



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

December 11, 2015

Board Members Present: Quenton McCallister, Chair, OT Member
 Dr. Donald Hosenfeld, Vice Chair, OT Member
 Dana Hutchings, OT Member

Staff Present: Karen Whiteford, Executive Director
 Vicki Egurrola, Administrative Assistant

Legal Staff Present: Michael Raine, Assistant Attorney General

- 1) **Call to order** – 1:30 p.m.; Mr. McCallister called the meeting to order at 1:50 p.m. (A recording of the meeting is available through the Board Office.)
- 2) **Roll call** – The following members were present: Quenton McCallister, Dr. Donald Hosenfeld (by telephone), and Dana Hutchings
- 3) **Review and Discuss Approval of Minutes**
 - a) Regular Session Meeting Minutes of November, 2015 – Ms. Hutchings moved the Board approve the regular session meeting minutes of November 13, 2015, with no changes. Mr. McCallister seconded the motion. The motion passed 3-0.
 - b) Executive Session Meeting Minutes of November 13, 2015 – Mr. McCallister moved the Board approve the executive session meeting minutes of November 13, 2015, with no changes. Ms. Hutchings seconded the motion. The motion passed 3-0.
- 4) **Declaration of Conflicts of Interest**

There were no declarations of conflicts of interest.
- 5) **Review and Discuss Future Board Meeting Schedule**

The Board reviewed the meeting schedule for:

 - a) January 8, 2016
 - b) February 12, 2016
 - c) March 11, 2016

There were no changes made to the meeting schedule.
- 6) **Items for Board Review, Discussion and Legal Action**
 - a) **Review, Discussion & Possible Action - Complaints, Investigations and Compliance**
 - i) Initial Review of New Complaints
There were no new complaints to discuss.

- ii) Open Complaints/Investigations
There were no open complaints to discuss.

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

- i) Amy Ryan 14-OT-0933
- ii) Casey Crothers 15-OTA-0550
- iii) Lena Mallant 15-OT-6337

The Board members read the status of compliance report for all three complaints and had no questions.

c) Review, Discussion, and Possible Action of Disclosed Criminal Charges

- i) Paul Breuninger, OT
Mr. Raine updated the Board on the status of opening a complaint against Mr. Breuninger and advised them to expect to see the complaint on an upcoming Board meeting agenda.

d) Licenses

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

i) Initial applications:

Marie Aguas	Heidi Anlee	Sarah Austin	Susan Banjavcic
Rachel Barner	Mary Barnes	Aileen Brown	Stacie Bundy
Wendy Burkholder	Heidi Carpenter	Demonica Chong	Keely Close
Brian Colvin	Michael Cradic	Kimberly Dozier	Christie Duvernay
Stacy Ericson	Christi Fuller	Nathan Garrett	Melanie Hoover
Megan Johnson	Elizabeth Kennedy	Dana Kriendler	Beth Laurent
Christina Liotta	Hannah Mueller	Guadalupe Pacheco	Jordan Papajeski
Lauren Lee Rae	Hannah Richardson	Emily Severance	Melissa Stachovic
Toni Stanley	Patricia Steffen	Heather Sulfaro	Karen Thompson
Renee Thornburg	Carol Torsell	Adam Zook	

Dr. Hosenfeld moved the Board approve the 39 initial. Mr. McCallister seconded the motion. The motion passed 3-0.

ii) Renewal of licenses:

Megan Allen	Jessica Alvillar	Renee Arand	Brent Baxley
Diana Benjamin	Stephanie Bielefeld	Valerie Borer	Scott Brown
Cathy Cartwright	Angel Chayrez	Jordan Chitwood	Janet Chmela
Paula Cook	June Crawford	John Davis	Alison De La Montaign
Cody DeGuzman	Irene Devan	Dube Flaget	Steven Frey
Jennifer Gile	Taryn Gomez	Victoria Harris	Kelsey Heemstra
Brenda Hubbell	Sharran Huynh	Lurea Inman	Divina Cecilia Jacobe
Shira James	Debbie Johnson	Christine Jones	Erica Kopp
Barbara Kyte	Deborah Lakin	Elyse Lane	Donald Loscheider
Viviana Montalvan	Christine Morris	Corri Nickelle	Elizabeth Norcott
David Ohanian	Thomas O'Hara	Victor Ornelas	Alex Pereda
Michael Petkovic	Molly Pilcher	Sylvia Prettyjohns	Shivali Rane
Leslie Reimann	Patricia Robinson	Pamela Schmidt	Adrienne Scott
Wendy Scott	Tania Shearon	Rossana Siordia	Joann Sorg

