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JANET NAPOLITANO
Governor

GAIL CHASE
Board Chair

DEBRA RINAUDO
Executive Director

COUNSELING CREDENTIALING COMMITTEE MEETING MINUTES
Friday, August 22, 2003

Members Present: Carolyn Brown, Diane Pruetz, Lisa Aumack
Members Absent: Susan Jernigan
Staff Present: Patricia Reynolds, Marc Harris, A.A.G., Kami Thur, Doreen Romney, Mary Wilson
Public Present: William Martin, Esther Emadi, Bob Bohanske, Diana Vigil, Paula Tanis, Lisa Gold, Sarah Matheson

1. **Call to Order**

The meeting was called to order on August 22, 2003, at 9:01 a.m. with Ms. Aumack presiding.

2. **Roll Call**

See above.

3. **Review and Approval of Minutes**

Ms. Pruetz moved, seconded by Ms. Brown, to approve the July 25, 2003, general meeting minutes as submitted. The motion passed unanimously.

4. **Review, consideration and action of complaints and other disciplinary matters**

A. 2002-0014, Dale Litwiller, CC-10433

Ms. Reynolds summarized the facts relating to the professional being out of compliance with the stipulations of the consent agreement. Ms. Reynolds reported that the professional informed her he has no intention of complying with the order and will not renew his certification.

Following review and discussion by committee members, Ms. Pruetz moved, seconded by Ms. Brown, to open a complaint for failure to comply with a Board order in violation of A.R.S. § 32-3251(10)(l), violating any provision of this chapter or refusing or neglecting to comply with any lawful order of the Board or a credentialing committee. The motion passed unanimously.

Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to refer this matter to formal hearing. The motion passed unanimously.

B. 1999-0020, Linda Slone, CC-0042

Ms. Reynolds summarized the facts relating to the professional being out of compliance with the stipulations of the consent agreement. Ms. Reynolds reported that the professional is in partial compliance and has requested additional time to comply as she lost her home in the Chedeski fire. The chair of this committee previously denied the professional's request for additional time based on the length of time that has passed since the fire.

Ms. Slone had requested an additional 3 months to obtain CEUs for her renewal. When that request was denied, the professional then informed Ms. Reynolds that she wanted to let her certification lapse.

Following review and discussion by committee members, Ms. Pruetz moved, seconded by Ms. Brown, to open a complaint for failure to comply with a Board order in violation of A.R.S. § 32-3251(10)(l), violating any provision of this chapter or refusing or neglecting to comply with any lawful order of the Board or a credentialing committee. The motion passed unanimously.

Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to offer a consent agreement to revoke her certificate or to refer this matter to formal hearing. If the matter is referred to formal hearing, the Board

may consider adding a violation for failing to comply with CEU requirements. The motion passed unanimously.

C. 2003-0011, Esther Emadi, CC-2047

Ms. Reynolds summarized the facts of the complaint and results of her investigation. Ms. Emadi appeared in person and addressed the committee. Dr. Bohanske, Clinical Director of Southwest Behavioral Health Services, appeared on behalf of the professional.

Following review and discussion by committee members, Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to dismiss the complaint as unsubstantiated. The motion passed unanimously.

D. Diana Vigil, CC-0850

Ms. Reynolds summarized the results of her investigation resulting from the professional answering "yes" to background question (i) on the renewal application. Ms. Vigil appeared in person and addressed the committee.

Following review and discussion by committee members, Ms. Pruetz moved, seconded by Ms. Brown, to authorize the renewal with no restrictions. The motion passed unanimously. Ms. Vigil will provide the Board with evidence of the final disposition of her civil suit.

5. Report from the Chair and items for review, consideration, and possible action

A. Election of Chair

Ms. Pruetz moved, seconded by Ms. Brown, to nominate Ms. Aumack as Chair. The motion passed unanimously.

B. Curriculum grid review

Tabled until September meeting.

C. A.A.G. Training

Mr. Harris reviewed appropriate procedures for reviewing complaints and making motions.

D. Member appointment to Board

Tabled until September meeting.

E. On-line courses for Board ordered stipulations

Following discussion, members agreed that a Board ordered ethics course should generally be completed through attendance in class. On-line courses will be considered on a case-by-case basis.

