

AGENDA ITEM 6

**REVIEW AND VOTE ON APPROVAL OF THE DECEMBER 13, 2023,
BOARD MEETING MINUTES.**



****Draft****

TELECONFERENCE BOARD MEETING MINUTES

Wednesday, December 13, 2023
12:00 pm - Board Meeting

Board Members Present

Denise Miller - President
 Beata Morcos – Vice President
 Lynna Do - Secretary
 Richard Bookwalter – Board Member
 Sharon Pavlovich – Board Member
 Christine Wietlisbach – Board Member
 Hector Cabrera – Board Member

Board Staff Present

Heather Martin – Executive Officer
 Jody Quesada - SSMI
 Kenneth Swenson - Attorney
 Rachael Hutchison - Analyst

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 12:05 p.m., Secretary Lynna Do called roll and a quorum was established.

2. President’s Remarks – Informational only; no Board Action to be taken.

President Denise Miller revealed that after much consideration and discussion, Executive Officer Heather Martin, advised her that she wanted to give as much notice as possible and would be retiring effective December 2024. Ms. Martin mapped out her entire year to ensure adequate support for the Board, staff, and operations and finish the succession plan that was started earlier in the year.

She explained that here is a formal process for selecting Ms. Martin’s replacement. Given that the Board’s May 2024 meeting will be in Sacramento, the Department of Consumer Affairs (DCA) will send a Human Resources (HR) representative to explain the recruitment process and advise the Board of next steps and answer any questions.

Ms. Miller summarized that process: After the May 2024 meeting, the Board President will form a committee of two Board members to screen applications and interview candidates to make recommendations to the full Board. A Board meeting will be added in December 2024, so that the full Board can interview candidates and select Ms. Martin’s replacement.

Ms. Miller asked the Board and those in attendance to join her in congratulating Ms. Martin in this major milestone in her life noting that Ms. Martin has been invaluable to the Board and has assembled an amazing staff and the Board thanks her for her service.

Ms. Martin thanked Ms. Miller for her kind words and said that she has been at the Board since 2005 and it was a big decision that she did not take lightly. Ms. Martin will work ensure a succession plan is completed and facilitate a transfer of 'knowledge' in all operational areas. Ms. Martin also suggested that dates for the Board's Strategic Planning session and the meeting in December 2024 should be added to the February 2024 meeting agenda.

3. Board Member Remarks – Informational only; no Board Action to be taken.

Board Member Hector Cabrera expressed his gratitude for Ms. Martin's hard work and support and wished her well in her future endeavors.

Ms. Martin thanked Mr. Cabrera.

Board Member Sharon Pavlovich wished Ms. Martin well.

Ms. Martin thanked Ms. Pavlovich and everyone.

Board Member Richard Bookwalter wished Ms. Martin the best and expressed his appreciation for her.

There were no additional Board member remarks.
There were no public comments.

4. Public Comment for Items Not on the Agenda.

Ada Boone Hoerl, the Program Director at Sacramento City College, chose to introduce herself.

There were no additional Board member remarks.
There were no additional public comments.

5. Board President to announce Committee appointments.

President Miller announced that the Board currently has an Administrative Committee which consists of herself, Vice President Beata Morcos, and the Executive Officer Heather Martin.

The Board also has a Legislative and Regulatory Affairs Committee. Board Member Richard Bookwalter is the chair of that committee. Vice President Beata Morcos and Secretary Lynna Do are also on that committee.

Board Member Christine Wietlisbach is the Chair of the Board's Practice Committee. Other members of the Practice Committee include Board Member Richard Bookwalter; Board Secretary Lynna Do; Robert Candari, OT; Elizabeth Gomes, OT; Diane Laszlo, OT; Danielle Meglio, OTA; Jeannette Nakamura, OT; Carlin Daley Reaume, OT; Lynne Andonian, OT; Floyd Tran, OT; Chi-Kwan Shea, OT; Heather Kitching, OT; and Mary Kay Gallagher OT. Ms. Kitching and Ms. Gallagher were approved since the Board's last meeting in August.

