



## **BOARD MEETING MINUTES**

**November 6, 2025**

**Hilton Pasadena  
168 South Los Robles Avenue  
Pasadena, CA 91101  
Del Mar Conference Room**

### **Board Members Present**

Beata Morcos – Board President  
Christine Wietlisbach – Board Vice President  
Luis Arabit  
Ada Boone Hoerl  
Matthew Greco  
Virginia Santos  
Erin Schwier

### **Board Staff Present**

Austin Porter – Executive Officer  
Jody Quesada Novey – Manager  
Helen Geoffroy – Board Attorney

**Thursday, November 6, 2025  
Board Meeting**

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

The meeting was called to order at 2:05 p.m. Vice President Christine Wietlisbach called roll and a quorum was established.

### **2. President's Remarks – Informational Only; no Board Action to be taken.**

Board President Beata Morcos welcomed the five newly appointed Board members and asked them to introduce themselves.

Board Member Matthew Greco, JD stated that he has served as a career prosecutor for almost 30 years and is a current Deputy District Attorney for San Diego County. He has a wife and two children, volunteers with the Boy Scouts of America and works on his local community council. He expressed his excitement to serve on the Board.

Board Member Luis Arabit, OTD, OTR/L stated that he is an Occupational Therapist (OT) and a tenured educator at San Jose State University and has worked in occupational therapy (OT) for over 35 years. He is currently working on a project for Artificial Intelligence and has served in many leadership positions for the American Occupational Therapy Association (AOTA). He expressed his excitement to serve on the Board.

Board Member Virginia (Vicky) Santos stated that she has worked with the Mexican American Opportunity Foundation, a non-profit that gives equal opportunity to all that want to work with children, families, and the community for over 30 years. She currently serves as the Chief Operating Officer. She expressed her excitement for the opportunity to serve on the Board.

Board Member Ada Boone Hoerl, MA, COTA/L, ROH stated that she is an Occupational Therapy Assistant (OTA) and has served as the Occupational Therapy Assistant Program Coordinator and Professor at Sacramento City College Occupational Therapy Assistant (OTA) for nearly 30 years. Ms. Hoerl has served in many occupational therapy cohorts and is excited to serve on the Board.

Board Member Erin Schwier, OTD, OT/L stated that she is the Associate Dean for the Occupational Therapy programs at the University of Saint Augustine. She also serves as the OT Program Director on the San Marcos, CA campus and is an Associate Professor. She has more than 20 years of experience working with children with disabilities and their families. Ms. Schwier expressed her excitement for the opportunity to serve on the Board.

Board Vice President Christine Wietlisbach, OTD, CHT, MPA and Board President Beata Morcos introduced themselves to the new Board members. President Morcos welcomed all of the new board members and thanked them for serving on this Board. She also thanked Samia Rafeedie, Occupational Therapy Association of California (OTAC) President, for welcoming the Board to OTAC's annual conference.

There were no Board member remarks.  
There were no public comments.

### **3. Board Member Remarks – Informational Only; no Board Action to be taken.**

No additional Board member comments.  
There were no public comments.

### **4. Public Comment for Items Not on the Agenda.**

Wendy Nielsen, COTA Fieldwork Coordinator for Sacramento City College, introduced herself.

Candace Chatman, OTD, OTR/L, OTAC Treasurer/University of Southern California, Professor introduced herself.

Cesar Arada, OTD, OTR/L, OTAC Region III Director and faculty at San Jose State University, introduced himself.

Kersten Laughlin, OTD/OTR/L, OTAC Vice President and educator at the University of St. Augustine University, introduced herself.

Samia Rafeedie, OTD/OTR/L, OTAC President and Director of the Entry-Level Doctorate Occupational Therapy program at the University of Southern California thanked the Board for being at the conference and welcomed all new and past Board members.

Sacramento City College OTA Students Kelsey Bowles, Llaritza Rodriguez, and Deborah Pattenau introduced themselves.

Denise Miller, MBA, OTR/L, former Board member, introduced herself.

Heather Kitching OTD, OT/L, MSOT Program Coordinator at California State University Dominguez Hills, introduced herself.

Jerylin (Gigi) Smith, PhD, OTR/L, Chair of the Department of Occupational Therapy at San Jose State University, introduced herself.

Winifred Schultz-Krohn, PhD, OTR/L, and faculty San Jose State University, introduced herself.

