



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

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Friday, December 28, 2018

Members Present: Kathleen Britton, Janet O'Connor  
Members Absent: Patricia Kerstner  
Staff Present: Tobi Zavala, Executive Director; Elma Brambila, Credentialing Specialist

**1. Call to Order**

The meeting was called to order on December 28, 2018 at 9:00 a.m., with Ms. Britton presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

A. *November 30, 2018, general meeting minutes*

Ms. O'Connor moved, seconded by Ms. Britton, to approve the November 30, 2018, 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.

B. *Discussion regarding appointments*

Ms. Zavala reported that she has been in contact with the appointments office and that the members should be hearing something soon regarding their possible governor appointments.

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

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**

A. *Michelle Deck (60 day deficiency extension)*

Ms. O'Connor moved, seconded by Ms. Britton, to approve the consent agenda as presented. The motion passed unanimously.

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

None

**10. Exam accommodation requests: review, consideration and action**

None

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

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

Ms. O'Connor moved, seconded by Ms. Britton, to recommend to the Board to approve Kathryn Heltzel as a Licensed Professional Counselor 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 Jade Zinser and David Burkett as Licensed Associate Counselors upon receipt of the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to approve Philip Stanfield, Leo Merino, Cassandra Simpson and Erika Johnson as Licensed Associate Counselors upon receipt of a passing score on the required exam and the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend to the Board to deny the following 6 based on failure to establish that they meet minimum licensure requirements.

Nakia Squirewell  
Tolana Murphy

Alicia Tucker  
Marcelene Camou

Christina Testa  
Amber Grafe

The motion passed unanimously.

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

Shara Turner  
Kristi Estrada  
Kimberly Molina

Samuel Wolde  
Luke Bigler  
Rodger Lee II

Tamara Clause  
Gregory Yarbrough

*B. Appeals*

None

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

None

**13. Future agenda items**

None

**14. Call for public comment**

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

**15. Establishment of future meeting dates**

The next meeting is scheduled for Friday, January 25, 2019, at 9:00 a.m., at 1740 West Adams St, Board Room C, Phoenix, AZ 85007.

**16. Adjournment**

Ms. O'Connor moved, seconded by Ms. Britton, to adjourn. The motion passed unanimously and the meeting was adjourned at 2:00 p.m.

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Patricia Kerstner  
Secretary/Treasurer

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Date