



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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Regular Session Minutes

May 10, 2013

Board Members Present: Laura Beckman, Chair, OTR
John Tutelman, Vice – Chair, Public Member
Christine Feltman Rosenberg, OTR Member
Donald Hosenfeld, OTR Member

Board Staff Absent: Vicki Egurrola, Administrative Assistant

Staff Present: J. Randy Frost, Executive Director

Legal Representative: Elizabeth Campbell, Assistant Attorney General

Call to Order

The regularly scheduled meeting of the Arizona State Board of Occupational Therapy Examiners was called to order at 1:35 p.m. Laura Beckman, Chair, presiding.

Roll Call

All Board members were present.

Approval of Minutes

Regular Session Meeting Minutes of April 19, 2013

Christine Feltman Rosenberg moved to approve the April 19, 2013 meeting minutes as amended. Laura Beckman seconded the motion. The motion passed 4-0.

Declaration of Conflicts

Laura Beckman recused herself from agenda item 6 (c) (2).

Review Meeting Schedule

The Board reviewed the meeting schedule for:

- June 21, 2013
- July 12, 2013
- August 16, 2013

Donald Hosenfeld informed the Board that he would not be at the July 12, 2013, or the August 16, 2013 meeting.

Initial Review of New Complaints

There are no new complaints at this time.

b. Open Complaints/Investigations

There were no open complaints.

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

The Board discussed the Complaint Action Status Report of the following licensees:

1. Laura L. Hoelting, 12-OT-4809, Staff reported that Ms. Hoelting is up to date on her Consent agreement requirements.
2. Kerry Deering, 11-OT-104, Board Chair, Laura Beckman, recused herself and turned the meeting over to John Tutelman for this matter.
3. Joel Tagle, 13-OT-5436, Staff informed the Board that Mr. Tagle had signed his consent agreement 4/8/13.
4. Lisa Fuller, 13-OT-2983, Staff informed the Board that Ms. Fuller had signed her consent agreement 4/8/13.
5. David Adams, 13-OT-2563, Staff informed the Board that Mr. Adams had signed his consent agreement 4/15/13.

d. Substantive Review, Discussion, and Vote Re: Applications for Licenses as Follows:

a. Initial Application

Clovis Atkinson	Danniela Ayon	Sandra Christensen
Lu De Guzman	Cynthia Diaz	Martha Elafros
Donna Ferraro	Laura Fordyce	Lynette Geib

Jody Goudreau	Nadine Haluszczak	Julie Heskin
Jacqueline Holmes	Mary Jurgens	Amy Miltenberger
Hong Neubauer	Scott Weber	Sarah Woolverton

The Board reviewed and discussed the initial application of Donna Ferraro. Following discussion John Tutelman moved to approve the initial application of Ms. Ferraro. Laura Beckman seconded the motion. The motion passed 4-0.

The Board reviewed and discussed the initial application of Clovis Atkinson. Following discussion John Tutelman moved to approve the initial license of Ms. Atkinson. Christine Feltman Rosenberg seconded the motion. The motion passed 4-0.

Laura Beckman moved to approve the remaining 16 initial applications listed. Donald Hosenfeld seconded the motion. The motion passed 4-0.

b. Renewal of Licenses

Mary Beth Dangler	Pamela DeMaria	Shelley Donald
Debra Jackson	Theresa Johnson	Robyn Lundeen
Judith Manuel	Regina Meis	Carrie Miggins
Daniel Naone	Jennifer Neal	Jessica Nelson
Bette Nielsen	Sharla Peterson	Laura Schwebl
Sarah Stauffer	Bryan Stiverson	Laura Vigil
Holly Wertel	Jane Willis	Sarah Wollheim
Abigail Wool-Biringer	Caroline Zanolin	

John Tutelman moved to approve all 23 renewal applications listed. Christine Feltman Rosenberg seconded the motion. The motion passed 4-0.

c. Limited Permits

Susan Morgan

Laura Beckman moved to approve the limited permit application listed. Christine Feltman Rosenberg seconded the motion. The motion passed 4-0.

Review, Discussion and Possible Action on Administrative Matters

- Revenue and Expenditure Report

The Executive Director, Randy Frost, updated the Board with the revenue and expenditure report. Mr. Frost informed the Board that the Fund is healthy and that the Board is well within its budget.

- Administrative Project Status Report

The Board reviewed and discussed the Administrative Project Status Report. The following items were discussed:

- Policies and procedures, John Tutelman moved to approve The Employee Complaint Process – Allegations of Unlawful Discrimination or Harassment. Christine Rosenberg seconded the motion. The motion passed 3-0.
- Updating the Board licensing program to automate manual functions.
- Filling Vacant Board Positions
- Revised Statutes
- Legislative updates
- Five Year Review
- Board Recommendations

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

- Allocation of funds to be received from the AT Board. Staff informed the Board that the funds that will come from the AT Board will be utilized to purchase laptops and other item that were suggested by the Board.
- Review past study of fees for license verification that Laura Beckman performed. The previous study revealed that the Board would benefit from charging nominal fees for additional services that the staff performs. Any new fees would first have to be contained in statute which would require a law change.

Agenda items for next meeting – if any

- a. Review the Boards current administrative rules and discuss possible revisions.
- b. The possibility of forming a team to rewrite the Boards administrative rules.

Call to the Public

There were no public members wishing to address the Board.

Adjournment

There being no further business before the Board the meeting adjourned at 2:44 p.m.

Respectfully submitted,

J. Randy Frost
Executive Director