



## TELECONFERENCE BOARD MEETING NOTICE & AGENDA

**Wednesday, June 24, 2020**

**NOTE: Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-29-20, dated March 17, 2020, a physical meeting location is not being provided.**

**IMPORTANT NOTICE TO THE PUBLIC:** The California Board of Occupational Therapy will hold a public meeting via a teleconference platform.

**INSTRUCTIONS FOR PARTICIPATION:** Please see the instructions attached hereto to observe and participate in the meeting using WebEx from a Microsoft Windows-based PC.

Members of the public may but are not obligated to provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment; participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXXX@mail.com.

For all those who wish to participate or observe the meeting on Wednesday, June 24, 2020, please log on to this website:

<https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=ea546d27f48f60a7914b0acf4daf38468>

Due to potential technical difficulties, please consider submitting written comments no later than by Monday, June 22, 2020, to [cbot@dca.ca.gov](mailto:cbot@dca.ca.gov) for consideration.

Public comments may be limited, in the discretion of the Board, as circumstances require; in the event that public comment is limited, members of the public will not be permitted to "yield" their allotted time to other members of the public to make comments.

For meeting/agenda information call (916) 263-2294

**Wednesday, June 24, 2020**

**2:00 p.m. - Board Meeting**

*The public may provide comment on any issue before the Board at the time the agenda item is discussed. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment.*

1. Call to order, roll call, establishment of a quorum.
2. President's Remarks – Informational only; no Board Action to be taken.
3. Board Member Remarks – Informational only; no Board Action to be taken.
4. Public Comment session for items not on the agenda.  
*Please note: The Board may not discuss or take action on any matter raised during this public comment session, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125 and 11125.7(a)]*
5. Discussion and consideration of proposed amendments the Board's Disciplinary Guidelines.
6. Discussion and consideration of proposed amendments to California Code of Regulations, Title 16, Division 39, Section 4101, Delegation of Certain Functions, Section 4110, Application, Section 4141, Assessment of Administrative Fines, Section 4146, Definitions, and Section 4147, Disciplinary Guidelines; and addition of newly proposed Section 4146.1, Substantial Relationship Criteria, Section 4146.7, Rehabilitation Criteria for Applicants, Section 4146.8, Rehabilitation Criteria for Licensees, Section 4147.7, Probation Monitoring Costs, Section 4149.6, Petitions for Modification of Penalty, and Section 4149.7, Petitions for Reinstatement; and renumbering of various sections for formatting purposes.

### **CONVENE CLOSED SESSION**

The Board will meet in closed session pursuant to Government Code Section 11126(c)(3) to deliberate and vote on disciplinary matters.

### **RECONVENE IN OPEN SESSION**

Adjournment of meeting.

Public comments will be taken on agenda items at the time the item is heard. Discussion and action may be taken on any item listed on the agenda. Agenda items may be taken out of order for convenience, to accommodate speakers, or to maintain a quorum. The Board may discuss agenda items in any order; items may be tabled or held over to a subsequent meeting.

In the event a quorum of the Board is unable to attend the meeting, or the Board is unable to maintain a quorum once the meeting is called to order, the Board president may, at his or her discretion, allow the remaining members to discuss items from the agenda and to make recommendations to the full board at a future meeting.

Opportunity for public comment is provided for each open agenda item. The Board President may, at his or her discretion, apportion available time among those who wish to provide public comment. For further information on this meeting and agenda, contact Jody Quesada at (916) 263-2294 or submit a written request to her at [cbot@dca.ca.gov](mailto:cbot@dca.ca.gov) or mail to 1610 Arden Way, Suite 121, Sacramento, California, 95815.