6. Report from the Executive Director and/or staff

A. General Agency Operations

None

B. Review of HB2361

Mr. Harris reported that HB2361 takes effect on September 18, 2003. The bill requires that all certified or licensed professionals and applicants report to their regulatory board within 10 days of being charged with a felony or a misdemeanor that could affect client safety. Boards will make independent determinations regarding whether to take action or to wait to see if a conviction results. If a professional fails to provide appropriate notice, it is an act of unprofessional conduct.

C. Development of licensure rules

Ms. Aumack provided a listing of CACREP/CORE and various states' general education and examination requirements as compared to Arizona's requirements. Members will review the document for discussion at the September meeting.

Members agreed to table the discussion regarding licensure draft rule definitions and the counseling article until the September meeting.

D. AASCB request for input re: portability

None

7. **Report from the Board and other committees**

A. *Board*

No report.

The committee took a break from 11:25 to 11:35 a.m.

8. **National and regional trends and news regarding the profession(s)**

Ms. Brown reported that the NBCC conference went well and that she will be presenting a paper at AASCB in January.

9. **Review, consideration and action of applications for renewal**

None

10. **Review, consideration and action of consent agenda for applications for inactive, extension and exam accommodation requests**

Ms. Brown moved, seconded by Ms. Pruetz, to approve the consent agenda reviewed by Ms. Pruetz, granting 60-day extensions to Katherine Dean and Karen Freeman. The motion passed unanimously.

11. **Review, consideration and action of applications for reassessment**

A. *Lisa Sine*

Ms. Sine appeared in person and addressed the committee. Following further review, members agreed that the professional meets the requirements for Certified Professional Counselor.

B. *Loren Froehlich*

Following further review, members agreed that the professional meets the requirements for Certified Professional Counselor.

C. *Benjamin McWhorter*

Following further review, members agreed that the professional meets the requirements for Certified Professional Counselor.

12. **Review, consideration and action of applications for certification**

Appeals

Paula Tanis

Ms. Tanis appeared in person and addressed the committee. She requested sample forms of what is considered acceptable supervision documentation. Ms. Aumack informed the professional that the committee cannot pre-approve supervision documentation and encouraged the professional to review forms used by licensed behavioral health agencies.

The committee denied the appeal.

Rita Gail Edwards

Ms. Edwards appeared in person and addressed the committee. Following discussion and questions, members found that Ms. Edwards, as a member of the governing board and founder of a charter school, could not obtain direct supervision at that site and that her responsibilities do not qualify as work experience in counseling.

Loretta Bischoff

Following review and discussion, members accepted the professional's ethics course based on the information provided by the professor. Members found that Ms. Bischoff has not met the requirements for Certified Professional Counselor because her 36-hour degree does not meet the Board's 48-hour degree requirement.

Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to approve the following fourteen applicants as Certified Professional Counselors:

Catherine Baskett	Richard McEver	Angela Keith	Loren Froehlich
Jennifer Hazel	Katharine Dean	Jacquelyn Tasker	Benjamin McWhorter
Rocio Salomon	Ray Johnson	Lisa Sine	Michael King
Leah Steeves	Nancy Brown		

The motion passed unanimously.

Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to approve Michele Hutchison, Glenda

Story, Mylda Carrillo and Donna Seykowski as Certified Professional Counselors after providing a passing score on the required exam. The motion passed unanimously.

Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to approve Denise Ganley, Mandee Rowley and Jennifer Thompson as Certified Associate Counselors. The motion passed unanimously.

Ms. Pruetz moved, seconded by Ms. Brown, to recommend to the Board to approve Karen Huebner, Julie Wilde, Kathleen Rood, Kathleen Golden and Pallavi Gupta as Certified Associate Counselors after providing a passing score on the required exam. The motion passed unanimously.

Ms. Pruetz moved, seconded by Ms. Brown, to deny Gary Carbonneau, Pam Taylor, Eric Putnam, Catherine Martin, Alfred Witting, Jennifer Onstot, Rachel Hilgefard and Leslie Connell based on uncorrectable deficiencies. The motion passed unanimously.

13. Future agenda items

ASU curriculum grid review
Licensure rules development

14. Call for public comment

None

15. Establishment of future meeting date(s)

The next meeting is scheduled for September 26, 2003, at 9:00 a.m. in room B-2.

16. Adjournment

Ms. Pruetz moved, seconded by Ms. Brown, to adjourn. The motion passed unanimously and the meeting was adjourned at 2:35 p.m.

Diane Pruetz
Secretary/Treasurer

Date