

THE STATE BOARD OF ORTHOTICS, PROSTHETICS AND PEDORTHICS
 AGENDA (Tentative)
ANNUAL BOARD MEETING - 12:30 PM
 September 22, 2015
 77 S. HIGH ST., 31st FLOOR, COLUMBUS, OHIO – **BOARD ROOM**

REGULAR BOARD MEETING – ANNUAL MEETING

- I. 12:30 pm – Call to Order
 Roll Call: Bhatia, Daulton, Hagman, Macedonia, Weaver
- II. Agenda - Amend/Approve
- III. Review/Approval of Minutes of the June 09, 2015 meeting
- IV. 12:40 pm – Consider Motion to Enter Executive Session (ORC § 121.22(G) – To consider a performance review of staff; to consider the investigation of charges or complaints against licensees; and to consider matters required to be kept confidential by federal law or regulations or state statutes.
- V. 1:30 pm – Settlements / Charges / Dispositions / Complaints
- A. Notices of Opportunity for Hearing (if any)
 - B. Consent Agreements for Consideration (if any)
 - C. Complaint statuses and tracking
- VI. 2:00 pm – Ethics Review
- A. Statewide training opportunities
 - 1. OEC trainings – schedule distributed -
<http://www.ethics.ohio.gov/education/executiveordertraining.shtml>
 - 2. OEC Webinars: <http://www.ethics.ohio.gov/education/webinars.shtml>
 - 3. Auditor of State – Fiduciary Responsibility Webinar
<http://www.ohiochannel.org/MediaLibrary/Media.aspx?fileId=142395>
 - B. Board Meeting Attendance Compliance Tracking & Reporting
 - C. Case Study: [OIG 2014-CA00018](#)
 - D. Reports submitted – Ohio Lobbying Activity Center, Employer and Agent reporting
- VII. 2:30 pm – Financial Reporting
- A. FY15 End of Year
 - 1. Revenue and Expense, Encumbrances, Performance
 FY 15 Appropriation Authority: \$159,982.00
 FY 15 Spend \$161,084.14=100.69% (includes \$4,513.30 of FY14 funds)
 FY 15 Payroll \$126,043.42=99.90% (of original allotment)
 FY15 Revenue \$109,601.00
 - 2. MBE = 24.24% (goal=15% of “discretionary” spend) EDGE Participation = 7.10% (goal=5%)
 - 3. FY15 Encumbrance Balance Report

Original PO Amt.	\$7523.03
Liquidated Amt.	\$4199.62
Amt. to Voucher	\$3323.41

- B. FY16 YTD --
 - 1. HB64 Budget Allocation (FY16): \$176,950
 - a. Allotted to payroll: \$138,799
 - b. Personal Services: \$ 3,240
 - c. Operations/Maintenance: \$ 34,911
 - 2. Revenue and Expense (2 months July-August)
 - Revenue: \$1750. Expense: \$25,329 (payroll = \$22,881)
 - 3. Payroll Accounting, HB64 pay and parity raises, report submitted
 - a. Budget bill impacts: 2.5% increases annually; \$750 one-time supplement; E-1 pay new step
 - b. Appropriation adjustments possible per worksheet submitted:

FY16	\$12,572
FY17	\$17,176

VIII. 2:45 pm -- Legislative Report

IX. 3:00 pm -- Administrative Docket

- 1. ODM – Rule Revisions and statuses – No new activity
- 2. New eLicense Database setup activity – Verbal report
- 3. Workforce Planning

X. 3:15 pm – Licensing report/ratification Daulton / Levy

- A. Approve/ratify license issuance

XI. 3:30 pm – Old Business

- A. Board Continuity
 - 1. Two seats open – pending Governor’s action – applications submitted
 - a. Consumer Member (term began 12/6/2014)
 - b. O&P Practitioner (term began 12/6/2014)
 - 2. Terms ending and up for appointment/re-appointment 12/6/2015:
 - a. Animesh Bhatia, DPM (Medical Board licensee member)
 - b. Brian Weaver, LPO
 - c. Tamara Daulton, LPED

- B. 5-Year Rule Review – We Begin Again M. Levy
 - 1. Review schedule
 - 2. Designate Change / No Change priorities

- C. Re-review OPPCE transcript acceptance policy – BOC statement of compliance

XI. 4:00 pm New Business

- A. Disclosure of Criminal Convictions and Background Checks – SOH HR policy – to approve
- B. Licensing policy
- C. Personnel Matters
- D. Election of Officers – President and Secretary

XII. 5:00 pm Adjournment

THE STATE BOARD OF ORTHOTICS, PROSTHETICS, AND PEDORTHICS
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Tel: (614) 466-1157 Fax: (614) 387-7347
<http://opp.ohio.gov>

