



**ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS**

1740 West Adams Street, Suite 3407

Phoenix, Arizona 85007

(602) 589-8352

**Regular Session Minutes**

**December 14, 2018**

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

Board Members Absent:                   None

Staff Present:                                Karen Whiteford, Executive Director

Legal Staff Present:                        Sabrina Khan, Assistant Attorney General

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

**1) CALL TO ORDER**

Mr. McCallister called the meeting to order at 1:30 p.m.

**2) ROLL CALL**

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

**3) DECLARATION OF CONFLICTS OF INTEREST**

None

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

a) None

Ms. Whiteford stated that information in the November 9, 2018, meeting minutes must be compared to the audio recording prior to presenting to the Board for approval.

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

There were no reported Board member schedule conflicts.

a) January 11, 2019

b) February 8, 2019

c) March 8, 2019

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

a) Initial Review of New Complaints

i) Shaeleen Johnston, OTA-005900, Complaint #2018-OT-0010

Ms. Whiteford stated that Ms. Johnston planned to attend the meeting but was not yet present.

The Board moved to the next item on the agenda to allow time for Ms. Johnston to arrive.

- b) Review, Discussion, and Possible Action of Whether or Not to Open a Complaint  
None

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

- a) Initial Applications (37):

Mr. McCallister moved the Board approve the 37 initial applications for licensure. Ms. Hutchings seconded the motion. The motion passed 5-0.

<b>Applicant First Name</b>	<b>Applicant: Last Name</b>	<b>License Type</b>	<b>Intake Method</b>
Rae	Aaronson	OT	Portal
Courtney	Beasley	OT	Portal
Rachel	Bromberg	OT	Portal
Sheri	Chong	OT	Portal
Michelle	Conroy	OT	Portal
Patricia	Coombs	OTA	Portal
Michael	Cusick	OT	Portal
Tiffany	DeVito	OT	Portal
Sarah	Duffy	OT	Portal
Kimyetta	Ellis	OTA	Portal
olumayowa	Enoma	OT	Portal
Kaylie	Evans	OT	Portal
Katelyn	Fell	OT	Portal
Lindsay	Heneage	OT	Portal
Amanda	Huggins	OT	Paper
Daviana	Jimenez	OTA	Portal
Ashley	Katers	OT	Portal
Dana	Kriendler	OT	Paper
Shaneka	Lavender	OTA	Portal
Patrick	Lemieux	OT	Portal
Robin	Litterst	OTA	Paper
Monika	Lukasiewicz	OT	Portal
Hannah	Lund	OT	Portal
Theresa	Lynch	OT	Portal
Cheryl	Magsino	OTA	Portal
Samantha	Meek	OT	Portal
Brittany	Nguyen	OTA	Portal
Andrea	Nye	OT	Portal
David	Orchanian	OT	Paper
Jaclyn	Rotier	OT	Portal
Rebecca	Runnels	OT	Portal
GENITA	SEATON	OTA	Portal

<b>Applicant First Name</b>	<b>Applicant: Last Name</b>	<b>License Type</b>	<b>Intake Method</b>
Andrew	Stiles	OT	Portal
Holly	Thomas	OT	Portal
Jordan	Towery	OT	Portal
Jennifer	Why	OT	Portal
Hannah	Williams	OTA	Portal

b) Renewal Applications – Active (121):

Mr. McCallister moved the Board approve the 121 renewal applications. Ms. Marbs seconded the motion. The motion passed 5-0.

