



ARIZONA STATE BOARD OF PHYSICAL THERAPY
4205 NORTH 7TH AVENUE, SUITE 208 PHOENIX, ARIZONA 85013
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REGULAR SESSION MEETING MINUTES
March 27, 2012

MEMBERS PRESENT:

Mark Cornwall, PT, Ph.D.; President
Lisa Akers, PT, MS; Vice President
Peggy Hunter, PTA, CLT, Secretary
Melinda Richardson, PT, MA; Member
James E. Miller, PT, DPT; Member
Michael S. Clinton, CPA; Public Member

MEMBERS ABSENT:

Randy Robbins, Public Member

OTHERS PRESENT IN PERSON:

Charles D. Brown, Executive Director
Paula Brierley, Licensing Administrator
Keely Versteegen; Assistant Attorney General

CALL TO ORDER – 8:33 a.m.

Dr. Cornwall called the meeting to order at 8:33 a.m. (A recording of the meeting is available through the Board Office)

- 1) **Review and Approval of Draft Minutes**
 - a) February 28, 2012 Regular Session Meeting Minutes

Dr. Miller requested additions to detail his questions of Mr. Petersen and to detail Mr. Petersen’s answers. Dr. Miller also requested Ms. Hunter’s name be corrected on the heading of the first page as it was listed twice. In addition, Dr. Miller noted a misspelling of Holly Boroos’ name and a correction for the title abbreviation for Ms. Wilson, PTA under the complaint regarding Mr. Petersen. Ms. Richardson made a request for an addition under Mr. Petersen’s complaint. Dr. Cornwall moved the Board approve the minutes as amended. Mr. Clinton seconded the motion. Following review and discussion the motion passed.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

3) **CONSENT AGENDA: REVIEW, CONSIDERATION and ACTION**

b) Applications for Licensure and Certification

i. Substantive Review, Consideration and Approval of Applications of Physical Therapist Licensure

Brown, Cynthia	Griffith, Nickolas	Irons, Jeremy
Koppenhaver, Nicole	Miller, Wendy	Murphy, Brian
Patel, Purvi	Venters, Brigit	

Dr. Cornwall moved the Board approve the above applicants for licensure. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

ii. Review and Determination of Preapproval of Applications for Physical Therapist Licensure pending receipt of passing scores on the NPTE and the AZLAW exam

Baker, Marycarol	Hammersmith, Lindsay	Mosley, Anna
Bassett, Erik	Harrison, Benjamin	Nendza, Michelle
Bruner, Kathryn	Harvey, Nicole	Paulsen, Jeffrey
Clancy, Sinead	Henault, Valerie	Poulin, Nicole
Crafts, Chad	Hill, Lauren	Santos, Bonnie
Crossley, Chad	Hlavac, Cynthia	Smith, Shane
Erickson, Shawn	Klataske, Courtney	Somers, Sarah
Freeman, Julie	Little, Meghan	Steiner, Janis
Gardner, Kimberly	Martin, Jennifer	Swart, Kathryn
Gibbons, Karie	McCoy, Tressie	Wertz, George
Grieger, Meredith	Moberg, Rachelle	Yzer, Jean
		Ziegler, Joseph

Dr. Cornwall moved the Board approve the above applicants for licensure pending receipt of passing scores on the NPTE and AZLAW examination. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

iii. Substantive Review, Consideration and Approval of Applications for Physical Therapist Assistant Certification

Braunbeck, Louise	Jones, Michelle	McKensie, Melissa
Mildenberger-Connolly, Silke	Nix, Jayme	Parker, Bryan
Starnes, Margaret		

Dr. Cornwall moved the Board approve the above applicants for certification. Mr. Clinton seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

- iv. Review and Determination of Preapproval of Applications for Physical Therapist Assistant pending receipt of passing scores on the NPTE and the AZLAW Exams.

Austin Courtney	Gonzalez, Xochitl	Misch, Teresa
Barcelo, Veronica	Gordon, Laura	Mitchell, Deborah
Benner, Christa	Graves, Keri	Modrzejewski, Sabrina
Bogart, Alexandra	Hagberg, Kaitlyn	Nuhsbaumer, Katharine
Bourke, Karen	Hammontree, Sherry	Rapkoch, Katherine
Bovan, Stephanie	Iudice, Cheryl	Stanley, Aubrey
Bowser, Johnna	Joyner, Monica	Steffen, Sara
Clipner, Matthew	Lingenfelter, Indra	Thurston, Alicia
Dowdell, Karalynn	Melillo, Robin	Townsend, Robin
Gallegos, Luz		

Dr. Cornwall moved the Board approve the above applicants for certification pending receipt of passing scores on the NPTE and AZLAW examinations. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

Consent Agenda Ends

4) **Review, Consideration and Action on Applications for Licensure and Certification**

- a) Review of and Possible Action on the Following Applications for Physical Therapist Licensure – Foreign Educated Graduates of Programs Not U.S. Accredited.
 - i. Review of Education, Determination of Supervised Clinical Practice Period, and Possible Licensure
 - a) Morales, Melissa

The Board reviewed Ms. Morales’ application. Ms. Brierley noted she needs to submit her notice from the ministry of education in the country she was educated verifying they recognize the school she attended. Dr. Cornwall moved the Board find Ms. Morales’ education substantially equivalent and license her upon receipt of the required documentation from the ministry of education in the country she received her physical therapy education. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