Kalli Sparish	Sarah Starr	Monica Suarez	Sarah Taylor
Kristina Thomas Beaver	Joan Walch	Carrie Ward	Marty Wilcox
Kathleen Williams	Shawn Williams	Valerie Williams	Susan Zehr

Ms. Hutchings moved the Board approve the 68 renewal applications. Mr. McCallister seconded the motion. The motion passed 3-0.

iii) Limited Licenses:

Rebecca Bush	Jessica Lachcik	Sabrina Pennyman	Hilary Vargo
--------------	-----------------	------------------	--------------

Mr. McCallister moved the Board approve the three applications for limited permits. Ms. Hutchings seconded the motion. The motion passed 3-0.

7) Review, Discussion and Possible Action - Administrative Matters

- a) Revenue and Expenditure Report – Karen Whiteford reported that the cash flow report has been revised to keep the Board under budget for fiscal year 2016. She stated she is working with the Central Services Bureau to address two quarters where the Board goes over the quarterly allocation. This is due to annual leave payout to Randy Frost which could not be spread over the entire year.
- b) Use of electronic verification of passing score from NBCOT – Ms. Whiteford explained that the NBCOT no longer sends written verification of exam scores through the USPS. Instead, they send a link electronically and Board staff accesses the scores through a secure website. Michael Raine stated that electronic verification, as long as it can be printed, can be considered written verification. He also suggested this may be an opportunity for a rule change in the future.
- c) Administrative Project Status Report
 - i) Policies and procedures – No update
 - ii) Updating the Board licensing program to automate manual functions – Ms. Whiteford reported that she spoke with Brian Bennett at G/L Solutions and is working with Charles Brown at the Physical Therapy Board, to possibly participate in a multi-agency solution that is less expensive.
 - iii) Legislative Update – No update
 - iv) Rule Revisions – Ms. Whiteford stated that the Executive Order on rule changes was set to expire on 12/31/15. If that Order is not extended, rule changes would still fall under House Bill 2297, which is less restrictive than the Executive Order. Mr. Raine agreed to assist with the process of submitting rule changes.
 - v) Board Member Training – Ms. Whiteford stated there may be funds in the budget to pay for CLEAR online Board member training (5 hours).
 - vi) Sunset Audit – Nothing new to report.

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

- a) Use of Guidelines for Board Complaint Resolution adopted on 10/18/13 – Ms. Whiteford provided copies of the Complaint Resolution Matrix to the Board members. This Matrix is to be used as a guideline only.
- b) Discussion of calculation of state fund percentages for civil penalties – Ms. Whiteford explained to the Board that civil penalties had been deposited incorrectly since fiscal year 2014. She stated that she planned to send a letter to Clark Partridge, State Comptroller, to notify him of the error.
- c) Open Public Board Member Positions – Ms. Whiteford asked the Board members if they still wanted the recruiting email to go to all Arizona licenses Occupational Therapists and

Occupational Therapy Assistants, even though it was discovered that health professionals cannot be public members of the Board. The Board advised her to send the mail as planned.

- d) Status update on the Office of Boards and Commissions questionnaires – Ms. Whiteford reported that she had attended the 90/10 Executive Directors meeting and that data should be compiled by the end of the year, but nothing is likely to happen as a result of the questionnaires in the upcoming legislative session.
- e) Board Chair and Administrator attendance of NBCOT Leadership Conference May 11-13, 2016 – Ms. Whiteford reported that she and Mr. McCallister had been invited to attend the NBCOT Leadership Conference.
- f) Introduction of Benjamin Gross, President of ArizOTA – Mr. Gross introduced himself to the Board members.

9) Agenda items for next meeting – if any

The board requested that the item concerning Michelle Lyons, OTA, appear on the January 2016 agenda.

10) Call to the Public

There were no members of the public wishing to address the Board.

11) Adjournment

There being no further business before the Board, the meeting adjourned at 2:18 p.m.

Respectfully submitted,

Karen Whiteford
Executive Director