

EXECUTIVE OFFICER'S REPORT.

- a) OPERATIONAL AND BUDGET REPORTS.**
- b) UPDATE ON OFFICE MOVE (VERBAL ONLY).**
- c) BREEZE UPDATES (VERBAL ONLY).**
- d) UPDATE ON PENDING RULEMAKING FILES (VERBAL ONLY).**
- e) UPDATE ON LEGISLATION (VERBAL ONLY).**
- f) PRESENTATION OF LICENSING AND ENFORCEMENT DATA.**

Memorandum

Date: August 6, 2020
To: CBOT Members
From: Heather Martin, Executive Officer
Subject: Executive Officer Report

a) Operational and budget reports.

Recruitment efforts include re-advertising of one clerical position in Licensing and one Legal Desk analyst in Enforcement.

Through the budget change proposal (BCP) process, effective July 1, 2020, the Board was authorized and funded for 1.5 additional positions in Licensing and 1.0 additional position in Licensing effective January 1, 2021. The additional positions were authorized to respond to the increase in applications and projected increase in applications due to several new programs.

Budget information attachments:

- Preliminary fiscal month (FM) 12 revenue;
- Preliminary FM12 expenditures and projections;
- Current Fund Condition.

b) Update on office move.

The Board's office move was rescheduled several times, with the actual move occurring April 15-16, 2020. Final construction/install of high-density shelving occurred in July.

c) BreEZe updates.

Recent updates include revising the applications to be compliant with the requirements of AB 2138, clarifying verbiage regarding fingerprint cards for out-of-state applicants, adding new 'discipline' codes and adding a 'covid' waiver for licensees whose active licenses expired between 3/31- 8/31.

d) Pending rulemaking files.

No information.

e) Update on legislation.

No information.

f) Licensing and enforcement data and reports.

Reports showing the licensing and enforcement data for the periods April 1 – June 30, 2020 and fiscal year 2019- 20 (July 1, 2019 – June 30, 2020) for the following:

- Application/Licensing data.
- Pending complaint/enforcement case info.
- Citation data.
- Listing of current probationers.

g) Future agenda items.

- Practice Committee's consideration of the following:
 - Suture removal;
 - Review of ACOTE Guidelines and consider reducing advanced practice education and training requirements for students graduating after a certain date (date TBD).
 - Review of education and training requirements for licensees demonstrating competence in advanced practice areas and consideration of reducing education/training hours needed.
 - Recommendation on records retention requirement for an occupational therapy business that closes or is sold or if the practitioner is no longer in private practice.
- OTD ad hoc committee members to consider the internship/clinical experience completed as part of a Doctor of Occupational Therapy (OTD) and the OT Practice Act requirements; discussion regarding multiple examination attempts by new graduates.
- Make appointments to other committees, as appropriate.
- Review/update of Board Member Disciplinary Resource Manual (once DGs are updated).

h) Other informational items.

No information.