ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS
4205 N. 7th Avenue, Suite 305
Phoenix, Arizona 85013
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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:
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**

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

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

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<tr>
<th>Allison Handler</th>
<th>Kristin Morris</th>
<th>Emily Pierson</th>
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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