ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS
4205 N. 7th Avenue, Suite 305
Phoenix, Arizona 85013
(602) 589-8352
FAX: (602) 589-8354

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 Egurola, 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.
   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.
   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:

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>Allyse Adair</td>
<td>Kimberly</td>
<td>Aspaas-Gourneau</td>
<td>Christian</td>
<td>Baker</td>
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<tr>
<td>Michelle Bowman*</td>
<td>Mary</td>
<td>Bradford</td>
<td>Sarah</td>
<td>Buehler</td>
</tr>
<tr>
<td>Ann Echstrem</td>
<td>Tess</td>
<td>Gagliano</td>
<td>Carly</td>
<td>Guzman</td>
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<tr>
<td>Andrea Bonzell</td>
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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:**

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

<table>
<thead>
<tr>
<th>Chelsea Tedford</th>
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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
   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