



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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Regular Session Minutes

August 8, 2016

Board Members Present: Quenton McCallister, Chair, OT Member
 Dr. Donald Hosenfeld, Vice Chair, OT Member
 Dana Hutchings, OT Member

Staff Present: Karen Whiteford, Executive Director
 Vicki Egurrola, Administrative Assistant

Legal Staff Present: Sabrina Khan, Assistant Attorney General

1) CALL TO ORDER

Mr. McCallister called the telephonic meeting to order at 1:32 p.m. (A recording of the meeting is available through the Board Office.)

2) ROLL CALL

The following members were present: Quenton McCallister, Dr. Donald Hosenfeld, and Dana Hutchings

3) REVIEW AND DISCUSS APPROVAL OF MINUTES

a) Regular Session Meeting Minutes of July 8, 2016

Mr. McCallister moved the Board approve the meeting minutes from July 8, 2016. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

4) DECLARATION OF CONFLICTS OF INTEREST

Ms. Hutchings recused herself from the review and approval of renewal applications for Kelsi Hess, Emilia Massimi, Tracy Mcadams, and Gayle Schoenbaum due to a professional interest in their renewals.

Mr. McCallister recused himself from agenda item 6.d.i. because he is the one who presented the information for consideration.

5) REVIEW AND DISCUSS FUTURE BOARD MEETING SCHEDULE

The Board reviewed the meeting schedule for:

- a) September 9, 2016 – No change.
- b) October 14, 2016 – No change.

- c) November 18, 2016 – No change.

ITEMS FOR BOARD REVIEW, DISCUSSION AND LEGAL ACTION

6) REVIEW, DISCUSSION & POSSIBLE ACTION - COMPLAINTS, INVESTIGATIONS AND COMPLIANCE

a) Initial Review of New Complaints

- i) Marna Moore 16-OT- 4301

Ms. Moore made a brief statement and answered questions from the Board members. Following Board member discussion, Mr. McCallister moved the Board direct staff to investigate the complaint to obtain more details. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

Ms. Moore asked if she would have access to the documents obtained regarding the case. Ms. Khan stated that she would have to request them from Board staff.

b) Open Complaints/Investigations

There were no open complaints/investigations.

c) Status of Compliance with Board Order/Approval of Board Ordered CE – Ms. Whiteford provided an update on following items:

- i) Casey Crothers 15-OTA-0550 – No update.
- ii) Lena Mallant 15-OT-6337 – No update.
- iii) Erik Pool 15-OTA-4957 – Probation ended on 07/05/16. Probation letter was mailed.
- iv) Paul Breuninger 16-OT-3787 – No update.
- v) Micah Caudle, 16-OT-5674 –Mr. Caudle’s proof of patient notification and continuing education are due on 09/09/16. The Board directed Ms. Whiteford to send a reminder letter to Mr. Caudle.
- vi) Shelley Perry, 16-OT-5054 – No update. Ms. Perry’s proof of patient notification and continuing education are due on 09/07/16. The Board directed Ms. Whiteford to send a reminder letter to Ms. Perry.
- vii) Marcia Graham, 16-OT-0454 – No update.
- viii) Shannon Portz Robinson, 16-OTA-5687 – Ms. Whiteford reported that a letter was sent to Ms. Portz Robinson on 8/10/16 that directed her to send patient notification letter again and provide proof of mailing.

d) Review, Discussion, and Possible Action of Whether or Not to Open A Complaint

- i) Michelle Lyon, OTA
Mr. McCallister recused himself from this item; therefore, it was tabled until the next meeting.
- ii) Tamara Berridge, OT
Upon review of the documentation received, Dr. Hosenfeld moved the Board take no action against Ms. Berridge’s license. Ms. Hutchings seconded the motion. The motion passed 3-0.

7) LICENSES

Substantive review, discussion, and vote regarding the applications for licenses as follows:

a) Initial applications:

Allyse Adair	Kimberly Aspaas-Gourneau	Christian Baker	Andrea Bonzell
Michelle Bowman*	Mary Bradford	Sarah Buehler	Cheryl Denison-Miller
Ann Echstrom	Tess Gagliano	Carly Guzman	Richard Hagen

Bradlee Kroeker	Anna Leard	Andrew Martina	Jennifer McCann
Craig McDonald	Lisa Morse	Silvana Mot	Nicholas Murray
Alvaro Navarro Jr.	Heidi Perkins	Allyson Poston*	Sarah Roop*
Adriana Stapella	Soo Strahinich	Susan Strobe	Laura Tamondong
Kaitlyn Thompson	Genevieve Townsend	Kendra Vander Wal	Anna Wan
Michael Wang	Jana Williams*		

* Board Review

Mr. McCallister moved the Board approve the 20 initial applications not requiring Board review. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

Board Reviews

Michelle Bowman

Ms. Whiteford summarized that Ms. Bowman failed to report one of the reasons for her previous disciplinary action taken by the Board. Following review and discussion, Mr. McCallister moved the Board approve Ms. Bowman’s initial application. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

Allyson Poston

Following review of the documents provided by Ms. Poston, Dr. Hosenfeld moved the Board approve Ms. Poston’s initial application. Ms. Hutchings seconded the motion. The motion passed 3-0.

