



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

TOBI ZAVALA  
Executive Director

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BOARD OF BEHAVIORAL HEALTH EXAMINERS MEETING MINUTES  
August 6, 2015

Members Present: Jerri Shields, Patricia Dobratz, Mary Coonrod, Sally Jones, Chip Coffey, Heidi Quinlan, Brad Barnett, Cedric Davis (in at 8:11), Nikole Hintz-Lyon (in at 8:48)

Members Absent: Gerald Szymanski

Staff Present: Tobi Zavala, Executive Director; Marc Harris, A.A.G.; Donna Dalton, Deputy Director; Joey Ordonez, Enforcement Manager; Mary Wilson and Elma Brambila, meeting recorders

**1. Call to Order**

A meeting of the Arizona Board of Behavioral Health Examiners was called to order on August 6, 2015, at 8:05 a.m. with Ms. Shields presiding.

**2. Roll Call**

See above.

**3. Minutes: review, consideration and action**

Mr. Coffey moved, seconded by Ms. Dobratz, to approve the general meeting minutes from the May 7, 2015, meeting as submitted. The motion passed unanimously. Ms. Coonrod, Dr. Davis and Mr. Barnett abstained from the vote.

Mr. Coffey moved, seconded by Ms. Dobratz, to approve the executive session minutes from the May 7, 2015, meeting as submitted. The motion passed unanimously. Ms. Coonrod, Dr. Davis and Mr. Barnett abstained from the vote.

Ms. Jones moved, seconded by Mr. Coffey, to approve the general meeting minutes from the July 9, 2015, meeting as submitted. The motion passed unanimously.

Ms. Jones moved, seconded by Mr. Coffey, to approve the 11:16 a.m. executive session minutes from the July 9, 2015, meeting as submitted. The motion passed unanimously.

Ms. Jones moved, seconded by Mr. Coffey, to approve the 1:29 p.m. executive session minutes from the July 9, 2015, meeting as submitted. The motion passed unanimously.

Ms. Hintz-Lyon moved, seconded by Mr. Coffey, to approve the general meeting minutes from the July 29, 2015, meeting as submitted. The motion passed unanimously. Ms. Quinlan abstained from the vote.

**4. Rules**

Ms. Dalton reviewed with the Board Articles 5 through 11. During the review of these articles, the Board considered 13 motions. The motions and their outcomes were as follows:

Ms. Shields moved, seconded by Dr. Davis, to accept the changes in A.A.C. R4-6-211, A.A.C. R4-6-301, A.A.C. R4-6-304 and A.A.C. R4-6-306 as proposed. The motion passed unanimously.

Mr. Coffey moved, seconded by Ms. Dobratz, to approve the language regarding telepractice as modified by members. The motion passed unanimously.

Ms. Jones moved, seconded by Mr. Barnett, to approve the effective dates as proposed except for A.A.C. R4-6-213. The motion passed unanimously.

Ms. Shields moved, seconded by Ms. Jones, to approve an effective date of December 31, 2016, for those already listed on the clinical supervisor registry to meet the new training requirements as required in A.A.C. R4-6-213. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X		X		X	X	X			
NAY												
Absent				X		X				X		

Mr. Coffey moved, seconded by Ms. Dobratz, to approve A.A.C. R4-6-502 as modified by members including removing the requirement for an applicant to pass the NCMHCE exam. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X		X	X	X			
NAY												
Absent						X				X		

Ms. Quinlan moved, seconded by Ms. Jones, to approve A.A.C. R4-6-504 with a modification of 25% of the hours of the required clinical supervision provided by an LPC. The motion failed with Mr. Barnett, Ms. Coonrod, Ms. Jones and Ms. Quinlan in favor.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X		X				X	X				
NAY		X		X	X				X			
Absent						X				X		

