



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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DOUGLAS A. DUCEY
Governor

TOBI ZAVALA
Executive Director

COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES
Friday, February 23, 2018

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

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

1. **Call to Order**

The meeting was called to order on February 23, 2017, at 9:00 a.m., with Dr. Kerstner presiding.

2. **Roll Call**

See above.

3. **Review and Approval of Minutes**

A. December 15, 2017, general meeting minutes

Ms. O'Connor moved, seconded by Ms. Britton, to approve the general meeting minutes for the December 15, 2017 meeting as submitted. The motion passed unanimously. Dr. Kerstner abstained.

B. January 26, 2018, amended general meeting minutes

Ms. O'Connor moved, seconded by Dr. Kerstner, to approve the January 26, 2018, amended general meeting minutes as submitted. The motion passed unanimously. Ms. Britton abstained.

4. **Report from Chair**

No report.

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

A. General Agency Operations

Ms. Zavala shared with the members that the Board's assistant director, Joey Ordonez, was joining them in the meeting today. His primary responsibilities are in investigations but will be planning to attend some academic review committee meetings throughout the year.

B. Discussion regarding HB2406

Ms. Zavala provided the Board with an update on the status of House Bill 2406. In her update, Ms. Zavala informed the Board that she heard from Representative Carter, Chair of the Health Committee, who advised Ms. Zavala that she was not going to schedule the bill for hearing nor would she support the repeal language if it were to show up in another bill.

C. Discussion regarding SB1246

Ms. Zavala explained to members that Senate Bill 1246 would allow an applicant from out of state a streamlined process to be licensed in Arizona. Ms. Zavala told the members that the bill was heard on January 31st and passed unanimously.

D. Discussion regarding HB2411

Ms. Zavala explained to members that HB2411 incorporated language to provide a waiver of fees for applicants who apply for an independent level license within 90 days of submitting their renewal. In addition, it would require the Board to submit a one-time report to the legislators in regards to streamlining Board processes.

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

No report.

7. Supervisor exemption requests: review, consideration and action

A. Dawn McMillan-Austin (Karen Basilotta, size & geographic)

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to deny the request. The motion passed unanimously.

B. Heather Adams (Diana Cox, Psychiatric Mental Health Nurse Practitioner)

Members reviewed information submitted regarding the request for exemption.

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

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

Ms. O'Connor moved, seconded by Mr. Britton, to approve the consent agenda as presented granting 60-day extension to Janet Judd. 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 extension and/or accommodation requests: review, consideration and action

A. Eva Center, exam extension

Members reviewed information regarding the request for an exam extension.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to approve the request for an extension. The motion passed unanimously.

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

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

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve Mary Pals, Martha Horton, Jennifer Luna and Dawn Morris as Licensed Associate Counselors upon receipt of the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to approve the following 10 as Licensed Associate Counselors upon receipt of a passing score on the required exam and the required license issuance fee.

Daniel Bahlen	Amanda Higginbotham	Shay Shapiro	Maryann Martin
Kaitlyn Johnson	Marlo Whitson	Douglas Borrmann	Roberta Appleton
Frank Celaya	Anna Marie Vargas-Leveriza		

The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to Ria Flanagan, Tricia Nealon, and Lauren Mehr based on failure to establish that they meet minimum requirements in education and/or supervised work experience. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve Colleen Tretton as Licensed Professional Counselors upon receipt of the required license issuance fee, and the Board's disposition of the background investigation. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. Britton, to recommend to the Board to deny Robert Moore based on his failure to establish that he meets minimum requirements by endorsement. The motion passed unanimously.

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

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

Darren Lee	Erica Brown	Harvey Harmon	Brittany Minor
William Glass, III			

B. Appeals

1. Nancy Morgridge
Tabled

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

None

13. Future agenda items

- A. HB2406*
- B. HB2411*
- C. Discussion regarding Board fees*

14. Call for public comment

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

15. Establishment of future meeting dates

The next meeting is scheduled for Tuesday March 27, 2018, at 9:00 a.m., at 1740 West Adams St, Phoenix, AZ 85007.

16. Adjournment

Dr. Kerstner moved, seconded by Ms. Britton, to adjourn. The motion passed unanimously and the meeting was adjourned at 12:09 p.m.

Kathleen Britton
Secretary/Treasurer

Date