- ii. Review of Education, Determination of Supervised Clinical Practice Period, Approval to take the NPTE and the AZLAW Exams, and Possible Licensure
 - a) Roa, Junriel

The Board reviewed Mr. Roa’s application. Dr. Cornwall moved the Board find Mr. Roa’s education substantially equivalent, approve his to take the NPTE and AZLAW examinations, and require her to complete a Supervised Clinical Practice Period of 500 hours under an interim permit. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

- iii. Review of and Possible Action on Request for Approval of SCPP Proposal
 - a) Simpson, Maren

The Board reviewed Ms. Simpson’s SCPP proposal. Dr. Cornwall moved the Board approve the proposal. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

- b) Review of Documentation Related to Disclosure on “Personal Information” Section of Application
 - i. Physical Therapist Assistant Application and Approval to take the NPTE and the AZLAW (Jurisprudence) Exam and Possible Certification
 - a) Aponte, Andres

Mr. Aponte was present and was not represented by legal counsel. Mr. Aponte did not address the Board. The Board reviewed Mr. Aponte’s disclosure and application. Dr. Cornwall moved the Board approve Mr. Aponte to take the NPTE and AZLAW examinations and be certified upon receipt of passing scores. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

- b) Sloan, Adin

Mr. Sloan was present and was not represented by legal counsel. Mr. Sloan did not address the Board. Ms. Richardson recused herself from Mr. Sloan’s agenda item and disclosed that he is her employee. Ms. Richardson left the Board table. The Board discussed Mr. Sloan’s application and disclosure. Dr. Cornwall moved the Board approve Mr. Sloan to take the NPTE and AZLAW examinations and be certified upon receipt of passing scores. Dr. Miller seconded the motion. Following review and discussion the motion carried by a unanimous vote of the members present.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X		X

Nay							
Recused						X	
Abstained							
Absent				X			

Ms. Richardson returned to the Board table.

c) Wardrip, Brooks

Mr. Wardrip was not present and was not represented by legal counsel. The Board reviewed Mr. Wardrip’s application and disclosure. Dr. Cornwall moved the Board approve Mr. Wardrip to take the NPTE and AZLAW examinations and be certified upon receipt of passing scores. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

d) Martinez, Dorina

Ms. Martinez was present and was not represented by legal counsel. She did not address the Board. The Board reviewed Ms. Martinez’s application and disclosure. Dr. Cornwall moved the Board approve Ms. Martinez to take the NPTE and AZLAW examinations and be certified upon receipt of passing scores. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

c) Review of and Possible Action on Preapproval for Licensure Pending Receipt of Passing Exam Scores from Applicants previously Licensed in Arizona

a) Becker, Erin

Ms. Becker was not present and was not represented by legal counsel. Dr. Cornwall noted that Ms. Becker had not provided any documentation of continuing education taken while her license was not active. Dr. Cornwall moved the Board, under requirements of A.R.S. 32-2028(B), require Mr. Becker to take the Orthopedic Practice Preview Tool through the FSBPT, complete a period of supervised clinical practice of 500 hours under an interim permit and take and pass the AZLAW examination. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

b) Walsh, Colleen

Ms. Walsh was not present and was not represented by legal counsel. Dr. Cornwall noted that Ms. Walsh had provided some continuing education documentation but not the complete amount required under A.R.S. §32-2028(B). Dr. Cornwall moved the Board, under the requirements of A.R.S. §32-2028(B), require Ms. Walsh to take and pass the AZLAW examination, provide documentation of completing 80 hours of continuing competence activities or

Practice review Tool through the FSBPT. Ms. Walsh must appear before the Board before licensure can be approved. Mr. Clinton seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

c) Reighard, Robert

Mr. Reighard was not present and was not represented by legal counsel. Dr. Cornwall noted that Mr. Reighard has not worked as a physical therapist since 1998. Dr. Cornwall moved the Board, under the requirements of A.R.S. §32-2028(B), require Mr. Reighard to take and pass the NPTE and AZLAW examination, and complete a period of supervised clinical practice of 500 hours under an interim permit. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

d) Gambone, Thomas

Mr. Gambone was not present and was not represented by legal counsel. Dr. Cornwall noted Mr. Gambone had provided documentation of completing 54 hours of continuing competence activities while his license was not active in Arizona. Dr. Cornwall moved the Board accept Mr. Gambone's continuing competence activities as compliance with A.R.S. §32-2028(B) and approve licensure upon receipt of a passing score on the AZLAW examination. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

d) Review of and Possible Action on Application for Certification from Applicants Previously Certified in Arizona

a) Adams, Deborah

Ms. Adams was not present and was not represented by legal counsel. Ms. Adams was previously certified in Arizona until 2004. Dr. Cornwall moved that the board accept Ms. Adams passing of the AZLAW examination as compliance with A.R.S. §32-2028(B) and approve her certification. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

2) **COMPLAINTS, HEARINGS, INVESTIGATIONS and COMPLIANCE**

- a) Formal Hearing and Possible Action;
i. Complaint #11-14; Ashley Millikan, PTA

Ms. Millikan was present and was not represented by legal counsel. The State was represented by Keely Versteegen, Assistant Attorney's General. The Board members and staff introduced themselves. Dr. Cornwall reviewed how the hearing would be conducted and notified Ms. Millikan of the possible outcome. Ms. Millikan stated she understood she could have an attorney present and waived her right to counsel.

