

AGENDA ITEM C

Review and Discussion of Committee's Roles and Responsibilities

California Board of Occupational Therapy

**DISASTER PREPAREDNESS/
DISASTER RESPONSE
COMMITTEE**

Roles & Responsibilities

1. Identify and provide input into reducing barriers to occupational therapy roles in disaster preparedness;
2. Provide input into and work with stakeholders to reduce barriers to occupational therapist's and occupational therapy assistant's roles in disaster preparedness and response;
3. Review the laws and regulations to ensure consistency and to ensure that there are no conflicts with other laws and regulations in our policy.
4. Review the Board's Business continuity Plan and suggest updates and/or improvements;
5. Review and provide recommendations to Board staff on revisions to various applications and forms used by the Board.

Extract from Board ADMINISTRATIVE MANUAL

The purpose of the Disaster Preparedness/Disaster Response Committee is to identify and provide input into reducing barriers to occupational therapy roles in disaster preparedness and response, review the current laws and regulations to ensure consistency, be responsible for the development and maintenance of the Board's Disaster Response plan, and provide input into updates of the Board's Continuity of Operations and Continuation of Government (COOP/COG) report.

AGENDA ITEM D

Approval of January 24, 2012, Committee Minutes



**Disaster Preparedness/Disaster Response
Teleconference Meeting Minutes
Tuesday, January 24, 2012**

Committee Members Present

Mary Evert, Chair
Kathay Lovell
Mohammed Khalifa

Board Staff Present

Jeff Hanson

A. Call to Call, roll call, establishment of a quorum.

Contact was established at all teleconference locations. At 3:06 p.m. Mary Evert called the meeting to order and called the role. A quorum of the Committee was established.

B. Review and discussion of Committee's Roles and Responsibilities and consideration of recommending changes to the Board.

As a newly formed Committee, the Committee maintains this item on agendas to allow the opportunity to consider changes and make recommendations to the Board as might be warranted. There was no new discussion to make changes to the Roles and Responsibilities that have been established.

C. Approval of October 25, 2011, Committee Meeting Minutes.

- ❖ Mohammed Khalifa moved to approve the October 25, 2011, with minor spelling edits regarding Committee Member names.
- ❖ Kathay Lovell seconded the motion.

D. Review and discussion of legislation regarding limited liability of occupational therapists providing services in emergency, disaster, or state of war.

Committee Members were provided a copy of legislation which the Board Legislative Committee has identified as priority to pursue for informational purposes. The legislation would eliminate the liability of services provided during the time of war, emergency, or disaster barring willful acts, omissions, or gross negligence. Some discussion ensued into the possibility of finding an author for the legislation.

E. Reports from Committee Members.

Mary Evert reported and provided staff with names and contact information for individuals that might be able to provide advice and assistance to the Committee. Ms. Evert indicated that it might be beneficial to invite one of these individuals to participate in a future teleconference meeting. Mohammed Khalifa indicated that he contacted the Department of Human Services but was unable to establish meaningful contact due to the holidays. Kathay Lovell reported she had scheduled a meeting with the Director of a local Community Hospital. Ms. Lovell was also considering trying to schedule a meeting with the Fire Marshall.

F. Discussion regarding advocating to the profession and partnering with other organizations to be available as responders in the event of a disaster or emergency.

Mary Evert asked staff to contact the Occupational Therapy Association of California (OTAC) to see if it would be possible to get space in their newsletter to publish an article. The purpose would be to raise awareness within the profession and to inform practitioners about the role of the Board's Disaster Preparedness/Disaster Response Committee.

G. Discussion regarding establishing plan to mobilize occupational therapists and occupational therapy assistants into action in the event of a disaster or emergency.

Consensus amongst the Committee was that although more work needs to be done, it would appear that the Committee's efforts should be directed in working with the American Red Cross.

H. Selection of 2012 meeting dates/times.

Ms. Evert indicated she would like for the Committee to meet before the next Board meeting scheduled for April 22 or 29, 2012. The Committee indicated they would like to meet before the next Board Meeting in April. Committee Members agreed to hold a teleconference at 3:30 p.m. on February 16, 2012.

I. Public comment on items not on the agenda.

There were no public comments on items not on the agenda. Carol Bartolo Loeffler an occupational therapist in the Sacramento area attended the meeting at the Sacramento location. Ms. Loeffler demonstrated an interest in the Committee's work. Ms. Loeffler was asked if she would like to fill a vacancy on the Committee at which she indicated she would be interested.

J. Public comment on items not on the agenda.

At 4:01 p.m. the meeting was adjourned.