Ms. Shields moved, seconded by Mr. Coffey, to approve A.A.C. R4-6-504 with a modification at 50% of the hours by an LPC. The motion failed with Mr. Coffey, Dr. Davis, Ms. Dobratz and Ms. Shields in favor.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE		X		X	X				X			
NAY	X		X				X	X				
Absent						X				X		

Mr. Coffey moved, seconded by Ms. Shields, to approve A.A.C. R4-6-504 as proposed. The motion carried with Ms. Jones and Ms. Quinlan opposed.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X			X			
NAY							X	X				
Absent										X		

Ms. Shields moved, seconded by Mr. Coffey, to approve A.A.C. R4-6-702 as modified by members removing A(1), A(3) and A(5) which allow an applicant for LASAC to have a bachelor degree. The motion carried with Ms. Coonrod and Ms. Jones opposed.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X		X	X	X		X	X			
NAY			X				X					
Absent										X		

Ms. Shields moved, seconded by Ms. Quinlan, to approve A.A.C. R4-6-802 as modified by members including requiring a three hour Board approved course in Board statutes and regulations. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

Ms. Shields moved, seconded by Dr. Davis, to approve A.A.C. R4-6-1103 as modified by members including removing the requirement for an informed consent to be contemporaneous. The motion carried with Mr. Coffey opposed.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X		X	X	X	X	X	X	X			
NAY		X										
Absent										X		

Ms. Shields moved, seconded by Dr. Davis, to tentatively approve Articles 5 through 11 as modified by members. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

Dr. Davis moved, seconded by Mr. Barnett, to approve A.A.C. R4-6-215 as modified by members. The motion carried with Mr. Coffey opposed.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X		X	X	X	X	X	X	X			
NAY		X										
Absent										X		

*The Board took a break at 9:20 a.m., reconvening its public meeting at 9:35 a.m.*

**5. Notification of Deficiencies**

Helene Lichtman, an applicant from the list of 2, appeared and addressed the Board.

**6. Consent Agenda: review, consideration and action**

- A. Cases recommended for dismissal
  - a. 2014-0062, Patricia Lloyd, LAC-13656
  - b. 2013-0066, Carole Parent, LPC-0669

Mr. Coffey moved, seconded by Dr. Davis, to accept item A of the consent agenda as presented. The motion passed unanimously.

- B. Cases recommended for release from consent agreements:
- a. 2013-0022, *Judy Emerson, LCSW-2591 active restricted*
  - b. 2013-0044, *Marisa Marvin, LMSW-13907 active restricted*
  - c. 2011-0062, *Joanna Parris, LISAC-10846 active restricted*
  - d. 2015-0029, *Robert Tencer, LCSW-3586*

Dr. Davis moved, seconded by Mr. Coffey, to accept item B of the consent agenda as presented. The motion passed unanimously.

- C. Cases recommended for opening a complaint and/or acceptance of a proposed signed consent agreement:

None

**7. Administrative Hearings**

None

**8. Formal Interviews**

None

*The Board took a break at 11:20 a.m., reconvening its public meeting at 11:35 a.m.*

**9. Complaints and other disciplinary matters: review, consideration and action**

- A. *Stacie Barkin, LISAC-11684 and LPC-13173*

Ms. Zavala summarized information regarding the self-report.

The professional was properly noticed, but did not appear.

Following review and discussion by members, Ms. Shields moved, seconded by Dr. Davis, to open a complaint and accept the proposed signed interim consent agreement. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

- B. *2015-0109, Anita Comstock, LPC-13748*

Mr. Ordenez summarized information regarding the results of the background investigation.

The professional and her attorney, Douglas Guffey, appeared and addressed the Board.

Following review and discussion by members, Ms. Dobratz moved, seconded by Mr. Coffey, to find a violation of A.R.S. Sec. 32-3251(12)(l), any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice. The motion passed unanimously.