Ms. Versteegen provided an opening statement. Ms. Millikan waived her right to an opening statement. Ms. Versteegen called Karen Donahue, PT, as a witness. Ms. Donahue was sworn in by Dr. Cornwall. Ms. Versteegen questioned Ms. Donahue and presented evidence. Dr. Cornwall accepted all State exhibits presented. Ms. Millikan waived her right to cross examine Ms. Donahue. The Board members questioned Ms. Donahue. Ms. Versteegen did not call any additional witnesses.

Ms. Millikan called herself as a witness and testified. Ms. Versteegen cross examined Ms. Millikan. Board members questioned Ms. Millikan. Ms. Millikan did not call any further witnesses. Ms. Versteegen and Ms. Millikan provided closing statements. The Board entered discussion on the hearing.

Following the conclusion of Board discussion, Dr. Cornwall moved the Board adopt the allegations in the Complaint and Notice of Hearing as Findings of Fact. Mr. Clinton seconded the motion. Following review and discussion the motion carried by unanimous vote and the following Findings of Fact were adopted:

1. The Arizona Board of Physical Therapy is that body politic created and empowered pursuant to A.R.S. §32-2001, *et seq.* to administer the laws of the State of Arizona relating to the practice of physical therapy.
2. Respondent is the holder of certificate No. 8834A to work as a physical therapist assistant in the State of Arizona.
3. On or about February 25, 2011, the Board opened a complaint against Respondent in connection with her employment at Achievement Therapy Services ("ATS").
4. In June of 2009, Respondent graduated from Clark State as a physical therapist assistant.
5. Respondent's first job as a physical therapy assistant was with ATS beginning in March of 2010.
6. Respondent did not have two thousand hours (2000) of on-site supervision prior to beginning work with ATS under general supervision.
7. Respondent treated patient J.A. beginning on March 22, 2010 under the general supervision of Denise Labriola, P.T.
8. Respondent initiated treatment on patient J.A. without an initial evaluation performed by Ms. Labriola, her supervising physical therapist and without a plan of care.
9. An evaluation was not performed or documented by any physical therapist at ATS prior to Respondent initiating treatment.
10. Respondent evaluated and determined that patient J.A. met certain goals listed in a July 24, 2009 evaluation performed at another facility without performing any testing.
11. Respondent's supervisor, Ms. Labriola, did not delegate specific tasks or treatment to be performed on patient J.A. on each of the forty-five visits between March 22, 2010 and May 12, 2011.
12. On or about April 31, 2010, patient J.A. underwent a cardiac catheterization procedure.
13. Respondent resumed treatment on May 10, 2010 without re-assessment by her supervising physical therapist, without communicating with her supervising physical therapist and without a change in the plan of care.
14. On or about May 10, 2010, patient J.A.'s treatment was placed on hold due to cardiac surgery.

15. Respondent resumed treatment on July 7, 2010 without re-assessment by her supervising physical therapist, communication with her supervising therapist and without a change in the plan of care.
16. Respondent's treatment on July 7, 2010 was primarily performed in a prone position, which may not have been appropriate due to patient J.A.'s incision site from surgery.
17. On or about April 7, 2011, patient J.A. underwent G-tube insertion surgery.
18. Respondent resumed treatment on April 21, 2011 without re-assessment by her supervising physical therapist, without communication with her supervising physical therapist and without a change in the plan of care.
19. Respondent stated that the first time her supervising physical therapist, Denise Labriola, came to patient J.A.'s home was in December of 2010.
20. Patient J.A.'s mother reported to Board staff that she only recalled Ms. Labriola being at the home on two or three occasions.
21. Respondent's supervising physical therapist did not treat or re-evaluate patient J.A. on every fourth visit. Respondent continued with treatment of J.A.
22. Respondent exceeded the scope of her license by evaluating and treating patient J.A. without supervision.
23. Respondent fails to document her credentials of "PTA" following her signature.
24. The records fail to document any communication between Respondent and Ms. Labriola concerning the treatment of patient J.A. with the exception of March 10, 2010.
25. The daily notes fail to document who the supervising physical therapist was on each date of service for patient J.A.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

Dr. Cornwall moved the Board adopt the allegations of unprofessional conduct in the Complaint and Notice of Hearing as Conclusions of Law. Ms. Richardson seconded the motion. Following review and discussion the motion carried by unanimous vote and the following Conclusions of Law were adopted:

