



Alaska Board of Physical and Occupational Therapy August 25 elections meeting Minutes

Alaska Division of Corporations, Business and Professional Licensing
Aug 25, 2022 at 8:30 AM AKDT

@ Teleconference

By Authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Physical and Occupational Therapy was held Wednesday, August 25, 2022 beginning at 8:40 a.m. the meeting was held via teleconference from Juneau, Alaska.

Attendance

Members Present:

Rebecca Sue Dean, Lindsey Hill, Tina McLean, Valerie Phelps, Enlow Walker

Members Absent:

Lisa Radley

Guests Present:

Sheri Ryan - Occupational Licensing Examiner, Reid Bowman - Records and Licensing Supervisor

1. Call to Order/Roll Call

The meeting was called to order by Secretary of the Board, Dr. Enlow Walker at 8:40 am, Thursday, August 25, 2022.

Reid Bowman, Records and Licensing Supervisor conducted roll call:

The following Board members were present:

- Valerie Phelps
- Lindsey Hill
- Rebecca Dean
- Tina McLean
- Dr. Enlow Walker

The following Staff were present:

- Reid Bowman, Records and Licensing Supervisor
- Sheri Ryan, Occupational Licensing Examiner

Five of six appointed board members present; Quorum established.

2. Review/Approve Agenda

 [August 25 PHY agenda.pdf](#)

Reid Bowman pointed out that another board member had similar concerns regarding an application that Dr. Walker had on a "Yes" answer and asked Dr. Walker if adding discussion of that application to the agenda would be appropriate. Dr. Walker asked if that would be appropriate or if the board would need to go into executive session. Reid Bowman said all discussion regarding applications except for disciplinary action can be discussed at a public board meeting. Dr. Walker agreed it would be appropriate to add that discussion to the agenda. Rebecca Dean requested to add a review of communication amongst one another as board members and the best method of doing that. Valerie Phelps requested to add opening message box in OnBoard to agenda. Reid Bowman explained no discussion within OnBoard can occur amongst Board members because it is against Open Meetings Act. Staff will look at option to have message box communication to Licensing Examiner only. If Board members have concerns or questions regarding an applications they can talk with staff via email. Staff try to upload applications that are generally clean and that would not need discussion. There is also email balloting that can be sent to the Licensing examiner. Board members always have the option of tabling any application in OnBoard for discussion at the next meeting.

Motion:

Motion to approve the agenda as presented with two additional items:

- **Discussion of Jennifer TenNapel application**
- **Review of Board member communication**

Motion moved by Rebecca Sue Dean and motion seconded by Valerie Phelps.

Voice roll call vote in favor: Valerie Phelps, Lindsey Hill, Rebecca Dean, Tina McLean, Enlow Walker.

The board discussed and approved the amended agenda unanimously.

3. Ethics Reporting

Enlow Walker asked board members if they had any ethics reporting to disclose during the meeting. Each member in attendance reported none.

4. Public Comment

No members of the public attended the meeting.

5. Election of a New Board Chair

Enlow Walker stated that with the tragic death earlier in the summer of previous chair, Jodi Pfeiffer, the board is in need of someone to step up and fill the position. Rebecca Dean suggested that the term length and a basic summary of the roles and responsibilities of the position be gone over before any motions were made or volunteers accepted. Reid Bowman stated that current statutes and regulations do not have a term length for the chairman of the board. It would be up to the board on how they would like to handle. Enlow Walker gave historical background that no specific elections were held at any given times; previous chairpersons left when they termed out.

Roles/Responsibilities:

- Presiding officer of meetings
- Certifying officer for administrative actions
- Contact person for staff questions and to set meeting agendas

Legislative testimony can fall under the duties of the chairperson but the board can select any member to represent them with the knowledge and expertise to fulfill that role.

Board discussed setting term listed but decided against.

Motion:

Motion to nominate Tina McLean as chairperson of the State Physical Therapy and Occupational Therapy Board.

Motion moved by Valerie Phelps and motion seconded by Rebecca Sue Dean.

Discussion: Enlow Walker asked if there was anyone else interested in the role of chair. Rebecca Dean offered to serve in any capacity for the board but expressed concerns of her ability as the Public Member to address any circumstances that may arise not having clinical expertise.

Voice roll call in favor: Valerie Phelps, Rebecca Dean, Lindsey Hill, Tina McLean, Enlow Walker.

Board unanimously elected Tina McLean, as the new chairperson of the State Physical Therapy and Occupational Therapy Board.

Enlow Walker graciously offered to concede control of the board meeting to the new chairperson. Tina McLean declined.

6. Jennifer TenNapel Application

The board discussed the "Yes" answer on Jennifer TenNapel's Occupational Therapist License Application by Credentials and did not feel it conflicted with statutes/regulations or posed a public safety risk.

Motion:

Motion that the Board approve Jennifer TenNapel's Occupational Therapist license application by credentials.

Motion moved by Valerie Phelps and motion seconded by Rebecca Sue Dean.

Voice roll call in favor: Valerie Phelps, Lindsey Hill, Rebecca Dean, Tina McLean, Enlow Walker.

Motion to approve Jennifer TenNapel's Occupational Therapist license application by credentials passes unanimously.

7. Review of Board Member Communication

The board discussed board communications and Opening Meetings Act. Reid Bowman stated best practice is for all communications to go through staff so there is never the appearance of ex parte communication. The public has the right to participate in and know what their board is discussing. Staff can set up formal trainings as part of board meetings.

Board discussed fall and spring meeting schedule. Board would like to do an in-person meeting as they have not met face-to-face since 2019 and there are many new board appointees.

8. Adjourn

Motion:

Motion to adjourn the meeting at 9:42 am.

Motion moved by Rebecca Sue Dean and motion seconded by Valerie Phelps. Meeting adjourned at 9:42 am on Thursday, August 25, 2022 by unanimous consent.

Plan of Action Items:

- Board to send dates of non-availability to Sheri Ryan, Licensing Examiner via email to help schedule virtual Fall, 2022 and in-person Juneau Jan/Feb 2023 meeting dates. Staff to try to coordinate fall board meeting so it does not conflict with APTA-AK (Oct. 8-9), FSBPT (Oct. 27-29), or state board training meetings (TBA).
- Staff to arrange travel approval for Jan/Feb in-person Juneau meeting when meeting date is determined.
- Staff to arrange formal "mini" board training sessions for future board meetings.

- Staff to send NBCOT + FSBPT information on monthly regulatory training(s) accessible to board members.

DocuSigned by:

Sheri Ryan

4D404753C525492...

Sheri Ryan, Licensing Examiner

DocuSigned by:

Tina McLean

76E0A136A8894AD...

Tina McLean, Chair

12/12/2022

Date