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Governor

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South Carolina  
Department of Labor, Licensing and Regulation  
Board of Occupational Therapy



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Minutes of the South Carolina Board of Occupational Therapy  
Regular Meeting  
March 26, 2010  
Synergy Business Park, Kingstree Building, Room 105  
110 Centerview Drive, Columbia, South Carolina

Board members present were:

Lesly S. Wilson, PhD, OTR/L, Chairman  
Ricardo Holmes, Sr., OTR/L, Vice Chairman  
Joyce J. Branham, OTR/L  
Susan M. Hardin, OTR/L  
David P. Putman, Public Member

Board member excused was:

Linda H. Remick, COTA/L  
Janine P. Turner, OTR/L

Others present were:

Kate K. Cox, Board Administrator  
Shelia Jones, Administrative Assistant  
Kathy Meadows, OIE  
Sheridon Spoon, Advice Attorney to the Board

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CALL TO ORDER:

The Regular Session of the South Carolina Board of Occupational Therapy was held at the Synergy Office Park, Kingstree Building, 110 Centerview Drive, Room 105, Columbia, South Carolina. Whereas, proper notice of date, time, place and agenda information having been properly provided to THE STATE NEWSPAPER and ASSOCIATED PRESS and proper notice also having been posted at the LLR Office Building 24 hours prior to the time scheduled for the meeting and a quorum having been noted as present, Chairman Wilson called the meeting to order at 10:10 a.m. A quorum was present. All votes referenced herein were unanimous unless otherwise noted.

APPROVAL OF AGENDA:

**Motion:** A motion was made by Ms. Hardin to approve the Agenda as presented. Ms. Branham seconded the motion. The motion passed.

APPROVAL OF MINUTES:

**Motion:** A motion was made by Ms. Hardin to accept the November 13, 2009 minutes. Mr. Putman seconded the motion. The motion passed

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REPORTS:

Administrator's Report:

Mrs. Cox introduced Shelia Jones as the new Administrative Assistant for the Board who came to us through the reallocation of staff and centralized licensure processing which started March 1, 2010. She reported Mrs. Jones is a seasoned employee at LLR with the Boards and is very pleased to have her supporting this Board.

Mrs. Cox reported the licensee totals to date are 1,433 licensed occupational therapists and 636 licensed occupational therapy assistants for a total of 2,072 licensees for the Board. She reported that she continues to be in contact with the Governor's Office for Board reappointments and appointments.

She reported on the change in the travel reimbursement from \$.505 per mile to \$.50 per mile and mentioned the current economic climate in the state with all means being taken to economize. She reminded the Board that the Statements of Economic Interests are due electronically on or before April 15, 2010.

Mrs. Cox reported on the new database system development to convert to a new database system to manage all aspects of licensing with more flexibility and more functions. She stated the new system will also have an electronic payment feature. She reported the conversion is to begin around March 31<sup>st</sup> and to be implemented in four phases. Mrs. Cox also discussed the national database, HIPDB/NPDB, reporting which is required by federal law. She discussed that all reportable disciplinary actions must be reported to within 30 days of a board action.

Financial Report:

Mrs. Cox stated that the Financial Report is provided as information. She noted for the record that revenue is collected biennially and is expended over a two-year period. She reported that she reviews the Board's budget yearly with LLR. She reported she had detailed budget documents available with all expenditures noted in the budget reports. She stated these documents are maintained in the Board's office and in the Finance Office of LLR.

OIE/ OGC/ OLC Reports:

**Office of Investigations and Enforcement (OIE)** report was made by Kathy Meadows who reported on the statistics for 2009 with seven complaints being filed and the statistics for 2010 with no complaints being filed to date. The Board asked appropriate questions and thanked Ms. Meadows. It was discussed that the reports are updated daily as needed and as actions on the cases are taken.

**Office of General Counsel (OGC)** report was made by Mrs. Cox who reported for Georgia Lewis, Litigation Counsel for the Board. She reported that the Board has one case in Legal and it is being prepared for a hearing.

**Office of Licensure and Compliance (OLC)** did not report at the meeting as they have just begun the centralized process for this Board with applications, reinstatements, verifications, and other requested licensure services. Mrs. Cox stated the centralized licensure process began March 1 and there was training prior to the March 1 beginning date and there will be a 90 day training window. Mrs. Cox stated OLC will be making these reports in the future at Board meetings when statistical reports are available.

DISCIPLINARY ISSUES:

Investigative Review Committee Report (IRC):

Ms. Meadows presented the IRC report to the Board to ask for one (1) complaint to be authorized for a Formal Complaint.

**Motion:** A motion was made by Ms. Hardin to accept the IRC report as presented. Mr. Holmes seconded the motion. The motion passed.

LEGAL:

Mr. Spoon reviewed the complaint process, the investigation process, the IRC process, the IRC reports and the hearing process with the Board. He discussed the use of Consent Agreements, Memorandum of Agreements, and full contested disciplinary hearings. Discussion followed his presentation.

UNFINISHED BUSINESS:

There was no Unfinished Business before the Board.

NEW BUSINESS:

The Board held elections for the officers for the Board for 2010. Dr. Wilson was re-elected as the Board Chairperson and Mr. Holmes was re-elected as the Vice Chairperson for the Board. The Board reaffirmed having Lori Metzger serve as the professional member on the IRC .

DISCUSSION TOPICS:

Mr. Putman discussed the Car Fit Program and the involvement of AARP, AOTA, and AAA. He discussed it as a conversation to help mature drivers remain safe on the road. The Board was very interested and asked many questions. Mr. Putman brought materials as handouts, and his explanations of the involvement of occupational therapists in the program were appreciated by the Board.

PUBLIC COMMENTS:

There was no public comment.

ANNOUNCEMENTS:

The Board's next meeting will be in August 6, 2010.

ADJOURNMENT:

There being no further business the meeting was adjourned at 12:15 p.m.

Respectfully submitted,



Kate K. Cox  
Administrator