board Room C

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

December 1, 2023

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State Board of Occupational Therapy
Education and Licensure
December 1, 2023

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, Vice Chair
Lisa Livingston, MS, OTR/L, SCDCM, Secretary
Jena Shovlin, OTR/L

BUREAU PERSONNEL:

Shana M. Walter, Esquire, Senior Board Counsel
Sean C. Barrett, Esquire, Board Counsel
Thomas M. Davis, Esquire, Board Regulatory Counsel
Paul Keller, Board Administrator
Andrew LaFratte, MPA, Deputy Policy Director,
Department of State

ALSO PRESENT:

Victoria Lantz

1 ***

2 State Board of Occupational Therapy

3 Education and Licensure

4 December 1, 2023

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 10:30 a.m.]

14 ***

15 The regularly scheduled meeting of the State
16 Board of Occupational Therapy Education and Licensure
17 was held on Friday, December 1, 2023. Kerri L.
18 Hample, OTD, OTR/L, Chairperson, officially called
19 the meeting to order at 10:33 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.]

24 ***

25 [Sean C. Barrett, Esquire, Board Counsel, informed

1 everyone that the meeting was being recorded, and
2 those who continued to participate were giving their
3 consent to be recorded.

4 Mr. Barrett also noted the Board entered into
5 Executive Session for the purpose of conducting
6 quasi-judicial deliberations on a number of matters
7 that are currently pending before the Board and to
8 receive the advice of counsel.]

9

10 Adoption of Agenda

11 CHAIRPERSON HAMPLE:

12 Can I have a motion to approve the
13 agenda for today's meeting?

14 DR. BAIRD:

15 I move to adopt the agenda.

16 MS. SHOVLIN:

17 I second.

18 CHAIRPERSON HAMPLE:

19 Roll call.

20

21 Hample, yes; Claggett, aye; Baird, aye;
22 Livingston, aye; Shovlin, aye.

23 [The motion carried unanimously.]

24

25 Approval of Minutes

1 CHAIRPERSON HAMPLE:

2 Can we have a discussion on the minutes
3 from the September 21, 2023 meeting?

4 DR. BAIRD:

5 I reviewed the minutes, and I did not
6 see any need for correction.

7 CHAIRPERSON HAMPLE:

8 Any other discussion? Hearing no
9 discussion.

10 Motion to approve the minutes from
11 the meeting on September 21, 2023?

12 DR. BAIRD:

13 I move to approve the meeting minutes
14 from September 21.

15 MS. SHOVLIN:

16 I second.

17 MR. KELLER:

18 Hample, aye; Claggett, aye; Baird, aye;
19 Livingston, aye; Shovlin, aye.

20 [The motion carried unanimously.]

21 ***

22 Report of Board Counsel - Final Adjudication and
23 Order

24 MR. BARRETT:

25 Number 3 on the agenda is the Final

1 Adjudication and Order for Melissa
2 Dollarton, Case No. 20-67-003860.

3 Based on Executive Session
4 deliberations, I believe the Board
5 Chair would entertain a motion to adopt
6 the Final Adjudication and Order in
7 that number.

8 DR. BAIRD:

9 I would like to make that movement.

10 MS. SHOVLIN:

11 I second.

12 MR. KELLER:

13 Hample, aye; Claggett, aye; Baird, aye;
14 Livingston, aye; Shovlin, aye.

15 [The motion carried unanimously.]

16 ***

17 Regulatory Report

18 [Sean C. Barrett, Esquire, Board Counsel, provided an
19 update on behalf of Thomas M. Davis, Esquire, Board
20 Regulatory Counsel, that 16A-679 regarding child
21 abuse reporting requirements regulation was published
22 as final in the *Pennsylvania Bulletin* on November 4,
23 2023.]

24 ***

25 Report of Board Prosecution - No Report

1 ***

2 Report of Board Chairperson - No report

3 ***

4 Report of Acting Commissioner

5 [Arion R. Claggett, Acting Commissioner, Bureau of
6 Professional and Occupational Affairs, informed Board
7 members that the request for proposal (RFP) for the
8 Pennsylvania Licensing System (PALS) replacement was
9 issued on September 28, 2023. He noted the
10 department stopped taking bids on November 30, 2023,
11 and he would provide an additional update at the next
12 meeting.]

13 ***

14 Report of Board Administrator - No Report

15 ***

16 Miscellaneous - Election of Officers

17 MR. BARRETT:

18 Is there a nomination for someone to
19 serve as the Chairperson of the Board?

20 DR. BAIRD:

21 I would like to nominate Kerri Hample
22 for the Board Chair.

23 MR. BARRETT:

24 Chairperson Hample, would you accept
25 that nomination?

1 CHAIRPERSON HAMPLE:

2 I do.

3 MR. BARRETT:

4 Are there any other nominations?

5 Hearing none.

6 Could we have a vote on Kerri
7 Hample for Chairperson of the Board?

8 MR. KELLER:

9 Claggett, aye; Baird, aye; Livingston,
10 aye; Shovlin, aye.

11 [The motion carried unanimously.]

12 ***

13 MR. BARRETT:

14 Is there a nomination for Vice
15 Chairperson of the Board?

16 DR. BAIRD:

17 I would like to nominate Jena Shovlin
18 for the Vice Chair of the Board.

19 MR. BARRETT:

20 Ms. Shovlin, would you accept that
21 nomination?

22 MS. SHOVLIN:

23 I do.

24 MR. BARRETT:

25 Are there any other nominations for

1 that position? Hearing none.

2 Could we have a vote for Jena
3 Shovlin for Vice Chair of the Board?

4 MR. KELLER:

5 Hample, aye; Claggett, aye; Baird, aye;
6 Livingston, aye.

7 [The motion carried unanimously.]

8 ***

9 MR. BARRETT:

10 Are there any nominations for Secretary
11 of the Board?

12 DR. BAIRD:

13 I nominate Lisa Livingston for
14 Secretary.

15 MR. BARRETT:

16 Ms. Livingston, would you accept that
17 nomination?

18 MS. LIVINGSTON:

19 I do.

20 MR. BARRETT:

21 Are there any other nominations for
22 that position? Hearing none.


23 Could we have a vote for Lisa
24 Livingston for Secretary of the Board?

25 MR. KELLER:

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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.



Victoria Lantz,

Minute Clerk

Sargent's Court Reporting
Service, Inc.

STATE BOARD OF OCCUPATIONAL THERAPY
EDUCATION AND LICENSURE
REFERENCE INDEX

December 1, 2023

TIME	AGENDA
10:00	Executive Session
10:30	Open Session
10:33	Official Call to Order
10:33	Introduction of Board Members/Attendees
10:35	Adoption of Agenda
10:36	Approval of Minutes
10:36	Report of Board Counsel
10:37	Regulatory Report
10:37	Report of Acting Commissioner
10:39	Miscellaneous
10:42	Adjournment