1. The Board has jurisdiction over this matter pursuant to A.R.S. § 32-2001, *et seq.* and the rules promulgated by the Board relating to the practice of physical therapy.
2. The conduct and circumstances explained in the Factual Allegations above constitute a violation of A.R.S. §32-2044(1) (Violating this chapter, board rules or a written board order)
3. The conduct and circumstances explained in the Factual Allegations 1-23 constitute a violation of A.R.S. §32-2044(5) (Engaging in the performance of substandard care by a physical therapist assistant, including exceeding the authority to perform tasks selected and delegated by the supervising licensee regardless of whether actual injury to the patient is established).
4. The conduct and circumstances explained in the Factual Allegations 1-23 constitute a violation of A.R.S. §32-2044(17) (Failing to report to the board any direct knowledge of an unprofessional, incompetent or illegal act that appears to be in violation of this chapter or board rules).
5. The conduct and circumstances explained in the Factual Allegations 24-26 constitute a violation of A.R.S. §32-2044(20) (Failing to maintain adequate patient records. For the purposes of this paragraph, "adequate patient records" means legible records that comply with the board rules and that contain at a minimum an evaluation of objective findings, a diagnosis, the plan of care, the treatment record, a discharge summary and sufficient information to identify the patient) as it relates to:
 - a. The conduct and circumstances explained in the Factual Allegations 25 constitute a violation of A.A.C. R4-24-303(G)(5) (A physical therapist assistant who provides a selected treatment intervention under

general supervision shall document in the patient record whether the physical therapist assistant consulted with the supervising physical therapist during the course of the selected treatment intervention and if so, the subject of the consultation and any decision made).

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

The Board entered discussion regarding appropriate disciplinary action to take. Ms. Hunter moved the Board suspend Ms. Millikan’s certificate for one month, place Ms. Millikan’s certificate on probation for one year after the suspension is lifted, require her to take six hours of continuing education in documentation, complete and essay of 2000 words about her case, and create a presentation approved by Board staff regarding her case that will be presented to a minimum of 10 PTA students on three separate occasions, and require a minimum of one audit of patient records. Ms. Akers seconded the motion. The Board entered discussion. Dr. Miller moved to amend the motion to a two week suspension. Dr. Cornwall seconded the motion. Following review and discussion the motion carried.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X			X	X	X
Nay			X				
Recused							
Abstained							
Absent				X			

Dr. Cornwall called the vote for the amended motion. The vote was taken by roll call and carried. The Board issued the following Order:

Based upon the foregoing Findings of Fact and Conclusions of Law, Respondent is subject to the provisions and penalties imposed as follows:

1. **Suspension:** Ashley Millikan (Respondent) Certificate No. 8834A shall be **suspended** for two (2) weeks from the effective date of this Order. Upon completion of the terms of suspension and the elapsing of the two weeks the Board shall lift the suspension of Respondent’s certificate.

2. **Probation:** Upon the lifting of the period of suspension Respondent’s certificate is placed on probation for a period of **twelve (12) months**. If the Board determines that Respondent has not complied with all the requirements of this Order, the Board, at its sole discretion, may continue the probation.

Respondent is subject to the following terms and conditions during the period of probation:

A. **Education:** Within six (6) months from the effective date of probation, Respondent shall complete a Board-approved health care professional documentation continuing education consisting of at least six (6) contact hours in person. The course must be preapproved by Board staff and must be conducted in person.

B. **Patient Records Audit:** Respondent shall undergo audit(s) of his patient records according to the following terms.

1. Respondent shall undergo a minimum of one audit of 3 randomly selected patient records.

2. The audit of patient records shall be performed by Board staff.

3. The first audit shall begin at least thirty (30) days following Respondent’s completion of all required continuing education in the Order and may not be any later than sixty (60) days following the completion of the required continuing education.

4. If Board staff finds deficiencies in the first audit of patient records, Respondent shall undergo one additional audit within three months of the first audit. If a second audit is performed, it will include 3 randomly selected patient records.

C. Presentation Development: During the twelve (12) months of Probation, Respondent shall create a presentation on supervision and documentation requirements for physical therapists and physical therapists assistants in Arizona. The presentation shall include material detailing the circumstances of the complaint #11-14 to include details of the improper supervision, as detailed in the above Findings of Fact, her complaint process before the Board, the disciplinary action she received, and the changes she has made to her work environment since the initiation of the investigation related to Complaint #11-14. The presentation shall be approved by the Board or Board staff.

a. Presentation: During the twelve (12) months of probation and after receipt of approval of Respondent's presentation, Respondent shall execute her presentation to a minimum of three groups with a minimum of ten (10) physical therapist assistant students in each group. At least five (5) days prior to each presentation, Respondent shall submit to the Board for approval the date, time and location of the presentation.

D. ESSAY: During the twelve (12) months of Probation Respondent shall review the Board's statutes and rules governing the practice of physical therapy in Arizona and write a two thousand (2000) word essay outlining material detailing the circumstances of the complaint #11-14 to include details of the improper supervision, as detailed in the above Findings of Fact, her complaint process before the Board, the disciplinary action she received, and the changes she has made to her work environment since the initiation of the investigation related to Complaint #11-14. The essay shall be approved by the Board or Board staff. The Board may use the essay as an educational tool in future matters.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X			X	X	X
Nay			X				
Recused							
Abstained							
Absent				X			

The hearing was concluded.

The Board recessed at 10:56 a.m.

The Board reentered Regular Session at 11:12 a.m.

- c) Initial Review, Discussion and Action on Complaint
 - iii. Complaint #11-46; Gary Derscheid, PT

Mr. Derscheid was not present and was not represented by legal counsel. Dr. Miller disclosed he has professionally known Mr. Derscheid for 30 years but has no bias regarding this matter. Ms. Donahue provided the Board with a summary of the complaint. The complaint came from an anonymous source alleging that Mr. Derscheid sexually harassed his female employees/patients and allegations of fraudulent billing. Ms. Donahue reported that no persons were identified by name in the complaint. No patient records were collected.

