



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

4205 N. 7th Avenue, Ste. 305
Phoenix, Arizona 85013
(602) 589-8352
FAX: (602) 589-8354

NOTICE & AGENDA OF THE MEETING OF THE ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

Pursuant to Arizona Revised Statutes 38-431.02, notice is hereby given to the members of the Arizona Board of Occupational Therapy Examiners ("Board") and the General Public that the Board will hold a **Meeting** open to the public on **October 18, 2013** beginning at **1:30 p.m.** at **Suite 205 4205 N. 7th Avenue**. Members of the Board will attend either in person or by telephone conference call. A copy of this Agenda is available by writing to the Board's mailing address. As indicated below, during the course of the meeting, the Board may vote to go into Executive Session, which will not be open to the public, to discuss certain matters. This Agenda is amendable up to twenty-four hours prior to the meeting. At any time during a Board meeting the Board may choose to take agenda items out of order.

Upon a vote of the majority of a quorum, the Board may go into Executive Session on any item on the agenda to obtain legal advice from the Board's attorneys pursuant to A.R.S. § 38-431.03(A)(3).

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Vicki Egurrola at telephone number (602) 589-8352 or at the TDD number 1-(800)-367-8939. This document is available in alternate format by contacting Vicki Egurrola at (602) 589-8352 or at the TDD number 1-(800)-367-8939.

AGENDA

1. **Call to order**
2. **Roll call**
3. **Review, Discuss Approval of Minutes**

Upon a vote of the majority of a quorum, the Board may go into Executive Session pursuant to A.R.S. § 38-431.03(A) (2) to discuss records exempt by law from public inspection.

- a. Regular Session Meeting Minutes of September 13, 2013.

4. **Declaration of Conflicts of Interest**

5. **Review and Discuss Future Board Meeting Schedule**

- a. November 15, 2013
- b. December 13, 2013
- c. January 10, 2014

Items for Board Review, Discussion and Legal Action

The following agenda items are subject to Board review, discussion and legal action. Upon a vote of the majority of a quorum, the Board may go into Executive Session on any of these items 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 Arizona Revised Statutes § 38-431.03(A)(2) and (3).

6. **Review, Discussion & Possible Action - Complaints, Investigations and Compliance**

a. **Initial Review of New Complaints**

Jayne A. Guy 13-OT-5499

b. **Open Complaints/Investigations**

Jane Rivera (Smith) 13-OTA-4929, Attorney for respondents request for continuance.

c. **Status of Compliance with Board Order/Approval of Board Ordered CE**

- 1. Laura L. Hoelting, 12-OT-4809
- 2. Joel Tagle, 13-OTA-5436
- 3. Sarah Musgrave, 13-OTA-4722

7. **Licenses**

Substantive review, discussion, and vote regarding the applications for licenses as follows:

- a. Initial applications.*
- b. Renewal of licenses.*
- c. Limited Permits.*

**Lists will be posted in the Board office at least 24 hours prior to the meeting.*

8. Review, Discussion and Possible Action - Administrative Matters

- a. Revenue and Expenditure Report
- b. Administrative Project Status Report
 - Policies and procedures
 - Updating the Board licensing program to automate manual functions.
 - Legislative updates
 - Five Year Review

**9. Other Board Business and Reports
Review, Discussion and Possible Action**

- a. Update on the progress on formation of a study group to revise the Boards administrative rules.
- b. Adoption of a matrix for the handling of discipline.
- c. Approval for NBCOT Conference attendance.
- d. Public contact with Board members.
- e. Updating the Boards Web Page.
- f. Open meeting training for Board members.

10. Agenda items for next meeting – if any

11. Call to the Public

The Board may make an open call to the public during the meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the Board on any issue within its jurisdiction. Public input is encouraged, and presentations should be limited to five minutes. Please be aware, however, that pursuant to A.R.S. § 38-431.01(H), members of the Board are not allowed to discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. However, the Board may ask staff to review a matter or may ask that a matter be placed on a future agenda.

12. Adjournment