



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
FULL BOARD MEETING AGENDA/MINUTES  
May 21, 2022 Location: Zoom Call**

<b>Members Present</b>	<b>Members Absent</b>
<p>Anne Kiraly-Alvarez – President            Beverly Menninger – President-Elect            Brenda Koverman – Director of Advocacy            Molly Bathje – Director of Communications            Moira Bushell – Director of Finance            Christy Rojas – Director of Membership            George Buckley - Executive Director            Ashly Stoffel – Archives Co-Coordinator            Minetta Wallingford-Nominations Coordinator            Sarah Zera- Board Recruitment Coordinator and CE Coordinator            Kathy Webb - Public Policy Coordinator            John Dudzik – Leadership Development Committee Chair            Nancy Richman – Reimbursement Coordinator and Administrative and Management Co- Coordinator            John Dudzik – Leadership Development Program Coordinator  <b>SIS Coordinators:</b>            Catherine Killian – Academic Education            Frank Czuba – Administrative and Management            Joy Hyzny – Assistive Technology            Kathleen Ellis – Assistive Technology            Sam Wallenberg – JEDI            Lillian Chen-Byerley - JEDI            Dalmina Arias - JEDI            Clare Giuffrida – Early Intervention            Monika Robinson – Home and Community Health            Ruby Loera - Home and Community Health            Maddy Nave - Mental Health</p>	<p>Maureen Mulhall - Lobbyist            Robin Jones - Interim Secretary            Misty Ayers-Cumbow – AOTA Representative            Kathy Preissner – Archives Co-Coordinator            Veronica Fowler – Conference Coordinator            Linda Riccio- Conference Co-Coordinator            Abigail Swidergal - Awards Coordinator            La’Taria Overstreet – Professional Development Coordinator            Morgan Stasell – Newsletter Coordinator            Samantha Tupas – Blog Coordinator            Gabriela Carmona - Social Media Coordinator            Cassandra Jackson – Bylaws Coordinator            Bridget Hahn- Community Outreach Coordinator            Phyllis Hughes- Fieldwork Coordinator            Lauren Nale- CE Approval Co-Coordinator            Siddhi Parikh – CE Approval Co-Coordinator            Liz Berton-Student Conclave Co-Coordinator            Emily Harstad – Student Conclave Co-Coordinator            Sara Kopera- Website Coordinator            Emily Daniels – OTA SIS Coordinator            Lisa Knecht-Sabres - Gerontology            Jordyn Fulton - Home and Community Health            Ryan Thomure – Mental Health            Kelcey Bines - Neurorehabilitation            Elsie Pollari – Neurorehabilitation            Susanne Higgins - Ortho and Upper Extremity            Donna Lingle – Ortho and Upper Extremity            Stephanie Alvarado - Pediatrics</p>

Beth Kohler-Rausch – Pediatrics Samantha Holzschu – Sensory Integration & Processing <b>Additional Members:</b> Claudia Cirrincione – ILOTPAC Committee Chair Hannah Kaytonah	Michelle Ponsolle-Mays- School Based Caren Schranz- Sensory Integration & Processing Kyra Bariller- Sensory Integration & Processing
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Topic	Notes	Action Items & Person Responsible
Call to order	Anne called the meeting to order at 9:01 am. Since Robin Jones was unable to attend, Bev Menninger volunteered to take the minutes.	n/a
Roll call	See members present above	n/a
Approval of minutes	<ul style="list-style-type: none"> <li>• <i>Motion to approve the February 26, 2022 Full Board Meeting Minutes.</i></li> <li>• <i>Anne motion, Catherine second, all in favor.</i></li> </ul> <b>(MOTION 2022-05-01)</b>	n/a
<b>President- Review of Strategic Plan</b>  <b>Annual Goal Setting</b>	<p>Discussion occurred after all other agenda items discussed.          Anne – working as Board to refine processes. Realize doing things backward.          Budget request in June. Strategic plans (SP) requested          Sept 1 – Aug 31 Budget year</p> <p>Changing up process          Review SP first, finalize. Then set yearly goals. Then ID budget needs to support yearly goals.          SP review April – June finalize before budget for next year. Current SP has minor updates since just updated in Sept. Changes include from create to maintain, condensed, removed some items.          Anne shared SP. Maintain 5 focus areas remain the same. Focus on objectives – will send out after meeting to review. Will give a deadline for review in email. Let Anne know if have suggestions.          Anne reviewed all items in SP          Once finalized. Each committee review plan and ID which goal areas you will focus on and contribute to over the next year. Committee goals will relate back to SP for ILOTA          Committees will fill out goal forms – Sept 22 – Aug 23          Discussions, comments and questions:</p>	<p>All Full &amp; Executive Board Members: Review proposed Strategic Plan and provide feedback by designated June deadline.</p> <p>All Full &amp; Executive Board Members: Upon finalization of</p>

