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 Egurola, 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Berg</td>
<td>Gabriella Davidson</td>
<td>Kimberly Droen</td>
<td>Kayla Flannery</td>
</tr>
<tr>
<td>Steven Henry</td>
<td>Erin McMaster</td>
<td>Manuel Mendoza</td>
<td>Susan Moczydowski</td>
</tr>
<tr>
<td>Jessica Polinger</td>
<td>Erin Roseman</td>
<td>Samantha Rothman</td>
<td>Jennifer Stewart</td>
</tr>
<tr>
<td>Nathan Wickman</td>
<td>Finesse Wilkins</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Renewal of Licenses**

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

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
staf's compliance with the audit. After some discussion, John Tutelman moved to approve the draft policy. Quentin 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

J. Randy Frost
Executive Director