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BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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JANET NAPOLITANO  
Governor

KATHLEEN PHILLIPS  
Board Chair

DEBRA RINAUDO  
Executive Director

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SOCIAL WORK CREDENTIALING COMMITTEE MEETING MINUTES  
Friday, October 14, 2005

Members Present: Cedric Davis, John Gutierrez, Teresa Menchaca, Traci Sawyer-Sinkbeil (9:08 a.m.)  
Staff Present: Debra Rinaudo, Amy Shelton, Kami Thur, Mary Wilson  
Public Present: Kirsten Lavin, Shannon Reyes, Joanne Mathlin, Jorge Garcia, Judith Cruz, Daniela Canisales, Ciara Stern, Lorena Lujan, Kathleen Keil, Kanika Henry

**1. Call to Order**

The meeting was called to order on October 14, 2005, at 9:03 a.m. with Dr. Davis presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

Ms. Menchaca moved, seconded by Mr. Gutierrez, to approve the general meeting minutes from the September 16, 2005, meeting, as submitted. The motion passed unanimously.

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

*A. Kathleen Keil, LCSW-2246*

Ms. Shelton summarized the information received and the results of her preliminary investigation.

Ms. Keil was noticed, but did not appear.

Following discussion, Mr. Gutierrez moved, seconded by Ms. Menchaca, to open a complaint for investigation of a possible violation of A.R.S. 32-3251(10)(d). The motion passed unanimously.

*B. 2005-0054, Denise Carlton, LCSW applicant*

Ms. Rinaudo summarized the complaint and the results of the Board's investigation.

Ms. Carlton appeared in person and addressed the committee. The complainant appeared in person and addressed the committee.

Following discussion, Ms. Menchaca moved, seconded by Mr. Gutierrez, to recommend to the Board to dismiss the complaint. The motion carried with Ms. Sawyer-Sinkbeil opposed.

*C. 2003-0075, Gerald Wallace, LBSW-1167*

Ms. Shelton summarized the information received and the results of the Board's investigation.

Mr. Wallace appeared in person and addressed the committee. The complainant was noticed, but did not appear.

Following discussion, Ms. Menchaca moved, seconded by Mr. Gutierrez, to recommend to the Board to dismiss the complaint. The motion passed unanimously.

*D. Kirsten Lavin, LMSW applicant*

Ms. Thur summarized the information received from the background investigation that resulted from the applicant's answer to a background question on her licensure application.

Ms. Lavin appeared in person and addressed the committee.

Following discussion, members agreed that no further action is necessary regarding the applicant's background.

*The committee took a break at 9:10 a.m., reconvening its public meeting at 10:25 a.m.*

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

*A. Review of Attorney General's opinion regarding e-mail communication by members of a public body*  
Tabled

**6. Report from the Executive Director and/or staff**

*A. General Agency Operations*

Ms. Rinaudo reviewed recent activity regarding ongoing efforts to modify the Board's licensure standards.

Ms. Sawyer-Sinkbeil is not able to attend the ASWB annual meeting. Ms. Sawyer-Sinkbeil moved, seconded by Mr. Gutierrez, to appoint Dr. Davis as a delegate to represent this committee at the ASWB Annual Meeting. The motion passed unanimously.

*B. Guidelines to review reciprocity applications*

Ms. Rinaudo reported that the professional organizations have indicated that they want to take part in the process of developing standards to review reciprocity applications.

Members agreed to schedule the afternoon of the November or December meeting for discussion of reciprocity standards.

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

None

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

Members reviewed the ASWB Annual Meeting information regarding candidates and recommended that Dr. Davis vote for Donald Montoya for the 2006 nominating committee and Susan Turley for Director at Large.

**9. Review, consideration and action of supervision/work experience and/or exemptions**

*None*

**10. Review, consideration and action regarding renewals**

*None*

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

Mr. Gutierrez moved, seconded by Ms. Menchaca, to approve the consent agenda, as reviewed by Ms. Sawyer-Sinkbeil, granting 60-day extensions to James Gamble, Brenda Nicholes, Yvonne Juve, Shanna Howald, Marilyn Driss, Janis McKay, Janet Goss and Karen Tomlinson and inactive status to Elaina Garcia, Nicole Jacobsob and Francesca Wolfe. The motion passed unanimously.

