



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
1740 WEST ADAMS STREET, SUITE 3600  
PHOENIX, AZ 85007  
PHONE: 602.542.1882 FAX: 602.364.0890  
Board Website: [www.azbbhe.us](http://www.azbbhe.us)  
Email Address: [information@azbbhe.us](mailto:information@azbbhe.us)

KATIE HOBBS  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Friday, August 23, 2024

Members Present: Patricia Kerstner, Angel Branch Moore, and Janet O'Connor

Staff Present: Elma Brambila, Assistant Director, Karime Gordillo, Credentialist

**1. Call to Order**

The meeting was called to order on July 12, 2024, at 10:01a.m. at 1740 West Adams Street, Board Room B, Phoenix, Arizona 85007 with Dr. Kerstner presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

A. *July 12, 2024, general meeting minutes*

Ms. O'Connor moved, seconded by Ms. Branch Moore, to approve the general meeting minutes for the July 12, 2024, meeting as submitted. The motion passed unanimously.

**4. Report from Chair**

The Committee may go into executive session to discuss confidential medical records pursuant to A.R.S. §38-431.03(A)(2) or to obtain legal advice pursuant to A.R.S. §38-431.03(A)(3).

A. *Discussion regarding program evaluation pursuant to R4-6-501(C)(8)(b)*  
Tabled

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

The Committee may go into executive session to discuss confidential medical records pursuant to A.R.S. §38-431.03(A)(2) or to obtain legal advice pursuant to A.R.S. §38-431.03(A)(3).

A. *General agency operations*

**6. Assistant Attorney General's Report:**

No report.

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

None

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

None

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

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

Mrs. O'Connor moved, seconded by Ms. Branch Moore, to recommend to approve Tyler Smith-Coppes as Licensed Associate Counselor upon receipt of a passing score on the required exam. The motion passed unanimously.

Mrs. O'Connor moved, seconded by Ms. Kerstner, to recommend to approve Kathryn Crook as a Licensed Associate Counselor. The motion passed unanimously.

Mrs. O'Connor moved, seconded by Ms. Branch Moore, to recommend to the Board to deny the following 5 on their failure to establish that they meet the minimum licensure requirements. The motion passed unanimously.

Katharine Dodge  
Brent Johnson

Einer Ojeda Verdugo

Lawrena Meach

*B. Appeals*

*1. Douglas Winter, LAC Applicant*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to accept HSV 505 Human Development and Sexuality through the Life Cycle to meet the area of Human growth and development, PCN 610 Diagnostics, Assessment, and Treatment to meet the area of Assessment, HSV 558 Testing and Appraisal of Individuals and Groups to meet the area of Research and program evaluation, and to deny the appeal based continued curriculum deficiencies. The Motion passed unanimously.

*2. Melanie Byrd, LAC Applicant*

Members reviewed information regarding the appeal.

The applicant was properly noticed but did not appear.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to accept CSPU 513 Group Leadership and Intervention to meet the area of Group work and deny the appeal based on continued curriculum deficiencies. The Motion passed unanimously.

*3. Ria Flanagan, LAC Applicant*

Members reviewed information regarding the appeal.

The applicant was properly noticed but did not appear.

Following review and discussion, Ms. O'Connor moved, seconded by Ms. Branch Moore, to accept PSY 7210 Adult Psychology and Treatment I to meet 3 semester credit hours of counseling-related coursework and to deny the appeal based on continued curriculum deficiencies. The Motion passed

unanimously.

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

None

**12. Future agenda items**

**13. Call for public comment**

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

**14. Establishment of future meeting dates**

The next regular meeting is scheduled for October 04, 2024, at 10:00 a.m., at 1740 West Adams St., Board Room B, Phoenix, AZ 85007.

**15. Adjournment**

Ms. Kerstner moved, seconded by Mrs. O'Connor to adjourn. The motion passed unanimously and the meeting was adjourned at 12:33 p.m.

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Angel Branch Moore  
Secretary/Treasurer

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Date