<b>Applicant First Name</b>	<b>Applicant: Last Name</b>	<b>License Number</b>	<b>License Type</b>	<b>License Expiration Date</b>	<b>License Status</b>	<b>Intake Method</b>
John	Abney	OTA-004713	OTA	1/6/2019	Active	Portal
Shaun	Almaria	OTH-004241	OT	11/16/2018	Active	Portal
Dora	Alvarez	OTA-005313	OTA	12/16/2018	Active	Portal
Sarah	Anderson	OTH-006037	OT	12/14/2018	Active	Portal
Karin	Barbieri	OTA-005307	OTA	11/15/2018	Active	Portal
Valerie	Bazan-Huddleston	OTH-002575	OT	11/19/2018	Active	Portal
Jordan	Bingham	OTA-006047	OTA	1/6/2019	Active	Paper
Nicole	Black	OTA-006876	OTA	2/9/2019	Active	Portal
Kami	Blackhurst	OTH-003804	OT	12/13/2018	Active	Portal
William	Bleecker	OTA-005309	OTA	11/28/2018	Active	Portal
James	Boyd	OTH-003394	OT	12/11/2018	Active	Portal
Travis	Boyette	OTH-003402	OT	1/17/2019	Active	Portal
Mary	Brabentz	OTA-005326	OTA	12/16/2018	Active	Portal
Devon	Brand	OTH-006794	OT	12/8/2018	Active	Portal
Theresa	Brooke	OTH-006052	OT	1/11/2019	Active	Portal
Marion	Camping	OTH-003862	OT	1/15/2019	Active	Paper
Jessica	Castillo	OTA-006796	OTA	12/8/2018	Active	Portal
Lindsay	Cavner	OTH-003031	OT	1/12/2019	Active	Portal
Kathleen	Cervantes	OTH-006797	OT	12/8/2018	Active	Portal
Stacy	Chaney	OTA-005211	OTA	1/9/2019	Active	Portal
Michele	Chin	OTH-003854	OT	1/15/2019	Active	Portal
Emma	Clark	OTH-006842	OT	1/16/2019	Active	Portal
Albert	Clift	OTH-003495	OT	1/12/2019	Active	Portal
Veda	Collmer	OTH-005332	OT	1/13/2019	Active	Portal
Kelli	Cooper	OTH-006878	OT	2/9/2019	Active	Portal
Jennifer	Council	OTH-003016	OT	12/15/2018	Active	Portal
William	Davidson Jr.	OTA-005281	OTA	11/12/2018	Active	Portal
Alysia	Decker	OTA-004264	OTA	12/14/2018	Active	Portal
Ann	De Francis	OTH-001263	OT	10/19/2018	Expired	Paper

Occupational Therapy Examiners Board Meeting  
December 14, 2018

<b>Applicant First Name</b>	<b>Applicant: Last Name</b>	<b>License Number</b>	<b>License Type</b>	<b>License Expiration Date</b>	<b>License Status</b>	<b>Intake Method</b>
Theresa	Ditson	OTH-003041	OT	1/12/2019	Active	Portal
Jaclyn	Eldredge	OTH-006845	OT	1/16/2019	Active	Portal
Mary	Ewald	OTH-003275	OT	11/19/2018	Active	Portal
April	Garcia	OTA-004734	OTA	1/12/2019	Active	Portal
Beth	Gelbert	OTH-000225	OT	1/12/2019	Active	Portal
Jeffrey	Green	OTA-006770	OTA	11/20/2018	Active	Portal
Karley	Hallam	OTH-006808	OT	12/8/2018	Active	Portal
Shabrevia	Hamler	OTA-005276	OTA	11/7/2018	Active	Portal
Lilias	Handwerk	OTH-002671	OT	11/19/2018	Expired	Paper
Calvin	Harrison	OTH-006030	OT	12/14/2018	Active	Paper
Erica	Harvitt	OTH-006771	OT	11/20/2018	Active	Portal
Joyce	Hayes	OTA-004258	OTA	12/14/2018	Active	Portal
Karen	Helf	OTA-002646	OTA	12/10/2018	Expired	Paper
Linda	Hull	OTH-002216	OT	12/13/2018	Active	Portal
Anna Tisha	Ira	OTH-004283	OT	1/11/2019	Active	Paper
Ranie	Jadormio	OTH-004284	OT	1/11/2019	Active	Paper
Francine	Jagoditsh	OTA-006757	OTA	11/20/2018	Active	Portal
Jody	Jimenez	OTA-002683	OTA	12/10/2018	Active	Portal
Melissa	Joens	OTH-005335	OT	1/13/2019	Active	Portal
Holly	Jordan	OTH-003014	OT	12/15/2018	Active	Portal
Alex	King	OTH-006091	OT	2/12/2019	Active	Portal
Darrell	Larry	OTH-004285	OT	1/11/2019	Active	Portal
Wendy	Lawes	OTA-005339	OTA	1/13/2019	Active	Portal
Angela	Lee	OTA-006752	OTA	10/19/2018	Expired	Portal
Betty	Legaspi	OTA-001837	OTA	1/19/2019	Active	Paper
Natasha	Lewis	OTA-006746	OTA	12/19/2018	Active	Portal
Amie	Long	OTH-006856	OT	1/16/2019	Active	Portal
Lidia	Lopez	OTA-006811	OTA	12/8/2018	Active	Portal
Benjamin	Loreto	OTA-004738	OTA	1/27/2019	Active	Portal
Mikaela	Lyding	OTH-006062	OT	1/11/2019	Active	Portal
Michelle	Lyons	OTA-005367	OTA	2/14/2019	Active	Portal
Kristina	Mackin	OTA-003039	OTA	1/12/2019	Active	Portal
Shannon	Manigault	OTA-006063	OTA	1/11/2019	Active	Portal
Miranda	Materi	OTH-003849	OT	2/13/2019	Active	Portal
Kristen	McGinley	OTH-003407	OT	2/10/2019	Active	Portal
Arianna	Medina	OTA-006814	OTA	12/8/2018	Active	Portal
Emily	Miller	OTH-006859	OT	1/16/2019	Active	Portal
Marna	Moore	OTH-004301	OT	2/15/2019	Active	Portal
Lisa	Moynihan	OTA-005323	OTA	12/16/2018	Active	Portal

