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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Friday, December 18, 2015

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

Staff Present: Tobi Zavala, Executive Director; Marc Harris, A.A.G.; Donna Dalton, Deputy Director; Elma Brambila, Credentialing Specialist

**1. Call to Order**

The meeting was called to order on December 18, 2015, at 9:07 a.m., with Dr. Kerstner presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

A. *November 20, 2015*

Ms. Britton moved, seconded by Ms. O'Connor, to approve the November 20, 2015, general meeting minutes as submitted. The motion passed unanimously.

**4. Report from Chair**

No report.

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

A. *General Agency Operations*

No report.

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

Mr. Harris provided information regarding Open Meeting Law.

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

No report.

**8. Applications for reassessment: review, consideration, and action**

A. *Jill Sena*

Members reviewed the reassessment request.

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

B. *Julia Hofman*

Members reviewed the reassessment request.

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

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

Dr. Kerstner moved, seconded by Ms. Britton, to approve the consent agenda as presented granting inactive status to Maria Renteria, Malia Monaso, Adrienne Gibson, Donna Halterman, Diane Pedretti and Patrick Osmonson, 60-day extensions to Jennifer Keiser, Mauricio Mairena, Kristin Massey, Nancy Jo Sutton-McLeod, Susan Gillis, Selina Perea, Michelle Johnson and Michael Snyder, and an exam extension to Kerry Draney. The motion passed unanimously.

**10. Consent agenda: review, consideration and action regarding applications requesting review under rules prior to November 1, 2015**

Ms. O'Connor moved, seconded by Ms. Britton, to approve the consent agenda as presented granting review under the rules effective prior to November 1, 2015, for the applications of Joshua Ulrich, Kristen Widmark, Anna Joyce, Joshua Hartley and Lauren Stover. The motion passed unanimously.

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

None

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

Appeals

*1. Karla Lynn Milloy*

Members reviewed information regarding the appeal.

The applicant and her attorney, Larry Cohen, appeared and were available for questions.

Following review and discussion, members agreed the applicant meets minimum requirements. Ms. Lynn Milloy withdrew her request for a formal hearing.

*2. Megan Smith*

Members reviewed information regarding the appeal.

The applicant and her attorney, Mandi Karvis, appeared and addressed the committee.

Dr. Kerstner moved, seconded by Ms. Britton, 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 9:30 a.m., reconvening its public meeting at 9:39 a.m.

Following review and discussion by members, Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to deny the appeal based on reasons previously stated. The motion passed unanimously.

*The committee broke to review files at 10:03 a.m., reconvening its public meeting at 4:12 p.m.*

Ms. O'Connor moved, seconded by Ms. Britton, to recommend to the Board to approve Karen McClesky as a Licensed Professional Counselor by endorsement upon receipt of the required license issuance fee. The motion passed unanimously.

Ms. O'Connor moved, seconded by Ms. Britton, to recommend to the Board to approve Laura Lawrence and Claudia Ward as Licensed Associate Counselors upon receipt of the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Dr. Kerstner, to recommend to the Board to approve the following 8 applicants as Licensed Associate Counselors upon receipt of a passing score on the required exam and the required license issuance fee:

David Sahady	Heather Devilliers	Leatanya Koppa	Annette Thacker
Jennifer Simpson	Jill Sena	Emily Olson	Rebecca Tamboli

The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to approve the following 15 applicants as Licensed Professional Counselors upon receipt of the required license issuance fee:

Karla Lynn Milloy	Laura Fontaine	Jose Benitez	Jena McBride
Sheila Holly	Karen Faitelson	Monica Reps	Dawn Bellingham
Julia Hofman	Michelle Merbeth	Gretchen Herndon	Michelle Gallagher
Randall Rollinson	Ilyssa Kauffman	Michelle Gallagher	

The motion passed unanimously.

Ms. Britton moved, seconded by Dr. Kerstner, to recommend to the Board to deny the following 5 applicants based on their failure to establish that they meet minimum requirements in education and/or supervised work experience:

Jessica Garza	Tiffany Green	Lean Vereen
Daniel Krepps	Sydney Pertson Carlburg	

The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. Britton, to recommend to the Board to approve Frank Celaya and Greta Shumway as Licensed Associate Counselors upon receipt of an acceptable practicum verification with the required clock hours, a passing score on the required exam and the required license issuance fee. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. Britton, to recommend to the Board to deny Susana McLellan based on her failure to establish that she meets minimum requirements by endorsement pending the Board's disposition of the background investigation where final action cannot be taken until the investigation is complete. The motion passed unanimously.

Ms. Britton moved, seconded by Dr. Kerstner, to recommend to the Board to Dana Vargas based on her failure to establish that she meets minimum requirements pending the Board's disposition of the background investigation where final action cannot be taken until the investigation is complete. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. Britton, to recommend to the Board to deny Catherine Stacey based on her failure to establish that she meets minimum requirements pending the Board's disposition of the complaint investigation where final action cannot be taken until the investigation is complete. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to approve Robin Horn as a Licensed Associate Counselor upon receipt of a passing score on the required exam, the required license issuance fee, and the Board's disposition of the background investigation. The motion passed unanimously.

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

Samantha Harper

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

Tabled

**14. Future agenda items**

A.A.G. training regarding recusals and conflicts of interest

**15. Call for public comment**

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

**16. Establishment of future meeting dates**

The next meeting is scheduled for Thursday, January 28, 2015, at 9:00 a.m., at 3443 North Central Avenue, Room 1705.

Following discussion, members agreed move the March 25, 2016, meeting to Thursday, March 24, 2016.

**17. Adjournment**

Ms. O'Connor moved, seconded by Ms. Britton, to adjourn. The motion passed unanimously and the meeting was adjourned at 4:17 p.m.

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Janet O'Connor  
Secretary/Treasurer

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Date

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