The Board discussed the allegations. Dr. Cornwall moved the Board enter Executive Session to seek legal advice. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

The Board entered Executive Session at 11:14 a.m.

The Board reentered Regular Session at 11:19 a.m.

The Board again discussed the allegations and their options in resolving the complaint. Ms. Hunter moved the Board dismiss the complaint. Dr. Miller seconded the motion. Following review and discussion the motion carried.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X		X
Nay						X	
Recused							
Abstained							
Absent				X			

- a) Formal Hearing and Possible Action;
 - ii. Complaint #11-09, 11-30, 11-31; James Wendel, PT

Mr. Wendel was not present and was not represented by legal counsel. The Board reviewed all responses to the Complaint and Notice of Hearing sent by Mr. Wendel. Keely Verstegen was present on behalf of the State. The Board members and staff introduced themselves. Dr. Cornwall reviewed how the hearing would be conducted and the possible outcomes. Mr. Brown reported on how the delivery of Mr. Wendel’s Complaint and Notice of Hearing was confirmed.

Ms. Verstegen made an opening statement and called Karen Donahue, PT, Board Investigator as a witness. Ms. Donahue was sworn in by Dr. Cornwall. Ms. Verstegen questioned Ms. Donahue and presented evidence. Dr. Cornwall accepted all Exhibits from the State into the record. Ms. Donahue was the only witness called by the State.

Since Mr. Wendell was not present. He did not provide an opening statement, cross examine Ms. Donahue, call witnesses or provided a closing statement. Ms. Verstegen provided a closing statement. The Board entered discussion regarding the hearing.

The Board discussed the evidence and testimony. Dr. Cornwall moved the Board adopt the Allegations in the Complaint and Notice of Hearing as Findings of Fact. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote and the following Findings of Fact were adopted:

1. The Arizona Board of Physical Therapy is that body politic created and empowered pursuant to A.R.S. §32-2001, *et seq.* to administer the laws of the State of Arizona relating to the practice of physical therapy.
2. Respondent is the holder of License No. 2781 to practice as a physical therapist in the State of Arizona.

Case 11-09

4. On or about January 28, 2011, the Board received a complaint from Teresa Brown, Therapy Director at Life Care Centers of Sierra Vista, alleging that Respondent placed oxygen on patient M.P. without physician’s orders on December 4, 2010.
5. Respondent claims that he administered 2L O2 to patient M.P. after her oxygen saturation level dropped to 62% and after receiving a verbal order from Kirsten Wister, NP.
6. Ms. Wister’s written statement asserts that Respondent placed patient M.P. on oxygen prior to her assessment.
7. M.P.’s medical records for December 4, 2010 fail to reflect that M.P. was placed on oxygen during the therapy session.
8. M.P.’s medical records for December 4, 2010 fail to reflect O2 saturation measurements for M.P. during the therapy session.
9. M.P.’s medical records for December 4, 2010 fail to reflect a written or verbal order for oxygen or that Respondent consulted with Ms. Wister.
10. The initial evaluation and plan of treatment for M.P. fail to document the patient’s reason for seeking physical therapy services, vital signs allegedly taken, objective data from tests or measurements, the physical therapist’s interpretation of the results of the examination.

11. The initial evaluation and plan of treatment for M.P. provides for goals that were inconsistent with her level of function.
12. The initial evaluation and plan of treatment for M.P. fail to document a prognosis and the patient's response to the therapeutic intervention.
13. Life Care Centers of America's Policy Regarding Oxygen Use stated that oxygen is administered only upon the written order of a licensed physician by licensed nursing personnel or a respiratory therapist, but may be administered by a nurse in an emergency if an order is obtained within twenty-four hours.
14. Respondent charged 634 (10.56 hours) minutes of care to Medicare patients on December 4, 2010 with no group therapy codes used during his eight hour shift.
15. Documentation does not support Respondent's charges for eighty-eight minutes of care to patient M.P. on December 4, 2011.

Case 11-30

16. The Board opened a complaint against Respondent related to his supervision of David Lizzarga, P.T.A. in connection with his treatment of patient G.S. in Case number 10-23.
17. Respondent was the therapist of record for patient G.S. from March 23, 2010 through May 2, 2010 and from May 17, 2010 through June 22, 2010.
18. Respondent admitted that he provided supervision to Mr. Lizzarga on June 22, 2010 for the treatment of patient G.S., but was not aware that patient G.S. had been discharged on that day.
19. Respondent failed to delegate to Mr. Lizzarga, on any date of service from March 23, 2010 through June 22, 2010, treatment to be provided to G.S.
20. Respondent stated that once he completed the evaluation, some of the patients were transferred to PTAs to continue with treatment. His delegation was through his plan of care and the PTA was to follow the plan until the PTA had a question or wanted a change.
21. Respondent described his supervision of Mr. Lizzarga as "once in a while, I would go down and take a peek at what he was doing and everything seemed to be going fine".
22. Respondent signed or co-signed weekly summaries for G.S. for dates of service between February 20, 2010 through March 22, 2010 without any evidence or documentation of performing an evaluation, re-evaluation or treatment of G.S.
23. Respondent documented in the daily notes on March 23, 2010 and May 17, 2010 that re-evaluations were performed without any evidence in the documentation as to the content or scope of the re-evaluation
24. Respondent's documentation on March 23, 2010 fails to include the patient's subjective report; the patient's response to the therapeutic intervention; objective data from tests or measurements of the re-evaluation; and any change in the plan of care".
25. Respondent's documentation on May 17, 2010 fails to document the patient's subjective report or the new goal identified.
26. A re-evaluation is not documented by Respondent following G.S. being reinstated for care on July 6, 2010 after his discharge on June 22, 2010.
27. Respondent failed to take primary responsibility for the treatment of G.S.
28. Respondent failed to adequately communicate with Mr. Lizzarga regarding the treatment of G.S. and the discharge of patient G.S. without Respondent's knowledge.
29. Respondent's care of G.S. was substandard in that there was little interaction with him and no support in the documentation as to when G.S.'s change in status occurred nor are there any objective measurements or description of gait in the March 23, 2010 note to support a change in the plan of care.

