



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  
Website: [www.az.gov](http://www.az.gov)  
Website: [www.azbbhe.us](http://www.azbbhe.us)  
E-mail address: [information@azbbhe.us](mailto:information@azbbhe.us)

JANICE K. BREWER  
Governor

TOBI ZAVALA  
Executive Director

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SUBSTANCE ABUSE CREDENTIALING COMMITTEE MEETING MINUTES  
Thursday, October 16, 2014

Members present: Kirk Bowden, Cynthia Pio-Padilla, Nikole Hintz-Lyon  
Members absent: Gerald Szymanski  
Staff present: Elma Brambila, Credentialing Specialist; Zuri De Lucio, Credentialing Specialist; Mary Wilson, meeting recorder

1. **Call to Order**

The meeting was called to order on October 16, 2014, at 9:28 a.m. with Ms. Pio-Padilla presiding.

2. **Roll Call**

See above.

3. **Review and Approval of Minutes**

Dr. Bowden moved, seconded by Ms. Pio-Padilla, to approve the general meeting minutes from the September 18, 2014, meeting as submitted. The motion passed unanimously.

4. **Report from the Chair**

No report

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

A. *General Agency Operations*

No report.

B. *Discussion regarding application review process requirements*

No report.

C. *Review and action regarding implementation of SB1374 update*

Ms. Dalton provided information regarding the stakeholder meeting in November.

D. *Review of processes related to non-contemporaneous documentation*

Ms. Wilson discussed the importance of making sure the stakeholders understand the meaning of contemporaneous. She asked members to define the meaning for clarity.

Following discussion, Dr. Bowden moved, seconded by Ms. Hintz-Lyon, to recommend to the Board that contemporaneous signing means as close as practical to the day of the event but never more than 2 weeks. The motion passed unanimously.

In addition, Ms. Wilson reminded members that when an applicant submits documents that are not signed contemporaneously they will be forwarded to the Board for review.

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

A. *Rules Subcommittee*

Ms. Dalton provided an update on the recommended changes to substance abuse rules.

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

None

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

None

**9. Applications for renewal: review, consideration and action**

None

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

None

**11. Applications for inactive extension requests: review, consideration and action**

None

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

*The committee reviewed files from 9:39 a.m. through 1:10 p.m.*

Mr. Szymanski appeared telephonically to participate in the motions.

Ms. Hintz-Lyon moved, seconded by Ms. Pio-Padilla, to recommend to the Board license Robert Irving as a Licensed Substance Abuse Technician upon receipt of the required license issuance fee and the Board's disposition of the background investigation. The motion passed unanimously. Dr. Bowden abstained from the vote.

Ms. Hintz-Lyon moved, seconded by Ms. Pio-Padilla, to recommend to the Board license Yvonne Fox as a Licensed Substance Abuse Technician upon receipt of the required license issuance fee. The motion passed unanimously. Dr. Bowden abstained from the vote.

Ms. Hintz-Lyon moved, seconded by Ms. Pio-Padilla, to recommend to the Board license Megan Gehrlich as a Licensed Associate Substance Abuse Counselor by endorsement upon receipt of the required license issuance fee. The motion passed unanimously. Dr. Bowden abstained from the vote.

Ms. Hintz-Lyon moved, seconded by Ms. Pio-Padilla, to approve Ria Gardner, Azel Jackson III, and Melissa Porter as Licensed Associate Substance Abuse Counselors upon receipt of a passing score on the required exam and the license issuance fee. The motion passed unanimously. Dr. Bowden abstained from the vote.

Ms. Hintz-Lyon moved, seconded by Ms. Pio-Padilla, to recommend to the Board to approve Heather Moore and Michael Peugnet as Licensed Associate Substance Abuse Counselors upon receipt of the required license issuance fee. The motion passed unanimously. Dr. Bowden abstained from the vote.

Ms. Hintz-Lyon moved, seconded by Ms. Pio-Padilla, to recommend to the Board to deny Frank Ambrose, John Reed, and Devon Pinckard based on their failure to meet minimum licensure requirements. The motion passed unanimously.

**13. Future agenda items**

None

**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 November 20, 2014, at 9:00 a.m. at 3443 North Central, Room 908.

**16. Adjournment**

Ms. Hintz-Lyon moved, seconded by Dr. Bowden, to adjourn. The motion passed unanimously and the meeting was adjourned at 1:13 p.m.

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Gerald Szymanski  
Secretary/Treasurer

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Date