



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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JANICE K. BREWER  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING CREDENTIALING COMMITTEE MEETING MINUTES  
Friday, December 16, 2014

Members Present: Yvonne Fortier, Don DeValle, Jerri Shields, Kathleen Parrish, Meaghan Kramer

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

**1. Call to Order**

The meeting was called to order on December 16, 2014, at 9:03 a.m., with Ms. Fortier presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

Ms. Shields moved, seconded by Mr. DeValle, to approve the October 24, 2014, general meeting minutes as submitted. The motion passed unanimously. Ms. Kramer abstained from the vote.

**4. Report from Chair**

*A. Election of Secretary*

Ms. Shields moved, seconded by Ms. Fortier, to nominate Ms. Parrish to serve as Secretary. The motion passed unanimously.

Ms. Parrish accepted the nomination.

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

*A. General Agency Operations*

No report.

*B. Discussion regarding application review process*

Ms. Zavala reported that there are 12 appeals scheduled for January, and that due to limited members and complexity of the appeals, members may want to consider moving some to February.

Following discussion members agreed that 3 of the 12 would be moved to February.

*C. Review, consideration and action regarding implementation of SB1374*

No report.

*D. Review, consideration, and action regarding direct supervision verification*

Ms. Zavala reported that the rules subcommittee is requesting changes to the renewal application regarding direct supervision.

Members discussed changes.

Following discussion by members, Ms. Fortier moved, seconded by Ms. Parrish, to recommend to the Board to require direct supervision verification on all renewals of LAC licenses. The motion passed unanimously.

**6. Board, committee and subcommittee reports (discussion and possible action)**

*A. Rules Subcommittee*

No report.

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

*A. NBCC transition*

Ms. Shields reported regarding NBCC's change that in 2015 they will only recognize CACREP programs. There will be 7-year transition period.

**8. Consent agenda: review, consideration and action regarding requests for extensions and inactive status**

Mr. DeValle moved, seconded by Ms. Shields, to approve the consent agenda as reviewed by Mr. DeValle granting a 60-day extensions to Jenny Tempel, Phillip Mitchell, Bruce McMorran, Austin Reina, Robert Hume and Karen Samantha Matern, a 2<sup>nd</sup> 60-day extension to Maria Torres and inactive status to Joni Armstrong, Karmin Fowler and Jessica Butler. The motion passed unanimously.

**9. Inactive status extension, exam extension/accommodation requests: review, consideration and action**

None

**10. Applications for reassessment review, consideration and action**

*A. Alicia Duran-Tovar*

Following review, members agreed the applicant meets minimum requirements.

**11. Requests for supervisor exemption: review, consideration and action**

*A. Daniel Orozco (Brenda McKenna, PMHNP)*

Members reviewed information submitted in support of the request for a supervisor exemption.

Following review and discussion, Ms. Fortier moved, seconded by Mr. DeValle, to find that the proposed clinical supervisor does not have experience in behavioral health assessment, diagnosis and treatment as required by the work experience limitations in rule. The motion passed unanimously.

Following further discussion, Ms. Fortier moved, seconded by Mr. DeValle, to deny the request for exemption based on the supervisor not having the education or experience necessary to provide clinical supervision acceptable for professional counselor licensure. The motion passed unanimously.

*The committee took a break at 10:05 a.m., reconvening its public meeting at 10:15 a.m.*

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

Members discussed a problem with the way that the practicum form is being completed by one of the local universities. Following discussion, it is the consensus of the committee that the form has to reflect accurate information. The committee directed staff to send a letter to the university requesting an explanation of its practice and informing them that in the future practicum forms must be completed verifying only current accurate information.

*Kelly Nguyen, LAC applicant*

Ms. Shields moved, seconded by Ms. Fortier, to rescind this committee's October 24, 2014, motion to recommend to the Board to deny the application. The motion passed unanimously.

Appeals

*1. Kathleen Pisula*

Members reviewed information regarding the appeal.

Board staff could not contact the applicant at the number provided.

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

*2. Jamie Bolton*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

Following review and discussion, Ms. Shields moved, seconded by Mr. DeValle, to accept PSY562 for 2-semester credit hours in Counseling Theories and to recommend to the Board to deny the appeal based on continuing curriculum deficiencies. The motion passed unanimously.

3. *Cara Elizabeth*

Tabled

4. *Karla Lynn Milloy*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion by members, Ms. Fortier moved, seconded by Mr. DeValle, to recommend to the Board to deny the appeal based on the previous reasons after accepting the items discussed. The motion passed unanimously.