	<p>Clare – has been working on defining roles – what is an SIS? Looking at ILOTA SP and their plan and determining what areas relate to EI SIS and what can accomplish over a year. In discussion phase now.</p> <p>Anne – need to do better job clarifying SIS membership vs. request for areas of interest with membership. Do we have renewal/application be more clear re. SIS membership? Or is it separate?</p> <p>Ruby – Shared experience when joining ILOTA and her communication with SISs. Lillian commented on her experiences</p> <p>Anne - 13000 OTs in IL – a select number get involved and do the work. Need to recruit to join efforts.</p> <p>Brenda – echo workload. Cognizant what we are asking. Look at goals and expectations we have for Board members. Always struggle with numbers that get involved – easy to say recruit but falls on the leaders who are leading the way. Need to balance the ask of ILOTA on the leaders and members and what to be done and accomplished.</p> <p>Frank suggests adding a box to membership app/renewal to state interest in specific involvement vs just interests.</p> <p>Bev/Anne – clean up form.</p> <p>Lillian – clean up form and George have communication sent out re. interest/SIS as well as information re association. Share contact information in email to new members' welcome letter. Anne – have goal to improve onboarding new members. Anne identified option for micro-involvement in task forces for those unable to committee to long term positions.</p> <p>Frank Volunteer Students as micro-volunteers</p> <p>Lillian – shared experience and recommending helping others know anyone can get involved – don't have to know everything – manner of perception that can contribute and be “good enough”.</p> <p>Onboarding project – good for FW student.</p> <p>Nancy – important point – micro-involvement. ID small tasks George can send out and see “who bites”.</p> <p>Brenda – attend to what is being asked of Exec Board members – mindful of time being put in.</p> <p>Ruby – acknowledge each other's successes. Recruitment and membership of OTAs/COTAs. Recommend ILOTA leadership talk to students about opportunities. Anne reached out to program directors and SOTAs to offer presentations. One program responded. Outreach to programs important.</p>	<p>strategic plan, complete annual goal form and budget request form for 2022-2023 fiscal year.</p> <p>Anne, George, and Christy- review membership form and make changes to SIS/interest areas as necessary</p>
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	<p>Minetta – FW Coordinators reach out to for the talk from ILOTA Anne and Bev working on updating position descriptions.</p>	
<p><b>Director of Advocacy Report</b></p>	<ol style="list-style-type: none"> <li>1. Medicaid Reimbursement: Will meet with task force 5/16 to determine next steps in lieu of AOTA concern about collusion.</li> <li>2. Scope of practice: We are working on 2 sections: definitions in rules and increasing referral language in the act. We have submitted the definitions in rules to JCAR are waiting to hear from Anne with end result.</li> <li>3. Compact Act: Nancy is leading efforts and joint town hall with compact act provider, AOTA and NBCOT is scheduled for May. Task force is meeting after the town hall.</li> <li>4. Practice act rule revisions: several submitted including modalities, restoration of license and supervision of students. As above, awaiting information from Anne.</li> <li>5. HH referrals: Monica R leading effort on possible decrease in HH OT referrals in HH.</li> </ol> <p>2 things shared.</p> <p>Nancy Richman – 20 therapists on committee for Compact, just had first meeting. Members across state and practice areas. In favor going forward with Compact. Need to talk to Maureen. Brenda and Nancy will talk to Maureen and come up with timeline. AOTA and NBCOT talking points. surrounding states are part of Compact.</p> <p>Target legislators. Department of Regulations. Partnering with Claudia C. ILOTPAC.</p> <p>Medicaid reimbursement task force – TF has been meeting since Jan/Feb. Developed arguments to support initiative to increase reimbursement rates. IL Dental Assoc. was successful so positive for us. Contacted AOTA, recommending engage health care attorney to ensure we are moving forward legally. TF would like</p>	