Following further discussion, Ms. Dobratz moved, seconded by Mr. Barnett, to accept a consent agreement that stipulates the following:

- The professional’s license shall be on probation for 12 months
- The professional shall complete a 3-semester credit hour graduate level course in behavioral health ethics
- The professional shall complete a 3-semester credit hour graduate level course in documentation
- The professional shall not provide clinical supervision for licensure

and if not signed, to invite the professional to participate in a formal interview, and if not accepted, to remand the matter to formal hearing. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*C. Jeremy Courtney, LISAC-11472*

Ms. Zavala summarized information regarding the self-report.

The professional appeared and addressed the Board.

Following review and discussion by members, Mr. Barnett moved, seconded by Ms. Quinlan, to open a complaint and find a violation of A.R.S. Sec. 32-3251(15)(l), any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice. The motion passed unanimously.

Following further discussion, Ms. Shields moved, seconded by Mr. Coffey, to order the professional to schedule a psychiatric evaluation regarding the professional’s ability to practice safely and competently within 30 days and have the report submitted within 60 days from the approval of the evaluator. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*D. 2012-0105, Luciano De La O, LISAC-0569*

Ms. Zavala summarized information regarding the Board’s investigation.

The professional appeared and addressed the Board.

Mr. Coffey moved, seconded by Ms. Quinlan, to find the following violations:

- A.R.S. §32-3251(12)(l), any conduct, practice, or condition that impairs the ability of the licensee to safely and competently practice
- A.R.S. §32-3251(12)(hh), failing to maintain records pursuant to section 12-2297

The motion passed unanimously.

Following further discussion, Mr. Coffey moved, seconded by Dr. Davis, to accept a consent agreement that stipulates the following:

- The professional’s license shall be placed on probation for 12 months
- The professional shall complete 6-clock hours of the NASW Staying Out of Trouble class or its equivalent

and if not signed, to invite the professional to participate in a formal interview and, if not accepted, to remand the matter to formal hearing. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*E. Kimberly Farmer, LPC-11313*

Mr. Ordenez summarized information regarding the Board's investigation.

The professional appeared and addressed the Board.

Following review and discussion by members, Ms. Shields moved, seconded by Ms. Jones, to open a complaint and dismiss the complaint with a letter of concern addressing failure to report. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*F. 2015-0106, Sean Frankie, LAC applicant*

Ms. Zavala summarized information regarding the applicant's request for an extension.

Following review and discussion by members, Dr. Davis moved, seconded by Ms. Jones, to grant an extension for 60 days and if the evaluation is not completed to deny the application based on a finding of unprofessional conduct. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*G. 2015-0103, Sandra Hassel, LAMFT-10285 and LMFT applicant*

Mr. Ordenez summarized information regarding the Board's investigation.

The applicant and her attorney, Natalya Terr-Grigoryan, appeared and addressed the Board.

Following review and discussion by members, Ms. Dobratz moved, seconded by Dr. Davis, to dismiss the complaint with a letter of concern. The motion passed unanimously.

*H. 2015-0111, Cristina Jimenez-Ponce, LAC-13683 and LPC applicant*

Mr. Ordenez summarized information regarding the Board's investigation.

The applicant and her attorney, Anne McClellan, appeared and addressed the Board.

Following review and discussion by members, Ms. Dobratz moved, seconded by Ms. Hintz-Lyon, to dismiss the complaint with a letter of concern. The motion passed unanimously.

*I. 2014-0038, Laura Kessler, LMSW-13736 and LCSW applicant*

Ms. Zavala summarized information regarding the Board's investigation.

The complainant was properly noticed, but did not appear.

The professional and her supervisor appeared and addressed the Board.

Following review and discussion by members, Ms. Shields moved, seconded by Mr. Coffey, to find a violation of A.R.S. §32-3251(15)(l), any conduct, practice, or condition that impairs the ability of the licensee to safely and competently practice. The motion passed unanimously.

Following further discussion, Ms. Shields moved, seconded by Dr. Davis, to accept a consent agreement for a decree of censure. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*J. 2013-0069, Vicki Scott, LISAC-0714 and LPC-2452*

Ms. Zavala summarized information regarding the Board’s investigation.

