



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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KATIE HOBBS  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Friday, December 6, 2024

Members Present: Patricia Kerstner, Janet O'Connor

Members Absent: Angel Branch Moore

Staff Present: Tobi Zavala, Executive Director (Telephonic In at 11:23 am and Out at 11:40 am) Elma Brambila, Assistant Director; Karime Gordillo, Credentialist; Kendra Claridge, Credentialist

**1. Call to Order**

The meeting was called to order on December 6, 2024, at 10:02 a.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. November 15, 2024, general meeting minutes*  
Tabled due to lack of quorum of members to vote.

**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)*  
Ms. Zavala shared the rulemaking process. The members discussed removing program evaluation in both places would be best practice. The members also discussed moving forward with the other curriculum changes as well.

**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*  
No report.

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

No report.

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

None

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

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

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to approve Shea Boyle and Rylee Blake as Licensed Associate Counselors upon receipt of a passing score on the required exam. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. O'Connor, to recommend to the Board to deny the following 3 on their failure to establish that they meet the minimum licensure requirements. The motion passed unanimously.

Anna Tobin

Laura Zsako

DeShandra Holland

Dr. Kerstner moved, seconded by Ms. O'Connor, to recommend to the Board to deny Tonya Walker and Jordana Katz based on their failure to establish that they meet minimum requirements pending the Board's disposition of the background investigation while final action on the application cannot be taken until the investigation is complete. The motion passed unanimously.

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

Ashely LaBier

Kelli Russell

*B. Appeals*

*None*

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

*A. South Mountain Community College, Bachelor of Science in Behavioral Sciences*

Dr. Thomas E. Rojo Aubrey, Division Chair for Counseling, Health and Wellness and Director of Behavioral Sciences appeared telephonically.

Following review, and discussion, members requested additional information regarding.

**10. Future agenda items**

**11. Call for public comment**

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

**12. Establishment of future meeting dates**

The next regular meeting is scheduled for January 31, 2025, at 10:00 a.m., at 1740 West Adams St., Board Room B, Phoenix, AZ 85007.

**13. Adjournment**

Ms. O'Connor moved, seconded by Dr. Kerstner to adjourn. The motion passed unanimously and the meeting was adjourned at 12:47 p.m.

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Angel Branch Moore  
Secretary/Treasurer

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Date