5. *Denise Phelps*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion by members, Ms. Shields moved, seconded by Mr. DeValle, to accept PC667 for Basic Tests & Appraisal in Counseling, PC751 for Career Development, and to recommend to the Board to deny the appeal based on continuing curriculum deficiencies as previously noted. The motion passed unanimously.

6. *Diana Crocker*

Members reviewed information regarding the appeal.

The applicant and Peggy Wilson from Wayland Baptist University appeared and addressed the committee.

Glenn Simmons, Dean from Wayland Baptist University, thanked the committee for its diligence in reviewing coursework.

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

7. *Joshua Gregory*

Members reviewed information submitted in support of the appeal.

The applicant was properly noticed, but did not appear.

Following review and discussion, Mr. DeValle moved, seconded by Ms. Shields, to recommend to the Board to deny the appeal based on continued deficiencies in curriculum and supervised work experience. The motion passed unanimously.

*The committee broke to review files at 12:15 p.m., reconvening its public meeting at 4:05 p.m.*

Ms. Fortier moved, seconded by Ms. Shields, to recommend to the Board to approve Tomas Gonzalez as a Licensed Associate Substance Abuse Counselor upon receipt of the required license issuance fee. The motion passed unanimously.

Mr. DeValle moved, seconded by Ms. Shields, to recommend to the Board to approve the following 5 applicants as Licensed Professional Counselors upon receipt of the required license issuance fee:

Sharon Marshall-French  
Diana Zumas

James Sapp  
Douglas Huezo

Mary Jane Lessard

The motion passed unanimously. Ms. Fortier recused from the vote.

Ms. Fortier moved, seconded by Ms. Kramer, to recommend to the Board to approve Veronica Powell, Melissa Ruiz and Eileen Kinkelaar as Licensed Professional Counselors by endorsement upon receipt of the required license issuance fee. The motion passed unanimously. Ms. Fortier was recused from the vote.

Ms. Fortier moved, seconded by Ms. Shields, to recommend to the Board to approve Brandon Warstler as a Licensed Associate Counselor upon receipt of the required licensed issuance fee and a favorable fingerprint report. The motion passed unanimously.

Ms. Fortier moved, seconded by Ms. Shields, to recommend to the Board to approve the following 11 applicants as Licensed Associate Counselors upon receipt of the required license issuance fee:

Kathleen Pisula	Brian Colwell	Shara Turner	Devin Pinckard
Nevitta Mason	Kristin Kennedy	Lisa Helms	Sharla Christie
Juliet Benvenuto	Gayla Lemley	Peter Tolhurst	

The motion passed unanimously.

Ms. Fortier moved, seconded by Mr. DeValle, to recommend to the Board to approve the following 7 applicants as Licensed Associate Counselors upon receipt of a passing score on the required exam and the required license issuance fee:

Diana Crocker	Lundz Gruelle	Alicia Duran-Tovar	Christa Brandon
Karen Williams	Sheena Franklin	Jessica Hedgepeth	

The motion passed unanimously.

Ms. Fortier moved, seconded by Mr. DeValle, to recommend to the Board to approve Cristina Jimenez-Ponce as a Licensed Professional Counselor upon receipt of the required license issuance fee and the Board's disposition of the background investigation. The motion passed unanimously.

Ms. Fortier moved, seconded by Ms. Shields, to recommend to the Board to approve Kelly Nguyen as a Licensed Associate Counselor upon receipt of the required license issuance fee and the Board's disposition of the background investigation. The motion passed unanimously.

Ms. Fortier moved, seconded by Mr. DeValle, to recommend to the Board to deny the following 9 applicants based on their failure to establish that they meet minimum requirements in education and/or supervised work experience:

Daniel Orozco	Katennia Thomas	Melissa Hoyt	Julia Hofman
Monica Pineda	Patrick Culhane	Eden Labat	Marisa Jacobo
Summer Morefield			

The motion passed unanimously.

**13. Future agenda items**

A. Length of time to have a lower level license

**14. Call for public comment**

No one responded to the call for public comment.

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

The next meeting is scheduled for Friday, January 23, 2015, at 9:00 a.m., at 3443 North Central Avenue, Room 1705.

**16. Adjournment**

Mr. DeValle moved, seconded by Ms. Shields, to adjourn. The motion passed unanimously and the meeting was adjourned at 4:25 p.m.

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Kathleen Parrish  
Secretary/Treasurer

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Date