



## TELECONFERENCE CBOT FIELDWORK COMMUNICATIONS WORKGROUP MEETING NOTICE & AGENDA

**Monday, August 30, 2021**

NOTE: Pursuant to the provisions of  
Governor Gavin Newsom's Executive Order N-08-21,  
Dated June 11, 2021, a physical meeting location is not being provided.

**IMPORTANT NOTICE TO THE PUBLIC:** The California Board of Occupational Therapy's *Fieldwork Communications Workgroup* 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.

To participate or observe the meeting on August 30, 2021, please log on to this website

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=mfd7e8900457900dcf80d464952e126bb>

Event Number: 146 044 8273  
Password: mTnnGMgd634 (68664643 from phones)

Due to potential technical difficulties, please consider submitting written comments to [cbot@dca.ca.gov](mailto:cbot@dca.ca.gov) no later than Wednesday, August 25th, 2021, for consideration by the Workgroup during Public Comment Session for items not on the Agenda.

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.

## **12:00 pm – Workgroup Meeting**

*The public may provide comment on any issue before the Fieldwork Communications Workgroup 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.*

### **Discussion and action may be taken on any item listed on the agenda.**

1. Call to order, roll call, establishment of a quorum.
2. Chairperson opening remarks.
3. Public Comment Session for items not on the Agenda.  
*Please note: The Workgroup 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)]*
4. Review and approval of the August 9, 2021, Workgroup meeting minutes
5. Defining the issue of too few fieldwork supervisors and facilities available for California's occupational therapy students to include in the Workgroup's report to the Board.
6. Review and discussion of draft letter to health care administrators to communicate the importance of supporting Level II occupational therapy fieldwork placements in their facilities and consideration of including the letter in the Workgroup's recommendations to the Board.
7. Review and discussion of draft letter to occupational therapists and occupational therapy assistants to communicate the importance of supervising Level II fieldwork placements and consideration of including the letter in the Workgroup's recommendations to the Board.
8. Development of communication and outreach plan to include in the Workgroup's recommendations to the Board.
9. Select future meeting date(s) if another meeting is necessary.

### **Discussion and action may be taken on any item listed on the agenda.**

Public comments will be taken on agenda items at the time the item is heard. Agenda items may be taken out of order for convenience, to accommodate speakers, or to maintain a quorum.

The Workgroup may discuss agenda items in any order on each day, unless noticed as "time certain." Agenda Items may be tabled or held over to a subsequent meeting and items noticed to be discussed may be moved up or taken out of order for convenience, to accommodate speakers, or to maintain a quorum.

In the event a quorum of the Workgroup is unable to attend the meeting, or the Workgroup 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 Workgroup Chairperson may, at her discretion, apportion available time among those who wish to provide comment.

The meeting is accessible to the physically disabled. A person who needs disability-related accommodations or modifications in order to participate in the meeting shall make a request to Jody Quesada at (916) 263-2294, by sending an email to [cbot@dca.ca.gov](mailto:cbot@dca.ca.gov), or by mailing a written request to 1610 Arden Way, Suite 121, Sacramento, California, 95815. Providing at least five working days' notice before the meeting will help ensure the availability of accommodations or modifications.

For further information on this meeting and agenda, contact Jody Quesada at (916) 263-2294 or submit a written request to [cbot@dca.ca.gov](mailto:cbot@dca.ca.gov) or by mailing a request to 1610 Arden Way, Suite 121, Sacramento, California, 95815.

This agenda as well as Board and Committee meeting agendas and minutes can be found at the Board's website at [www.bot.ca.gov](http://www.bot.ca.gov).