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BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Tuesday, August 29, 2017

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

Staff Present: Tobi Zavala, Executive Director; Elma Brambila, Credentialing Specialist

**1. Call to Order**

The meeting was called to order on August 29, 2017, at 9:03 a.m., with Dr. Kerstner presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

*A. July 28, 2017, general meeting minutes*

Dr. Kerstner moved, seconded by Ms. Britton, to approve the July 28, 2017, general meeting minutes as submitted. The motion passed unanimously.

**4. Report from Chair**

No report.

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

*A. General Agency Operations*

No report

*B. Discussion regarding the review of applications as it relates to supervised work experience and clinical supervision*

Ms. Zavala notified members that she will be reviewing some applications for independent licensure and if there are no issues she will make recommendations to the Board for approval.

*C. Discussion regarding end of the year numbers*

Ms. Zavala presented performance graphs and numbers to demonstrate that the Board has decreased its complaint backlog and exceeded its performance goals.

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

No report.

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

*A. Sanjay Kestner (Katherine Bloom, outside supervisor)*

Members reviewed information submitted regarding the request for exemption.

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

**8. Applications for reassessment: Review, consideration and action**

*None*

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

*None*

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

*None*

**11. Exam extension and/or accommodation requests: review, consideration and action**

*None*

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

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

*The Committee broke for lunch at 12:08 p.m., reconvening its public meeting at 12:47 p.m.*

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve Elodia Williams as a Licensed Professional Counselor 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 approve the following 5 applicants as Licensed Associate Counselors upon receipt of the required license issuance fee.

Amanda Walker	Dorothy Haymon	Katrina Hembree	Tara Rayan
Antonia Clement			

The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to approve the following 13 applicants as Licensed Associate Counselors upon receipt of a passing score on the required exam and the required license issuance fee.

Kimberly Craig	Jade Ozawa-Kirk	Christine Duffy	Maria Marinero
Rachel Peterson	Maxwell Reed Stoltenberg	Scott Stapley	Samayra Tavakoli
Matthew Lasslo	Elizabeth Gonzalez-Solorzano	Elizabeth Chasco	Anna Dickson
Tammie Milliken			

The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. Britton, to recommend to the Board to deny Mary Hart and Asunia Hooper based on failure to establish that they meet minimum requirements in education and/or supervised work experience. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. O'Connor, to recommend to the Board to approve Regina O'Brien as a Licensed Associate Counselor upon receipt of a passing score on the required exam, the license issuance fee, and the Board's disposition of the background investigation. The motion passed unanimously.

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

Esther Cynthia	Jean Janu	Daniel O'Gradney	Jade Collett
Abigail Jones	Kelly Morris	Erin Jaeger	Christine Heinisch
Holly Hansen			

*B. Appeals*

*1. Rachel Peterson*

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.

2. *Tara Cleveland-Dickey*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

Following review and discussion by members, Dr. Kerstner moved, seconded by Ms. O'Connor, to deny the appeal based on continued curriculum deficiencies. The motion passed unanimously.

3. *Kimberly Craig*

Members reviewed information regarding the informal.

The applicant was properly noticed, but did not appear.

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

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

None

**14. Future agenda items**

Discussion regarding October, November and December meetings.

**15. Call for public comment**

No one was present to respond to the call for public comment.

**16. Establishment of future meeting dates**

The next meeting is scheduled for Friday, September 29, 2017, at 9:00 a.m., at 3443 North Central Avenue, Room 1705.

**17. Adjournment**

Ms. O'Connor moved, seconded by Dr. Kerstner, to adjourn. The motion passed unanimously and the meeting was adjourned at 2:33 p.m.

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Kathleen Britton  
Secretary/Treasurer

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Date