



ILOTA Quarterly Board Report Form – May 2021

This report summarizes the actions taken by ILOTA Board members toward each of ILOTA’s strategic plan objectives since the previous Full Board meeting.

**Please note that actions from the Leadership Development Program (LDP) date back more than the past three months because those actions have not been previously formally reported to the ILOTA Board.*

Focus Area 1: Inclusion and Diversity	
<i>1.1 - Increase opportunities for members to engage in various volunteer and educational events related to inclusion and diversity</i>	
Feb-May 2021	Continued meetings for the Community Outreach Ad-Hoc Committee- working on developing resources, identifying community partners, and developing a mentoring program for pre-OT students
Feb-May 2021	Conference Committee (brainstorming inclusive events for upcoming Conference)
<i>1.2 - Develop equitable representation and advocacy throughout the state</i>	
March 2021	Student Conclave- included practitioners from various parts of the state on the planning committee and on the panels of some of the events
March 2021	Recruiting student OT and OTA members from across the state to apply for liaison and committee positions
April, 2021	SIS School (MMP) Advertised town hall presentations and participation via ILOTA website and external OT groups
Ongoing	Reaching out to COTAD Chapters across IL and creating a space for them to converge and share. Will meet via Zoom.
Ongoing	The EI SIS meets twice a month, 5:30 to 6:30 PM to be responsive to legislative activity and updates impacting EI service delivery including expansion of telehealth beyond the Governor’s executive orders, EI bureau and council activities, the Governor’s Early Childhood and Education Commission, and the Prenatal to Three Initiative. This year we welcomed a new co-chair Jeni De la Rosa and a new member Kaitlin Mathis to the group. Kaitlin is representing more rural areas in which service delivery is very different than providing services in urban and suburban areas
Ongoing	Communications team reaching out to OT and OTA schools across the state to increase representation in communication platforms
<i>1.3 - Ensure diverse representation in all communications</i>	
Feb-May	Blog Coordinator: Published content from students and practitioners.
Feb-May	Collaborated with ILOTA OTA Liaison to get OTA content for Social Media, reached out to 3 OTA schools to get content for Newsletter, Blog and Social Media
May	Social Media Coordinator: Added a member to social media committee to focus on diverse holiday recognition
<i>1.4 - Promote diverse membership on the board and sub-committees</i>	
March 2021	Advertised student liaison and committee opportunities to all OT and OTA student members
Ongoing	Posted open positions on social media platforms
<i>1.5 - Improve accessibility of ILOTA communications, events, and education</i>	

March 2021	Began using closed captioning in all live Zoom events
April, 2021	School SIS (MMP) Uploaded school-based resources to the website (townhall recording and case study)
March 2021	Website Coordinator researched accessibility features for website.

Focus Area 2: Membership	
<i>2.1 - Increase member engagement in SIS groups/committees</i>	
March 2021	Launched several SIS surveys to gather member feedback about future SIS efforts
April 2021	Held three school SIS Town Halls regarding educational licensure/put recording on website
April 2021	Launched survey to get information from profession about ed licensure
April 2021	Conference Committee plan to offer SIS group roundtables and Conversations That Matter in virtual format
April 2021	Administration and Management SIS Survey Results (29 responses)
Ongoing	Diversity, Equity and Inclusion SIS Sent out a survey and discovered 22 people wanting to be a part of the committee and 8 people interested in becoming a co-chair. Will reach out to committee members and potential co-chairs.
<i>2.2 - Provide relevant and meaningful CE opportunities as a membership benefit</i>	
February 2021	Identify CE submission criteria that may benefit from a standardized template or form such as objective list, time schedule, etc.
3/18/21	Provided free CE webinar on OT role in addressing caregiver efficacy
3/22/21	Provided free CE webinar on ergonomics and OT
April 2021	Identified 4 topics and speakers for the year of 2021
April 2021	Identified speakers for all CE events for the year, scheduled for 3
April 2021	Members of the EI SIS (Ashley Stoffel, Christy Morrison, Meg Matthews, Jennifer de la Rosa) are planning their first virtual EI webinar scheduled for Sat. May 22nd for EI OT providers. The EI SIS previously in 2019 developed two face to face workshops aligned with EI principles and best practice for OT in EI. The first virtual workshop is designed along similar lines but updated to address current practice and concerns
May 2021	Co-chair, Clare Giuffrida of EI SIS, contributed to development of speaker panel for reframing OT and pediatric practice during and post Pandemic. CE is scheduled for May 17th. Lisa Mahaffey will be the moderator, with Angelica Barraza, Stephanie McCammon, a parent and an OT serving the south side of Chicago will be the participants on the panel (See flyer for more information)
Ongoing	LDP pairs completed a charter agreement and are currently documenting progress every 3 months. The charter and documentation meet requirements for AOTA, NBCOT, and Illinois continuing education for mentorship.