Case 11-31

30. The Board opened a complaint against Respondent related to his supervision of Debbie Meade, P.T.A. in connection with her treatment of patient E.H. in Case number 10-54.
31. Respondent was Ms. Meade's supervising physical therapist on September 22, 2010.
32. Respondent was the physical therapist of record for E.H. beginning in August of 2010.
33. On September 22, 2010, patient E.H. fell.

34. Respondent documented treatment in the daily notes for only two of the twenty-seven visits between August 2010 and September 2010.
35. There is no documentation of any communication between Ms. Meade and Respondent in the patient record.
36. There is no documentation in the records as to what Respondent delegated to Ms. Meade on September 22, 2010 or any other date of service.
37. Respondent documented and signed off on progress notes on without any evidence to support that he actually re-evaluated or treated patient E.H. on the previous dates of service.
38. Respondent documented goals and reasons for continuation of care without performing or documenting assessments or measurements to support his rationale.
39. Respondent does not perform or document a re-evaluation of patient E.H. following the initial evaluation on August 17, 2010 until the fall on September 22, 2010.
40. Respondent did not take primary responsibility for the treatment of patient E.H.
41. The initial evaluation done by Respondent on August 17, 2010 fails to document E.H.'s sign or symptoms, strength or balance measurements or the patient's prognosis.
42. The daily note for September 7, 2010 fails to document E.H.'s response to treatment and to therapeutic intervention.
43. There is no daily note documented on September 22, 2010 nor is there an incident report documented for that date.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

Dr. Cornwall moved the Board adopt the allegations of unprofessional conduct in the Complaint and Notice of Hearing as Conclusions of Law. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote and the following Conclusions of Law were adopted:

1. The Board has jurisdiction over this matter pursuant to A.R.S. § 32-2001, *et seq.* and the rules promulgated by the Board relating to the practice of physical therapy.
2. The conduct and circumstances explained in the Factual Allegations above constitute a violation of A.R.S. §32-2044(1) (Violating this chapter, board rules or a written board order).
3. The conduct and circumstances explained in the Factual Allegations 1- 6, 9, 13 constitute a violation of A.R.S. §32-2044(2) (Practicing or offering to practice beyond the scope of the practice of physical therapy).
4. The conduct and circumstances explained in the Factual Allegations 1-13, 16-21, 27-29, 30-43 constitute a violation of A.R.S. §32-2044(4) (Engaging in the performance of substandard care by a physical therapist due to a deliberate or negligent act or failure to act regardless of whether actual injury to the patient is established).
5. The conduct and circumstances explained in the Factual Allegations 16-21, 27-28, 30-36, 40 constitute a violation of A.R.S. §32-2044(6) (Failing to supervise assistive personnel, physical therapy students or interim permit holders in accordance with this chapter and rules adopted pursuant to this chapter).
6. The conduct and circumstances explained in the Factual Allegations 16-21, 27-28, 30-36, 40 constitute a violation of A.A.C. R4-24-303(A) (A physical therapist is responsible for the scope of patient management in the practice of physical therapy (B) On each date of service, a physical therapist shall: Perform and document each therapeutic intervention that requires the expertise of a physical therapist; and Determine, based on a patient's acuity and treatment plan, whether it is appropriate to use assistive personnel to perform a selected treatment intervention of physical therapy task for the patient).
7. The conduct and circumstances explained in the Factual Allegations 16-21, 27-28, 30-40 constitute a violation of A.R.S. §32-2044(12) (Failing to adhere to the recognized standards of ethics of the physical therapy profession).

