



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
3443 NORTH CENTRAL AVENUE, SUITE 1700  
PHOENIX, AZ 85012  
PHONE: 602-542-1882 FAX: 602-364-0890  
Arizona State Website: [www.az.gov](http://www.az.gov)  
Board Website: [www.azbbhe.us](http://www.azbbhe.us)  
Board E-mail Address: [information@azbbhe.us](mailto:information@azbbhe.us)

JANICE K. BREWER  
Governor

TOBI ZAVALA  
Executive Director

---

BOARD OF BEHAVIORAL HEALTH EXAMINERS  
RULES SUBCOMMITTEE MEETING MINUTES  
Thursday, October 9, 2014

Members Present: Kirk Bowden (left meeting at 10:05 a.m., rejoined at 10:35 a.m.), Jerri Shields, Shiloh Lundahl, Laura Masters (left meeting at 11:45 a.m.)

Members by Phone: Del Worley (joined at 9:40 am, left call at 10:05 am, rejoined at 10:55 am), Jessica Thomas (left call at 9:55 am), Yvonne Fortier

Members Absent: Nikole Hintz-Lyon

Staff Present: Tobi Zavala, Executive Director, Donna Dalton, Assistant Director

1. **Call to order**

The meeting was called to order on October 9, 2014, at 9:09 am with Dr. Bowden presiding.

2. **Roll call**

See Above.

3. **Review and approval of minutes**

A. Dr. Bowden moved, seconded by Ms. Worley to approve the general meeting minutes from the August 28, 2014 meeting as submitted. The motion passed unanimously. Ms. Shields abstained.

4. **Report from the Chair**

None.

5. **Report from Staff**

A. *Update regarding credentialing committees recommendations for rules subcommittee*  
None.

B. *Review, consideration, and possible action on written comments received*

Alan Asher, Karen Gage, and Melissa Baker, representing AZAMFT, commented on their feedback including:

- Recommending language reflecting “supervision obtained after November 1, 2015” rather than “for applications received after November 1, 2015”.
- Requesting that supervisors that are providing supervision out of state meet that state’s requirements provided they are substantially equivalent to Arizona’s, not including the rules/laws exam.
- Requesting clarification of what documentation would be acceptable to prove that a catastrophic event occurred.
- Asking the Board to provide a sample supervision contract for use when the supervisor and supervisee are not employed at the same agency.
- Requesting clarification on the exemption process and what defines supervisor availability.

Following discussion, the subcommittee provided clarification and documented their concerns.

6. **Discussion and possible action regarding development of proposed rule changes**

A. Members discussed the curricula review process. Ms Shields moved, seconded by Dr. Bowden, to

recommend a fee for review of curricula at \$500, with a \$250 fee for a substantial change.

The motion passed unanimously.

Ms. Shields moved, seconded by Ms. Masters to give schools who are found deficient in an area one year to correct the deficiency.

The motion passed unanimously.

*The subcommittee took a break at 10:05 a.m., reconvening its public meeting at 10:21 a.m.*

B. Members reviewed a proposed version of R4-6-703.

Ms. Shields moved, seconded by Mr. Lundahl to approve the rule as presented and to incorporate proposed language in R4-6-701 and R4-6-702.

The motion passed unanimously, with Dr. Bowden recusing.

Members reviewed a proposed version of R4-6-704.

Ms. Shields moved, seconded by Mr. Lundahl to approve the rule as presented.

The motion passed unanimously, with Dr. Bowden recusing.

7. **Stakeholders' report**

See above.

8. **Future agenda items**

Mr. Lundahl requested to agendize discussion of continuing education providers at a future meeting.

9. **Call for public comment**

None.

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

The next meeting is scheduled for Thursday, December 11, 2014 at 9 a.m., at 3443 N Central Ave, Room 908.

11. **Adjournment**

Ms. Shields moved, seconded by Mr. Lundahl, to adjourn the meeting.

The motion passed unanimously and the meeting was adjourned at 12:04 p.m.

---

Jessica Thomas  
Secretary

---

Date