	<p>to consult a healthcare attorney. ID'd an attorney. Asking BOD to approve consulting attorney for this initiative.</p> <p>Anne – asking if other attorneys need to be explored and get quotes for consultation. Nancy suggested asking Maureen about opinion about attorney in Springfield area.</p> <p>Monika. Reach out to dental association as an option.</p> <p>Anne-suggest doing both – contact dental association and explore attorney connections. Get a few quotes and next meeting Executive Board can discuss.</p> <p>Christy-suggest talking to dental association first before engaging attorney. Brenda discussed contact with AOTA, prepared with talking points.</p> <p>George - Support checking in with Maureen and with IL dental association.</p> <p>Monika – Where do strategies lie – legislative? Agency?</p> <p>Nancy – IL one of the lowest states for Medicaid reimbursement.</p> <p>Brenda – Waitlist for peds months to years (interview with facilities). Significant problem. Want to open up access to those receiving OT services.</p> <p>Sum (Brenda)– back to TF – get health care attorneys. Brenda to contact dental association. Decide which was argument – legislative v agency.</p>	<p>Brenda – back to TF. Contact IL dental association; gather attorney names; decide which argument – legislative v agency?</p>
<p><b>HCH SIS -Monika Robinson</b></p>	<ul style="list-style-type: none"> <li>• <b>Discussion of Home Heath OT referral process and screening by other professions</b></li> <li>• <b>Discussion of role of ILOTA at state level versus AOTA</b></li> </ul>	

Since PDGM concern across country, OT being left out in referral process for home health services. PTs being asked to screen WHEN OT referral is in place (including DC of OT). Lack of rep of OT in referral process.

Committee – ask anyone associated with HH agency, aware of issue occurring upon DC from facility, if it is being observed so committee can contact facility.

Develop tool kit to educate about benefits of OT. AOTA resources available.

If anyone knows OT in managerial position in HH – let Monika know. Also contact OT working in facility referring for HH for information. What happens when referrals are made? Agencies referred to? Is there a form – the process may not have a check box for OT.

There is a shortage of OT in home health which may be affecting referral to OT (Monika) – may not have OTs to refer to. Does not seem ethical to have PT making recommendation re. OT referral.

Possible mentorship for entry level OTs in HH. Maybe tele-mentoring program. Leadership mentorship program.

Frank suggesting need for more education. Need assistance with so many places that need support. Presenting at HH conference – IL Home and Hospice Association. Also find out what AOTA is doing.

Lack of education across nation – OT can do start of care. Cost of service needs consideration. AOTA has been addressing micro certification for HH. Medication reconciliation is one aspect of start of cares.

There are training programs and resources for start of care.

Ruby – action step to email blast to gain info re. HH practitioners and agencies. Will compose email and blast it out through George. Maybe connect with FW group for agency information.

	<p>Monika – strategize with AOTA for greater support. Education to practitioners biggest piece. Start of care by OT is permanent and that it is federal legislation. Parallel EI (Clare) issues – may work across SISs. Monika with cc efforts to Anne and Clare.</p>	
<p><b>LDP</b></p>	<ul style="list-style-type: none"> <li>• Sarah Young seminar – September 2022</li> </ul> <p>John Dudzik– previous years seminar with Sarah Young leadership and coaching. Discussing with her for this year. A few thoughts – Board support for course Sept 24 course (Saturday) – 1 hour virtual, 2-hour breakout sessions facilitated by LDP based on her work/book. Waive speaking fee if order 30 of her books (\$30 each) Cost of course would cover course and book, maybe \$60. If 30 attend presentation waived by Sarah. Reach out to other state associations or IL PT and SLP associations to generate more interest in the course. Could also purchase all books to waive fee and if extra books could raffle off at conference.</p> <p>Reminder – currently accepting applications for Mentors 2022-23. If interested or know people interested contact LDP and apply. July will be recruiting Mentees.</p> <p>Frank asking about need for specific area needed -Match up mentors with mentees, may be different areas of practice. Try to match similarities, but dynamic of dissimilarities enhances to process. Process has worked out -no particular needs identified.</p> <p>Clare – EI SIS – talked of developing mentorship program. Collaborate with LDP mentorship program. John response hesitant to expand out to special interest (students for instance). Can discuss to get clearer idea of EI SIS need. State Association of Presidents has asked for assist from LDP to develop mentorship program. Want to keep it narrowly focused-efforts not to spread out. Welcome discussions.</p> <p>Brenda- Leadership vs. practice area mentorship (LDP)</p> <p>Contact John with any other questions</p>	<p>All- consider applying to be an LDP mentor/ mentee, or encourage others to apply for the program</p>