# HOW TO – Join – DCA WebEx Event

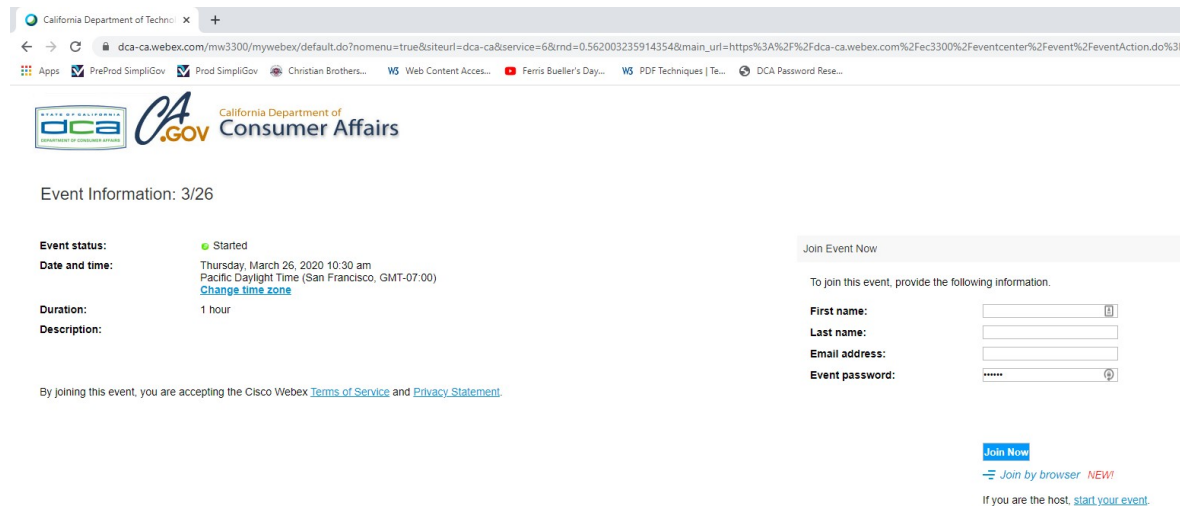
The following contains instructions to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

Example link:

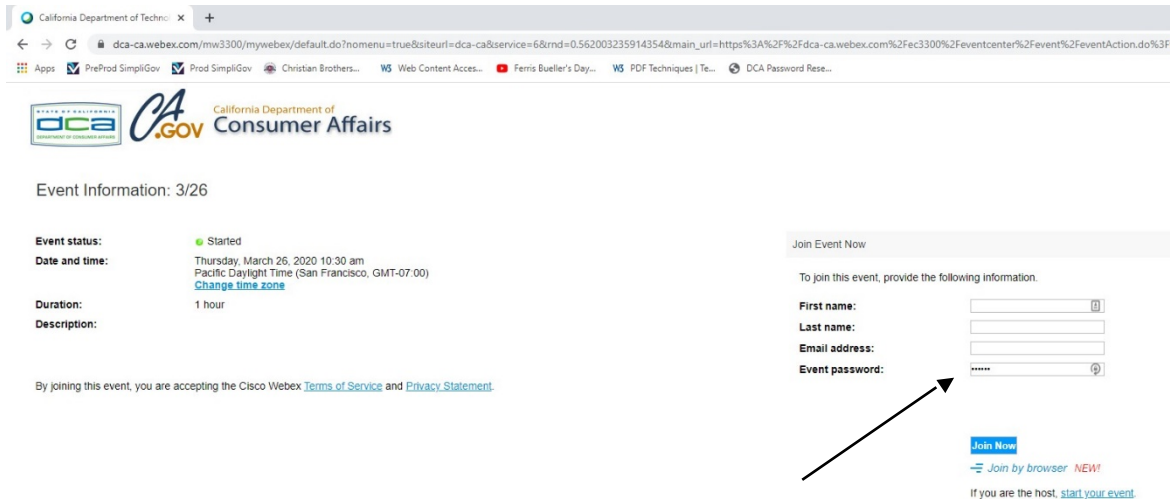
<https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5>



2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.

NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.

