Regular Session Minutes

July 11, 2014

Board Members Present: John Tutelman, Chair, Public Member
Karen Belyan, Public Member
Quenten McCallister, OTA Member
Dr. Donald Hosenfeld Vice Chair, OT 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 1:35 p.m. John Tutelman, presiding.

Roll Call

Four Board members were present

Approval of Minutes

Regular Session Meeting Minutes of June 20, 2014

John Tutelman moved to approve the June 20, 2014 meeting minutes as amended. Karen Belyan seconded the motion. The motion passed 4-0.

Declaration of Conflict of Interest

Quenten McCallister had a conflict with item number 7(b) the renewal of license for Kathleen Borawski.
Review Meeting Schedule

The Board reviewed the meetings schedule for:

- August 8, 2014, Karen Belyan will be out.
- September 12, 2014
- October 17, 2014

There were no changes made to the meeting schedule.

Initial Review of New Complaints

1. Amy Ryan 14-OT-0933. The Board reviewed the complaint filed against Ms. Ryan. The complaint alleged violations of the Board’s statutes and rules. Specifically, the complaint alleged that Ms. Ryan was late in submitting work logs for her employer and that, when submitted, the logs appeared to include falsified information.

Ms. Ryan was in attendance and addressed the Board giving her response to the complaint. Ms. Ryan didn’t deny that her reports were incomplete and lacking. She explained that she was overloaded with work and was very ill at the time of the incidents. Board Member Karen Belyan asked Ms. Ryan why she didn’t take a leave of absence. Ms. Ryan explained that she asked for someone to replace her but the company didn’t respond to her calls for help.

After some discussion Karen Belyan moved to go into executive session for legal advice at 2:03 p.m. Donald Hosenfeld seconded the motion. The Board went in to executive session for legal advice at 2:03 p.m.

Upon return from executive session at 2:55 p.m., the Board continued the discussion regarding Amy Ryan. Board President John Tutelman stated his concerns about the ability of Ms. Ryan to continue practicing in her current status. Mr. Tutelman moved to set a formal hearing for September. Donald Hosenfeld seconded the motion. The motion passed 4-0.

Open Complaints/Investigations

There were no open complaints open for discussion at the time.

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 there was nothing new to report.

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.

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

4. Spencer Thorstad, 14-OTA-5850. Staff reported that they are waiting for his CEUs.

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>Name</th>
<th>Initial Applicant</th>
<th>License Type</th>
<th>Initial Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Carreras-Evans</td>
<td>Sarina Cory</td>
<td>Melissa Engel</td>
<td>Shelly Fizer</td>
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<tr>
<td>Jessica Ghetes</td>
<td>Emily Green</td>
<td>Rebecca Hankerson</td>
<td>Susan Jenkins</td>
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<tr>
<td>Kelly Martin</td>
<td>Patience Mikhail</td>
<td>Joseph Ragan</td>
<td>Joalice Ryan</td>
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<tr>
<td>Andrea Vogt</td>
<td>Robert York</td>
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John Tutelman moved to approve the 14 initial licenses. Karen Belyan seconded the motion. The motion passed 4-0.

Renewal of Licenses

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Applicant</th>
<th>License Type</th>
<th>Initial Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corinne Akers</td>
<td>Eileen Ballungay</td>
<td>Kathleen Borawski</td>
<td>Sheri Bowes</td>
</tr>
<tr>
<td>Susan Bruining</td>
<td>Christen Carr</td>
<td>Yvonne Cauzza</td>
<td>Shirley Cheng</td>
</tr>
<tr>
<td>Mildred Clay</td>
<td>Brendan Cluff</td>
<td>Kelly Collier</td>
<td>Jessica DeMoss</td>
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<tr>
<td>Dixie Devry</td>
<td>Susan Drexler</td>
<td>Norman Dreyer II</td>
<td>Brooke Eberle</td>
</tr>
<tr>
<td>Jason Ernst</td>
<td>Marcia Fetterman</td>
<td>Barbara Flores</td>
<td>Yvonne Fronczek</td>
</tr>
<tr>
<td>Kimberly Grant</td>
<td>Catherine Grennell</td>
<td>Bernadette Harkins</td>
<td>Deanne Heitzman</td>
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<tr>
<td>Jeanne Huber</td>
<td>Julie Kenny</td>
<td>Damon King</td>
<td>Tracey Kunz</td>
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<tr>
<td>Liza Labarbera</td>
<td>Melissa Lee</td>
<td>Ulla Loeffler</td>
<td>Kim Lonsway</td>
</tr>
<tr>
<td>Lauren McCune</td>
<td>Kellie McGee</td>
<td>Maureen McPherson</td>
<td>Sue Mulholland</td>
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<tr>
<td>Sarah Mullback</td>
<td>Kathleen Myers</td>
<td>Suzanne Olea</td>
<td>Sandra O'leary</td>
</tr>
<tr>
<td>Meagan Orban</td>
<td>Terry Ann Pallister</td>
<td>Denise Parker-Gutierrez</td>
<td>Diana Partain</td>
</tr>
<tr>
<td>Sarah Porrazzo</td>
<td>Beth Rank</td>
<td>Lizette Reid</td>
<td>David Reis</td>
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<tr>
<td>Nanette Royle</td>
<td>Christine Sanchez</td>
<td>Juliet Sharley</td>
<td>Shawnalea Shelly</td>
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<tr>
<td>Jacqueline Smith</td>
<td>Amy Snyder</td>
<td>Sandra Spears</td>
<td>Sarah Starkey</td>
</tr>
<tr>
<td>Lisa Starzetski</td>
<td>Terri Tadeo</td>
<td>Tami Thornton</td>
<td>Gretchen Wilce</td>
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<tr>
<td>Katrina Young</td>
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John Tutelman made a motion to approve 60 of the 61 renewal applications. Quenton McCallister seconded the motion. The motion passed 4-0.

John Tutelman next made a motion to approve the renewal application of Kathleen Borawski. Karen Belyan seconded the motion. The motion passed 3-0. Quenton McCallister recused himself.

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 pointed out some fund shifts and explained the necessity for the shifts.

b. Administrative Projects Status Report. Mr. Frost updated the Board on the following administrative projects:
   - Policies and Procedures
   - Updating the Boards licensing program
   - Legislative Updates
   - Rule Revisions

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 Boards next meeting.

**Agenda items for next meeting – if any**

There weren’t any new agenda items added to the August 8, 2014 Board meeting.

**Call to the Public**

**Adjournment**

There being no further business before the Board, the meeting adjourned at 4:21 p.m.

Respectfully submitted,

J. Randy Frost  
Executive Director