<p><b>Bylaws Committee</b></p>	<ul style="list-style-type: none"> <li>• Recruit members to the bylaws committee</li> <li>• Work on next action steps now that by laws are up to date.</li> </ul> <p>Anne - Cassandra not present but question for the Board – what is her role? Recruit Bylaws Committee members? Move to Ad Hoc?  Recommendations – Moira – person in the role solicits ideas annually – may not need committee members.  Maybe work to make updates process smoother – electronic voting?</p>	
<p><b>Awards Committee</b></p>	<ul style="list-style-type: none"> <li>• Seeking peripheral members to join Awards Committee</li> </ul> <p>Anne- Abi not present – seeking additional members to join the committee.  Nomination open until end of July. Finite position. Contact Board if interested.</p>	<p>All- consider nominations – self or peers.</p>
<p><b>Nominations/Recruitment- Sarah Zera and Minetta Wallingford</b></p>	<p>Discussion of Available Board Positions and Recruitment:</p> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• Director of Communications</li> <li>• Director of Membership</li> <li>• Director of Finance-Elect</li> </ul> <p>Deadline for Nominations is June 15<sup>th</sup></p> <p>Minetta - Email out re. Board Positions Nominations open. Years past not a robust number of nominations. Introduce Hannah Kaytonah – joined committee.  Ask Board members for 1-2 people that might be a good fit for these positions.  Sara – Recruitment a number of positions open – Networking Coordinator, Recruitment, Nominations. Consider new OTs/grads that might be interested.  Anne – May open up some full board (not executive) positions to students who are interested in leadership – SIS leadership positions as an example.</p>	<p>All- consider stepping up for one of these positions, or encouraging others to run.</p>
<p><b>Communication Updates</b></p>	<ol style="list-style-type: none"> <li>1) Thank you to the SISs for involvement in Newsletter and Social Media communications and updating resource sections on the website.</li> <li>2) Reminder that SISs can get involved by contributing an article to the Newsletter or blog, partnering with the social media team to create topical content for social media sites, and creating or updating information on the website.</li> </ol>	



	<p>3) Social Media committee is working on creating an ILOTA Tik Tok account- stay tuned!</p> <p>4) Director of Communications position is open for nominations- Molly is happy to chat with anyone who is interested</p> <p>Molly – stepping down as Communications Coordinator. Thanked SISs involved submitting articles for Newsletter and social media and resources on website. Want to get involved – Blog or social media content, happy to collaborate. Contact Molly or coordinators of those areas. Working on creating a Tik Tok account – making sure it reps. ILOTA well.</p> <p>Newsletter coordinator (Morgan) how to support students to submit work to newsletter. Will be providing more guidance.</p> <p>Anne – Hopefully seen new website – check it out. Work in progress, continuing to make updates.</p> <p>Clare – website looks good, impressive. Social media – within EI SIS – legislative actions have posted on Instagram, wondering if also posted on Facebook. Wondering if news gets out. Molly thinks it has been a while since EI SIS has contacted Communications to post. Encourage contacting Gabriella or Molly. Could also put a review in Communique and/or Blog post. Social media post that directs to website is recommended.</p>	
<p><b>Finance Update:</b></p> <p><b>Moira Bushell</b></p> <p><b>Conference Update</b></p>	<p>Overview of current financial status. Report included \$45,000 net increase compared to last year. Continue to think of ways to grow. Before next meeting will be requesting budget needs.</p> <p>Conference – Hybrid this year. Full Day Friday Nov 18 and at least 2 months of virtual presentations live and pre-recorded. In person diverse presentations and designed to attend multiple sessions related to practice area</p> <p>Final proposals submitted 92. To reviewers through early June.</p> <p>Finalizing Keynote and one Kickoff event, sponsorship packaging.</p> <p>Most who submitted proposals open to virtual vs. live if needed.</p> <p>Good working committee.</p> <p>Anne – few conversations that matter submissions low. Reaching out to SIS chairs to consider virtual conversations for this year.</p>	

