



ARIZONA STATE BOARD OF PHYSICAL THERAPY
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REGULAR SESSION MEETING MINUTES
April 24, 2012, 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
Marc Harris; Assistant Attorney General

CALL TO ORDER – 8:34 a.m.

Dr. Cornwall called the meeting to order at 8:34 a.m. (A recording of the meeting is available through the Board Office) Ms. Richardson was not in attendance at the start of the meeting.

- 1) **Review and Approval of Draft Minutes**
 - a) March 27, 2012; Regular Session Meeting Minutes

No Board member requested changes to the minutes as presented. Dr. Cornwall moved the Board approve the minutes as presented. Mr. Clinton seconded the motion. Following review and discussion the motion carried by 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							
Abstained							
Absent				X		X	

- b) April 10, 2012; Teleconference Regular Session Meeting Minutes

Dr. Miller noted that Ms. Hunter’s name appeared twice on the list of members present. No other changes were requested. Dr. Cornwall moved the Board approve the minutes as amended. Mr. Clinton seconded the motion. Following review and discussion the motion carried by a unanimous vote of 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							
Abstained							
Absent				X		X	

c) March 27, 2012; 11:14 a.m. to 11:19 a.m. Executive Session Meeting Minutes

No Board member requested changes to the minutes as presented. Ms. Hunter moved the Board approve the minutes as presented. Mr. Clinton seconded the motion. Following review and discussion the motion carried by 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							
Abstained							
Absent				X		X	

Melinda Richardson, PT, Professional Member arrived at 8:36 a.m.

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

- b) Initial Review, Discussion and Action on Complaint
 - i. Complaint #11-21; Jerry Friedman, PT

Mr. Friedman was present and was not represented by legal counsel. Ms. Donahue provided a summary of the complaint for the Board. The complaint alleges that Mr. Freidman utilized profane outbursts toward his supervisor and staff while treating patients, and failed to properly supervise assistive personnel. Mr. Friedman addressed the Board regarding the allegations and the extent the investigation has impacted his private and professional life. Ms. Hunter asked Mr. Friedman if his statement in his response that after January 21, 2011 he would no longer sign another physical therapist's name illegally was correct. Mr. Friedman stated it was correct. Ms. Hunter moved the Board forward the complaint against Mr. Friedman to a Formal Hearing. The motion failed for lack of a second.

Dr. Miller moved the Board dismiss allegations related to violations of A.R.S. §32-2044(4 and 6) for lack of evidence. 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			

The Board continued discussion regarding the complaint to include Mr. Friedman's admission to signing the name of a different physical therapist on billing for treatment Mr. Friedman provided and acknowledging Mr. Friedman had stopped the activity before the complaint was filed and notified the criminal investigative authority. Ms. Akers moved the Board dismiss complaint #11-21 against Mr. Friedman's license and issue a non-disciplinary advisory letter advising Mr. Friedman to be to be cognizant of his verbal language around colleagues and patients, to ensure that his language is not offensive and to report immediately any illegal or

unethical violations of law to which he may encounter in his work environment. Ms. Richardson 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			

ii. Complaint #11-50; Lowell Hicks, PT

Peggy Hunter, PTA recused herself from this agenda item and left the Board table.

Mr. Hicks was present and represented by Teresa Sanzio, his attorney. Ms. Donahue provided a summary of the complaint for the Board’s review. The complainant alleges that Mr. Hicks delegated/handed off the complainant’s daughter’s physical therapy plan of care and treatment to an Occupational Therapist without the patient consent or the referring physician’s knowledge. The patient, CAH, was present and addressed the Board. CAH detailed her interaction with Mr. Hicks during her initial evaluation. CAH stated she was provided some equipment and some instructions for use of the equipment and sent home following the evaluation. On the next visit her mother attended to make sure she understood her physical therapist’s instructions. CAH stated she never saw Mr. Hicks on the second visit and was seen by Linda Hull, OT. CAH stated she did not know she was seeing an occupational therapist until her mother noticed Ms. Hulls name tag. CAH stated she was confused and discussed it with Ms. Hull and Ms. Hull stated they switch between PT and OT regularly. CAH stated she did not want to switch back and forth and wanted one therapist. Ms. Hull stated she would take over her care. However, when CAH tried to schedule her future appointments the front office tried to schedule her with Mr. Hicks. CAH then decided not to return to the office because of the inability to keep one therapist and the confusion over her care.