Board Member Sharon Pavlovich is the Chair of the Board's Education and Outreach Committee. The Board is looking for more participants for that committee.

The Board's Ad Hoc Committee on non-licensees serving on Board committees is chaired by Vice President Beata Morcos. Board Members Sharon Pavlovich and Hector Cabrera and also Ada Boone Hoerl and Carlin Daley Reaume.

Board Member Richard Bookwalter is the Chair of the ad hoc Disaster Preparedness and Response Committee; Board Member Hector Cabrera is also on the committee. Ms. Miller and Mr. Bookwalter were hopeful that former Board Member Mary Evert would also be able to join the committee.

Previously, the Administrative Committee was looking at supervision standards. It was clear that there needed to be much more dialogue on the topic, therefore, President Miller formed an Ad Hoc Committee on Supervision Standards, of which she will chair. Other members of the committee include Vice President Beata Morcos; Board Member Sharon Pavlovich; Candace Chapman, Penny Stack, Terry Peralta-Catipon, Kersten Laughlin, Jessica Padilla; Heather Kitching, Domenique Hendershot-Embrey, Sheryl Ryan, Cesar Arada, Julie Mclaughlin Gray, Samia Rafeedie, Liz Phelps, Erin Schwier, and Joyce Fries.

The purpose of that Ad Hoc Committee will be to review the supervision standards for occupational therapy practice and to provide recommendations to the Board to ensure consumer safety without being a barrier to California's educational programs or practicing clinicians. She hoped the committee would be able to meet in February 2024.

President Miller thanked all of the committee members and expressed excitement for the strength of the committees that have been assembled to work on very important issues.

There were no additional Board member remarks.
There were no public comments.

Public Comments:

Ada Boone Hoerl, the Program Director at Sacramento City College, expressed her interest in joining the Ad Hoc Committee on Supervision Standards.

There were no additional Board member remarks.
There were no additional public comments.

6. Discussion and possible action on format of Board meetings held in 2024 (e.g., in-person, WebEx, hybrid).

President Denise Miller announced the next agenda item and asked Board Member Sharon Pavlovich if she wanted to lead the discussion as the item was on the agenda at her request.

Ms. Pavlovich explained that she wanted the Board to take into consideration the Board's funding when deciding whether to do all of the Board meetings in person as opposed to a hybrid model.

Ms. Miller responded that although the meetings for 2024 were already mapped out as in person meetings, that did not mean that the Board must continue that way. Although, the Board might prefer an in person meeting for May 2024; that is when DCA will be sending an HR representative to discuss the process for the upcoming Executive Officer recruitment and DCA's Board and Bureau Relations, to provide an update on issues affecting the Board.

Jody Quesada Novey, Staff Services Manager I, added that the location for the February 2024, meeting is scheduled to take place at PIMA Medical Institute in San Marcos, California.

Ms. Miller added that the May meeting would be in Sacramento, the August meeting would be in the Bay Area, and the November meeting would be in Riverside or Los Angeles. Ms. Miller stated that DCA has had budgetary meetings and that a hybrid schedule might happen organically.

Secretary Lynna Do expressed that in her opinion the Sacramento Board Meeting in May should be in person because there is also a hybrid capability at that location. She suggested that one of the Southern California meetings be hybrid, specifically, the November meeting. The Board could then meet in person in December to conduct interviews for the Executive Officer position.

Board Member Christine Wietlisbach commented that the Board has so few meetings and she felt that communication is better in person; therefore, her preference was to have all four quarterly meetings in person. Ms. Wietlisbach felt meeting in person would be especially important for the transition period with the new Executive Officer.

Vice President Beata Morcos, Board Member Richard Bookwalter, and Board Member Hector Cabrera all agreed with Ms. Wietlisbach.

President Miller agreed with Ms. Wietlisbach as well and added that she too felt it would be critical during the transition. Ms. Miller asked that this topic be a standing agenda item.