**12. Review, consideration and action regarding exam accommodations**

*A. Nicole Early*

Mr. Gutierrez moved, seconded by Ms. Sawyer-Sinkbeil, to grant the exam accommodation request. The motion passed unanimously

**13. Review reassessment**

*A. Peggy James*

File reviewed completed.

**14. Review, consideration and action regarding applications for licensure**

Appeals

*Judith Cruz*

Ms. Rinaudo summarized the information submitted in support of the appeal.

Ms. Cruz appeared in person and addressed the committee. Senator Garcia appeared on behalf of the applicant.

Members reviewed the client documentation forms Ms. Cruz used in her work as a school social worker for the Tucson Unified School District. These forms did not meet minimum Board standards for psychotherapy documentation, such as an informed consent to treat signed by the client or the client's guardian.

Members also reviewed information presented to this and other Board credentialing committees that most school social workers working in Arizona are not licensed and could not qualify for licensure because of educational deficits. Ms. Cruz's work experience as a school social worker appears to be consistent with the type of work experience obtained by most unlicensed social workers working in the schools. Members reviewed with Ms. Cruz options available to her to cure this minor deficiency while her application is pending.

Following review and discussion by members, Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to deny the appeal based on the applicant's lack of 260 hours of work experience in clinical social work. The motion passed unanimously.

*Danielle Reed*

Mr. Gutierrez moved, seconded by Ms. Sawyer-Sinkbeil, to accept the clinical supervision hours provided by Dr. Stapert.

Members agreed that the applicant will meet minimum licensure requirements upon passage of the clinical exam.

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to recommend to the Board to approve the following twenty-three applicants as Licensed Master Social Workers after receiving a passing score on the required exam:

|                   |                  |                   |                |
|-------------------|------------------|-------------------|----------------|
| Sarah Holub       | Letitia Koroly   | Luke Johnson      | James Goddard  |
| Jeannie Singleton | Jenifer Duval    | Michele Davis     | Erin Purvin    |
| Genett Tomko      | Jocelyn Nolte    | Misa Yanagisawa   | Heidi Jo Zinda |
| Amy Edmonds       | Adrienne Weede   | Steve Randall     | Laura Stigsell |
| Lindsay Brand     | Jodi Oen         | Traci Cruickshank | Carissa Olson  |
| Nicole Hughes     | Patricia Bolivar | Susan Lacher      |                |

The motion passed unanimously.

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to recommend to the Board to approve Kamran Kinoshita and Debra Henry as Licensed Baccalaureate Social Workers after receiving a passing score on the required exam. The motion passed unanimously.

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to recommend to the Board to approve the following six applicants as Licensed Clinical Social Workers after receiving a passing score on the required exam:

|                 |                  |               |
|-----------------|------------------|---------------|
| Jennifer Willis | Deborah Dominick | Danielle Reed |
| Evelyn Santos   | Sarah Wade       | Peggy James   |

The motion passed unanimously.

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to recommend to the Board to approve Denise Carlton and Dorothy Nelson as Licensed Clinical Social Workers. The motion passed unanimously.

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to recommend to the Board to approve Mattie Smith, Ingrid Lowrie and Kirsten Lavin as Licensed Master Social Workers. The motion passed unanimously.

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Menchaca, to recommend to the Board to deny Tyrone Copeland and Maria Raine based on not meeting minimum requirements. The motion passed unanimously.

**14. Future agenda items**

None

**15. Call for public comment**

None

**16. Establishment of future meeting date(s)**

The next meeting is scheduled for Thursday, November 10, 2005, at 9:00 a.m. at 3443 North Central Avenue, 9<sup>th</sup> floor conference room.

**17. Adjournment**

Ms. Menchaca moved, seconded by Ms. Sawyer-Sinkbeil, to adjourn. The motion passed unanimously and the meeting was adjourned at 12:30 p.m.

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Traci Sawyer-Sinkbeil  
Secretary/Treasurer

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Date