OPP - First Issue Date (issued since 06/10/2015)

Report Parameters

Board = OPP

Credential prefix = LO, LP, LPED, LPO

From 06/10/2015 to 09/17/2015

Report generated on 9/17/2015 at 9:06:36 AM

Name	License Type	Credential	City	State	ZIP code	Expiration Date	First Issue Date
Brown, Holly Nicole	Pedorthist - Temporary	LPED.241-TEMP	Dayton	OH	45420	8/18/2016	8/18/2015
Grosser, Katrina	Prosthetist-Temporary	LP.320-TEMP	Newport	KY	41071	7/14/2016	7/14/2015
Jackson, Laura C	Licensed Orthotist	LO.314-3	Akron	OH	44319	1/31/2016	8/28/2015
Myers, Katie Jo	Licensed Prosthetist-Orthotist	LPO.328-3	Columbus	OH	43220	1/31/2016	8/18/2015
Ragozzino, Virginia Elaine	Pedorthist - Temporary	LPED.240-TEMP	Carrollton	OH	44615	7/22/2016	7/22/2015
Stilley, Sarah R.	Licensed Prosthetist-Orthotist	LPO.325-3	North Ridgeville	OH	44039	1/31/2016	6/19/2015

6 Items Found

Levy, Mark B

From: Michelle Yoon <Michelle.Yoon@bocusa.org>
Sent: Wednesday, September 09, 2015 2:32 PM
To: Levy, Mark B
Cc: Claudia Zacharias; Zack Chait
Subject: BOC Updated CE Proposal

Hi Mark,

Thank you, again, for further discussing our continuing education proposal. We updated the proposal and the Ohio OPP State Board will now be able to rely on BOC's CEU Record completely. Please see below.

OH State Board – BOC Continuing Education Tracking Proposal

BOC will assure the Ohio OPP Board that any BOC CEU Record sent in by a BOC certificant licensed in Ohio will not have **any** continuing education courses listed that were entered by the certificant online. We will ensure this happens with the following procedures:

- BOC will block any BOC certificant licensed in OH from having the ability to add online CEUs through their online account. There will be a note on their online account, explaining that they will be unable to add online CEUs and that all Ohio licensees must send proof of their CEUs to BOC for entry by BOC staff.
- BOC will use the list of current licensees in OH to determine who will be blocked and email each BOC-certified licensed in Ohio to ensure they are aware of these changes.
- BOC will check the OH OPP Board website monthly for list of current licensees so BOC's system is up-to-date.
- BOC will provide BOC CEU Records for anyone licensed in OH on a quarterly basis, or any other timeframe that is acceptable to the OH Board.

Also, regarding a question from 2013, we would like to update that answer again.

*Original Question: Given that BOC only requires CE records to be maintained for 12 months following the end of a 5-year accrual period, if a certificate holder is pulled for audit in the 2nd, 3rd, 4th or even perhaps the 5th year of a cycle, since CE is not required to be accrued annually and is only required to be reported/confirmed for the 5-year re-certification, no CE accrual is required or subject to documentation during the 2nd, 3rd, or 4th (and maybe 5th) year of certification, **so a certificate holder would be "cleared" in the audit even if reporting no CE at that time. Is that correct?***

Original Answer: Yes.

New Answer: BOC will assure the Ohio OPP Board that any BOC CEU Record that is sent in by a BOC certificant licensed in Ohio will not have **any** continuing education courses listed that were entered online.

If there is anything else you need from BOC, please contact us anytime.

Warmest regards,
Michelle Yoon

Michelle Yoon

Credentialing Manager



Award-Winning Customer Service Team

Board of Certification/Accreditation
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[CONFIDENTIALITY NOTICE](#)

Disclosure of Criminal Convictions & Background Checks

POLICY NUMBER: OPP-2015-001	EFFECTIVE DATE:	APPOINTING AUTHORITY APPROVAL: [next board meeting is 09.22.2015]
REPLACES POLICY DATED: New issue	AUTHORITY: Ohio Revised Chapter 124.09, 124.34 and DAS Policy HR-29	

Purpose

The intent of this Background Check Policy is to provide uniform guidelines and procedures for conducting criminal background checks on candidates selected to fill a vacant position at the **STATE BOARD OF ORTHOTICS, PROSTHETICS, AND PEDORTHICS (OPP)**. The background check process is intended to help CSA and the boards and commissions evaluate whether a candidate is suitable for a position through the hiring process. **STATE BOARD OF OPP** desires to promote fair and consistent methods to obtain, analyze, apply, and retain background check information, while preventing discrimination and harassment in hiring practices.

