Regular Session Minutes

October 18, 2013

Board Members Present: Christine Feltman Rosenberg, Chair, OTR Member
Donald Hosenfeld, OT Member
Karen Belyan, Public Member
Beth Williamson, OTR Member

Board Members Not Present: John Tutelman, Vice Chair, Public Member

Staff Present: J. Randy Frost, Executive Director
Vicki Egurrola, Administrative Assistant

Legal Staff Present: Elizabeth Campbell, Assistant Attorney General

Call to Order

The regularly scheduled meeting of the Arizona State Board of Occupational Therapy Examiners was called to order at 1:31 p.m. Christine Feltman Rosenberg, presiding.

Roll Call

All Board members were present with the exception of Mr. Tutelman.

Approval of Minutes

Regular Session Meeting Minutes of September 13, 2013

Christine Feltman Rosenberg moved to approve the September 13, 2013 meeting minutes as presented. Donald Hosenfeld seconded the motion. The motion passed 4-0.

Declaration of Conflicts

There were no declarations of conflict with any of the items on the agenda.

Review Meeting Schedule

The Board reviewed the meeting schedule for:
• November 15, 2013
• December 13, 2013
There were no changes made to the meeting schedule.

**Initial Review of New Complaints**

Jayne A. Guy 13-OT-5499, Staff provided the Board with a brief synopsis of the complaint that was filed after Ms. Guy tested positive in a pre employment drug screening. Staff informed the Board that Ms. Guy has since moved out of state and is not practicing in Arizona. After some discussion of the facts in the case by the Board members present, Christine Feltman Rosenberg made a motion to go into executive session for legal advice. Donald Hosenfeld seconded the motion. The Board went into executive session at 1:36 P.M. Upon the return to the regular session at 1:41 P.M, Ms Feltman Rosenberg moved to issue a letter of concern to Ms. Guy. Karen Belyan seconded the motion. The motion passed 4-0.

**Open Complaints/Investigations**

Jane Rivera (Smith) 13-OTA-4929, Staff informed the Board that documentation subpoenaed earlier was coming in and that the counsel representing Ms. Smith sent a letter to the Board requesting a continuance of the impending informal interview to the December 13, 2013 Board meeting. Board member Beth Williamson expressed her concern that the process has taken several months and that pushing the hearing another month could put the public at risk. Assistant A.G. Elizabeth Campbell, explained that at this point all we have are allegations and until we have evidence, proper time should be given. After some discussion, Christine Feltman Rosenberg moved to grant continuance to the December 13, 2013 meeting. Karen Belyan seconded the motion. The motion passed 4-0.

**Status of Compliance with Board Order/Approval of Board Ordered CE**

1. Laura L. Hoelting, 12-OT-4809, Staff informed that Ms Hoelting had completed all the terms of her consent agreement and that her probation has ended. A letter releasing her from probation will be sent.

2. Joel Tagle, 13-OTA-5436, Staff informed the Board that the Boards complaint against Mr. Tagle was sent to him via regular and certified mail and that the complaint was returned by The U.S. Postal Service as undeliverable. After some discussion, Christine Feltman Rosenberg moved to hold a formal hearing for Mr. Tagle for non-compliance of his consent agreement for discipline. Beth Williamson seconded the motion. The motion passed 4-0.

3. Sarah Musgrave, 13-OTA-4722, Staff informed the Board that the Boards complaint against Ms. Musgrave was sent to her via regular and certified mail and that the complaint was returned by The U.S. Postal Service as undeliverable. After some discussion, Christine Feltman Rosenberg moved to hold a formal hearing for Ms. Musgrave for non-compliance of her consent agreement for discipline. Donald Hosenfeld seconded the motion. The motion passed 4-0.

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

a. Initial Application

<table>
<thead>
<tr>
<th>Tracy Biggs</th>
<th>Beth Ihms</th>
<th>Amy Nagle</th>
<th>Michael Spear</th>
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</thead>
<tbody>
<tr>
<td>Donald Boyk</td>
<td>Heather Jeschke</td>
<td>Kelly Orth</td>
<td>Michelle Toyos</td>
</tr>
</tbody>
</table>
Donald Hosenfeld moved to approve the 27 initial applications listed. Christine Feltman Rosenberg seconded the motion. The motion passed 4-0.

