



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

1740 West Adams Street, Suite 3407

Phoenix, Arizona 85007

(602) 589-8352

**Special Telephonic Meeting
Regular Session Minutes**

September 16, 2019

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

Board Members Absent: None

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

Legal Staff Present: Sabrina Khan, Assistant Attorney General

Location: 1740 West Adams Street, Conference Room 1024
Phoenix, AZ 85007

1) CALL TO ORDER

Dr. Hosenfeld called the meeting to order at 3:31 p.m.

2) ROLL CALL

The following members were present by phone: Quenton McCallister, Donald Hosenfeld, Barbara Paulson, and Charlene Marbs

3) DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were reported.

4) REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON BOARD POLICIES AND PROCEDURES

a) Executive Director Review, Approval, and Issuance of Initial, Renewal, and Reinstatement of Licenses

Ms. Whiteford read the proposed policy and procedures for Executive Director ("ED") review, approval, and issuance of initial, renewal, and reinstatement of licenses. The Board directed Ms. Whiteford to remove the paragraph that stated the ED "is expected to and may assess applicant disclosures on these applications pertaining to criminal arrests and convictions, as well as all other mandatory disclosures."

5) REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING DELEGATION OF AUTHORITY FOR EXECUTIVE DIRECTOR TO ISSUE AND APPROVE LICENSES PURSUANT TO SENATE BILL 1086 (2019 FIFTY-FOURTH LEGISLATURE)

Dr. McCallister stated he is fine with the Ms. Whiteford approving licenses as long as they are not a traditional Board review. Dr. Hosenfeld, Ms. Paulson, and Ms. Marbs agreed. Dr. Hosenfeld made a motion to grant authority to the Executive Director to approve licenses, renewals, and reinstatements, pursuant to Senate Bill 1086 (A.R.S. § 32-3123). Dr. McCallister seconded the motion. The motion passed 4-0 by roll call vote.

Dr. McCallister moved the Board approve the policy and procedures based on the previous vote, with the deletion of the paragraph indicated in agenda item 4)a). Dr. Hosenfeld seconded the motion. The motion passed 4-0 by roll call vote.

6) AGENDA ITEMS FOR NEXT MEETING

No agenda items were requested for the next meeting.

7) CALL TO THE PUBLIC

No members of the public were in attendance.

8) ADJOURNMENT

There being no further business, the meeting adjourned at 3:47 p.m.