



**ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS**

1740 West Adams Street, Suite 3407

Phoenix, Arizona 85007

(602) 589-8352

**Regular Session Meeting Minutes**

**October 11, 2019**

Board Members Present: Dr. Quenton McCallister, Chair, OT Member  
Dr. Donald Hosenfeld, Vice Chair, OT Member  
Barbara Paulson, Public Member

Board Members Absent: Charlene Marbs, Public Member

Staff Present: Karen Whiteford, Executive Director  
Amber Jones, Administrative Assistant

Legal Staff Present: Sabrina Khan, Assistant Attorney General

Location: 1740 West Adams Street, Board Room C  
Phoenix, AZ 85007

**1) CALL TO ORDER**

Dr. McCallister called the meeting to order at 1:33 p.m.

**2) ROLL CALL**

The following members were present: Quenton McCallister, Donald Hosenfeld, and Barbara Paulson

**3) DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest were reported.

**4) REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING APPROVAL OF THE MEETING MINUTES**

Ms. Whiteford stated that the September meeting minutes had not been prepared for review. The review of the September minutes was tabled to the October meeting.

- a) Regular Session Meeting Minutes of September 13, 2019
- b) Regular Session Meeting Minutes of September 16, 2019

**5) REVIEW AND CONSIDER FUTURE BOARD MEETING SCHEDULE**

There were no reported conflicts with the upcoming Board meetings.

- a) November 8, 2019
- b) December 13, 2019
- c) January 10, 2020

**6) CONSENT AGENDA: REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE**

There were no items on the consent agenda.

**7) REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE**

- a) Initial Applications – Board Review
  - i) Eric Ulmer, OTA  
Ms. Paulson stated that the reported arrest was from over ten years ago and did not involve moral turpitude. Ms. Paulson moved the Board approve the initial application of Eric Ulmer. Dr. Hosenfeld seconded the motion. The motion passed 3-0 with all Board members present voting aye.
- b) Renewal Applications – Board Review  
None
- c) Limited License Applications – Board Review  
None

**8) REVIEW, CONSIDERATION, AND POSSIBLE ACTION – COMPLAINTS, INVESTIGATIONS AND COMPLIANCE**

- a) Initial Review of New Complaints
  - i) Justin Christman, OTH-006339 – Complaint #2019-OT-0007  
Mr. Christman was present. Dr. McCallister commented that the complaint was submitted over a 15-minute discrepancy in billing. Mr. Christman stated that the discrepancy came about because an earlier patient had a hypotensive episode at the end of the session, causing him to be 15 minutes late for the following appointment. Mr. Christman admitted that he forgot to correct the treatment times and realized his error at 8:00 p.m., but was not given an opportunity to correct the error. Ms. Paulson stated that there was no pattern evident. Dr. McCallister moved the Board dismiss the complaint. Dr. Hosenfeld seconded the motion. The motion passed 3-0 with all Board members present voting aye.
- b) Review, Discussion, and Possible Action of Whether or Not to Open a Complaint  
None
- c) Review of Case Number 2019-OT-0017
  - i) Jacob Golembeski  
Mr. Golembeski was present by telephone. Dr. McCallister asked Mr. Golembeski to explain his disclosure. Mr. Golembeski stated that he disclosed the arrest from 2017, but foolishly thought his other arrests had been expunged. Mr. Golembeski described the circumstances of his 2013 arrest. Dr. McCallister stated that the previously ordered one-year probation may have been too firm. Ms. Paulson stated that Mr. Golembeski violated statute, but he satisfied the requirements of the court. Dr. McCallister moved the Board rescind the previous Board action. Ms. Paulson seconded the motion. The motion passed by roll call vote with all Board members present voting aye. Dr. Hosenfeld moved the Board issue a non-disciplinary letter of concern to Mr. Golembeski for not disclosing all arrests in his application. Ms. Paulson seconded the motion. The motion passed by roll call vote with all Board members present voting aye.

**9) REVIEW, CONSIDERATION, AND POSSIBLE ACTION – BOARD BUSINESS AND REPORTS**

- a) Executive Director’s Report – Verbal Report and Discussion – No Action Required
  - i) Financial Report – Ms. Whiteford stated that the Board is projected to have approximately \$10,000 of its appropriation remaining at the end of the fiscal year.
  - ii) Review of Recent Board Staff Activities – Ms. Whiteford reported that there were no unusual Board staff activities.
  - iii) Statistics – Ms. Whiteford reviewed the current licensing/regulation statistics.
    - (1) 125 Licenses Issued Since September Board Meeting
      - (a) 13 Initials
        - (i) 8 Occupational Therapists
        - (ii) 5 Occupational Therapy Assistants

- (b) Renewals and Reinstatements (Not Practicing)
  - (i) 75 Occupational Therapists
  - (ii) 37 Occupational Therapy Assistants
- (2) 3,941 Current Active Licensees
  - (a) 2,639 Occupational Therapist
  - (b) 1,292 Occupational Therapy Assistant
  - (c) 9 Occupational Therapist Limited License
  - (d) 1 Occupational Therapy Assistant Limited License
- (3) 96 Current Inactive Licensees
  - (a) 70 Occupational Therapist
  - (b) 26 Occupational Therapy Assistant
- (4) 9 active consent agreements – Next item due 11/17/19
- (5) 8 open investigations
- b) Administrative Project Status – Ms. Whiteford provided an update on all current administrative projects.
  - i) Policies and Procedures - Updating
  - ii) Board Automation (eLicensing) – Working with ASET to determine rates for Salesforce and BasicGov licenses.
  - iii) CE Broker Implementation – System is live. Announcement must be sent.
  - iv) Administrative Process Changes to Statutes – Meeting with Senator Brophy McGee on October 29.
  - v) Proposed Rule Revisions – No update.
  - vi) Records Retention Schedule Revision – Complete. License files must be retained five years after expiration
  - vii) Audit of State Board Member Per Diem Compensation and Expense Reimbursements – Meeting held September 16.

**10) AGENDA ITEMS FOR NEXT MEETING**

None

**11) CALL TO THE PUBLIC**

Dr. Marla Pomeranz from Gateway Community College informed the Board that GCC has a new occupational therapy assistant program starting in January of 2020.

**12) ADJOURNMENT**

There being no further business, the meeting adjourned at 2:19 p.m.