



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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

Regular Session Minutes

October 18, 2013

Board Members Present: Christine Feltman Rosenberg, Chair, OTR Member
Donald Hosenfeld, OT Member
Karen Belyan, Public Member
Beth Williamson, OTR Member

Board Members Not Present: John Tutelman, Vice Chair, Public Member

Staff Present: J. Randy Frost, Executive Director
Vicki Egurrola, Administrative Assistant

Legal Staff Present: 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 1:31 p.m. Christine Feltman Rosenberg, presiding.

Roll Call

All Board members were present with the exception of Mr. Tutelman.

Approval of Minutes

Regular Session Meeting Minutes of September 13, 2013

Christine Feltman Rosenberg moved to approve the September 13, 2013 meeting minutes as presented. Donald Hosenfeld seconded the motion. The motion passed 4-0.

Declaration of Conflicts

There were no declarations of conflict with any of the items on the agenda.

Review Meeting Schedule

The Board reviewed the meeting schedule for:

- November 15, 2013
- December 13, 2013

- January 10, 2014

There were no changes made to the meeting schedule.

Initial Review of New Complaints

Jayne A. Guy 13-OT-5499, Staff provided the Board with a brief synopsis of the complaint that was filed after Ms. Guy tested positive in a pre employment drug screening. Staff informed the Board that Ms. Guy has since moved out of state and is not practicing in Arizona. After some discussion of the facts in the case by the Board members present, Christine Feltman Rosenberg made a motion to go into executive session for legal advice. Donald Hosenfeld seconded the motion. The Board went into executive session at 1:36 P.M. Upon the return to the regular session at 1:41 P.M, Ms Feltman Rosenberg moved to issue a letter of concern to Ms. Guy. Karen Belyan seconded the motion. The motion passed 4-0.

Open Complaints/Investigations

Jane Rivera (Smith) 13-OTA-4929, Staff informed the Board that documentation subpoenaed earlier was coming in and that the counsel representing Ms. Smith sent a letter to the Board requesting a continuance of the impending informal interview to the December 13, 2013 Board meeting. Board member Beth Williamson expressed her concern that the process has taken several months and that pushing the hearing another month could put the public at risk. Assistant A.G. Elizabeth Campbell, explained that at this point all we have are allegations and until we have evidence, proper time should be given. After some discussion, Christine Feltman Rosenberg moved to grant continuance to the December 13, 2013 meeting. Karen Belyan seconded the motion. The motion passed 4-0.

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

1. Laura L. Hoelting, 12-OT-4809, Staff informed that Ms Hoelting had completed all the terms of her consent agreement and that her probation has ended. A letter releasing her from probation will be sent.
2. Joel Tagle, 13-OTA-5436, Staff informed the Board that the Boards complaint against Mr. Tagle was sent to him via regular and certified mail and that the complaint was returned by The U.S. Postal Service as undeliverable. After some discussion, Christine Feltman Rosenberg moved to hold a formal hearing for Mr. Tagle for non-compliance of his consent agreement for discipline. Beth Williamson seconded the motion. The motion passed 4-0.
3. Sarah Musgrave, 13-OTA-4722, Staff informed the Board that the Boards complaint against Ms. Musgrave was sent to her via regular and certified mail and that the complaint was returned by The U.S. Postal Service as undeliverable. After some discussion, Christine Feltman Rosenberg moved to hold a formal hearing for Ms. Musgrave for non-compliance of her consent agreement for discipline. Donald Hosenfeld seconded the motion. The motion passed 4-0.

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

a. Initial Application

Tracy Biggs	Beth Ihms	Amy Nagle	Michael Spear
Donald Boyk	Heather Jeschke	Kelly Orth	Michelle Toyos

Katherine Collmer	Julea Jones	Patricia Perez	Jenny Williams
Laura Cox	Tatiana Jones	David Plutschack	
Renee Domzalski	Corrine Joyce	Kayla Plutschack	
Monique Dundore	Susan Livingston	Kimberly Schultz	
Jennifer Gile	Michelle McDowel	Meg Sherwood	
Elizabeth Haas	Elaine Mendoza	Janice Sinn	