Sarah Roop

Following review of the documents provided by Ms. Roop, Dr. Hosenfeld moved the Board approve Ms. Roop’s initial application. Ms. Hutchings seconded the motion. The motion passed 3-0.

Jana Williams

Following review of the documents provided by Ms. Williams, Mr. McCallister moved the Board approve Ms. Williams’ initial application. Ms. Hutchings seconded the motion. The motion passed 3-0.

b) Renewal of licenses:

Gail Abbey	Corinne Akers	Allison Allen	Martha Alvis
Emily Areinoff	Kaare Auditore	Carol Ballard	Eileen Ballungay
Megan Barlas	Susan Barrett	Breanna Bergren	Pauline Boisselle
Kathleen Borawski	Rebecca Boston	Gloria Brandt	Brandi Buchanan
Rebecca Butler	Yvonne Cauzza	Michelle Chambers	Shirley Cheng
Ellie Cohen	Rosemary Davis	Teresa Dayton	Stephen Desjardins
Dixie Devry	Lindsey Docherty	Gillian Duncan	Kelli Dupps
Theresa Fakler	Dawn Fode	Yvonne Fronczek	Katrinka Funk
Natalie Garland	Amanda Gayfield	Janna Gess	Coleen Gilchrist
Rudolpho Gomez	Kimberly Grant	Jennifer Graves	Emily Green
Benjamin Gross	Cindy Gross	Rose Hall	Rebecca Hankerson
Terri Harding	John Harrell	Patricia Heese	Jennifer Herold
Kelsi Hess	Katie Hillman	Jeanne Huber	Kristina Infantino
Susan Jenkins	Sharilyn Jensen	Mary Anne Johnston	Lauren Kahl
Damon King	Marianne Klein	Kayley Knappek	Kathryn Kolyski
Jill Lacson	Constance Langer	Melissa Lee	Deborah Lessard
Lori Lindman	Jodi Lindstrom	Kim Lonsway	Heather Lorange
Emilia Massimi	Elizabeth Matejcik	Traey Meadams	Lauren McCune
Maureen McPherson	Patience Mikhail	Jennifer Miller	Kailee Miller
Annette Monaccio	Jane-Jackman Morales	Suzanne Olea	Molly Palley
Denise Parker-Gutierrez	Marlene Peralta	Ronald Perkes	Sarah Porrazzo

Lizette Reid	David Reis	Angela Reynolds	Monica Rogers
Matthew Roma	Michelle Ross	Iliana Rowhani	Nanette Royle
Joalice Ryan	Christine Sanchez	Michael Santiago	Sandra Schafer
Gayle Schoenbaum*	Caryn Sears	Shawnalea Shelly	Jeffrey Sholtis
Heidi Spann	Gregory Sposato	Beth Sternberg	Monic Sutter
Tracy Timmer	Tina Vacca	JaMae' Van Eeuwen	Matthew Vipond
Giselle Weisheim	Sherrie Wethey	Jason Wooden	Katelyn Woody

* Board Review

Ms. Hutchings recused herself from the review and approval of renewal applications for Kelsi Hess, Emilia Massimi, Tracy Mcadams, and Gayle Schoenbaum because of a business relationship. All four applications could not be reviewed because of a lack of a quorum and were tabled until the next meeting.

Ms. Hutchings moved the Board approve the 108 remaining renewal applications. Mr. McCallister seconded the motion. The motion passed 3-0.

c) Limited Licenses:

Chelsea Tedford			
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8) REVIEW, DISCUSSION, AND POSSIBLE ACTION – BOARD BUSINESS AND REPORTS

- a) Executive Director’s Report – Karen Whiteford provided an update on the following items. No action was required
 - i) Financial Report
 - ii) Review Recent Board Staff Activities
- b) Administrative Project Status Report
 - i) Policies and Procedures – Nothing new to report.
 - ii) Application Automation – Ms. Whiteford stated that she is including a request for funding in the fiscal year 2018 budget.
 - iii) Rule Revisions – Ms. Whiteford stated that the exemption request to allow Board members to annually vote on fees was denied. She will work with OSPB to determine if the Board must increase fees to continue to operate in the long-term.
 - iv) Board Member Training – Ms. Whiteford presented the tracking sheet and reminded the Board members that there would be a one-hour training session at the end of the meeting.
 - v) Sunset Audit – Nothing new to report.
 - vi) Fiscal Year 2018 Budget – Ms. Whiteford stated that she is working on the budget request that is due 9/1/16.

Ms. Egurrola left the meeting at 1:55 p.m.

- c) Other Board Business and Reports
 - i) Open Public Board Member Positions – No update.
 - ii) NBCOT Leadership Forum – Mr. McCallister provided information on what he gained by attending the NBCOT Leadership Forum in May 2016.

9) AGENDA ITEMS FOR NEXT MEETING

- a) Mr. McCallister requested the addition of a discussion of application deadlines and Board member materials.
- b) Mr. McCallister requested the addition of a discussion of the disciplinary action matrix.

10) CALL TO THE PUBLIC

8) BOARD MEMBER TRAINING

a) Conducting Effective Board Meetings - Presentation and Discussion

The Board members participated in a course on conducting effective Board meetings presented by Ms. Khan. This presentation lasted 1.5 hours.

11) ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 3:36 p.m.

Respectfully submitted,

Karen Whiteford
Executive Director