	Joy – question re. conversations that matter – Anne response -meant to be a conversation not a lecture.			
<b>Financial Report:</b>	Income	YTD	Budget	Difference
	Membership	56346	69500	-13154
	CE	32240	29200	3040
	Conference	44568	45000	-432
	Other	5611.48	4550	1061.48
	Total	138765.48	148250	-9484.52
	Expenses			
	Operating	73925.03	122000	-48074.97
	Direct Costs	6075.78	25500	-19424.22
	Total	80000.81	147500	-67499.19
	Net Income	\$58,764.67	\$750.00	\$58,014.67
	As of 4/30/22			
	Account Balance as of 5/18/22			
	Checking: \$86,245.59			
	Debit: \$5,258.34			
Byline Bank Total: \$91,503.93				
Reserve:				
Savings: \$10,455.26				
CD: \$5236.50				
<b>Membership Christy Rojas</b>	<b>Membership Category</b>	<b>May 20, 2022</b>		
	Admin		3	

	OT	480		
	OT Monthly	66		
	OT New Practitioner	66		
	OTA	66		
	OTA monthly	15		
	OTA New Practitioner	20		
	Student	477		
	Retiree	10		
	Multistate	14		
	Honorary Lifetime	7		
	TOTAL	1224		
	Difference	2		
	Christy - Want to reach out to educational programs – student to practitioner			
	George – 1224 members highest in ILOTA history. Due to contact, activity going on. Leading into conference, renewals happen. Well done!			
<b>Secretary updates</b>	Robin absent -no report			
<b>Other Business?</b>	<p>Clare – Sensory Processing Disorder DC:0-5 – classified as mental health and developmental disabilities- birth to 5. Sufficient evidence to support dx. Reaching out to providers/practitioners making them aware of this change. Valid national classification. Cover children 3-5 in schools.</p> <p>Christy - School based watch this closely – AOTA referenced Am. Acad of Peds – not stand alone always co-morbidity. Not DSM (not sufficient evidence for addition to DSM)</p> <p>Anne - Sensory Integration SIS changed name to SI and Processing SIS. They can help share information.</p>			

	<p>Molly asking about DC-05 – would be good social media post.</p> <p>Samantha H – SI and Processing SIS change. Excited to hear and happy to help with post.</p> <p>Lillian – SI controversial dx, being recognized is good. Still a word of caution for reimbursement – mixed term using SI. Has been denied in insurance reimbursement. Education moving forward for insurance who puts red flag up.</p> <p>Clare – DC:0-5 – table associated with DSM and ICD codes – translation of categories. Not sure SPD will be billing category. Currently in DC-05. Sensory processing an approach within OT is part of our practice. Other disciplines use of strategies, overlap and complement each other. Embrace SP as OTs as a focus and communicate more effectively.</p> <p>Claudia C – Is it appropriate to refer to DC:0-5 in documentation for insurance. Framework for SP and also Sensory Integration categorization. There is a SI treatment code, hold off using it – experimental at this point.</p> <p>Anne – good topic for a Townhall conversation. Suggest Clare may want to consider.</p> <p>Nancy – questions re reimbursement posed to her. May need to develop fact sheet for reimbursement in different areas. Town Hall maybe be more general approach all areas documentation and coding strategies. Have to refer questions back – individual insurance co.s</p> <p>Sam – updated SI and processing SIS – updated website resources and meeting date. Meeting on 23rd</p>	
<b>Adjournment</b>	Anne motioned to adjourn the meeting at 11:15. Second by Molly <b>(MOTION 2022-05-02)</b>	