



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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Regular Session Minutes

December 12, 2014

Board Members Present: John Tutelman, Chair, Public Member
Dr. Donald Hosenfeld Vice Chair, OT Member
Quenton McCallister, OTA Member
Karen Belyan, Public Member

Board Members Absent: Dana Hutchings, OT 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 1:34 p.m. John Tutelman, presiding.

Roll Call

Four Board members were present for the meeting.

Approval of Minutes

Regular Session Meeting Minutes of November 14, 2014

John Tutelman pointed out a correction to be made on page 2. Quenton McCallister moved to approve the November 14, 2014 regular session meeting minutes as amended. Karen Belyan seconded the motion. The motion passed 5-0.

Declaration of Conflict of Interest

Quenton McCallister recused himself from agenda item 7(a) Renewal Applications for the approval or denial of his license.

Review Meeting Schedule

The Board reviewed the meetings schedule for:

- January 9, 2015
- February 13, 2015
- March 13, 2015

There were no changes made to the meeting schedule.

Initial Review of New Complaints

There were no new complaints to come before the Board.

Open Complaints/Investigations

Margaret Murphy License No. 2903, Board staff provided an update on a draft order prepared by Michael Raine, Assistant Attorney General. Mr. Raine explained to the Board that the draft was still incomplete due to the lack of the selection of possible practitioners. Mr. Raine apologized for the delays but that he would work with staff to get everything finalized the following week.

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, Mr. Tagle is in compliance with his consent agreement and will be on probation until 2/5/15
2. Mary Lynn 14-OT-1075, Ms. Lynn requested and received approval for CE courses.
3. Michelle Siegel 14-OT-5789, The Board staff reported that there is nothing new to report.
4. Spencer Thorstad 14-OTA-5850, Mr. Thorstad requested and received approval for CE courses. He also has completed one of the courses.
5. Michael Welker 13-OTA-4873, Mr. Welker has completed all of the CEUs that he was required to take.
6. Amy Ryan 14-OT-0933, Staff reported the Ms. Ryan signed her consent agreement and paid her civil penalty.
7. Michelle Bowman 14-OT-5246, The Board staff reported that there is nothing new to report.

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

Initial Applications

Ashley Britton	Ron Brown	Ashely Chamblin	Tara Douglas
Jodie Gipson	Calvin Harrison	Amanda Koenig	Germaine Largen
Victoria Lee	Quenton McCallister*	Deborah McMillan	Mary Naylor
Sarah Norgren	Amy Smith	Maria Theresa Talusan	Taeh Thorstenson
Victoria Urbina	Jennifer Wilson		

John Tutelman moved to approve the initial application of Quenton McCallister. Dr. Donald Hosenfeld seconded the motion. The motion passed 3-0. Mr. McCallister recused himself.

John Tutelman moved to approve the 17 remaining complete initial license applications. Quenton McCallister seconded the motion. The motion passed 4-0.

Renewal of Licenses

John Abney	Tricia Albert	Lisa Allred	Crystal Bedford
Kami Blackhurst	Tina Bond	James Boyd	Travis Boyette
Catana Brown	Teresa Brown	Karin Burbach	Annette Canella
Ruth Nina Castillo	Lindsay Cavern	Stacy Chaney	Michele Chin
Eve Coffman	Margaret Coles	Tina Fisk	Maureen Flaherty
Reva Fredrickson	April Garcia	Beth Gelbert	Daena Gibson
Thomas Graves	Lilias Handwerk	Kimberlee Hanson	Magaret Hanson
Karen Helf	Linda Hull	Anna Tisha Ira	Ranie Jardormio
Jody Jimenez	Jennifer Job	Holly Jordan	Sara Katz-Imadali
Brenda Keller	Arshi Khan	Karen Kienzle	Kristen Klenk
Terrylee Kramer	Breanna Krawl	Christine Marciniak	Toni Mataczynski
Nancy McDonough-Hall	Theresa Montoya	Mary Lou Mulloy	Kristina Nalder
Jamie Norris	Pamela Novy	Kimberly Olson	William Ormsby
Mildred Pangilinan-Flore	Matthew Press	Stephanie Prorok	Michael Rende
Tracey Repp	Susan Rice	Christine Rosenberg	Anna-Lise Sanders
Lindy Schoch	Tracy Schultze	Julie Schuster	Sarah Sharp
Elizabeth Shepard	Mary Shewmaker	Nikki Sinclair	Brenda Sjogren Suneso
Cheryl Smith	Gail Socha	Christopher St. Clair	Jennifer Stuart
Sarah Teasley	Tamara Turner	Elizabeth Wallis	Aaron Willardson
Mark Winn	Stacy Yingling	Steven Youssef	

Karen Belyan made a motion to approve the 79 renewal license applications. Dr. Donald Hosenfeld seconded the motion. The motion passed 4-0.

c. Limited Licenses

Allison Handler	Kristin Morris	Emily Pierson	
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John Tutelman moved to approve the 3 limited license applications. 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 informed the Board that there would not be a formal report. Mr. Frost, however, notified the Board that there will be expenses for computer and software coming up in the upcoming month.
- b. Administrative Projects Status Report. Mr. Frost updated the Board on the following administrative projects:
 - Policies and Procedures- Mr. Frost updated the Board that the policies and procedures approved at the last meeting are in the process of being implemented. The Board discussed the draft and staffs compliance with the audit. Mr. Frost also provided the Board with requested information regarding the status of funds being received and deposited timely. Board Chair, John Tutelman had several question regarding the information provided. Mr. Tutelman, after reviewing the information provided, voiced

his concern that deposits are still not being made in a timely fashion. After some discussion, John Tutelman directed Mr. Frost to rectify the deposit situation and report at the next meeting. An update on compliance will be provided to the Board each month.

- Updating the Boards licensing program, Staff is working with ADOA on hardware and software upgrades.
- Legislative Updates, Mr. Frost provided the Board with a preview of the upcoming legislative session.
- Rule Revisions, New draft ready for discussion.
- Required Board Member Training, A training program is still being drafted by ADOA. The Board has to comply with the mandated training by January of 2016.

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

- a. Revision of the Boards Administrative Rules, The Board discussed possible revisions to Title 4, Chapter 43 of the Arizona Administrative Code. The rules discussion began at 2:40 p.m. participating in the discussion with the Board and staff was Ginny Paulson, Oaklee Rogers, Becky Grabski, and Jodi Lindstrom. The group discussed the supervision of occupational therapy assistants and the ratios sufficient for proper supervision. Various members agreed to take on the task of drafting language and presenting a draft at the next meeting.

Agenda items for next meeting – if any

No new agenda items were suggested.

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 4:09 p.m.

Respectfully submitted,

J. Randy Frost

J. Randy Frost
Executive Director