Occupational Therapy Examiners Board Meeting  
December 14, 2018

<b>Applicant First Name</b>	<b>Applicant: Last Name</b>	<b>License Number</b>	<b>License Type</b>	<b>License Expiration Date</b>	<b>License Status</b>	<b>Intake Method</b>
Mary Lou	Mulloy	OTH-003036	OT	1/12/2019	Active	Portal
Bernard	Muriithi	OTH-006860	OT	1/16/2019	Active	Portal
Allison	Novotny	OTH-006863	OT	1/16/2019	Active	Portal
Pamela	Novy	OTA-005311	OTA	12/9/2018	Active	Portal
Emma	Orr	OTA-006887	OTA	2/9/2019	Active	Portal
Jordan	Ortiz	OTA-006864	OTA	1/16/2019	Active	Portal
Trevor	Owens	OTA-006816	OTA	12/8/2018	Active	Portal
Mildred	Pangilinan-Flores	OTH-003028	OT	1/12/2019	Active	Portal
Lina	Patel	OTH-003852	OT	1/22/2019	Active	Paper
Matthew	Press	OTH-003880	OT	2/11/2019	Active	Portal
Stephanie	Prorok	OTH-003419	OT	1/17/2019	Active	Portal
Sanam	Rahbar	OTH-006866	OT	1/16/2019	Active	Portal
Jessica	Revells	OTA-006819	OTA	12/8/2018	Active	Portal
Susan	Rice	OTH-003035	OT	1/12/2019	Active	Portal
Angela	Roberts	OTH-006867	OT	1/16/2019	Active	Portal
Oaklee	Rogers	OTH-005299	OT	11/12/2018	Expired	Portal
Jennifer	Ruiz	OTA-006833	OTA	12/8/2018	Active	Portal
Beth	Sabghir	OTH-006822	OT	12/8/2018	Active	Paper
Melissa	Schmeichel	OTH-006854	OT	1/16/2019	Active	Portal
Theresa	Schmotzer	OTH-004289	OT	1/11/2019	Active	Portal
Lindy	Schoch	OTH-003850	OT	1/15/2019	Active	Portal
Kimberly	Searles	OTA-006824	OTA	12/8/2018	Active	Portal
Jocelyn	Seese	OTH-006783	OT	11/20/2018	Active	Portal
Pina	Shah	OTH-006784	OT	11/20/2018	Active	Portal
Elizabeth	Shepherd	OTH-003379	OT	12/12/2018	Active	Portal
Bryan	Sillaman	OTA-004268	OTA	12/14/2018	Active	Paper
Brian	Simpson	OTA-006827	OTA	12/8/2018	Expired	Paper
Nikki	Sinclair	OTH-004725	OT	1/9/2019	Active	Paper
Amy	Smith	OTA-006038	OTA	12/14/2018	Active	Portal
Cheryl	Smith	OTA-002654	OTA	12/15/2018	Active	Paper
Julieanna	Soto	OTA-005296	OTA	11/12/2018	Active	Portal
Christopher	St. Clair	OTH-003412	OT	1/17/2019	Active	Portal
Karen	Stary	OTH-006829	OT	12/8/2018	Active	Portal
Kathy	Stouffer	OTH-002329	OT	2/15/2019	Active	Portal
Anne	Swiderek	OTH-003848	OT	1/15/2019	Active	Portal
Erika	Swirzcki	OTH-006830	OT	12/8/2018	Active	Paper
Alexandra	Taggart	OTA-006145	OTA	3/15/2019	Active	Portal
Jessica	Tallent	OTH-005350	OT	1/29/2019	Active	Portal
Maria Theresa	Talusan	OTH-006039	OT	12/14/2018	Active	Portal