2019 & 2020	LDP mentors were provided with a free workshop presented by Sarah Young on mentorship both program years (scheduled for September of program year).
2019 & 2020	LDP mentees attend an all day workshop on leadership where they completed a long term vision and learned how to complete the paperwork that formed the charter for their work with their mentor.
Ongoing	Education programs are conducted by committee members throughout the LDP program year for both mentors and mentees.
Ongoing	Refinements in the LDP program and selection of the second year cohort of mentors and mentees. Refinements include creation of liaison position, utilizing a committee member to assist individual mentor-mentee pairs with participation in the LDP throughout the program year. Feedback from current cohort regarding this measure has been very positive.
2021	Survey of cohort members planned for additional feedback to facilitate improvements for year 3 (2021-2022) of LDP
2020	Panel presentation with LDP committee members and members of first cohort (2019-2020) completed as part of ILOTA annual conference October 2020.
2019 & 2020-2021	Submitted a proposal to the AOTA 2020 and 2021 annual conferences demonstrating the process of creating and carrying out the LDP program in its inaugural year. Proposal was accepted as a poster presentation in 2020 and platform presentation for 2021 conducted on April 21st, 2021.
2021	Proposal submitted to WFOT conference (Paris, 2022) detailing LDP program along the lines of AOTA proposal submitted March of 2021, submission status to take place in late June of 2021.
2021	Third year of the LDP program anticipated this fall in keeping with previous processes.
2.3 - Increase CE opportunities throughout the year through the LMS	
Fall/Winter 2021	Development and provision of ILOTA Administration and Management SIS sponsored CEU event with discounted rate for members (Telehealth, Health and Wellness Promotion via Health Management). Utilize this opportunity to host a town hall for member feedback and networking.
2.4 - Develop methods to increase membership	
April 2021	Blog published piece on importance of professional association membership and participation in SISs
May 2021	New practitioner membership category developed
Ongoing	Development of corporate membership in progress
2.5 - Develop methods for maintaining membership	
March 2021	Raffled off free tickets to April AOTF events to members
April 2021	OT Month events- town hall meeting, virtual art drawing studio, meditation session, Indian cooking event, OTPF-4 presentation and panel
5/6/2021	Brainstorm collaboration on how to increase Administration and Management SIS member engagement outside of Chicagoland
2019 & 2020	Recruited 6 OT practitioners for 2019-2020 cohort and 7 for 2020-2021 cohort to serve as mentors, vetting them through an application and rubric. Recruited OT practitioners interested in being mentored through an application and rubric. Chose mentees and intentionally matched them with Mentors for each year.

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Focus Area 3: Organization and Structure	
<i>3.1 - Create standardized structure for responding to advocacy issues</i>	
2021	Created a spreadsheet identifying bills of interest, following up on actions needed with lobbyist, shared the spreadsheet with ILOTA and ILOTPAC
March 2021	Sent out a shell advocacy letter to support telehealth bill to all ILOTA members to encourage action
March 2021	Public Policy Coordinator reached out to members in all districts asking for individuals interested in leading advocacy in their areas
<i>3.2 - Clarify policies, procedures, and position descriptions for all ILOTA Executive and Full Board members</i>	
March 2021	Formalized guidelines for Blog publications- awaiting posting on Website; Social Media committee standardized review procedure for all postings
April 2021	Obtaining feedback on changes to current ILOTA by laws based on each appointed position. Continue to collaborate on changes to be made on current by laws and review the voting process in order to make these changes
May 2021	Began developing a policy/procedure for planning ILOTA-sponsored CE events
<i>3.3 - Standardize budget processes for all events</i>	
March 2021	Determined set fees for speaker/panel presenter contributors for CE events
<i>3.4 - Update/reformat website in collaboration with DOC</i>	
March - May 2020	Continued meetings of the Website Update Ad-Hoc committee and subsequent updates to the website; exploring a new template for complete update to the format of the website

Focus Area 4: Communication	
<i>4.1 - Improve communication and responsiveness of ILOTA to legislative events</i>	
March 2020	President and Home & Community Health SIS Chair provided written and oral testimony in support of telehealth to the telehealth subject matter hearing
March-May 2021	Promoted calls to action on social media
Ongoing	Engage members in advocacy initiatives – licensure Compact – host an online forum
Ongoing	Four members (Ashley Stoffel, Meg Mathews, Jessica Toth, Clare Giuffrida) of the EI SIS are also members or part of the interprofessional steering committee of the EI coalition group, supported by ILOTA. See EI coalition report for activities and attachment with responsibilities of members of ILOTA, ISHA and IPTA members and their participation in different meetings related to Early Intervention
Ongoing	Two members, Christy Morrison and Nisha Sanghvi of the EI SIS were appointed by the governor to be provider representatives on the EI Council which meets four times a year. In addition, these members chair a communications workgroup within the council to

	foster more effective, transparent and timely communication across council members and with providers
<i>4.2 - Improve financial transparency communication to ILOTA members</i>	
Monthly	Standardized Financial Update Provided to membership at full board meetings
<i>4.3 - Develop collaborative alliances with other states and professions</i>	
April 2021	Reaching out to states with OT ed licensure to learn from their processes
Monthly 2021	Monthly meetings with Leaders in Ed Community of Practice (school practitioners across US) and AOTA round tables around School-based OT
April 2021	Co-chairs of the EI SIS committee and ILOTA president Anne Kiraly-Alvarez met with Ann Freiburg, bureau chief to begin open discussions and communication about OT concerns as supported by ILOTA about OT practice in EI
May 2021	School based practice SIS: Participated in AOTA State Leaders CoP planning/efforts for OTs to gain Educational Licensure in the US
<i>4.4 - Communicate most important aspects and updates about ILOTA to members using all communication tools</i>	
April 2021	Conference Committee - Plan to include poster session with Communications Committee to enhance member engagement in ILOTA outreach
March- May 2021	Social Media Coordinator and DOC met with EI SIS, Conference Chair to plan social media posts, Collaborating with DEI group for upcoming content
April 2021	DEI survey also discovered 7 people wanting to write an article for the Communique.
May/June 2021	Jessica Toth supported by ILOTA communication group and work study students is actively populating Instagram account with news on OT and EI service delivery. The month of June is committed to ILOTA publicizing the work of OT and EI via social media