

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING & REGULATION
South Carolina Board of Occupational Therapy Examiners
Synergy Business Park, Kingstree Building
110 Centerview Dr, Columbia SC 29210
Low Country Room
Friday, August 15, 2025

Board Members Present

Ricardo Holmes, Sr., OTR/L, Chairperson
Lesly W. James, Ph.D., OTR/L, Vice-Chairperson
Rebecca Coleman, OTR/L
Melissa Hevia, OTA
Megan Dubose, OTR-L

Board Members Absent

Nadine K. Hanner, OTR/L

Staff Present

Mack Williams, Board Executive
Jonathan Owens, Program Coordinator I
Mary League, Esquire, Advice Counsel
LeAnna McMenamain, Esq, Office of Disciplinary Counsel
Yarikza Alexander, Office of Investigation & Enforcement

Public notice of this meeting was properly posted at the SC Board of Occupational Therapy Synergy Business Park, Kingstree Building 110 Centerview Drive, provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

Call to Order

Mr. Holmes, Chairperson called the meeting to order at 10:03am.

Approval of the Agenda:

Motion: In open session, Dr. James made a motion to approve the agenda The motion was seconded and approved by Ms. Coleman.

Approval / Disapproval of Absent Members:

Motion: In open session, Ms. Hevia made a motion to approve Ms. Hanner's absence. The motion was seconded and approved by Dr. James.

Approval of the Minutes:

Motion: In open session, Ms. Coleman made a motion to approve the May 2, 2025 meeting minutes. The motion was seconded and approved by Dr. James.

Introduction of New Member:

Ms. Dubose introduced herself to the Board.

Office of Investigations and Enforcement (OIE/IRC) Report: Ms. Alexander presented the OIE statistical report to the Board. The Board accepted the report as information.

Ms. Alexander presented the IRC cases to the Board. Case #'s 2024-4 for dismissal and 2025-2 and 2025-3 are recommended for Formal Complaints.

Motion: In open session, Dr. James made a motion to accept the IRC recommendations for Case #'s 2024-4 for dismissal and 2025-2 and 2025-3 for Formal Complaints. The motion was seconded and approved by Ms. Hevia.

ODC Report: Ms. McMenamain presented the ODC Report. The Board accepted the ODC report as information.

Finance Report: Mr. Williams, Board Executive, presented the financial report. The Board accepted the report as information.

Application Hearings:

Holly Sutcliffe: The purpose of this hearing was to determine whether Ms. Sutcliffe should be granted a license as an occupational therapist. The issue was that Ms. Sutcliffe has been out of practice as an occupational therapist for more than twenty years. Ms. Sutcliffe made a personal appearance and was not represented by counsel.

Motion: In open session, Dr. James made a motion to go into executive session. The motion was seconded by Ms. Hevia.

(10:28 am – 10:39 am) – No votes were taken in executive session.

Motion: In open session, Ms. Dubose made a motion to come out of executive session. The motion was seconded by Ms. Hevia.

Motion: In open session, Dr. James made a motion to grant a provisional license valid for a period of one (1) year from the date of issuance to complete five hundred (500) hours of clinical practice under the on-site supervision of a licensed S.C. occupational therapist and complete fourteen (14) hours of in-person, Board approved continuing education courses in the area in which Ms. Sutcliffe intends to practice. The motion was seconded by Ms. Coleman.

Valentina Hardy: The purpose of this hearing was to determine whether Ms. Hardy should be granted a license as an occupational therapist assistant. The issue was that Ms. Hardy has been out of practice for more than three years and does not have a current license to practice. Ms. Hardy made a personal appearance and was not represented by counsel.

Motion: In open session, Ms. Coleman made a motion to go into executive session. The motion was seconded by Ms. Hevia.

(10:50 am – 10:54 am) – No votes were taken in executive session.

Motion: In open session, Dr. James made a motion to come out of executive session. The motion was seconded by Ms. Dubose.

Motion: In open session, Ms. Coleman made a motion to grant the provisional license valid for a period of one (1) year from the date of issuance to complete two hundred-fifty (250) hours of clinical practice under the on-site supervision of a licensed S.C. occupational therapist. The motion was seconded by Ms. Hevia.

Belle Smith: The purpose of this hearing was to determine whether Ms. Smith should be granted a license as an occupational therapist. Ms. Smith made a personal appearance and was represented by Bill McGuire, Esq. The hearing was closed by the Chair to protect personal health information.

Motion: In closed session, Ms. Hevia made a motion to go into executive session. The motion was seconded by Ms. Coleman.

(11:28 am – 12:00 pm) – No votes were taken in executive session.

Motion: In closed session, Dr. James made a motion to come out of executive session. The motion was seconded by Ms. Coleman.

Motion: In closed session, Ms. Hevia made a motion to grant the license as an occupational therapist upon addressing the matters requested by the Board. Upon receipt of the information, the license will be placed on probation for one year beginning on the date of issuance of the license, during which Ms. Smith must comply with all conditions required by the Board. The motion was seconded by Ms. Coleman.

2026 Board Meeting Dates:

Motion: In open session, Ms. Coleman made a motion to approve the 2026 Board meeting dates as presented. The motion was seconded and approved by Ms. Hevia.

Regulatory Review:

Mr. Williams informed the Board that this is the time to identify any changes to the regulations to be submitted for the 2026 legislative session. The Board discussed changing the language in Chapter 94-07(3). Dr. James suggested replacing “in-person” with “Board approved”. Dr. James lead a discussion on Article 5 fees.

ACOTE Action (Update):

Mr. Williams updated the Board on the ACOTE action.

NBCOT Regulatory Forum:

The 2026 NBCOT Regulatory Forum will be held on September 9-10, 2025 and will be a virtual event with live sessions. NBCOT invites all state administrators, staff, chairs, and board members to attend. Dr. James will provide a presentation for a discussion of the Occupational Therapy Compact Commission.

OT Licensure Compact (Update):

Dr. James, Chair of the Executive Committee, provided the Board with an update on the OT Licensure Compact. The Licensee privilege fee to apply for a compact privilege in another state is seventy-five dollars. Currently, there is no operational fee required at this time for OTC member states although referenced in the rules that a fee could be charged. In regards to criminal background checks, the Compact requires anyone obtaining a compact privilege under-go an FBI criminal background check, while some states find it simpler to require CBCs for all licensees, the Compact strictly limits this requirement to those applying for a compact privilege. CE requirements under the compact will be determined by each home state. Dr. James also discussed what the process would be for individuals who want to transition their privilege-to-practice to a regular state license. Finally, there are currently thirty-two states participating in the compact with another four expected to join.

ADJOURNMENT

Motion: In open session, Dr. James made a motion to adjourn the meeting. The motion was seconded and approved by Ms. Coleman. There being no other business, the meeting was adjourned at 12:54pm.