Applicant First Name	Applicant: Last Name	License Number	License Type	License Expiration Date	License Status	Intake Method
Sandra	Tapia	OTA-006072	OTA	1/11/2019	Active	Portal
Sarah	Teasley	OTA-002313	OTA	12/13/2018	Active	Portal
Tricia	Thorman	OTH-004644	OT	2/12/2019	Active	Portal
Joelle	Walden	OTH-006788	OT	11/20/2018	Expired	Portal
Elizabeth	Wallis	OTH-003373	OT	12/12/2018	Active	Portal
Jodi	Washkowiak	OTH-005328	OT	12/16/2018	Active	Portal
Stephanie	Wheeler	OTH-006790	OT	11/20/2018	Active	Portal
Andrea	Williams	OTH-003024	OT	1/12/2019	Active	Portal
Charles	Wilson	OTH-006074	OT	1/11/2019	Active	Portal
Sarah	Witherspoon	OTH-006900	OT	2/9/2019	Active	Portal
Nicole	Wood	OTH-004273	OT	12/14/2018	Active	Portal
Tammy	Wright	OTA-004731	OTA	1/9/2019	Active	Portal
Stacy	Yingling	OTA-004280	OTA	1/11/2019	Active	Portal
Steven	Youssef	OTA-005375	OTA	2/20/2019	Active	Portal

c) Renewal Applications – Inactive (3):

Dr. Hosenfeld moved the Board approve the 3 inactive renewal applications. Ms. Paulson seconded the motion. The motion passed 5-0.

Applicant First Name	Applicant: Last Name	License Number	License Type	License Status	License Expiration Date	Intake Method
Jennifer	Job	OTA-001313	OTA	Inactive	12/11/2018	Paper
Valerie	Neal	OTH-002875	OT	Inactive	3/10/2019	Portal
Rekha	Shastry	OTH-003727	OT	Inactive	12/13/2018	Portal

d) Limited License Applications (2):

Mr. McCallister moved the Board approve the 2 limited license applications. Ms. Marbs seconded the motion. The motion passed 5-0.

Applicant First Name	Applicant: Last Name	License Type	Intake Method
Katelyn	Mackin	OT Limited License	Portal
Erica	Tardone	OT Limited License	Portal

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

a) Initial Applications – Board Review

i) Khushboo Gajjar, Occupational Therapist – Disclosure

Mr. McCallister stated that the disclosed matter was from 2014. Ms. Hutchings moved the Board approve Ms. Gajjar’s applications for licensure. Ms. Paulson seconded the motion. The motion passed 5-0.

ii) Jacob Golembeski, Occupational Therapist – Disclosure

Mr. McCallister stated the disclosed matter was not related to moral turpitude and moved the Board approve Mr. Golembeski's initial application. Dr. Hosenfeld seconded the motion. The motion passed 5-0.

- iii) Harmony Miller, Occupational Therapy Assistant – Disclosure  
Ms. Paulson moved the Board approve Ms. Miller's application. Mr. McCallister stated that the disclosed matter did not involve moral turpitude and seconded the motion. The motion passed 5-0.
  - iv) Stacey Smithson, Occupational Therapy Assistant – Disclosure  
Mr. McCallister stated that the disclosed matter did not involve moral turpitude. Ms. Hutchings stated the matter occurred in 1974 and moved the Board approve Ms. Smithson's application. Ms. Marbs seconded the motion. The motion passed 5-0.
  - v) Tabitha Tatum, Occupational Therapist – Disclosure  
Ms. Hutchings stated the disclosed matter occurred in 2011 and did not involve moral turpitude. Ms. Hutchings moved the Board approve Ms. Tatum's application. Ms. Paulson seconded the motion. The motion passed 5-0.
  - vi) Allison Vuolo, Occupational Therapist – Disclosure  
The Board clarified that the disclosed action was taken by the State of California for practicing without a license. Ms. Hutchings moved the Board enter executive session to obtain legal advice. Mr. McCallister seconded the motion. The motion passed 5-0. The Board entered executive session at 1:38 p.m. Upon returning to regular session at 1:52 p.m., Ms. Hutchings moved the Board approve Ms. Vuolo's application. Ms. Paulson seconded the motion. The motion passed 5-0.
- b) Renewal Applications – Board Review
- i) Danielle Agins, OTH-003684 – Reinstatement  
Mr. McCallister stated that Ms. Agins did not treat patients while her license was expired and moved the Board approve her reinstatement application. Ms. Hutchings seconded the motion. The motion passed 5-0.
  - ii) William Bleecker, OTA-005309 – Disclosure  
Mr. McCallister stated the disclosed matter did not involve moral turpitude and moved the Board approve Mr. Bleecker's application. Dr. Hosenfeld seconded the motion. The motion passed 5-0.
  - iii) Allison Hitzeman, OTA-002269 – Reinstatement  
Dr. Hosenfeld stated that Ms. Hitzeman did not practice while her license was expired and moved the Board approve her reinstatement application. Ms. Marbs seconded the motion. The motion passed 5-0.