- a. 4.1(A) (A physical therapist shall make professional judgments that are in the patient's/client's best interests).
 - b. 4.1(B) (Regardless of the practice setting, a physical therapist has primary responsibility for the physical therapy care of a patient and shall make independent judgments regarding that care consistent with accepted professional standards).
 - c. 4.1(H) (A physical therapist shall determine when a patient/client will no longer benefit from physical therapy services).
 - d. 4.2(A) (The supervising physical therapist has primary responsibility for the physical therapy care rendered to a patient/client).
8. The conduct and circumstances explained in the Factual Allegations 14- 15 constitute a violation of A.R.S. §32-2044(13) (Charging unreasonable or fraudulent fees for services performed or not performed).
9. The conduct and circumstances explained in the Factual Allegations 7- 12, 14-15, 20 22-26, 34-39, 40-43 constitute a violation of A.R.S. §32-2044(20) (Failing to maintain adequate records. For the purposes of this paragraph, "adequate patient records" mean legible records that comply with board rules and that contain at a minimum an evaluation of objective findings, a diagnosis, the plan of care, the treatment record, a discharge summary and sufficient information to identify the patient).
10. The conduct and circumstances explained in the Factual Allegations 7- 12, 22-26, 34-39, 40-43 constitute a violation of A.A.C. R4-24-304(D) (A physical therapist who performs a re-evaluation shall make an entry that meets the standards is subsection (A) in the patient record and document: (1) The patient's subjective report; (2) The patient's response to the therapeutic intervention; (3) Assessment of the patient's progress; (4) The patient's current functional status (5) Objective data from tests or measures, if collected; (6) Rationale for continuing therapeutic intervention; and (7) Any change in the plan of care required under subsection (B)(8).

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

The Board entered discussion regarding the appropriate disciplinary action to take. Dr. Cornwall moved the Board suspend the license of Mr. Wendel for two months and require him to take and pass the AZLAW examination to lift the suspension, then place his license on probation for one year, require six hours of continuing education be completed within six months, and have Board staff conduct a minimum of one audit of his patient records between 30 and 60 days after he completed his continuing education. Ms. Hunter seconded the motion. Following review and discussion the vote was taken by roll call vote. The motion carried by unanimous and the following Order was adopted:

1. Suspension: James Wendel (Respondent) License No. 1982 shall be **suspended** for two (2) months from the effective date of this Order. Upon completion of the terms of suspension and the elapsing of the two months the Board shall lift the suspension of Respondent's license. During the period of suspension and before the suspension may be lifted Respondent shall complete the following:

a. **Jurisprudence Examination:** Respondent shall take, pass (score of 600) and submit evidence of passing the Board's AZLAW examination. The Respondent must present evidence of the passing score prior to the lifting of the period of suspension.

2. **Probation:** Upon the lifting of the period of suspension Respondent for a period of **twelve (12) months**. If the Board determines that Respondent has not complied with all the requirements of this Order, the Board, at its sole discretion, may continue the probation.

Respondent is subject to the following terms and conditions during the period of probation:

A. **Education:** Within six (6) months from the effective date of probation, Respondent shall complete a Board-approved health care professional documentation continuing education consisting of at least six (6) contact hours in person.

B. **Patient Records Audit:** Respondent shall undergo audit(s) of his patient records according to the following terms.

1. Respondent shall undergo a minimum of one audit of 3 randomly selected patient records.

2. The audit of patient records shall be performed by Board staff.

3. The first audit shall begin at least thirty (30) days following Respondent's completion of all required continuing education in the Order and may not be any later than sixty (60) days following the completion of the required continuing education.

4. If Board staff finds deficiencies in the first audit of patient records, Respondent shall undergo one additional audit within three months of the first audit. If a second audit is performed, it will include 3 randomly selected patient records.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

The hearing concluded.

The Board recessed at 12:30 p.m.

The Board reentered Regular Session at 12:48 p.m.

- b) Review and Possible Action on Complaint Voted to Formal Hearing; Consideration of Consent Agreement:
 - i. Complaint #11-43; Denise Labriola, PT

Ms. Labriola was present and was represented by her attorney Kent Nicholas. Mr. Nicholas stated he is requesting the Board extend the period of time they provided for Ms. Labriola to consider the consent agreement offered to her regarding the above complaint. Mr. Nicholas stated Ms. Labriola is working to complete the terms of a consent agreement that was issued in a prior complaint and the suspension being offered would stop her progress in complying with the terms of the Order already in place.

Dr. Miller asked if Ms. Labriola would sign the consent agreement currently being offered if the suspension was changed. Mr. Nicholas stated he believed it would be acceptable. Dr. Cornwall asked Mr. Nicholas to explain what would be acceptable to Ms. Labriola. Mr. Nicholas stated he felt the suspension should be delayed until the end of the order to allow Ms. Labriola to comply with the terms of both Orders and possible request the Board vacate the suspension before it takes effect. The Board discussed the proposal by Mr. Nicholas. Dr. Miller moved the Board offer Ms. Labriola the same consent agreement in complaint #11-43 with a modification that the suspension of her license will be February 1, 2013. Ms. Labriola has 20 days to sign the Consent agreement or the complaint is forwarded to a Formal hearing. Dr. Cornwall seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

- c) Initial Review, Discussion and Action on Complaint
 - i. Complaint #11-07; Daren Povar, PT

