

**DIVISION OF HEALTH SERVICES REGULATION
BOARD OF LICENSING OCCUPATIONAL THERAPISTS**

**3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND**

**WEDNESDAY, DECEMBER 10, 2014
1:00 PM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

William S. Buonanno, MD

Kim M. Gilbert

Eugene Leco

Janet Rivard Michaud

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Linda Phillips, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Licensing Occupational Therapists was held on Wednesday, December 10, 2014 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 1:10 PM on a motion by Janet Rivard Michaud and seconded by Eugene Leco. Motion carried.

2. Presentation of the October 15, 2014 Open Session Meeting Minutes

Motion was made by Eugene Leco and seconded by Janet Rivard Michaud to accept the Open Session minutes of October 15, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. New Business

- Application Review Process**

The Board was advised that the Department is in need of a primary

board member as well as a secondary board member, who can be available to review applications in the absence of a regularly scheduled board meeting.

- The Board voted Janet Rivard Michaud as the primary application reviewer, with Kim Gilbert listed as the secondary (back up) reviewer.**

4. Motion to adjourn to Closed Session

Motion was made by Janet Rivard Michaud and seconded by Kim Gilbert to adjourn to Closed Session at 1:20 PM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

5. Motion to return to Open Session

Motion was made by William Buonanno and seconded by Kim Gilbert at 1:50 PM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of

the Rhode Island General Laws. Motion carried.

6. Final Actions on all votes taken in Closed Session

- **The board reviewed and approved 14 applications.**

7. Adjournment

Motion was made by Eugene Leco and seconded by William Buonanno to adjourn at 1:50 PM. Motion carried.

Respectfully submitted,

Linda Phillips

Linda Phillips, Board Manager

Office of Health Professionals Regulation