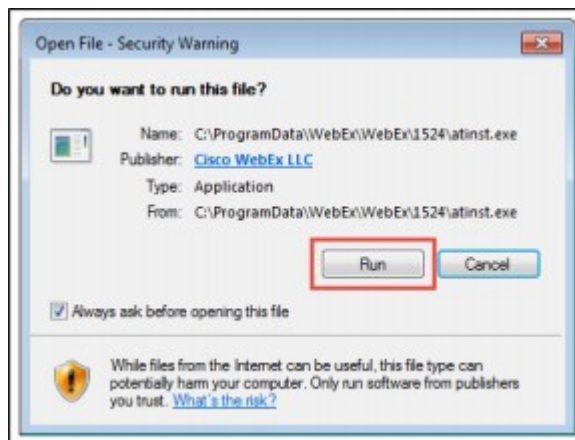
# HOW TO – Join – DCA WebEx Event



3. Click the 'Join Now' button.

NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.

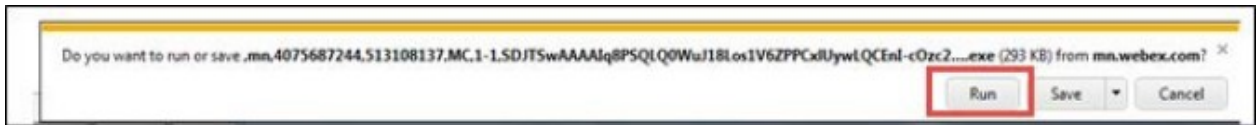
# HOW TO – Join – DCA WebEx Event

## Starting Webex...



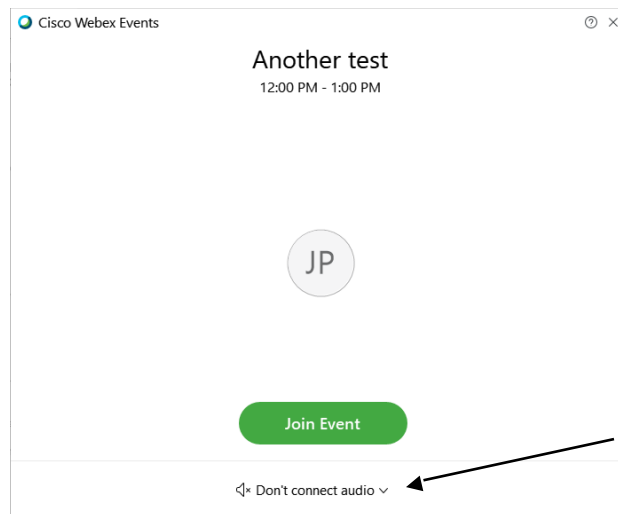
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

- 5. To bypass step 4, click 'Run a temporary application'.
- 6. A dialog box will appear at the bottom of the page, click 'Run'.



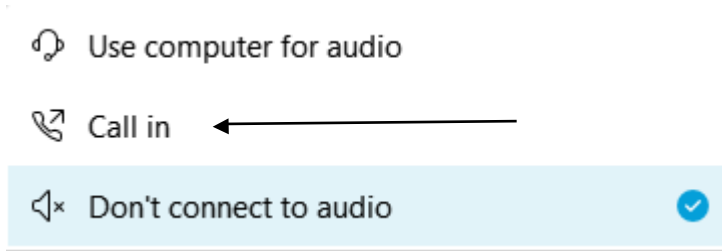
The temporary software will run, and the meeting window will open.

- 7. Click the audio menu below the green 'Join Event' button.

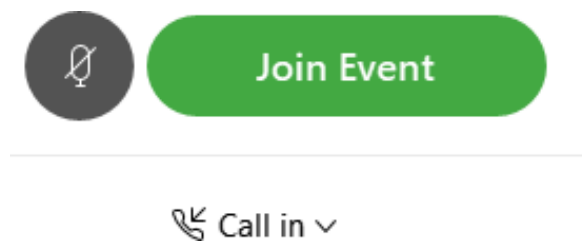


When the audio menu appears click 'Call in'.