Executive Officer Heather Martin announced that the Governor will release the budget in January at which time there will be additional action and direction. Ms. Martin added that the action and direction may not reach the Board until May and that she agreed that the May meeting in Sacramento would be a great time to have a hybrid meeting. She cautioned that options are limited for hybrid meetings in southern California due to technology issues regarding the WebEx platform. She stated was aware of only three DCA building in Sacramento, California that the WebEx platform and in-person meeting.

Public Comments:

Ada Boone Hoerl, the Program Director at Sacramento City College, expressed her appreciation for the hybrid meeting conversation. Ms. Hoerl noted that Ms. Martin's comments were very informative for her as a public member who was invested in being current with the activities of the Board. Ms. Hoerl encouraged the Board to add the remote option when feasible.

Ms. Wietlisbach added that when the Practice Act was written, requiring meetings be held in Sacramento, Los Angeles, and San Francisco, holding meetings virtual was not an option. She suggested that the Board eliminate those location requirements in the law.

Ms. Miller agreed to add that discussion as a future agenda item.

There were no additional Board member remarks.
There were no additional public comments.

7. Election of 2024 Board officers.

Acting Board Attorney, Ken Swenson, announced that the next agenda item was the election of the Board officers for 2024. The Board officers are President, Vice President, and Secretary. For most Boards the elections are customarily conducted by legal counsel with unanimous consent of the members of the Board.

In keeping with past practice, the members of the Board will be asked to unanimously consent to the election of officers for 2024, being conducted by the Board's Attorney. The process proceeded in the order of President, Vice President, and Secretary. He advised that nominations would be taken from the floor by members of the Board and that during the vote, Members would say the nominee's name aloud if they agreed.

There were no objections.

Board Member Hector Cabrera nominated Denise Miller for President.

Ms. Miller thanked Mr. Cabrera; however, she declined the nomination.

- Christine Wietlisbach nominated Board Member Richard Bookwalter for the office of President.
- Sharon Pavlovich seconded the nomination.

Mr. Bookwalter accepted the nomination for office of President.

Board Member Vote

Richard Bookwalter	Richard Bookwalter
Hector Cabrera	<i>Abstain</i>
Sharon Pavlovich	Richard Bookwalter
Christine Wietlisbach	Richard Bookwalter
Lynna Do	Richard Bookwalter
Beata Morcos	Richard Bookwalter
Denise Miller	Richard Bookwalter

The motion carried.

Mr. Swenson opened the floor for the nomination of the Board's Vice President.

- Denise Miller nominated Beata Morcos for the office of Vice President.
- Christine Wietlisbach seconded the nomination.

Ms. Morcos accepted the nomination for office of Vice President.

Board Member Vote

Richard Bookwalter	Beata Morcos
Hector Cabrera	Beata Morcos
Sharon Pavlovich	Beata Morcos
Christine Wietlisbach	Beata Morcos
Lynna Do	Beata Morcos
Beata Morcos	Beata Morcos
Denise Miller	Beata Morcos

The motion carried.

Mr. Swenson congratulated Ms. Morcos and opened the floor for nominations for the office of Board Secretary.

- Hector Cabrera nominated Lynna Do for the office of Board Secretary.
- Denise Miller seconded the nomination.

Ms. Do accepted the nomination for the office of Board Secretary.

Board Member Vote

Richard Bookwalter	Lynna Do
Hector Cabrera	Lynna Do
Sharon Pavlovich	Lynna Do
Christine Wietlisbach	Lynna Do
Lynna Do	Lynna Do
Beata Morcos	Lynna Do
Denise Miller	Lynna Do

The motion carried.

Mr. Swenson concluded the election and congratulated all 2024 Board Officers.

The Board members thanked Ms. Miller for her service as President.

CONVENE CLOSED SESSION

The Board convened in Closed Session pursuant to Government Code Section 11126(c)(3) to deliberate and vote on disciplinary matters at 12:56 p.m.

RECONVENE IN OPEN SESSION

The Board convened in Open session at 1:12 p.m.

Meeting adjournment.

The meeting adjourned at 1:12 p.m.