

**FINAL APPROVED**

**ADVISORY BOARD ON OCCUPATIONAL THERAPY  
Minutes  
January 30, 2018**

The Advisory Board on Occupational Therapy met on Tuesday, January 30, 2018 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  
Raziuddin Ali, 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:** None

**CALL TO ORDER**

Kathryn Skibek called the meeting to order at 10:02 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 October 3, 2017**

1-3

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

**ADOPTION OF AGENDA**

Breshae Bedward moved to adopt the amended agenda. The motion was seconded and carried.

## **PUBLIC COMMENT ON AGENDA ITEMS**

None

## **NEW BUSINESS**

### 1. Legislative Update-Elaine Yeatts

Mrs. Yeatts gave a brief description of the 8 bills submitted by DHP and others that were of interest to the Advisory Board.

### 2. Review of Draft Guidance Document for Supervisory Responsibilities

Mr. Heaberlin described the purpose of guidance documents. Breshae Bedward moved to submit the proposed guidance document on supervision by OT's to the Full Board for approval on February 15, 2018. The motion was seconded and carried.

## **ANNOUNCEMENTS:**

Mr. Heaberlin informed the Advisory Board that there are currently 4,152 Occupational Therapists and 1,587 Occupational Therapy Assistants who hold licenses with the Virginia Board of Medicine. The members were advised of the new mileage rates and the \$50.00 per diem for attendance at meetings, if not a state employee.

## **NEXT MEETING DATE**

January 5, 2018, 10:00 a.m.

## **ADJOURNMENT**

The meeting of the Advisory Board was adjourned at 11:04 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