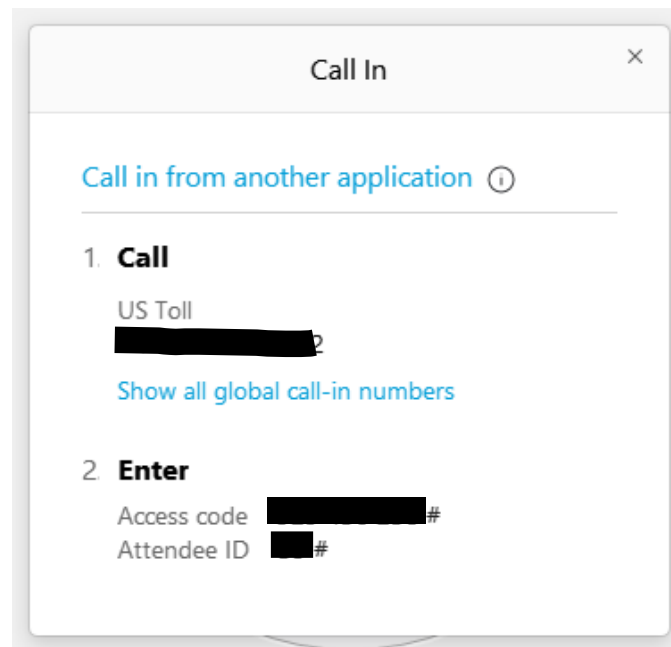
## HOW TO – Join – DCA WebEx Event



8. Click 'Join Event'. The audio conference call in information will be available after you join the Event.



9. Call into the audio conference with the details provided.



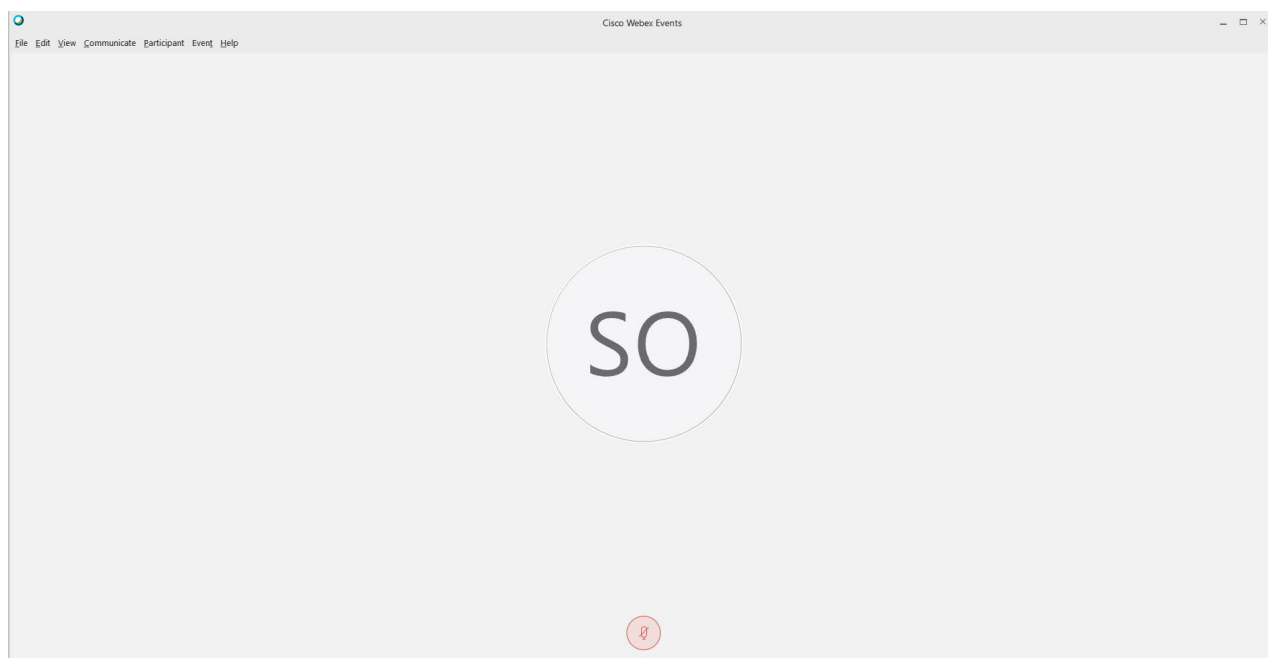
NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

## HOW TO – Join – DCA WebEx Event

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Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.

