

## **AGENDA ITEM 5**

**REVIEW AND VOTE ON APPROVAL OF THE OCTOBER 12, 2023, COMMITTEE MEETING MINUTES**



**\*\*DRAFT\*\***

**AD HOC COMMITTEE ON NON-LICENSEE CRITERIA  
TO SERVE ON BOARD COMMITTEES  
MEETING MINUTES**

Committee Members Present

Beata Morcos, Board Vice President/Chair  
Sharon Pavlovich, Board Member  
Ada Boone Hoerl  
Carlin Daley Reaume

Board Staff Present

Heather Martin, Executive Officer  
Rebecca Harris, Manager  
Jody Quesada Novey, Manager  
Demetre' Montue, Analyst

Committee Members Absent

Hector Cabrera, Board Member

**Thursday, October 12, 2023  
12:00 p.m. Committee Meeting**

**1. Call to order, roll call, establishment of a quorum.**

The meeting was called to order 12:01 p.m., Rebecca Harris called roll, and a quorum was established.

**2. Committee Chair's Opening Remarks.**

Board Vice President and Committee Chair Beata Morcos welcomed and thanked those that were in attendance.

**3. Introduction of Committee members.**

The committee members chose to introduce themselves.

**4. Executive Officer to provide overview of Bagley Keene Open Meetings Act and meeting requirements.**

Executive Officer Heather Martin reminded the committee members that the Bagley Keene Open Meetings Act permits the Board to offer WebEx meetings which allow participation in teleconference meetings without the requirement to publish the location address. If the committee meets again after January 1, 2024, this could change.

Further, Ms. Martin reminded the committee members to avoid having discussions related to the committee's charge outside of the committee meeting. If committee members receive inquiries regarding the discussion, they were asked to extend an

offer to the individual inquiring to join the next meeting or to communicate their questions directly to Executive Officer Heather Martin.

There were no committee member remarks.

There were no public comments.

## 5. Public Comment for Items Not on the Agenda.

There were no public comments.

## 6. Ad Hoc Committee discussion and possible recommendation to the Board on criteria for non-licensees to be appointed to serve on a Board committee.

Executive Officer Heather Martin announced that for purposes of the committee's discussion, retirees were to be considered as non-licensees. In the context of the meeting "retired" would not refer to an individual's employment status but rather the status of their license.

Board Vice President/Committee Chair Beata Morcos suggested that the committee recommend to the Board a ratio of the number of non-licensees that could participate on a committee.

Ms. Hoerl responded that if the committee recommended a percentage to the Board, then the number of non-licensees would be a maximum of one to two members for most of the committees.

A robust discussion regarding the ratio and percentage of the maximum number of Public Members that should be allowed to serve on a committee.

- Sharon Pavlovich moved that the Ad Hoc Committee on Non-Licensee Criteria to Serve on Committees recommend to the Board that the language in the Board's Administrative Manual be updated with the following language for all standing committees:
  - **The Legislative/Regulatory Affairs Committee** will consist of a minimum of four members, at least one of whom shall be a Board member, one of whom shall be a licensee. No more than one member of the committee shall be a student and no more than one member of the committee shall be a Public Member.
  - **The Education and Outreach Committee** will consist of a minimum of four members, at least one of whom shall be a Board member, one of whom shall be a licensee. No more than one member of the committee shall be a student and no more than one member of the committee shall be a Public Member.
  - **The Practice Committee** will consist of no less than four members, at least one of whom shall be a Board member, one of whom shall be a licensee. No more than one member of the committee shall be a student and no more than one member of the committee shall be a Public Member. The members will include a diverse representation for a variety of work settings.

- Carlin Daley Reaume seconded the motion.

**Public Comments**

Denise Tugade, representing United Health Care Workers, shared that the union was appreciative of all of the work the committee has done to encourage public participation.

There were no additional committee member remarks.  
There were no additional public comments.

**Committee Member Votes**

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	<b>Absent</b>

The motion carried.