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

### a) Initial Review of New Complaints

- i) Shaeleen Johnston, OTA-005900, Complaint #2018-OT-0010

Ms. Johnston was present and made a brief statement. In her statement, Ms. Johnston stated her license was due to expire on July 7, 2018, so she filed for inactive status to finish her continuing education. In mid-August she submitted a paper application to return to active status and started working for Granite Creek Rehab on September 5, 2018. She stated that the Board's online system showed license her license status was Active at that time so she thought her application was processed. Just recently, her supervisor told her that her license was inactive. Ms. Johnston stated that she asked for copy license by email to Vicki Egurrola on September 9, 2018, but did not receive a response.

Dana asked Ms. Whiteford to explain the dates on the printout from the eLicensing system. Ms. Whiteford stated that on 7/7/18, Ms. Johnston's license expired. On 7/19/18, Ms. Egurrola changed Ms. Johnston's license to renewal eligible on 7/19/18. Ms. Johnston's renewal application status was changed to approved on 8/13/18. A system issue caused all inactive application renewals to change license statuses to active. On 10/17/18, Ms. Whiteford became aware of the issue and changed the license status to inactive.

Ms. Paulson asked Ms. Johnston if she had the required number needed for renewal when she sent her paper application in mid-August? Ms. Whiteford stated that a copy of "back to active" renewal application includes certificates totaling 14 hours but the last one was completed on 9/9/18 – after her start date of 9/5/18. Ms. Johnston stated that the company she used for continuing education switched systems and all of her records were lost. Mr. McCallister asked when the fee difference was received for going from inactive to active. Ms. Whiteford stated that it was received on 11/28/18 and that no application or check were received at the end of august.

Ms. Larissa Osio (complainant) and Mr. Brigham Curran (administrator at Granite Creek Rehab) stepped forward to speak. Ms. Osio stated that Ms. Johnston was hired in September of 2017 as a per-diem employee. On August 8, 2018, she reached out to Ms. Johnston for full time position. Ms. Johnston told Ms. Osio that she was in the process of completing CEUs. Ms. Osio stated that, on August 16, the OT Board's system showed Ms. Johnston's license as active, with an expiration date of July 2020, and she informed Ms. Johnson of this. Ms. Johnston started as a full-time employee on August 27 and billed 392 patient hours while inactive. Mr. McCallister moved the Board enter executive session for legal advice. Ms. Marbs seconded the motion. The motion passed 5-0. The Board entered executive session at 2:20 p.m.

Upon returning to regular session at 2:36 p.m. Ms. Osio and Mr. Curran answered questions. When Ms. Marbs asked Ms. Osio if she had let Ms. Johnston to continue to work without a hard copy of her license, Ms. Osio responded that she had. Ms. Osio also stated that Ms. Johnston never told her she had gone inactive. Ms. Hutchings asked Ms. Osio, as an OT, if she knew of the statute that requires your license be displayed, to which Ms. Osio responded that she was aware of the statute.

Ms. Johnston returned to answer Board member questions. Mr. McCallister asked Ms. Johnston when she realized she did not have active license? Ms. Johnston responded that she became aware on 11/19/18. Ms. Marbs asked Ms. Johnston why she was not aware that she did not have a hard-copy license? Ms. Johnston responded that her employer never asked for it, and stated that she sent the email and after a couple of months went by, she didn't follow up on it. Ms. Hutchings asked Ms. Johnston if she could call the company to get copies of her continuing education certificates. Ms. Johnston stated that she would be willing to try but she wasn't sure if the company would provide them.