The Board questioned CAH. Mr. Hick’s answered the Board’s questions regarding his evaluation of CAH and his procedures for informed consent. Dr. Miller asked Mr. Hicks if he received CAH’s consent to share her confidential information before he referred her to Ms. Hull. Ms. Sanzio stated she believes all patients sign such a waiver at intake. Dr. Miller noted such a waiver was not provided in response to the Board’s subpoena.

Ms. Akers moved the Board forward the complaint to an Informal Hearing and include all allegations listed in the investigative report. 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 instructed staff to check on the consent form regarding CAH’s release of confidential information.

Peggy Hunter, PTA, returned to the Board table.

- a) Request for rehearing/Formal Hearing and Possible Action
 - i. Complaint #11-09, 11-30, 11-31; James Wendel, PT

Dr. Cornwall called the Board’s attention to the request for rehearing and noted the Board’s options for granting or denying the request. Mr. Brown noted that the Board had additional information received from Mr. Wendel the prior day. The Board took time to review the material provided by Mr. Wendel. Marc Harris was present on behalf of the State of Arizona. Mr. Harris addressed the Board outlining the State’s position in the Response to the request for rehearing and asked that the Board deny the motion by Mr. Wendel. The Board entered discussions. Dr. Cornwall moved that the Board find Mr. Wendel set forth no grounds upon which his motion for rehearing should be granted and deny the motion for rehearing. Ms. Akers seconded the motion. Following review and discussion the motion carried by unanimous vote. The vote was taken by roll call.

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) Initial Review, Discussion and Action on Complaint
 iii. Complaint #12-04; Beth Henningsen, PT

Ms. Henningsen was present and was not represented by legal counsel. The complainant, VS, was present and was not represented by legal counsel. The complaint alleges VS was seen by Ms. Henningsen, but Ms. Henningsen did not perform an initial evaluation on 9/10/11; however, VS was billed for an initial evaluation.

VS addressed the Board. She stated that she was scheduled to see Ms. Henningsen and had specifically asked that she be treated on the same date. When she arrived at the clinic she was provided forms to fill out before she saw a therapist. She then went into the back office with Ms. Henningsen and asked the same questions as listed on the form. She informed Ms. Henningsen that she did not want to answer the same questions and wanted treatment. Ms. Henningsen stated the questions needed to be answered so VS decided she did not think this was the clinic for her so she left. Dr. Miller noted that the patient provided her insurance information to Concentra Physical Therapy about eight days prior to seeing Ms. Henningsen so the company should have been able to bill the patient’s insurance carrier rather than billing the patient directly.

Ms. Henningsen addressed the Board. She noted that the patient was late for her appointment and was told when she called to say she would be late that she would be evaluated but not treated. VS was seen on a day the front office staff was not working so her insurance card was not collected. Ms. Henningsen stated she did evaluate VS, which was the only service billed. Ms. Henningsen stated that the office staff handles the billing and she does not know why her insurance was not billed. The Board entered discussion on the complaint. Dr. Miller moved the Board dismiss the complaint and issue a non-disciplinary advisory letter advising her to be aware of the administrative practice fees and collection processes in her practice environments and to ensure that the fees are reasonable and consistent with the information that is provided to her by the patient. The Board further advises that she provide due diligence to assist patients to reconcile the issues that may arise from the care she provided. 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			

iv. Complaint #12-14; Joshua Ringer, PTA

Mr. Ringer was present and was not represented by legal counsel. Ms. Donahue provided a summary of the complaint. Mr. Ringer failed to notify the Board of a DUI arrest while his application for PTA certification was under consideration. Mr. Ringer was required to be reviewed by the Board due to his checking of questions #1 and #9 on his application. Mr. Ringer, before this current incident, was convicted in 2005 for resisting arrest while under the influence of alcohol. Mr. Ringer was present at the Board meeting when his application was reviewed January 24, 2012. Mr. Ringer did not notify the Board of his arrest for DUI in January 2012 at that time. Mr. Ringer was certified on March 12, 2012. Mr. Ringer notified the Board, by e-mail, on March 16, 2012, 4 days after he became a Certified Physical Therapist Assistant.

Mr. Ringer addressed the Board and stated he made a mistake and realized while studying for the AZLAW examination he needed to notify the Board of the charge. Mr. Brown asked Mr. Ringer why he waited to report the charge until after he was certified if he realized, while studying for the AZLAW exam, it needed to be reported. Mr. Ringer stated he knew he had 10 days to report the charge.

