Regular Session Minutes

August 8, 2014

Board Members Present: John Tutelman, Chair, Public Member
Quenten McCallister, OTA Member
Dr. Donald Hosenfeld Vice Chair, OT Member
Dana Hutchings, OT Member

Board Members Absent: Karen Belyan, Public Member

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

Legal Staff Present: Michael Raine, Assistant Attorney General

Call to Order

The regularly scheduled meeting of the Arizona State Board of Occupational Therapy Examiners was called to order at 1:32 p.m. John Tutelman, presiding.

Roll Call

Three (3) Board members were present at the start of the meeting. Dana Hutchings arrived shortly thereafter making the number of members present four (4).

Approval of Minutes

Regular Session Meeting Minutes of July 11, 2014

Donald Hosenfeld moved to approve the July 11, 2014 meeting minutes as presented. Quenten McCallister seconded the motion. The motion passed 3-0.

Executive Session Meeting Minutes of July 11, 2014

Quenten McCallister moved to approve the July 11, 2014 executive session meeting minutes as presented. John Tutelman seconded the motion. The motion passed 3-0.

Declaration of Conflict of Interest

Quenten McCallister had a conflict with item number 7(b) the renewal of license for Aliana Santa Cruz.
**Review Meeting Schedule**

The Board reviewed the meetings schedule for:

- September 12, 2014
- October 17, 2014
- November 14, 2014

There were no changes made to the meeting schedule.

**Initial Review of New Complaints**

There were no new complaints to review.

**Open Complaints/Investigations**

Amy Ryan 14-OT-0933- Mr. Frost notified the Board that Amy Ryan had been notified that her case will be heard at the Board’s September 12, 2014 meeting.

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

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

1. Joel Tagle, 13-OTA-5436. Staff informed the Board that Mr. Tagle completed all of the requirements of the Board’s discipline.

2. Mary Lynn, 14-OT-1075. Staff informed the Board that a letter of reminder was sent to Ms. Lynn. There was nothing else new to report. Staff will contact her to followup.

3. Michelle Siegel, 14-OT-5789. Staff informed the Board that there was nothing new to report.

4. Spencer Thorstad, 14-OTA-5850. Staff informed the Board that there was nothing new to report.

5. Michael Welker, 13-OTA-4873. Staff informed the Board that there was nothing new to report.

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

**Initial Applications**

<table>
<thead>
<tr>
<th>Anthony Acuna</th>
<th>Megan Barlas</th>
<th>Kaycie Berhorst</th>
<th>Michelle Chambers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adria Cory</td>
<td>Aaron Cruz</td>
<td>Nancy Faria</td>
<td>Dawn Fode</td>
</tr>
<tr>
<td>Camille Frazer</td>
<td>Soni Garrett</td>
<td>Coleen Gilchrist</td>
<td>Vanessa Gorelkin</td>
</tr>
<tr>
<td>Breanna Hardy</td>
<td>Jennifer Herold</td>
<td>Sharilyn Jensen</td>
<td>Catherine Killinger</td>
</tr>
<tr>
<td>Kayley Knapek</td>
<td>Kailee Miller</td>
<td>Anna Pasquinelli</td>
<td>Monica Rogers</td>
</tr>
<tr>
<td>Matthew Roma</td>
<td>Miranda Rouw</td>
<td>Jason Schwartzkopf</td>
<td>Igor Shkuratov</td>
</tr>
<tr>
<td>Monic Sutter</td>
<td>Matthew Vipond</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

John Tutelmann moved to approve the 26 initial licenses. Quenton McCallister seconded the motion. The motion passed 4-0. Ms. Hutchings arrived in time to vote.
Before approving the renewal applications John Tutelman moved to go into executive session for legal advice at 1:40 p.m. Quenton McCallister seconded the motion. The Board returned to regular session at 1:49 p.m. Michael Raine, Assistant AG reminded the Board that the executive session was for legal advice only and that anything discussed was confidential.

John Tutelman made a motion to approve the renewal application of Aliana Santa Cruz. Donald Hosenfeld seconded the motion. The motion passed 3-0. Quenton McCallister recused himself.

John Tutelman made a motion to approve the remaining 79 of the 81 renewal applications with the exception of Margaret Murphy. Donald Hosenfeld seconded the motion. The motion passed 4-0.

John Tutelman made a motion to table the application of Margaret Murphy and invite her to the next meeting for a discussion. Donald Hosenfeld seconded the motion. The motion passed 4-0.

c. Limited Licenses

<table>
<thead>
<tr>
<th>Noelle Fullerton</th>
<th>Melissa McCormick</th>
<th>Shannon Robinson</th>
</tr>
</thead>
</table>

John Tutelman moved to approve the 3 limited permits. Quenton McCallister seconded the motion. The motion passed 4-0.

Review, Discussion, and Possible Action on Administrative Matters

  a. Revenue and Expenditure Report. Executive Director, Randy Frost briefly went over monthly revenue and expense report. Mr. Frost explained that the Board completed the year in the black.

  b. Administrative Projects Status Report. Mr. Frost updated the Board on the following administrative projects:
Review, Discussion and Possible Action, Other Board Business and Reports

a. Revision of the Boards Administrative Rules. The Board invited members of the OT community to come to the table to discuss proposed revisions to the Boards administrative rules. The majority of the discussion was focused on the rules of supervision. The group discussed the levels and methods of supervision. The outcome of the discussion was proposed language that will be reviewed and refined at the Board’s next meeting.

Agenda items for next meeting – if any

General Accounting Office, internal controls audit.
Fingerprint/Background check training.

Call to the Public

There weren’t any members of the public in attendance that wished to address the Board.

Adjournment

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

Respectfully submitted,

J. Randy Frost
Executive Director