Congratulations!

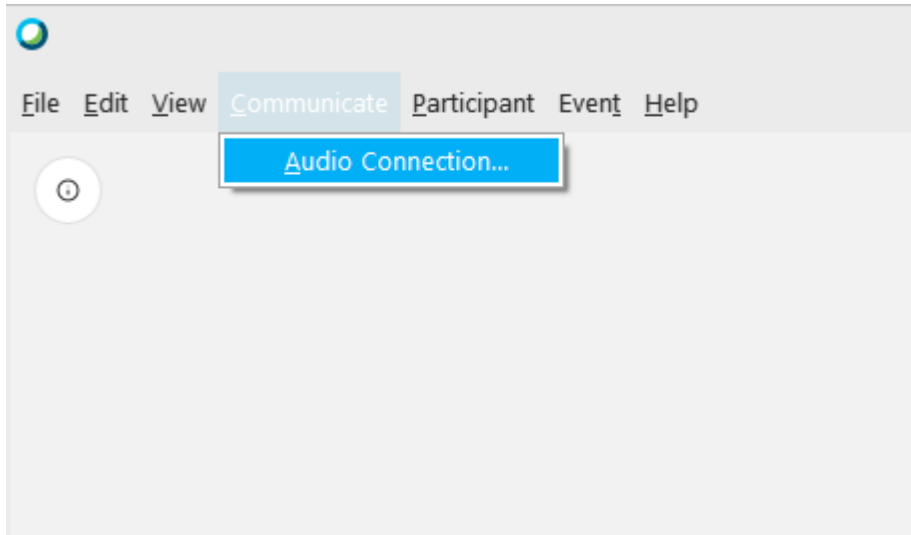


NOTE: Your audio line is muted and can only be unmuted by the event host.

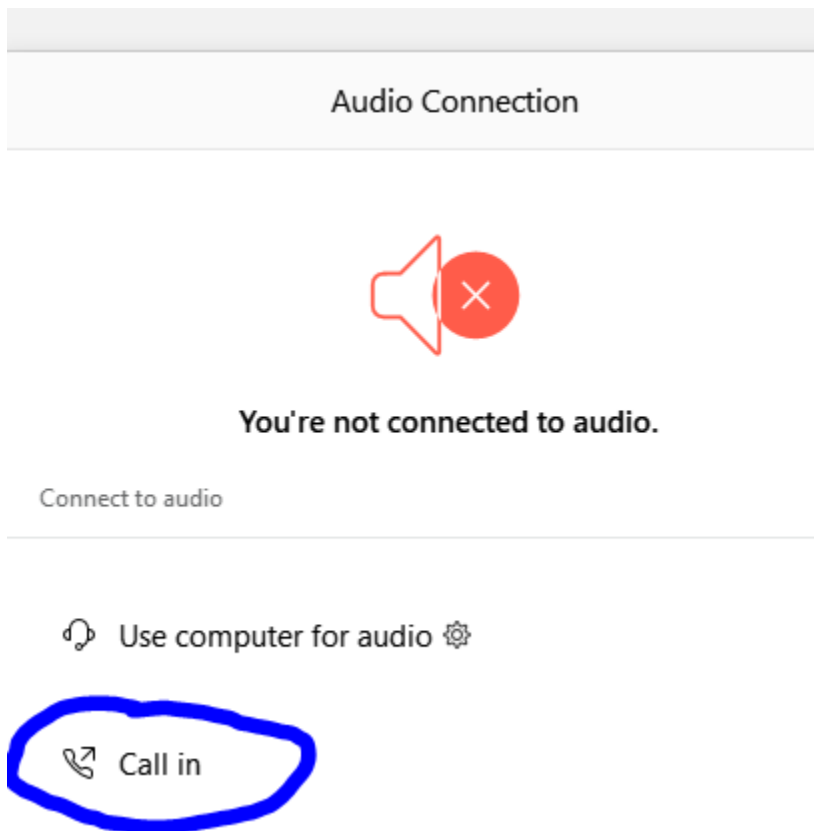
If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.