The complainant was properly noticed, but did not appear.

The professional and her attorney, Larry Cohen, appeared and addressed the Board.

Ms. Hintz-Lyon moved, seconded by Mr. Barnett, to go into executive session to receive legal advice pursuant to A.R.S. §38-431.03(A)(3). The motion passed unanimously and the Board went into executive session at 1:47 p.m., reconvening its public meeting at 2:10 p.m.

Following review and discussion by members, Dr. Davis moved, seconded by Mr. Coffey, to find the following violations:

- A.R.S. §32-3251(12)(bb), exploiting a client
- A.R.S. §32-3251(15)(l), any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice

The motion passed unanimously.

Following further discussion, Dr. Davis moved, seconded by Mr. Coffey, to accept a consent agreement with the following stipulations:

- The license will be placed on probation for 24 months
- The licensee shall complete a 3-semester credit hour graduate level course in behavioral health ethics
- The licensee shall receive clinical supervision twice a month
- Clinical supervision shall focus on boundaries, countertransference, awareness and documentation
- Early release is available at 12 months upon clinical supervisor’s recommendation

and if not signed, to invite the professional to participate in a formal interview and, if not accepted, to remand the matter to formal hearing. The motion passed unanimously.

*K. James Sims, LPC-10241*

Mr. Ordonez summarized information regarding the Board’s investigation.

The professional and his attorney, Steven Perlmutter, appeared and addressed the Board.

Following review and discussion by members, Ms. Coonrod moved, seconded by Ms. Dobratz, to open a complaint and find the following violations:

- A.R.S. §32-3251(12)(l), any conduct, practice, or condition that impairs the ability of the licensee to safely and competently practice
- A.R.S. §32-3251(12)(ii), violating any federal or state law, rule or regulation applicable to behavioral health as it relates to

- A.R.S. §32-3208, a health professional charged with a misdemeanor involving conduct that may affect patient safety or a felony must notify the regulatory board in writing within 10 days

The motion passed unanimously.

Following further discussion, Ms. Dobratz moved, seconded by Mr. Coffey, to accept a consent agreement that stipulates the following:

- The professional’s license shall be on probation for 12 months
- The professional shall complete a 3-semester credit hour graduate level course in behavioral health ethics

and if not signed, to invite the professional to participate in a formal interview, and if not accepted, to remand the matter to formal hearing. The motion carried with Dr. Davis opposed.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X		X	X	X	X	X			
NAY				X								
Absent										X		

*L. 2015-0104, Shelley Tait, LMFT-0386*

Mr. Ordonez summarized information regarding the Board’s investigation.

The professional and her attorney, Susan McClellan, appeared and addressed the Board.

Following review and discussion by members, Ms. Dobratz moved, seconded by Mr. Coffey, to find a violation of A.R.S. Sec. 32-3251(12)(l), any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice. The motion passed unanimously.

Following further discussion, Ms. Dobratz moved, seconded by Mr. Coffey, to accept a consent agreement that stipulates the following:

- The professional’s license shall be on probation for 12 months
- The professional shall complete a 3-semester credit hour graduate level course in behavioral health ethics
- The professional shall complete a 3-semester credit hour graduate level course in documentation
- The professional shall not provide clinical supervision for licensure

and if not signed, to invite the professional to participate in a formal interview, and if not accepted, to remand the matter to formal hearing. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*M. 2015-0072, Betty Wittels, LPC-0371*

Ms. Zavala summarized information regarding the Board’s investigation.

The complainant was properly noticed, but did not appear.

The professional appeared and addressed the Board.

Following review and discussion by members, Ms. Jones moved, seconded by Mr. Coffey, to find the following violations:

- A.R.S. §32-3251(12)(p), failing to conform to minimum practice standards as developed by the Board as it relates to the following:
  - A.A.C. R4-6-1101, consent for treatment
  - A.A.C. R4-6-1102, treatment plan
  - A.A.C. R4-6-1103, client record

and to dismiss the allegations made by the complainant. The motion passed unanimously.

