



**TO:** The Honorable Members of the Board of Regents

**FROM:** Sarah S. Benson *Sarah A. Benson*

**SUBJECT:** Appointment to the Position of Executive Secretary, State Boards for Applied Behavior Analysis, Massage Therapy, and Respiratory Therapy

**DATE:** September 9, 2022

**AUTHORIZATION(S):** *Betsy...*

### SUMMARY

#### Issue for Decision

Will the Board of Regents approve the appointment of Paul W. Thompson to the position of Executive Secretary to the State Boards for Applied Behavior Analysis, Massage Therapy, and Respiratory Therapy?

#### Reason for Consideration

The New York State Education Department oversees the licensing and practice of approximately 2,078 Licensed Behavior Analysts, 16 Certified Behavior Analyst Assistants, 14,268 Massage Therapists, 7,212 Respiratory Therapists, and 858 Respiratory Therapy Technicians. The primary oversight of those functions falls under the direction of the Executive Secretary to those Boards, a position that is required by statute.

Mr. Thompson, currently a Supervisor of Higher Education Programs in the Office of the Professions, has an exemplary track-record of leadership and service with the Department across several program areas. Mr. Thompson currently represents the Board of Regents and the Department by conducting outreach to create linkages between the licensed professions and P-16 communities, and to engage and inform students about careers in the licensed professions. Mr. Thompson also plays a critical role researching new and emerging policy areas affecting professional licensing and practice and previously served as the Acting Executive Secretary for Pharmacy and Midwifery. Mr. Thompson has a Master of Arts and a Bachelor of Arts in English from the University at Albany. His education and experience will enable him to effectively serve in the role of Executive Secretary.

### **Proposed Handling**

This appointment will come before the full Board of Regents for final action at its September 2022 meeting.

### **Procedural History**

Education Law section 6508(7) requires the Board of Regents to appoint an Executive Secretary to each state board on recommendation of the Commissioner. Education Law sections 8808(1), 7803, and 8503 require the Board of Regents to appoint an executive secretary to the boards for Applied Behavioral Analysis, Massage Therapy, and Reparatory Therapy, respectively. The State professional boards advise and assist the Regents and the Department on matters of professional licensing and professional practice.

### **Background Information**

Not applicable.

### **Related Regents Items**

Not applicable.

### **Recommendation**

It is recommended that the Board of Regents approve the appointment of Paul W. Thompson to the position of Executive Secretary to the State Boards for Applied Behavioral Analysis, Massage Therapy, and Respiratory Therapy.

VOTED, that the Board of Regents approve the appointment of Paul W. Thompson to the position of Executive Secretary to the State Boards for Applied Behavioral Analysis, Massage Therapy, and Respiratory Therapy.

### **Timetable for Implementation**

If the Board of Regents approves the recommendation, the appointment will be effective September 15, 2022.

## **Paul W. Thompson**

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Castleton, N.Y. 12033

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### **PROFESSIONAL EXPERIENCE**

9/2017 to present

#### **Supervisor of Higher Education Programs**

New York State Education Department—Office of the Professions  
Office of the Deputy Commissioner

- Represent the Board of Regents and NYSED by conducting outreach (e.g., events and web resources) to link the licensed professions to P-16 communities
- Create and coordinate existing and new ground-level efforts to engage and inform students and educators about careers in the licensed professions
- Support Regents equity initiatives through research, analysis, and preparation of outreach, presentation, and other materials
- Partner with P-16 educators, professional associations, and other organizations involved in professional education and career opportunities
- Supervise and mentor an Associate in Higher Education and perform additional related responsibilities as assigned by the Deputy Commissioner. The latter included serving for one year as the lead administrator for the Office of the State Boards for Pharmacy and Midwifery, pending the appointment of a licensed individual as Board Executive Secretary.

7/2005 to 9/2017

#### **Associate in Higher Education**

New York State Education Department—Office of Higher Education  
Office of College and University Evaluation

- Coordinate agency initiatives and prepare materials to support federal recognition of the Regents institutional accreditation function, including work with the Regents Advisory Council on Institutional Accreditation
- Advise institutions on potential doctoral programs and review doctoral and other program proposals to determine eligibility for program registration
- Lead/participate in on-site program and accreditation reviews of New York colleges and universities to determine compliance with State standards
- Perform special assignments to meet team needs for analysis, policy and regulation development, preparation of communications for senior Department leaders, and more
- Advise higher education program administrators and the public on law, regulation, and policy

8/1994 to 7/2005

#### **Assistant in Professional Education**

New York State Education Department—Office of the Professions  
Office of the Deputy Commissioner/Strategic Planning & Systems Development

- Wrote, designed, edited, and managed the production of hardcopy and Web materials for a variety of audiences, to define and describe the Office and its products and services, including:
  - letters, advisories, and internal communications; consumer materials; newsletters, articles, and information guides; materials and reports for

Department leaders and the Board of Regents; and press releases, budget justifications, and other items as needed

- Led, managed, and served on various process improvement and design teams
- Lead editor for letters and reports prepared on behalf of the Commissioner and Deputy Commissioner
- Developed collaborative publications with professional associations

1/1994 to 8/1994

### **Education Program Assistant II**

New York State Education Department—Summer Institutes

- Prepared budgets for 9 summer schools and the Institutes office
  - recorded and tracked school and administration financial transactions
  - prepared budget forms, contracts, and related correspondence
  - produced periodic and year-end expenditure reports for school administrators and suggested budget modifications where necessary
- Managed allocation of supplies, equipment, transportation, housing, and instructional facilities for all summer programs
- Developed criteria and evaluated applications for tuition assistance
- Administered regional school audits and registrations

12/1988 to 1/1994

### **Education Program Assistant I**

New York State Education Department—Office of the Professions

State Board for Public Accountancy

- Coordinator of Continuing Education:
  - evaluated provider applications and set related policies
  - responded to licensee requests for approval of courses proposed for continuing education credit and exemption requests
  - determined licensee compliance with regulations
- Evaluated credentials of CPA endorsement candidates and applicants seeking experience waivers
- Responded to licensure-related queries from candidates, representatives of postsecondary institutions, and others

## **EDUCATION**

- M.A., English (Writing Sequence)—S.U.N.Y. at Albany, 1987
- B.A., English, *summa cum laude*—S.U.N.Y. at Albany, 1985

### **Honors:**

- Phi Beta Kappa
- Graduate teaching assistantship

## **PROFESSIONAL DEVELOPMENT & TRAINING**

- Graduate, **New York State Education Department Leadership Academy IV** (2006-07)
- **Achieving Extraordinary Customer Relations** and **Motivating for Extraordinary Service**—Office of the Professions, New York State Education Department
- **Supervisory Skills Certificate**—New York State Education Department
- Working knowledge of various word processing, presentation, Web authoring, design, and desktop publishing programs