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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Monday, July 15, 2019

Members Present: Kathleen Britton, Janet O'Connor, Patricia Kerstner

Staff Present: Tobi Zavala, Executive Director; Marc Harris, A.A.G., Elma Brambila, Credentialing Manager, Zuri De Lucio, Credentialing Specialist

**1. Call to Order**

The meeting was called to order on July 15, 2019 at 9:02 a.m., with Ms. Britton presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

*A. May 21, 2019, general meeting minutes*

Ms. Britton moved, seconded by Ms. O'Connor, to approve the general meeting minutes for the May 21, 2019 meeting as submitted. Dr. Kerstner abstained.

*B. June 28, 2019, general meeting minutes*

Dr. Kerstner moved, seconded by Ms. O'Connor, to approve the general meeting minutes for the June 28, 2019 meeting as submitted. Ms. Britton abstained.

*C. June 28, 2019, executive session minutes/agenda item 11(B)(1)*

Dr. Kerstner moved, seconded by Ms. O'Connor, to approve to approve the executive session minutes for the June 28, 2019 meeting as submitted. Ms. Britton abstained.

**4. Report from Chair**

No report.

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

*A. General agency operations*

*B. Review, consideration and possible action regarding 2020 meeting calendar*

Following review and discussion by members, Ms. O'Connor moved, seconded by Ms. Britton, to approve the proposed 2020 meeting calendar. The motion passed unanimously.

*C. Review, consideration and possible action regarding annual election of Chair and Secretary*

Dr. Kerstner moved, seconded by Ms. O'Connor, to nominate Ms. Britton as Chair. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to nominate Dr. Kerstner as Secretary. The motion passed unanimously.

Ms. Britton and Dr. Kerstner accepted the nominations.

*D. Discussion regarding rules*

Tabled

**6. Assistant Attorney General's Report: Marc Harris, A.A.G.**

No report.

**7. Supervisor exemption requests: review, consideration and action**

*A. Elizabeth Lopez (Melissa Rhodes, outside clinical supervisor)*

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Dr. Kerstner, moved, seconded by Ms. Britton to approve the request for an outside clinical supervisor. The motion passed unanimously.

*B. Amy Rubin (Lisa Barras, outside clinical supervisor)*

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Ms. Britton, moved, seconded by Ms. O'Connor to approve the request for an outside clinical supervisor. The motion passed unanimously.

**8. Consent agenda: review, consideration and action regarding requests for deficiency extensions and examination**

*A. Rachel Staben, LPC applicant (60 day deficiency extension)*

*B. Katherine Wyker, LAC applicant (60 day deficiency extension)*

*C. Tajia Diggs, LCSW applicant (60 day deficiency extension)*

*D. Karen Cahoy, LPC applicant (60 day deficiency extension)*

*E. Marsia Amaya, LMFT applicant (60 day deficiency extension)*

Ms. Britton, moved, seconded by Dr. Kerstner Ms. O'Connor, to approve the consent agenda as presented. The motion passed unanimously.

**9. Consent agenda: review, consideration and action regarding applications requesting review under rules prior to November 1, 2015**

None

**10. Exam accommodation requests: review, consideration and action**

None

**11. Applications for licensure: review, consideration and possible action**

*A. Review, consideration, and possible action regarding applications for licensure*

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to approve Jennifer Govan, Rita Stobi, Mary Weissmueller, Karen Louis and James McCreary as Licensed Associate Counselors upon receipt of the required exam and the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Dr. Kerstner, to recommend to the Board to approve Katie Hodge as a Licensed Clinical Social Worker upon receipt of the required license issuance fee. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to deny Jennifer Brana, Joseph Bessing and Stefanni Peters on their failure to establish that she meets minimum licensure requirements. The motion passed unanimously.

Following review, members requested additional information on the following applications:

*B. Appeals*

*1. Katie Hodge, LCSW applicant*

Members reviewed information regarding the appeal.

The applicant and her attorney, Michael Ryan, appeared and addressed the committee.

Following review and discussion, members agreed the applicant meets minimum requirements.

Ms. O'Connor moved, seconded by Dr. Kerstner to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) to obtain legal advice. The motion passed unanimously and the Board went into executive session at 9:21 a.m., reconvening its public meeting at 9:35 a.m.

*2. Mary Weissmueller, LAC applicant*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion, members agreed the applicant meets minimum requirements.

*3. James McCreary, LAC applicant*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

Following review and discussion, members agreed the applicant meets minimum requirements.

*4. Karen Louis, LAC applicant*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

Following review and discussion, members agreed the applicant meets minimum requirements.

*5. Felix Migenis Lopez, LAC applicant*

Tabled

**12. Applications for educational programs: review, consideration and possible action.**

None

**13. Future agenda items**

None

**14. Call for public comment**

No one answered to the call for public comment.

**15. Establishment of future meeting dates**

The next meeting is scheduled for Friday, August 23, 2019, at 9:00 a.m., at 1740 West Adams St, Board Room C, Phoenix, AZ 85007.

**16. Adjournment**

Ms. O'Connor moved, seconded by Dr. Kerstner, to adjourn. The motion passed unanimously and the

meeting was adjourned at 12:01 p.m.

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Patricia Kerstner  
Secretary/Treasurer

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Date