Following further discussion, Ms. Jones moved, seconded by Ms. Coonrod, to accept a consent agreement that stipulates the following:

- The professional’s license will be placed on probation for 24 months
- The professional shall complete 6-clock hours of NASW Staying Out of Trouble class or its equivalent
- The professional must submit an auditor within 30 days and an audit plan within 60 days
- The professional shall have a practice monitor with quarterly reports
- Early release available at 12 months upon practice monitor’s recommendation

and if not signed, to invite the professional to participate in a formal interview, and if not accepted, to remand the matter to formal hearing. The motion passed unanimously.

	Brad Barnett	Chip Coffey	Mary Coonrod	Cedric Davis	Patricia Dobratz	Nikole Hintz-Lyon	Sally Jones	Heidi Quinlan	Jerri Shields	Gerald Szymanski	Vacant	Vacant
AYE	X	X	X	X	X	X	X	X	X			
NAY												
Absent										X		

*The Board took a break for lunch at 12:05 p.m., reconvening its public meeting at 12:38 p.m.*

**10. Assistant Attorney General’s Report: Marc Harris, A.A.G.**

None

**11. Renewal applications: review, consideration and action**

None

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

*Andrea Thonvold, LAC applicant*

Dr. Davis moved, seconded by Ms. Dobratz, to rescind this Board’s July 9, 2015, motion to deny the application based on failure to pass the required exam. The motion passed unanimously.

*Social Work*

Dr. Davis moved, seconded by Mr. Coffey, to approve eight applicants as Licensed Clinical Social Workers, three applicants as Licensed Clinical Social Workers by endorsement and 31 applicants as Licensed Master Social Workers. The motion passed unanimously. Ms. Jones recused from the vote.

Dr. Davis moved, seconded by Mr. Coffey, to deny two applications based on failure to pass the required exam and two applications based on failure to take the required exam. The motion passed unanimously.

*Counseling*

Mr. Coffey moved, seconded by Ms. Coonrod, to approve 33 applicants as Licensed Associate Counselors, 14 applicants as Licensed Professional Counselors and two applicants as Licensed Professional Counselors by endorsement. The motion passed unanimously.

Mr. Coffey moved, seconded by Ms. Hintz-Lyon, to deny two applications based on not meeting minimum requirements and one application based on a finding of unprofessional conduct. The motion passed unanimously.

*Substance Abuse*

Ms. Shields moved, seconded by Ms. Coonrod, to approve seven applicants as Licensed Associate Substance Abuse Counselors, one applicant as a Licensed Independent Substance Abuse Counselor, one applicant as a Licensed Independent Substance Abuse Counselor by endorsement, one applicant as a Licensed Substance Abuse Technician and one applicant as a Licensed Substance Abuse Technician by endorsement. The motion passed unanimously.

Ms. Shields moved, seconded by Mr. Barnett, to deny six applications based on not meeting minimum requirements and one application based not meeting minimum requirements and a finding of unprofessional conduct. The motion passed unanimously.

*Marriage and Family Therapy*

Ms. Dobratz moved, seconded by Mr. Coffey, to approve two applicants as Licensed Associate Marriage and Family Therapists, one applicant as a Licensed Marriage and Family Therapist and two applicants as Licensed Marriage and Family Therapists by endorsement. The motion passed unanimously.

Ms. Dobratz moved, seconded by Mr. Coffey, to deny one application based on not meeting minimum requirements. The motion passed unanimously.

**13. Report from Chair**

*A. Summary of current events*

Tabled

*B. Update and review of staffs' implementation of Board's directives and operational objectives.*

No report.

*C. Development of a Board Civility Policy*

Ms. Shields distributed a draft civility policy.

Following review and discussion by members, Ms. Dobratz moved, seconded by Ms. Hintz-Lyon, to adopt the policy. The motion passed unanimously.

