



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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Special Session Minutes

April 29, 2016

The Arizona Board of Occupational Therapy Examiners met in an Open Special Session from 3:14 p.m. to 3:37 p.m. on April 29, 2016, at 4205 N. 7th Ave. Ste. 305, Phoenix, Arizona 85013.

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 Kahn, Assistant Attorney General

1) **CALL TO ORDER**

Mr. McCallister called the meeting to order at 3:17 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 (by phone), and Dana Hutchings (by phone)

3) **REVIEW, DISCUSSION, AND POSSIBLE ACTION**

The following agenda items are subject to Board review, discussion, and possible action. Upon a vote of the majority of a quorum, the Board may go into Executive Session for the purpose of obtaining legal advice from the Board's attorney, or to discuss records that are exempt by law from public disclosure pursuant to A.R.S. § 38-431.03(A)(2) and (3).

a) Arizona Administrative Code, Section R4-43-102

Mr. McCallister moved the Board go into executive session to obtain legal advice. Ms. Hutchings seconded the motion. The Board went into executive session at 3:14 p.m.

Upon returning to regular session at 3:29, Mr. McCallister moved the Board instruct staff to modify the renewal application to reflect the correct fees and to draft a letter to send to renewal applicants, requesting that they send a new check for the correct fee. The motion passed 3-0.

Mr. McCallister made an amendment to the previous motion to include that the draft letter is to be approved at the 5/6/16 Board meeting. Ms. Hutchings seconded the motion. The motion passed 3-0.

- b) Administrative Processing of Renewal Applications.
Board members and staff discussed the processing of renewal applications that are received with the incorrect fees. Incorrect fees will be returned and new checks must be sent by the applicants.

4) AGENDA ITEMS FOR NEXT MEETING – IF ANY

The Board requested that the approval of the above-mentioned letter be added to the 5/6/16 meeting agenda.

5) CALL TO THE PUBLIC

No members of the public stepped forward to address the Board.

6) ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 3:37 p.m.

Respectfully submitted,

Karen Whiteford

Karen Whiteford
Executive Director