Mr. McCallister stated the he felt is clear that Ms. Johnston practiced without an active license. Ms. Hutchings stated that she would like to table this to give Ms. Johnston a chance to get the certificates to prove her continuing education was complete before the lost paper application was mailed. She also stated that the website issue and the email that was not responded to played a part in the matter

Mr. McCallister stated that he felt there was no question that Ms. Johnston practiced without an active license and one option would be to go to formal interview. Mr. McCallister moved the Board enter executive session for legal advice. Ms. Hutchings seconded the motion. The Board entered executive session at 2:56 p.m. and returned to regular session at 3:15 p.m.



Mr. McCallister asked Ms. Johnston if she had any other interactions with Ms. Egurrola or Ms. Whiteford after the 9/9/18 email? Ms. Johnston stated that she did not recall any other interactions.

Mr. McCallister stated that the system issue was unfortunate but not a justifiable reason to practice without an active license.

Ms. Marbs acknowledged that there were several missteps and things falling through the cracks on multiple parties but felt the ultimate responsibility of insuring you have what you need for your livelihood rests on you.

Dr. Hosenfeld stated that it is important to always have your license posted and to know that it's active because it is your livelihood.

Ms. Paulson stated she felt Ms. Johnston didn't do her due diligence and would consider continuing the complaint to see if Ms. Johnston can produce the CEU documentation.

Ms. Hutchings stated that, ultimately, the responsibility is on licensee. The email should have been responded to, and the glitch with the system contributed. Ultimately, it is Ms. Johnston's responsibility to make sure Board staff received the application, the check was cashed, and her license posted. She also stated that she would like to see proof that Ms. Johnston completed the Continuing education before she submitted the application in August.

Ms. Marbs moved the Board continue the matter. Ms. Hutchings seconded the motion. The motion passed 5-0.

Ms. Johnston asked the Board when the matter was being tabled to. Mr. McCallister stated it would be table to the January 11 Board meeting.

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

c) Renewal Applications – Back to Active

i) Shaeleen Johnston, OTA-005900

Mr. McCallister stated he felt it would be appropriate to continue to next month. Ms. Hutchings stated that she doesn't want to hold up someone's ability to work, so she would like to approve and rule again in January if necessary. Ms. Paulson stated she felt there's not enough documentation to move to an active license. Mr. McCallister stated this would indicate a lot about character and ethics as stated in our code of conduct. Mr. Marbs stated she felt it is a matter of ethics and would like to continue the matter.

Mr. McCallister moved the Board continue the matter. Dr. Hosenfeld seconded the motion. The motion passed by roll call vote 5-0.

	Mr. McCallister	Dr. Hosenfeld	Ms. Hutchings	Ms. Paulson	Ms. Marbs
Aye	X	X	X	X	X
Nay					
Recused					
Abstained					
Absent					

d) Limited License Applications – Board Review

i) Caitlin Murphy, Occupational Therapist – Disclosure

Mr. McCallister stated the disclosed matter did not involve moral turpitude. Dr. Hosenfeld moved the Board approve the limited license application for Ms. Murphy. Ms. Marbs seconded the motion. The motion passed 5-0.

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

a) Financial Report

Ms. Whiteford provided the current and projected financial status of the Board. No Board action was taken.

b) Administrative Project Status Report

Ms. Whiteford provided an updated on the following two projects. No Board action was taken.

i) Policies and Procedures

ii) Application Automation (eLicensing)

c) Five-Year Rule Review

Ms. Whiteford informed the Board that she submitted a request for exemption from the rulemaking moratorium to the Governor's office but had not yet received a response.

**10) AGENDA ITEMS FOR NEXT MEETING**

Mr. McCallister requested that an item to discuss the email response issue be added to the January 2019 agenda.

**11) CALL TO THE PUBLIC**

No members of the public stepped forward to speak.

**12) ADJOURNMENT**

Ms. Paulson moved the Board adjourn the meeting. Ms. Marbs seconded the motion. The motion passed 5-0. The meeting adjourned at 3:37 p.m.

Respectfully Submitted,

Karen Whiteford  
Executive Director