



## ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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### Regular Session Minutes

**November 14, 2014**

**Board Members Present:** John Tutelman, Chair, Public Member  
Dr. Donald Hosenfeld Vice Chair, OT Member  
Quenton McCallister, OTA Member  
Dana Hutchings, OT Member  
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 1:30 p.m. John Tutelman, presiding.

#### **Roll Call**

All Board members were present for the meeting.

#### **Approval of Minutes**

#### **Regular Session Meeting Minutes of October 17, 2014**

Dr. Donald Hosenfeld moved to approve the October 17, 2014 regular session meeting minutes as amended. Quenton McCallister seconded the motion.  
The motion passed 5-0.

#### **Declaration of Conflict of Interest**

There were no declarations of conflict.

#### **Review Meeting Schedule**

The Board reviewed the meetings schedule for:

- December 12, 2014
- January 9, 2015

- February 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 a draft order prepared by Michael Raine, Assistant Attorney General. Mr. Raine explained to the Board that the draft was very rough and that he and Board staff would contact other Boards to obtain sample orders for comparison and make changes as necessary. Mr. Raine apologized for the delays but hoped to have something more concrete before the next Board 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, 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 contacted the Board staff and presented courses for consideration. The courses were approved. Ms. Lynn has sent proof of notification of insurance agencies but still needs to notify clients.
3. Michelle Siegel 14-OT-5789, The Board staff reported that they have received the required quarterly financial report from Ms Siegel. A copy of the report was provided to the Board.
4. Spencer Thorstad 14-OTA-5850, Mr. Thorstad was sent a reminder to complete the terms of his consent agreement.
5. Michael Welker 13-OTA-4873, Mr. Welker was sent a reminder to complete the terms of his consent agreement.
6. Noelle Everhart 14-OTA-1279, Ms. Everhart has completed the terms of her consent agreement and is done with her probation.
7. Amy Ryan 14-OT-0933, Ms. Ryan was mailed a revised consent agreement however as of the date of the meeting she hasn't signed. The Board discussed the failure of her response and received advice from counsel. Following the discussion, John Tutelman moved to notify Ms Ryan that she has until December 1, 2014 to respond or face the possibility of a formal hearing. Karen Belyan seconded the motion. The motion passed 5-0
8. Michelle Bowman 14-OT-5246, Ms Bowman was given a non-disciplinary consent agreement for continuing education. She has until May 2015 to complete her requirements.

**Possible Board Action to open a complaint for allegations of incompetency pursuant to A.R.S. § 32-3442(A)(2)(c)**

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

**Initial Applications**

Barbara Berg	Gabriella Davidson	Kimberly Droen	Kayla Flannery
Steven Henry	Erin McMaster	Manuel Mendoza	Susan Moczydlowski
Jessica Polinger	Erin Roseman	Samantha Rothman	Jennifer Stewart
Nathan Wickman	Finesse Wilkins		

John Tutelman moved to approve the 14 complete initial license applications. Quenton McCallister seconded the motion. The motion passed 5-0.

**Renewal of Licenses**

Melady Anderson	Melissa Babel	Patrick Bailey	Valerie Bazan-Huddlest
William Bleecker	Susan Boge	Albert Clift	Octaviana Cortez
Tracey Daly-Goldberg	William Davidson Jr	Alysia Decker	Molly Duffy
Heather Edgecomb	Melissa Erickson	Nancy Fischer	Ruth Fletcher
Anna Gallegos	Stephanie Gerdes Ackerman	Julie Gravatt	Jaclyn Guintard
Kathleen Hanson	Joyce Hayes	Brenda Herbert	Shabrevia Johnson
Laurie Kemp	Shauna Lacanlale	Joan LeRoux	Meghan Leonard
Lisbeth Matthew	Joseph Mclaws	Bethany Muro	Gina Norris
Leslee Oakeson	Diane O'Malley	Jenny Padilla	Holly Perry
Julieanna Phares	Carrie Preussner	Alicia Quintana	Laura Raastad
Ashley Redman	Oaklee Rogers	Scot Sidener	William Sillaman
Debra Smith	Sandra Spears	Sophia Swangaroon	Kerry Taylor
Alice Tome	Elaine Truitt	Barbara Van Valen	Cari Vincent
David Waltman	Donna Weems	Cynthia Wheeler	Erica Whitney
Nicole Wood	Alice Young		

Quenton McCallister made a motion to approve the 59 renewal license applications. John Tutelman seconded the motion. The motion passed 5-0.

**c. Limited Licenses**

John Tutelman moved to approve the 1 limited license application from Allison Skelton. Quenton McCallister seconded the motion. The motion passed 5-0.

**Review, Discussion, and Possible Action on Administrative Matters**

- a. Revenue and Expenditure Report. Executive Director, Randy Frost went over monthly revenue and expense report. Mr. Frost 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 explained to the Board that the policies and procedures to address the recommendations made in a recent audit have been drafted. The Board was provided a rough draft. The Board discussed the draft and

staffs compliance with the audit. After some discussion, John Tutelman moved to approve the draft policy. Quenton McCallister seconded the motion. The motion passed 5-0. The Board directed staff to keep a log of deposits made and report the status next meeting.

- Updating the Boards licensing program, Staff is working with ADOA on hardware and software upgrades.
- Legislative Updates, No new updates.
- 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. Subpoena received from AHCCCS OIG for Dearing records, Staff updated the Board on compliance with the subpoena. All documents requested were produced and picked up by AHCCCS. No further action is required.
- b. 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 2:31 p.m. participating in the discussion with the Board and staff was Lara Taggart, Oaklee Rogers, Becky Grabski, Madison Laurie, Jodi Lindstrom and Janet Menke. The group discussed the supervision of students and other non-licensed personnel such as OT aides. Also discussed was the amount of Continuing Education Units (CEUs) that should be required for license renewal. Lara Taggart and several members of the group representing the Arizona Occupational Therapy Association (ArizOTA0 agreed to draft language regarding student supervision, the supervision of aides and the number of CEUs required for license renewal for the Board to discuss. Ms. Taggart explained the process that they went through to come up with a draft.

The group discussed the overall number of CEUs required for license renewal and the different methods for attaining the required hours. Also discussed was language regarding therapy aides and modalities. 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 4:04 p.m.

Respectfully submitted,

*J. Randy Frost*

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Executive Director