Min Ji Song, OTD, OTR/L and OTAC Committee Chair on Advocacy & Government Affairs, introduced herself.

There were no other Board member remarks.

There were no other public comments.

## **5. Nomination and vote for the position of Board Secretary.**

- Board President, Beata Morcos nominated Ada Boone Hoerl for Board Secretary.
- Christine Wietlisbach seconded the motion.

There were no additional nominations made and Ada Boone Hoerl gladly accepted the nomination.

### **Public Comment**

There was resounding, collective support voiced from the public audience for Ms. Boone Hoerl.

### **Board Member Vote for Board Secretary**

Beata Morcos	Ada Boone Hoerl
Christine Wietlisbach	Ada Boone Hoerl
Luis Arabit	Ada Boone Hoerl
Ada Boone Hoerl	Ada Boone Hoerl
Matthew Greco	Ada Boone Hoerl
Vicky Santos	Ada Boone Hoerl
Erin Schwier	Ada Boone Hoerl

There were no Board member remarks.

There were no further public comments.

Ada Boone Hoerl was elected to the position of Board Secretary.

## **6. Review and vote on approval of May 23, 2025, Board meeting minutes.**

- Christine Wietlisbach moved to approve the May 23, 2025, minutes.
- Luis Arabit seconded the motion.

### **Board Member Vote**

Beata Morcos	Yes
--------------	-----

Christine Wietlisbach	Yes
Luis Arabit	Yes
Ada Boone Hoerl	Yes
Matthew Greco	Yes
Vicky Santos	Yes
Erin Schwier	Yes

There were no additional Board member remarks.

There were no additional public comments.

The motion carried.

## **7. Review and vote on approval of the June 12-13, 2025, Board meeting minutes.**

Board Secretary, Ada Boone Hoerl requested a change on page 9 to the spelling of the name of OTA student “Yuriza Rodriguez”. The correct spelling should have been “Llaritza Rodriguez.”

- Matthew Greco, moved to approve the June 12-13, 2025, minutes with the requested changes.
- Ada Boone Hoerl second the motion.

### **Board Member Vote**

Beata Morcos	Yes
Christine Wietlisbach	Yes
Luis Arabit	Yes
Ada Boone Hoerl	Yes
Matthew Greco	Yes
Vicky Santos	Yes
Erin Schwier	Yes

There were no Board member remarks.

There were no public comments.

The motion carried

## **8. Report from the Practice Committee.**

Practice Committee Chair Christine Wietlisbach gave an overview of the Practice Committee meeting on July 11, 2025, which included a discussion focused on reducing the supervised training hours required for advanced practice approval in swallowing from 240 to 25, based on the fact that the Accreditation Council for Occupational Therapy Education (ACOTE) guidelines for qualifying degree programs had significantly advanced in the swallowing/dysphagia standards and OTs are performing only noninvasive treatments.

Chair Wietlisbach explained that she will bring the recommendations before the Board from the Practice Committee once it meets to discuss continuing education in swallowing and dysphagia.

Discussion from the Board members conveyed that the changes proposed by the Practice Committee were in the best interest of the practitioners and the consumers.

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

**9. Report from the Ad-Hoc Sunset Review Committee. Possible action to approve completed sections.**

Board President Beata Morcos stated that the committee met only once since the departure of Board member Richard Bookwalter as a contributing committee member. The committee had approved two sections of the report to be voted on by the Board, but some edits had been made to those sections since the committee met. Executive Officer (EO) Austin Porter gave an overview of the edits that were made to the two sections.

Section 1

- Edit to show the full Board member roster following recent appointments.
- Legislative bills that may have an impact on the Board have been added.
- Erin Schwier moved to approve Section 1 with non-substantive changes.
- Matthew Greco seconded the motion.

**Board Member Vote**

Beata Morcos	Yes
Christine Wietlisbach	Yes
Luis Arabit	Yes
Ada Boone Hoerl	Yes
Matthew Greco	Yes
Vicky Santos	Yes
Erin Schwier	Yes

There were no Board member remarks.  
There were no public comments.

The motion carried.

EO Austin Porter, explained the edits that were made to Section 3 of the Sunset report:

Section 3

- Page 1 – Verified the number in Table 7a with the paragraph above it; replaced ranges with a fixed value.
- Page 7 – Completed questions regarding military licensure.
- Page 10 – Clarified the percentage to “at least 10%”
- Erin Schwier moved to approve Section 3 with non-substantive changes.
- Luis Arabit second the motion.