Dr. Cornwall moved the Board offer Mr. Ringer a consent agreement to include probation for six months, a requirement to complete six hours of continuing education in ethics, a civil penalty of \$100.00, a requirement to provide a presentation, preapproved by Board staff, to a minimum of 15 PTA's or PTA students on the topics of ethics, jurisprudence, and implications of withholding information from the Board. 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			

c) Review, Discussion, and Action on Board Order
 i. Complaint #09-27, Christopher O'Donnell, PT

Mr. O'Donnell was present and was not represented by legal counsel. Ms. Donahue reported that she had conducted a review of Mr. O'Donnell place of employment and interviewed staff. No staff reported any inappropriate behavior by Mr. O'Donnell. The Board discussed the compliance report submitted by staff. The Board took no action on this agenda item.

ii. Complaint #09-29/30; William Perry, PT

Mr. Perry was not present and was not represented by legal counsel. Ms. Donahue reported that Mr. Perry was asking the Board to modify his order by eliminating his requirement to work under supervision and reducing his monitoring visits. The Board discussed the request. Mr. Brown noted Mr. Perry asked for objective goals to meet if his request is denied. The Board further discussed the request. Dr. Cornwall noted that Mr. Perry needs to understand that the decision regarding lifting or reducing supervision requirements is about rebuilding trust not just meeting goals. Dr. Cornwall moved the Board deny Mr. Perry's request and instruct staff to explain to Mr. Perry in a letter that the decision regarding modifying the order will not be based just on the meeting of goals, but about the time necessary to build trust in Mr. Perry. 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			

iii. Complaint #10-25, Kevin Eggers, PT

Mr. Eggers was present and was not represented by legal counsel. Ms. Donahue reported that she completed an audit of three of Mr. Eggers' patient records as required by the Board's Order. The audit revealed multiple discrepancies to include inadequate records, improper or fraudulent billing and possible substandard care. Mr. Brown stated that the normal procedure after a deficient audit is to request and conduct a second audit. However, Mr. Brown noted that the discrepancies were numerous and included matters of substandard care; therefore, the decision was made to allow the Board to review the audit findings and decide the proper course to resolve the discrepancies. Mr. Eggers addressed the Board and noted that he was using an EMR system that was new in some of these records and that he has recently discovered the system will not work for his office so he is in the process of purchasing and installing a new system. Ms. Richardson asked how much training would be conducted to install the new system. Mr. Eggers stated about 18 hours over 6 weeks. Several Board members noted the high level of billing irregularities noted in Ms. Donahue's audit and asked if Mr. Eggers was conducting self audits. Mr. Eggers stated he does not do self audits. Dr. Cornwall moved the Board find the records audited by Ms. Donahue deficient and to require a second audit. 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			

Dr. Cornwall instructed staff to follow-up on any action Mr. Eggers takes to correct his improper billing identified in the audit.

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

a) Applications for Licensure and Certification

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

Hanyzewski, Megan	Wong, Janelle	
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b) Review and Determination of Preapproval of Applications for Physical Therapist Licensure pending receipt of passing scores on the NPTE and the AZLAW exams

Holm, Jean	Power, Sara	Wadsack, Garret
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i. Review and Determination of Preapproval of Applications for Physical Therapist Assistant pending receipt of passing scores on the NPTE and the AZLAW Exams.

Booker, Jr, Otis	Dobberstein, Aaron	Forrister, Deborah D
Lorber, Jeremy L		

Dr. Miller requested Sara Power be removed from the consent agenda. No other Board member requested an applicant be removed from the consent agenda. Dr. Cornwall moved the consent agenda be approved with

the exception of Sara Power. 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			

Consent Agenda Ends

Dr. Miller stated the applicant did not appear to have passed the NPTE. Ms. Brierley stated it was in the record, but in a different format than usual, but Ms. Power had passed the NPTE. Dr. Cornwall moved the Board approve licensure for Ms. Power. 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			

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, Approval to take the AZLAW (Jurisprudence) Exam, Determination of Supervised Clinical Practice Period (SCPP), and Possible Licensure.
 - a) Arasu, Venkateswari

The Board discussed the application of the above applicant. Dr. Cornwall moved the Board find the applicant’s education substantially equivalent, waive the period of supervised clinical practice and grant licensure upon passing the 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			

b) Estrada, Cesar

The Board reviewed Mr. Estrada’s application. Dr. Cornwall moved the Board find the applicant’s education substantially equivalent, waive the period of supervised clinical practice, and grant licensure upon passing the AZLAW examination, and waive the requirement to show that the applicant can work without restriction in the country of his physical therapy education. 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) Review of and Possible Action on Preapproval for Licensure from Applicant Previously Licensed in Arizona
 - a) Mitchell, Douglas