b. Renewal of Licenses

<table>
<thead>
<tr>
<th>Andrea Babcock</th>
<th>Debra Flanagan</th>
<th>Sharidan Martin</th>
<th>Debbie Rolan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Badger</td>
<td>Sara Fleishman-Nelson</td>
<td>Michelle McGinnis</td>
<td>Rosanna Ruiz</td>
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<tr>
<td>Trinette Brewer</td>
<td>Renee Forster</td>
<td>Rowena Christine</td>
<td>Mesola</td>
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<tr>
<td>Kimberly Briggs</td>
<td>Christine Foy</td>
<td>Denise Miller</td>
<td>Rebecca Schmotzer</td>
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<tr>
<td>Yvonne Bueno</td>
<td>Teri Friedland</td>
<td>Betty Naylor</td>
<td>Tania Shearon</td>
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<tr>
<td>Darcie Bulger</td>
<td>Diane Garcia</td>
<td>Dana Oken</td>
<td>Sharla Shipley</td>
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<tr>
<td>Scott Busby</td>
<td>Garth Gruenhagen</td>
<td>Gary Osses</td>
<td>Kristine Smith</td>
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<tr>
<td>Marilyn Cabay</td>
<td>Kathy Gunsolus</td>
<td>Kelly Palmer</td>
<td>Diane Sparks</td>
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<tr>
<td>Diana Chapin-Tsai</td>
<td>Bert Guy</td>
<td>Sarah Perry</td>
<td>Lynn Strom</td>
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<tr>
<td>Melissa Clark</td>
<td>Tiffany Guy</td>
<td>Shari Pleiter</td>
<td>Charles Stuart</td>
</tr>
<tr>
<td>Mary Clement</td>
<td>Michael Hacker</td>
<td>Erik Pool</td>
<td>Kiya Tway</td>
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<tr>
<td>Michelle Cole</td>
<td>Tamara Hainline</td>
<td>Eileen Pratte</td>
<td>Jeremy Walters</td>
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<tr>
<td>Laura Comfort</td>
<td>Kimberly Hanson</td>
<td>Cambria Priebe</td>
<td>Rebecca Waters</td>
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<tr>
<td>Elizabeth Coon</td>
<td>Marilyn Hostrawer</td>
<td>Rita Primomo</td>
<td>Barbara Webster</td>
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<tr>
<td>Cynthia Cooper</td>
<td>Rebecca Hydrick</td>
<td>Shandi Puckett</td>
<td>Pepper West</td>
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<tr>
<td>Kristin Cramer</td>
<td>Rachel Iannucci</td>
<td>Catherine Quiroz</td>
<td>Tasha Wiles</td>
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<tr>
<td>Anna Damaso</td>
<td>Sherry Karp</td>
<td>Michael Rabasca</td>
<td>Anne Williams</td>
</tr>
<tr>
<td>Glenn DeLaCruz</td>
<td>Debra Kildahl</td>
<td>Teri Rabasca</td>
<td>Beata Winogradzka</td>
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<tr>
<td>Claudia Dickson</td>
<td>Jennifer Labrie</td>
<td>Nancy Reyes</td>
<td>Meghan Zimmer</td>
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<tr>
<td>Rebecca Dillard</td>
<td>Hilda Legua</td>
<td>Janet Robison</td>
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<tr>
<td>Jodi Duecker</td>
<td>Jennifer Lutton</td>
<td>Albert Rodriguez</td>
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Karen Belyan moved to approve the 82 renewal applications listed. Donald Hosenfeld seconded the motion. The motion passed 4-0.

c. Limited Permits

Adam Anders
Valerie Rogers

Christine Feltman Rosenberg moved to approve the two limited permits listed. Beth Williamson seconded the motion. The motion passed 4-0.

Review, Discussion and Possible Action on Administrative Matters
• Revenue and Expenditure Report, Executive Director, Randy Frost, updated the Board with the revenue and expenditure report. Mr. Frost informed the Board that the Fund is healthy and that the Board is well within its budget.

• Administrative Project Status Report, The Board reviewed and discussed the Administrative Project Status Report. The following items were discussed:
  - Policies and procedures
  - Updating the Board licensing program to automate manual functions
  - Legislative updates
  - Five Year Review

**Review, Discussion, and Possible Action**

**Other Board Business and Reports.**

a. Update on the progress on formation of a study group to revise the Boards administrative rules. Executive Director, Randy Frost discussed the time frame for completing the rule revisions. Board members Donald Hosenfeld and Beth Williamson will form an advisory committee to work on the revisions. Assistant AG Elizabeth Campbell advised the Board that all committee meetings must follow the open meeting laws and be posted on the Boards web page.

b. Adoption of a matrix for the handling of discipline. The Board reviewed a draft matrix presented by staff for approval. After some discussion, Christine Feltman Rosenberg moved to adopt the Discipline Matrix as presented. Karen Belyan seconded the motion. The motion passed 4-0.

c. Approval for NBCOT Conference attendance. Executive Director Randy Frost informed the Board that funds were available to pay for some of the costs for a Board member to attend the conference and purchase a CD if available. After some discussion, Christine Feltman Rosenberg moved to make available $350.00 from the budget for expenses should anyone be available to attend the meeting. Donald Hosenfeld seconded the motion. The motion passed 4-0.

d. Public contact with Board members. Board members had questions regarding how to handle public members that contact them. Assistant A.G. advised the Board Members to direct them to contact staff with their questions or concerns.

e. Updating the Boards Web Page. Executive Director Randy Frost informed the Board that he and Board Chair, Christine Rosenberg were working on some revisions and updates to the Boards web page.

f. Open meeting training for Board members. Board members had some questions for the Assistant A.G. Elizabeth Campbell. Ms. Campbell answered questions and gave advice to Board Members.

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

Board reviews and what type of documentation should staff request from licensees.

**Call to the Public**

There were no public members wishing to address the Board.
**Adjournment**

There being no further business before the Board the meeting adjourned at 3:00 p.m.

Respectfully submitted,

J. Randy Frost  
Executive Director