Ms. Hintz-Lyon moved, seconded by Ms. Coonrod, that all new members will sign the policy upon appointment. The motion passed unanimously.

**14. Report from the Treasurer**

*A. Monthly Financial Report*

Members reviewed the monthly financial report.

Following review, Ms. Dobratz moved, seconded by Ms. Jones, to accept the monthly financial report as presented. The motion passed unanimously.

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

*A. General Agency Operations*

No report.

*B. Review, consideration, and possible action regarding SB1374 update*

Ms. Zavala reported the quarterly report was submitted as proposed.

Ms. Zavala reported that the public hearings for the rules are set and if there are questions or input from attendees that information will be brought to the Board.

*C. Review, consideration, and possible action regarding results of customer service surveys*

Ms. Zavala reported that the monthly average was 81%. The survey can now be completed on the website and Ms. Zavala encouraged members to try it.

*D. Update regarding Academic Review Committee appointments*

Ms. Zavala reported the agency has received 11 applications for appointment to Academic Review Committees with only one each for social work and substance abuse.

*E. Review, consideration, and possible action regarding updating the Board's website*

Tabled

*F. Discussion regarding on-line CEUs.*

Tabled

*G. Discussion regarding engagement survey.*

Ms. Zavala reported that Board results on the statewide engagement survey are significantly higher in all areas compared to the statewide average.

*H. Review, consideration, and possible action regarding member attendance at the ASWB Annual Conference*

Tabled

*I. Review, consideration, and possible action regarding the fee schedule.*

Ms. Shields moved, seconded by Dr. Davis, to adopt the fee schedule dated August 6, 2015, as presented. The motion passed unanimously.

**16. Committee reports**

*A. Personnel Subcommittee*

Tabled

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

None

**18. Future agenda items**

CEUs clock versus contact hours

Impaired professional program

**19. Call for public comment**

Dr. Kirk Bowden, President of NAADAC, Board of Directors of INCASE, expressed the following:

- He requests that the Board reverse its decision to remove the ability to qualify for LASAC licensure with a bachelor's degree.
- According to the American College Board, a CEU is defined as 10 clock hours and he feels the Board uses the term incorrectly.
- He feels the Impaired Professional Program is important to our professionals.

Richard Poppy, Therapeutic Practitioners Alliance of Arizona, expressed the following:

- He requests that the Board include the Impaired Professional Program in the rulemaking.
- Other states don't require licensure during the supervised work experience and allow registered interns to earn supervised work experience.

- He suggested that the Board work on a process where the Board collaborates more with the stakeholders and distributed a sample from the state of Oregon.

Elizabeth Forsyth, Past President of the Arizona Counselors Association, expressed the following:

- She was pleased that the Board voted not to require the NCMHCE exam for LPC licensure.
- She agreed with the need for licensees to be educated on the Board's rules and statutes, but shared a concern of additional cost to licensees for the jurisprudence course.
- She agreed with Mr. Poppy that the Impaired Professional Program should be included in rule.
- She agreed with Dr. Bowden that the correct usage of CEU is 10 clock hours.

Noe Vargas, Grand Canyon University, requested that the Board include the language "including but not limited to" in R4-6-701 before the core content area descriptors to be consistent with the counseling curriculum requirements.

Trish Hernandez, Ottawa University expressed the following:

- She agreed with Dr. Bowden that there needed to be associate level substance abuse counselors.
- She was concerned with the use of "clock hour" vs "contact hour".

**20. Establishment of future meeting dates**

The next meeting is scheduled for Thursday, September 3, 2015, at 9:00 a.m., at 3443 North Central Avenue, Room 1705.

**21. Adjournment**

Ms. Hintz-Lyon moved, seconded by Ms. Quinlan, to adjourn. The motion passed unanimously and the meeting was adjourned at 5:18 p.m.

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Patricia Dobratz  
Secretary/Treasurer

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Date