



The Council of Board Administrators was created by the FSBPT bylaws to provide its members a forum to share information relevant to board functions, regulatory practices, practice standards and issues, licensing processes and security, and enforcement issues in the practice of physical therapy. Membership is open to currently or formerly employed administrative staff personnel assisting our fifty-three Member Boards.



administrative staff corner

Annual Council of Board Administrators Forum

Robin Y. Jenkins, Executive Director, District of Columbia Board of Physical Therapy; Director on the FSBPT Board of Directors

This year, CBA Chair Charlotte Martin from Louisiana called the Council of Board Administrators (CBA) Forum business meeting to order on Thursday, October 25, 2018, in Reston, Virginia.

Jason Kaiser from California called roll and reported that thirty-two jurisdictions were present. The twenty-one jurisdictions not present were Arizona, Colorado, Connecticut, Florida, Illinois, Indiana, Maine, Massachusetts, Mississippi, New Jersey, New Mexico, New York, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Tennessee, Utah, Vermont, Wisconsin, and Wyoming.

The Federation of State Boards of Physical Therapy (FSBPT) funds one administrator from each state to attend the Federation's CBA Forum, also known as the Annual Meeting. Please add the 2019 Annual Meeting to your calendar now! It's October 24-26, 2019, in Oklahoma City, Oklahoma.

Representatives elected Scott Majors from Kentucky to be the next CBA Vice Chair.

During the meeting there were several presentations. The presentations, meeting agenda, and minutes can all be reviewed on the Annual Meeting page in the [FSBPT Members Area](#) of the website.

- 2018 CBA Board of Directors Update
- 2018 FSBPT Updates
- CBA Re-Entry to Practice Task Force
- CBA Licensure Verification Task Force

A new CBA task force on succession planning was formed. This task force will begin work in 2019 and report their progress during the meeting in Oklahoma City.

Finally, the group engaged in a discussion focused on goal planning and shared updates from the respective jurisdictions. Based on input and recommendations collected at the CBA Forum and the Annual Meeting, plans to further research issues or start initiatives may be developed by member jurisdictions. It is easy to get caught-up in daily duties, but please try to make some time to review your notes and start a plan to incorporate some of the initiatives envisioned at the meeting. The FSBPT Board of Directors and staff are available to answer questions as you move forward.

Participation in Federation Activities

CBA members have participated and continue to participate in all facets of the FSBPT. One position on the Board of Directors is designated for a current administrator of a Member Board. Below are other examples of administrator participation in the FSBPT:

Regulatory Training for Members and Board Staff

The last Regulatory Training was held June 8-10, 2018, in Alexandria, Virginia, . Topics included regulatory law; terminology; board powers, responsibilities, and roles; regulation of physical therapy practice; delegation of authority; immunity; and FSBPT services. Seven administrators attended this meeting.

Leadership Issues Forum

The last Leadership Issues Forum (LIF) was held July 14-15, 2018, in Alexandria, Virginia. This meeting provides an opportunity to learn more about current regulatory issues as well as prepare for the Delegate Assembly. Twenty-four administrators attended this meeting.

Next year's LIF is July 13-14, 2019. Administrators who are designated to attend the 2019 FSBPT Annual Meeting in Oklahoma City will automatically receive an invitation to attend the LIF meeting.

Committees and Task Forces

These are the FSBPT committees and task forces that currently have administrators as members:

- Education Committee
- Excellence in Regulation Committee
- Finance Committee
- Foreign Educated Standards Committee
- Nominating Committee
- Resolutions Committee
- Board Assessment Task Force

CBA Webinars

The CBA has effectively used the FSBPT's WebEx tool as a means of expanding the opportunities for discussion of important topics throughout the year. WebEx topics this year included

- Model Board Action Guidelines
- PT Compact Update
- aPTitude as a Specialty Practice Registry

Robin Y. Jenkins is the Executive Director for the District of Columbia Board of Physical Therapy and thirteen other health licensing boards within the Department of Health's Health Regulation and Licensing Administration. Prior to joining the Department of Health Robin served as the executive director for the District of Columbia's Higher Education Licensure Commission. Before joining the District of Columbia government she served as Senior Policy Associate for the National Association of Social Workers and was the regulatory liaison to its fifty-six chapters. She has served on national and international regulatory committees and boards. She is a past president of the Council on Licensure, Enforcement, and Regulation (CLEAR) and is currently a faculty member for CLEAR Learning. She is also a former faculty member with the Association of Social Work Boards (ASWB) board member training program. Robin has experience within private associations and governmental entities. She has a strong regulatory foundation and a long work history in the regulatory and credentialing arenas. Her areas of expertise include management policy development, budgeting, and compliance. She holds a BS from George Mason University, a MSW from Howard University, a certificate in Public Management from George Washington University, and a certificate in Nonprofit Management from Georgetown University.

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