**Board Member Vote**

Beata Morcos	Yes
Christine Wietlisbach	Yes

Luis Arabit	Yes
Ada Boone Hoerl	Yes
Matthew Greco	Yes
Vicky Santos	Yes
Erin Schwier	Yes

There were no Board member remarks.  
There were no public comments.

The motion carried

#### **10. Report from Administrative Committee.**

Board President Beata Morcos stated there were no current updates from the Administrative Committee.

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

#### **11. Update on the Continuing Education Audit Process.**

EO Austin Porter stated that the agenda item was informational only and regarding the updates he made to the current audit process. The improvements clarified and made the process more streamlined for staff. The current process has been updated to include all licensees that are renewing within the two-year period which will include late renewals.

Matthew Greco stated that he was impressed with the amount and consistency of audits being performed by Board staff.

There were no public comments.

#### **12. Update on Board's 2025 – 2030 Strategic Plan.**

Board President Beata Morcos gave an overview of the Strategic Planning process and the frequency of the requirement for the newly appointed Board members. She explained that the process is facilitated by the DCA SOLID group which assists the Board and Board staff with identifying improvements that can be made within the organization for the next five years. Following the approval of the Strategic Plan, the SOLID team works with Board staff to set up a timeline by which to measure success in meeting the goals set by the Board members.

Measures of the Boards current progress towards meeting the goals in the Plan were shared with the Board members and the public.

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

#### **13. Discussion and possible action to initiate a rulemaking package to amend California Code of Regulations, Title 16, Division 39, Article 6, Section 4147, Disciplinary Guidelines.**

EO Austin Porter gave an overview of Title 16, Division 39, Article 6, Section 4147, Disciplinary Guidelines. The current guidelines include a probationary term for cost recovery. However, the term does not specify whether cost recovery is ordered or the amount to be ordered, merely that the respondent shall be responsible to pay where an order for costs is included. When board staff negotiate a stipulated settlement, the term is modified to include an order for the amount of cost recovery agreed upon by the parties involved. When a disciplinary matter is taken to hearing, an Administrative Law Judge (ALJ) writes a proposed decision. If the ALD writes a decision for probation, the decision will include the terms from the disciplinary guidelines, as written. Thus, cost recovery is not ordered.

The proposed changes to the Disciplinary Guidelines would alter the text of the cost recovery term to state that cost recovery is ordered and leave room to include the amount ordered..

The Board's legal counsel, Helen Geoffroy, explained the costs that are involved during an investigation and the disciplinary process. A simple desk investigation handled by Board staff can cost approximately \$1,000. An investigation that includes Attorney General fees are \$5,000+. Cases that require expert review and/or investigators from the Division of Investigation (DOI) will add additional hundreds to thousands in cost to a case.

- Board Vice President Christine Wietlisbach moved to Approve the proposed regulatory text for Section 4147, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review, and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations at Section 4147 of Title 16, California Code of Regulations as noticed with the authority to make any technical or no substantive changes.
- Luis Arabit seconded the motion.

#### **Board Member Vote**

Beata Morcos	Yes
Christine Wietlisbach	Yes
Luis Arabit	Yes
Ada Boone Hoerl	Yes
Matthew Greco	Yes
Vicky Santos	Yes
Erin Schwier	Yes

There were no Board member remarks.  
There were no public comments.

The motion carried.

#### **14. Discussion and possible recommendation on conducting a California-specific occupational analysis for compliance with Business and Professions Code Section 139 and the Department of Consumer Affairs' Licensure Examination Validation Policy.**

Board President Beata Morcos informed the Board members that this item had been before the Board a few times, including as far back as June 2017. Ms. Morcos explained the item had not been budgeted for in the past but is a legal necessity that has been imposed on the Board as a law.

The analysis of the National Board for Certification in Occupational Therapy (NBCOT) exam requirement will be performed by DCA's Office of Professional Examination Services (OPES), but the cost must be added to the CBOT's budget and presented at Sunset Review.

### **Public Comment**

OTAC President Samia Rafeedie, thanked the Board for explaining the need for the analysis to be completed. She asked the Board if OPES decides that the NBCOT exam is not sufficient for the State of California, will the Board come up with their own test in the future.