Mr. Mitchell was not present and was not represented by legal counsel. The Board discussed Mr. Mitchell’s submitted continuing competence documentation. Dr. Cornwall moved the Board accept Mr. Mitchell’s continuing competence activities and the passing of the AZLAW exam as meeting the requirements of A.R.S. §32-2028 and approve licensure upon receipt of a passing score on the AZLAW. 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			

5) **BOARD BUSINESS AND REPORTS**

- a) Executive Director’s Report – Discussion and Possible Action
 - i. Financial Report:

Mr. Brown stated that at the Board’s March 27, 2011 meeting the Board approved his submitted FY 2014 and 2015 budgets; however, the 2014 budget had two additional options to complete the Board’s scanning of files to work toward digital record systems. Mr. Brown reviewed the two options which included a lower cost option to employ temporary staff to complete scanning over an estimated 36 weeks. The second option is a more costly process of hiring a State vendor to complete the scanning in approximately one month. The Board discussed the options to include a \$10,000 cost difference in options. Dr. Cornwall moved the Board approve the FY 2014 and FY 2015 budget recommendations submitted by Mr. Brown and include the scanning project estimate of \$20,000.00 in the FY 2014 budget. 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. Board Staff Activities:

Mr. Brown provided a summary of recent Board activities. Mr. Brown noted the high level of professionalism Ms. Brierley has exhibited in the past several months as the Board has had changes in licensing laws and procedures. In addition, Mr. Brown reported Ms. Donahue has continued to make progress in reducing the Board’s backlog of investigations. Ms. Donahue stated after the May meeting the Board will have no investigations over a year old. The Board took no action on this agenda item.

- iii. Legislation:

Nothing beyond the written report was noted. The Board took no action on this agenda item.

iv. Rule Activity:

Mr. Brown reported that the rule package regarding reducing the inactive license renewal fee is moving forward and we expect it will be presented in July with immediate effectiveness. No action was taken by the Board on this agenda item.

v. FSBPT

Mr. Brown reported that the FSBPT has continued to research the topic of portability of licensure. Ms. Donahue is on their legislation and Ethics Committee address the matter. It is currently researching topics to include national licensure and a national repository for licensees to store information such as transcripts and test score. Mr. Brown stated he would keep the Board informed of this topic discussion. No Board action was taken on this agenda item.

b) Review, Discussion, and Action of Election of Delegate, Primary Alternate Delegate, Alternate Delegates to the 2012 FSBPT Annual Conference and Delegate Assembly.

The Board discussed the upcoming FSBPT Annual Meeting. Dr. Cornwall moved Dr. Miller attend the meeting as the Board's voting delegate. Ms. Richardson seconded the motion. Following review and discussion the Board approved the motion 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			

Dr. Cornwall moved Mr. Clinton attend the meeting as the Board's primary alternate delegate. 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			

Mr. Clinton moved Dr. Cornwall be approved as a secondary alternate delegate. 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			

c) Review, Discussion and Possible Action of Executive Director Performance Evaluation.

Mr. Brown stated he did not feel any need to conduct his review in executive session and asked that the Board conduct the performance review in regular session. Dr. Cornwall reviewed the performance evaluation of Mr. Brown conducted by all Board members. Dr. Cornwall noted that Mr. Brown received no score below a 4.7

in any category on a 1 to 5 system. Mr. Brown thanked the Board members for the positive review and stated he would work to complete all areas noted for possible improvement. Mr. Brown stated a copy of the review would be placed in his personnel folder.

Dr. Cornwall stated he would like the Board to consider a salary adjustment for Mr. Brown. Mr. Brown reviewed his salary and complete compensation package for the Board and noted the salary comparison provided to the Board. Mr. Brown stated as the Board's budget advisory he is not recommending a salary increase at this time. However, if the Board does approve an increase Mr. Brown requested authority to implement the increase at a time he felt best for the Board's budget or that he be allowed to report back to the Board when he felt it was the appropriate time. The Board discussed Mr. Brown's request and Dr. Cornwall's suggest salary adjustment.

Dr. Miller moved the Board approve a salary adjustment for Mr. Brown, the Board's Executive Director, to increase his annual salary by \$10,000 effective immediately. 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			

6) CALL TO THE PUBLIC

No person came forward to address the Board.

ADJOURNMENT

The meeting adjourned at approximately 11:33 p.m.

Prepared by,

Charles D. Brown
Executive Director

Approved by,

Peggy Hunter, PTA, CLT
Secretary