Donald Hosenfeld moved to approve the 27 initial applications listed. Christine Feltman Rosenberg seconded the motion. The motion passed 4-0.

b. Renewal of Licenses

Andrea Babcock	Debra Flanagan	Sharidan Martin	Debbie Rolan
Sarah Badger	Sara Fleishman-Nelson	Michelle McGinnis	Rosanna Ruiz
Trinette Brewer	Renee Forster	Rowena Christine Mesola	Kristie Sailer
Kimberly Briggs	Christine Foy	Denise Miller	Rebecca Schmotzer
Yvonne Bueno	Teri Friedland	Betty Naylor	Tania Shearon
Darcie Bulger	Diane Garcia	Dana Oken	Sharla Shipley
Scott Busby	Garth Gruenhagen	Gary Osses	Kristine Smith
Marilyn Cabay	Kathy Gunsolus	Kelly Palmer	Diane Sparks
Diana Chapin-Tsai	Bert Guy	Sarah Perry	Lynn Strom
Melissa Clark	Tifany Guy	Shari Pleiter	Charles Stuart
Mary Clement	Michael Hacker	Erik Pool	Kaiya Tway
Michelle Cole	Tamara Hainline	Eileen Pratte	Jeremy Walters
Laura Comfort	Kimberly Hanson	Cambria Priebe	Rebecca Waters
Elizabeth Coon	Marilyn Hostrawer	Rita Primomo	Barbara Webster
Cynthia Cooper	Rebecca Hydrick	Shandi Puckett	Pepper West
Kristin Cramer	Rachel Iannucci	Catherine Quiroz	Tasha Wiles
Anna Damaso	Sherry Karp	Michael Rabasca	Anne Williams
Glenn DeLaCruz	Debra Kildahl	Teri Rabasca	Beata Winogrodzka
Claudia Dickson	Jennifer Labrie	Nancy Reyes	Meghan Zimmer
Rebecca Dillard	Hilda Legua	Janet Robison	
Jodi Duecker	Jennifer Lutton	Albert Rodriguez	

Karen Belyan moved to approve the 82 renewal applications listed. Donald Hosenfeld seconded the motion. The motion passed 4-0.

c. Limited Permits

Adam Anders
Valerie Rogers

Christine Feltman Rosenberg moved to approve the two limited permits listed. Beth Williamson seconded the motion. The motion passed 4-0.

Review, Discussion and Possible Action on Administrative Matters

- Revenue and Expenditure Report, 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
 - Updating the Board licensing program to automate manual functions
 - Legislative updates
 - Five Year Review

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

- a. Update on the progress on formation of a study group to revise the Boards administrative rules. Executive Director, Randy Frost discussed the time frame for completing the rule revisions. Board members Donald Hosenfeld and Beth Williamson will form an advisory committee to work on the revisions. Assistant AG Elizabeth Campbell advised the Board that all committee meetings must follow the open meeting laws and be posted on the Boards web page.
- b. Adoption of a matrix for the handling of discipline. The Board reviewed a draft matrix presented by staff for approval. After some discussion, Christine Feltman Rosenberg moved to adopt the Discipline Matrix as presented. Karen Belyan seconded the motion. The motion passed 4-0
- c. Approval for NBCOT Conference attendance. Executive Director Randy Frost informed the Board that funds were available to pay for some of the costs for a Board member to attend the conference and purchase a CD if available. After some discussion, Christine Feltman Rosenberg moved to make available \$350.00 from the budget for expenses should anyone be available to attend the meeting. Donald Hosenfeld seconded the motion. The motion passed 4-0.
- d. Public contact with Board members. Board members had questions regarding how to handle public members that contact them. Assistant A.G. advised the Board Members to direct them to contact staff with their questions or concerns.
- e. Updating the Boards Web Page. Executive Director Randy Frost informed the Board that he and Board Chair, Christine Rosenberg were working on some revisions and updates to the Boards web page.
- f. Open meeting training for Board members. Board members had some questions for the Assistant A.G. Elizabeth Campbell. Ms. Campbell answered questions and gave advice to Board Members.

Agenda items for next meeting – if any

Board reviews and what type of documentation should staff request from licensees.

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 3:00 p.m.

Respectfully submitted,

J. Randy Frost
Executive Director