DCA Attorney Helen Geoffrey explained that the first step would be to work with the current NBCOT exam process recommendations from OPES, if any are made.

Ada Boone Hoerl stated that she reviewed the OPES memo in depth and expressed that it will become evident to OPES that NBCOT has a valid exam.

Denise Miller expressed her concern about the exam validation's cost and asked whether funding would be provided. It was explained that the law and the policy set forth by DCA provide clauses for funding, but that requesting the funding would result in additional budget authority, not actual funds. Ms. Miller later informed Board staff that she was opposed to spending Board funds on the analysis and validation.

Executive Officer Austin Porter expressed his utmost faith in the NBCOT exam.

There were no Board member remarks.  
There were no further public comments.

### **15. Legislative Update and action – Board to take or update positions on the following:**

- **Assembly Bill AB 346 (Nguyen) In-home supportive services: licensed health care professional certification.**  
The Board will watch AB 346.
- **AB 348 (Krell) Full-service partnerships.**  
Chaptered.
- **AB 485 (Ortega) Labor commissioner: unsatisfied judgements: nonpayment of wages.**  
The Board will watch Bill AB 485, as it will require the Board to deny a new license, permit, or renewal of a license for employers that have outstanding wage theft judgements.
- **AB 489 (Bonta) Health care professions: deceptive terms or letters: artificial intelligence.**  
Chaptered.
- **AB 667 (Solache) Professions and vocations: license examinations: interpreters.**  
The Board will watch Bill AB 667.



- **AB 742 (Elhawary) Dept. of Consumer Affairs: licensing: applicants who are descendants of slaves.**  
Consideration of Governor's veto.
- **AB 951 (Ta) Health care coverage: behavioral diagnoses.**  
Chaptered.
- **AB 1009 (Rubio) Teacher Credentialing: administrative services credential: occupational and physical therapists.**  
Chaptered.
- **Senate Bill (SB) 470 (Laird) Bagley-Keene Open Meeting Act: teleconferencing.**  
Chaptered.
- **SB 641 (Ashby) Dept. of Consumer Affairs and Dept. of Real Estate: states of emergency: waivers and exemptions.**  
Consideration of Governor's veto.
- **SB 747 (Wiener) Civil rights: deprivation of federal constitutional rights, privileges, and immunities.**  
No longer applicable to the Board.

There were no Board member remarks.  
There were no public comments

## **16.Regulatory Update on the status of current packages.**

EO, Austin Porter presented the new format that he will employ to present the status of regulatory packages at Board meetings. The regulatory package to increase renewal fees, which has been approved by Budget Office and Legal, should be presented to DCA Director Kimberly Kirchmeyer by the following week for approval. Once approved, the package will be sent to the Office of Administrative Law (OAL), where the 45-day public comment period will open.

Mr. Porter gave an overview of all other regulatory packages.

There were no Board member remarks.  
There were no public comments

## **17.Executive Officer's Report.**

EO Austin Porter reported that the revenue for fiscal year 2024/25 is at \$3.23 million, and expenses are at \$3.2 million. The Fund Condition for fiscal month thirteen reflects 4.9 months in the reserve fund. Mr. Porter reported that the Board has filled two vacant positions which leaves one open position.

BreEZe updates are:

1. Los Angeles fires, the deferment fee waiver for all licensees residing within impacted zip codes has ended as of June 30, 2025.
2. Additional columns for the T-CRIM RSD to help with creating and testing reports. Related to AB 2138. Added 5 new columns and their values.

3. Redacted application summaries which allow the applicants to download the application summary for any application when authenticated through VO at any time after the application has been submitted online.

### **Licensing Unit Data**

Licensing data is available on DCA's website and as a link on CBOT's website. This helps employers and the public who want to check licensure status.

### **Enforcement Unit Data**

Twenty-seven cases were submitted to the Attorney General's office during the quarter.

Citations issued: 45 citations to OTs and 18 citations issued to OTAs.

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

### **18. Selection of 2026 Board meeting dates.**

EO Porter will send a poll with suggested meeting dates to all Board members.

### **CLOSED SESSION**

The Board convened in closed session at 4:35 pm.

### **RECONVENE IN OPEN SESSION**

The Board reconvened in open session at 6:28 pm.  
No further business was conducted.

### **ADJOURNMENT**

The Board Meeting adjourned at 6:30 pm.