

The Florida

**Board of Occupational Therapy Practice**

# **Draft Minutes**

**December 9, 2016**

**DEPARTMENT OF HEALTH  
BOARD OF OCCUPATIONAL THERAPY PRACTICE  
NEW BOARD MEMBER ORIENTATION  
BY TELEPHONE CONFERENCE CALL**



**James Spafford, Chair  
Tammie McKenzie, Vice Chair**

**DEPARTMENT OF HEALTH  
BOARD OF OCCUPATIONAL THERAPY PRACTICE  
4042 Bald Cypress Way, Conference Room # 301  
Tallahassee, FL 32399-3255  
Office Telephone Number: (850) 245-4373**

**DRAFT MINUTES**

**NEW BOARD MEMBER ORIENTATION  
BY TELEPHONE CONFERENCE CALL  
DIAL-IN NUMBER: 1-888-670-3525  
PUBLIC CONFERENCE CODE\*: 7811783909  
DECEMBER 9, 2016  
11:30 A.M.**

**11:30 a.m. EST**

Mr. Allen Hall, Executive Director, convened the orientation at approximately 11:45 a.m. with introductions of the newly appointed Board Members as well as staff introductions. Those present for all or part of the meeting, included the following:

**MEMBERS PRESENT**

Paul Arthur, Ph.D., OTR/L, Professional Member  
Peter Hendriksen, RRT, Consumer Member

**BOARD STAFF PRESENT**

Allen Hall, Executive Director  
Anna King, Program Administrator

**ASSISTANT ATTORNEY GENERAL**

Donna McNulty, Esquire

**TRAVEL STAFF PRESENT**

Karol Moore, Program Administrator

**PROSECUTING ATTORNEY**

Oaj Gilani, Esquire

After introductions, Mr. Hall provided a brief organizational overview of the Department of Health, Division of Medical Quality Assurance (MQA). Mr. Hall also provided information on the composition of the Board and its Probable Cause Panel.

Thereafter, Ms. McNulty covered key information from the Florida laws and rules regarding public meetings, the Sunshine Law, and ethics requirements. Ms. McNulty also provided details on a recent anti-trust case as it impacts decisions and actions by the Board.

Ms. King provided details regarding the 2017 board meeting schedule, electronic agendas, meeting attendance requirements and review of meeting results. Ms. Moore provided an overview of the travel authorization and reimbursement process.

Lastly, Ms. Gilani provided an overview of the enforcement and prosecution services functions and presentation of disciplinary cases before the Board.

The orientation adjourned at approximately 12:35 p.m.