Procedures

A. Use of Background Checks

It is the policy of **STATE BOARD OF OPP** that applicants for employment not be rejected for consideration solely on the basis of having a past criminal conviction. This policy applies to all current **STATE BOARD OF OPP** employees and external applicants for positions at **STATE BOARD OF OPP**.

B. Administration of Background Checks

When posting a vacant position, **STATE BOARD OF OPP**, in consultation with the CSA, will analyze whether or not any state or federal law or other federal restriction would prohibit the hiring of an individual for criminal violations.

1. **REQUIREMENT:** A background check shall be conducted on final candidates, both internal and external, for all positions at **STATE BOARD OF OPP**. An applicant is a final candidate when the agency is prepared to make a conditional offer of employment to the applicant. The Central Service Agency (CSA) will be responsible for facilitating the background check.
2. **NOTICE ON JOB POSTINGS:** When posting vacancies, the **STATE BOARD OF OPP** job posting shall inform applicants that the final candidate will be required to undergo a criminal background check and that a conviction does not necessarily preclude an applicant from consideration for a position. In the event a state or federal law or other federal restriction prohibits the hiring of an individual with criminal convictions for a particular position, the posting shall contain such information.
3. **INTERVIEW PROCESS:** During the interview process, all applicants being considered as a candidate for a position shall be asked whether or not he or she has been convicted of a felony or has a relevant criminal background.

- a. If the applicant acknowledges that he or she has a felony conviction or criminal background and is still eligible for the position according to state and federal law, the applicant shall be given the opportunity to explain the conviction or criminal background, as well as the circumstances of the conviction, including post-conviction rehabilitation. Applicants may voluntarily disclose a criminal conviction at any time during the application process
 - b. Failure to disclose all criminal convictions or failure to provide truthful and complete information regarding criminal convictions may disqualify the candidate from future employment consideration. Internal candidates who fail to disclose all criminal convictions or fail to provide truthful and complete information regarding criminal convictions may be subject to discipline up to and including termination.
4. **CONSENT:** A final candidate must provide their written consent prior to completion of the background check. Failure to provide consent will preclude a candidate from consideration.
 5. **CONDITIONAL OFFER:** All offers of employment are contingent upon successful completion of the background check and all written or oral offers of employment must state: “This offer is contingent upon the verification of credentials and other information required by law and/or the board or commissions policies or practices, including but not limited to a criminal background check.”
 6. **FINAL DETERMINATION:** The recommendation to disqualify or select a candidate who has a criminal conviction shall be reviewed and approved by the **STATE BOARD OF OPP**, in consultation with the CSA Human Resources Manager and the board’s Assistant Attorney General. No final candidate shall begin employment until the results of the background check(s) are analyzed and a final determination is made.
 7. **PAYMENT:** Each individual board and commission shall pay for candidates’ initial criminal background check for the purpose of employment.

D. Assessment of Background Check Information

The **STATE BOARD OF OPP**, in collaboration with the Central Service Agency will be responsible in the administration and analysis of the background check.

- **ANALYSIS:** Except as otherwise required by state or federal law, consideration of convictions shall be analyzed based upon the nature of the position being posted. An individual assessment shall be made before excluding an individual from consideration because of a prior conviction or selecting an individual who has a prior conviction. The following information may be sought to allow consideration on whether the conviction should disqualify the applicant:
 - The nature of the conviction;
 - The time that has passed since the conviction or release from incarceration;

- The age at which the criminal activity took place;
 - Any evidence demonstrating the applicant's rehabilitation;
 - Any mitigating factors;
 - Any other information determined to be helpful in considering whether the applicant should be disqualified from consideration, including information ascertained in the interview process.
- **DISQUALIFICATION OF THE APPLICANT:** An applicant shall only be disqualified if:
 - A state or federal law or other restriction exists that would prohibit the hiring of the applicant; or
 - The Executive Director of **STATE BOARD OF OPP** determines sufficient nexus exists between the conviction and the position to disqualify the applicant based on the analysis of the duties of the position and the information regarding the conviction.
 - **NOTIFICATION OF DISQUALIFICATION:** A candidate who is disqualified for a position based on a criminal conviction shall be notified of such and given the opportunity to explain why the conviction should not disqualify him or her, including information considered in analysis.
 - **CONFIDENTIALITY:** All criminal background check information is confidential and cannot be disseminated beyond the Executive Director and the CSA Human Resource Staff.

F. Reporting Requirements for Current Employees

An employee who is convicted of a felony during the course of his or her employment with **STATE BOARD OF OPP** shall immediately report the conviction to the Executive Director and the CSA Human Resource Manager. Failure to report such criminal conviction may result in disciplinary action up to and including removal. The conviction of a felony offense during employment with **STATE BOARD OF OPP** may result in disciplinary action up to and including removal.

This Policy supersedes any previously issued policy or directive and will remain effective until cancelled or supers.