Mr. Povar was not present and was not represented by legal counsel. Ms. Donahue reported that the initial complaint had several allegations outside the Board’s jurisdiction and the complainant was advised to file the allegations with the Medicare Fraud Unit OIG, UDHHS. The complaint alleges Mr. Povar failed to complete patient documentation. The Board discussed the complaint. No complainant appeared to address the Board. Dr. Cornwall moved the Board dismiss the complaint. Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

ii. Complaint #11-41; Leopoldo Montesclaros, PTA

Mr. Montesclaros was not present and was not represented by legal counsel. Ms. Donahue reported that Mr. Montesclaros was granted certification upon his entering of a consent agreement to be placed on probation and undergo a substance abuse evaluation and comply with the recommendations of the evaluation. Mr. Montesclaros completed the evaluation, but never complied with any of the recommendations. The Board discussed the allegations and if it was appropriate to use the Board’s authority to Summarily Suspend his certificate. Following discussion, Dr. Cornwall moved the Board forward the complaint to a Formal Hearing with instruction to have the hearing conducted as soon as possible. Mr. Clinton seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

iv. Complaint #12-02; Anthony Harden, PT

Mr. Harden was not present and was not represented by legal counsel. Mr. Brown reported that Mr. Harden’s complaint was reviewed at the February 28, 2012 Board meeting. However, after the meeting staff became aware that Mr. Harden was noticed of the wrong date and that he did attempt to appear for the initial review. Therefore, the complaint was represented to give Mr. Harden an opportunity to be present before the Board. Since Mr. Harden was not present the Board took no action and the Board decision from the February 28, 2012 Board meeting stands. Mr. Harden was offered a consent agreement and provided 20 days to sign the agreement or the complaint will be forwarded to a formal hearing.

d) Review, Discussion, and Action on Board Order

iv. Complaint #09-30; William Perry, PT

Mr. Perry was not present and was not represented by legal counsel. Ms. Donahue reported Mr. Perry is requesting modification to his order by eliminating the need for supervision and reducing his monitoring to quarterly reviews. Dr. Cornwall moved the Board reduce the monitoring be reduced to every other month and maintain the supervision requirement. Ms. Richardson seconded the motion. Following review and discussion the motion failed.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye							
Nay	X	X	X		X	X	X
Recused							
Abstained							
Absent				X			

Dr. Cornwall moved the Board deny Mr. Perry’s request Dr. Miller seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

v. Complaint #10-54; Debbie Meade, PT (Non-disciplinary Order)

Ms. Meade was not present and was not represented by legal counsel. Ms. Meade was ordered to complete continuing education as part of a non-disciplinary consent agreement. Ms. Meade has requested an extension to complete the terms of the Board Order. Ms. Richardson moved the Board deny the request and open a complaint against Ms. Meade’s license for failure to comply with a board order. Ms. Hunter seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

e) Review, Discussion, and Action On Consideration of Opening A Complaint

iv. Vitality Physical Therapy

Ms. Donahue reported the Board received a complaint alleging improper billing activities at Vitality Physical Therapy, but did not complain against any specific physical therapist. Ms. Verstegen confirmed the Board does not have jurisdiction over the clinic. The Board took no action. Dr. Miller instructed staff to suggest the complaint before forwarded to the U.S. Department of Health and Human Services, Office of Inspector General.

5) **BOARD BUSINESS AND REPORTS**

The Board may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(2) for purposes of discussing confidential information or §38-431.03(A)(3) to obtain legal advice.

a) Executive Director’s Report – Discussion and Possible Action

i. Financial Report-

Mr. Brown provided a report of the Board’s FY 2012 expenditures and revenues. Mr. Brown also summarized the suggested budget for FY 2014 and FY 2015. Mr. Brown reported that there is a significant increase in spending to cover the request to move the Investigator position into a full time position. In addition, the Board needs additional revenues to cover a possible retirement of the Licensing Administrator. The Board reviewed and discussed the proposed budget. Mr. Brown stated that the FY 2014 budget also has figures available to allow the Board to convert the existing licensing files to digital files. Following review and discussion the Board by consensus approved Mr. Brown to move forward with the FY 2014 and FY 2015 budgets as presented.

ii. Board Staff Activities

Mr. Brown provide a verbal report of recent staff activities. No Board action was required or taken.

iii. Legislation

Mr. Brown provided the Board with a report on current legislation. Mr. Brown reported HB 2059, which was requested by the Board to allow testing on the NPTE and AZLAW before graduation was signed and became law on March 15, 2012. No Board action was taken or required.

iv. Rule Activity

Mr. Brown reported that the Board's changes related to business entities was reviewed and approved by the Governor's Regulatory review Council on March 6, 2012. No Board action was required or taken

v. FSBPT

No new information reported.

b) Review, Discussion, and Action; 2012 Renewal Notices; Public Discussion

Dr. Cornwall stated that Linda Duke, PT, AzPTA President was present, but had to leave before the agenda item was address. She provided a written statement expressing the AzPTA's support in the Board transitioning the paper renewal notice to a notice by e-mail. Mr. Brown reported that a review of the statues and rules was conducted and there is nothing that requires the Board to send any renewal notice let alone a paper notice. In addition, Mr. Brown reported he surveyed the other Board Director's and reported that three agencies currently send notices by e-mail and one more was going to start within a year.

The Board discussed the cost savings of the transition. Dr. Cornwall moved the Board send the 2012 renewal notices by e-mail. Ms. Hunter seconded the motion. Following review and discussion the motion carried by unanimous vote.

Vote	Dr. Cornwall	Ms. Akers	Ms. Hunter	Mr. Robbins	Dr. Miller	Ms. Richardson	Mr. Clinton
Aye	X	X	X		X	X	X
Nay							
Recused							
Abstained							
Absent				X			

6) **CALL TO THE PUBLIC**

No person came forward to address the Board.

ADJOURNMENT

The meeting adjourned at approximately 2:24 p.m.

Prepared by,

Charles D. Brown
Executive Director

Approved by,

Peggy Hunter, PTA, CLT
Secretary