# HOW TO – Join – DCA WebEx Event



The 'Call In' information can be displayed by selecting 'Call in' then 'View'



You will then be presented the dial in information for you to call in from any phone.



# HOW TO – Join – DCA WebEx Event



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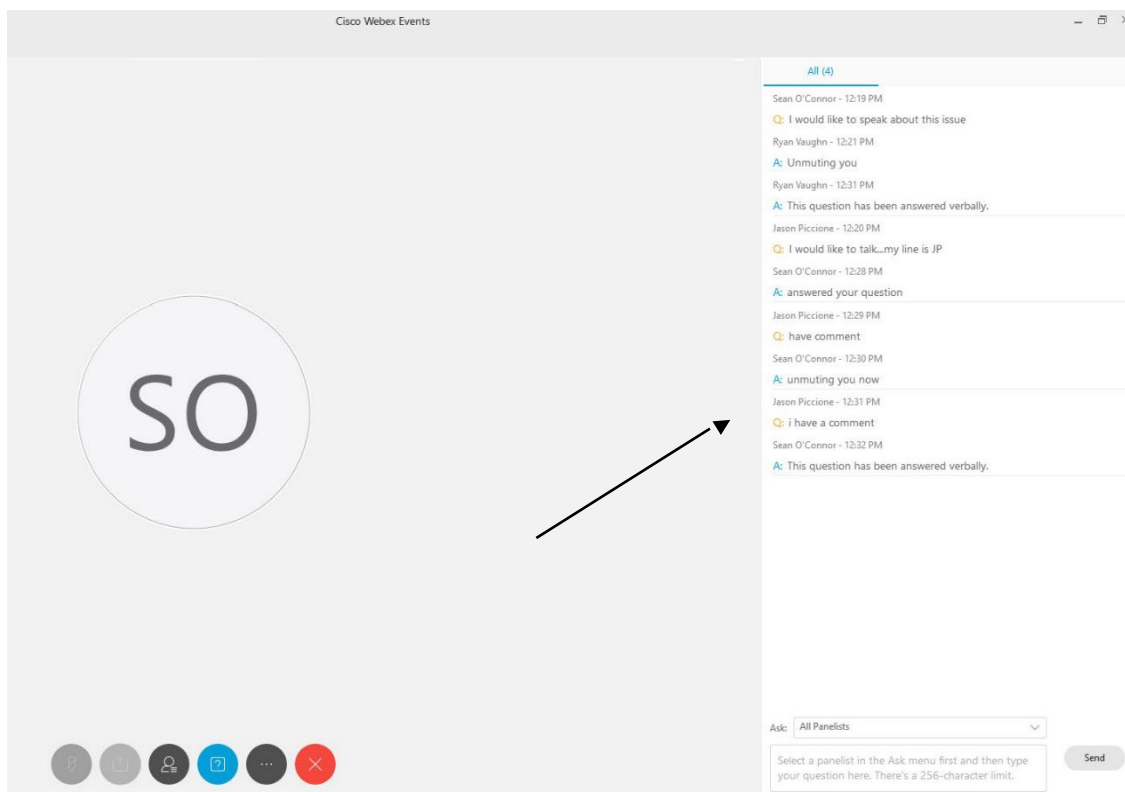
## Participating During a Public Comment Period

At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.

This will bring up the 'Q and A' chat box.

NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.

# HOW TO – Join – DCA WebEx Event



To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration. You will be notified when you have 10 seconds remaining.