For Public Member participation, Ms. Hoerl recommended that the individual had completed minimum of three to five years of professional experience relevant to the committee’s charge as opposed to limiting the requirement to experience in healthcare.

The committee agreed that other minimum qualifications for Public Member applicants should include that they do not have any current, active, or pending disciplinary actions against any professional license they hold.

Ms. Pavlovich was agreeable to recommending that Public Members have a minimum of three years of professional experience.

- Sharon Pavlovich moved to recommend to the Board the minimum qualifications for a non- licensee to participate as a Public Member on a committee to be:
  - Three years of professional experience.
  - No pending, current, or prior disciplinary action of any license or certification issued by the State of California or another profession.
  - No pending criminal charges in any state.
- Carlin Daley Reaume seconded the motion.

There were no additional committee member remarks.  
There were no additional public comments.

**Committee Member Votes**

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes

Hector Cabrera **Absent**

The motion carried.

Ms. Hoerl suggested that for students who wish to participate on committees one of the minimum requirements would be to have completed three semesters of an occupational therapy or occupational therapy assistant education program.

Ms. Pavlovich also agreed with Ms. Hoerl's recommendation.

Ms. Reaume suggested the language "one-year full-time equivalent in an occupational therapy or occupational therapy assistant education program.

Ms. Pavlovich agreed with Ms. Reaume's suggestion and added that the committee's recommendation to the Board should also be to require a faculty signature to verify that one calendar year of education had been completed.

- Ada Boone Hoerl moved to recommend to the Board that the Board's Administrative Manual be updated with the language for the minimum qualifications for an occupational therapist or an occupational therapy assistant student to participate on a committee to be:
  - Have completed one calendar year in a California occupational therapy education program.
  - Have a letter of support from the occupational therapy education program director or fieldwork educator.
  - No pending, current, or prior disciplinary action of any license or certification issued by the State of California or another profession.
  - No pending criminal charges in any state.
- Sharon Pavlovich seconded the motion.

There were no additional committee member remarks.

There were no additional public comments.

**Committee Member Votes**

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	<b>Absent</b>

The motion carried.

In regard to retirees, Ms. Hoerl expressed concern that committees might lose valuable insight from licensees if the requirement for them to participate was no more than three years post-retirement.

Ms. Morcos agreed that five years post-retirement would be a better length of time. She suggested that retirees who wished to participate more than five years post-retirement applied as Public Members.

- Ada Boone Hoerl moved to recommend to the Board that the Board's Administrative Manual be updated to reflect that an occupational therapist or an occupational therapy assistant whose license was placed on retired status for more than five years would be considered under the Public Member criteria for participation as a committee member.
- Carlin Daley Reaume seconded the motion.

There were no additional committee member remarks.  
There were no public comments.

**Committee Member Votes**

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	<b>Absent</b>

The motion carried.

Ms. Hoerl recommended that the Public Members be required to submit a curriculum vitae (CV) for the Board to review when applying to participate on a committee.

Ms. Reaume agreed with Ms. Hoerl.

A robust discussion ensued and ultimately, the committee agreed that all applicants to participate on a committee should submit a CV for the Board to review.

- Carlin Daley Reaume moved that the committee recommend to the Board to update the Board's Administrative Manual language to include, "Any individuals who want to be considered as a prospective committee member must provide a CV for the Board's review."
- Sharon Pavlovich seconded the motion.

There were no additional committee member remarks.  
There were no public comments.

**Committee Member Votes**

Beata Morcos	Yes
Sharon Pavlovich	Yes
Ada Boone Hoerl	Yes
Carlin Daley Reaume	Yes
Hector Cabrera	<b>Absent</b>

The motion carried.

**7. Discussion on need for a future meeting**

The committee agreed that no future meetings were needed at that time.

**8. New suggested agenda items for a future meeting.**

There were no suggestions for a future meeting.

**ADJOURNMENT**

The committee meeting was adjourned at 2:08 p.m.