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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, January 26, 2018

Members Present: Patricia Kerstner, Janet O'Connor  
Members Absent: Kathleen Britton  
Staff Present: Donna Dalton, Deputy Director; Elma Brambila, Credentialing Specialist

**1. Call to Order**

The meeting was called to order on January 26, 2018, at 9:03 a.m., with Dr. Kerstner presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

A. *December 15, 2017, general meeting minutes*

Tabled due to lack of quorum of members to vote.

B. *October 28, 2016, amended general meeting minutes*

Ms. O'Connor moved, seconded by Dr. Kerstner, to approve the October 28, 2016, amended 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 HB2406*

Ms. Dalton informed the members that HB2406 was introduced.

C. *Discussion regarding a revised compensation and expense reimbursement policy*

Ms. Dalton presented the members with a revised policy addressing member compensation and expense reimbursement.

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

No report.

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

A. *Pablo Kusak (Christina Barnes, Psychiatric Mental Health Nurse Practitioner)*

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to approve the request. The motion passed unanimously.

B. *Uvoltta Francis (Lynda Crooms, outside clinical Supervisor)*

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to approve the request for an outside supervisor. The motion passed unanimously.

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

Ms. O'Connor moved, seconded by Dr. Kerstner, to approve the consent agenda as presented granting 60-day extension to Camea Peca, Marcie Edmonds and Bryce Paradis. 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 extension and/or 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*

*The Committee broke for lunch at 11:36 a.m., reconvening its public meeting at 12:15 p.m.*

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve Megan Gittins and Nicole McLaughlin as Licensed Professional Counselors upon receipt of the required license issuance fee. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve the following 6 as Licensed Associate Counselors upon receipt of the required license issuance fee.

Heather Kutch	Nikole Hintz-Lyon	Michelle Johnson
Annette Bouw	Tammy Oliver	Tabitha Huff

The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve the following 13 as Licensed Associate Counselors upon receipt of a passing score on the required exam and the required license issuance fee.

Brigitte Steinken	Tawnya Swenson	Ashley Sprotberry	Alyssa Engels
Ryan Butler	Anna Wiedoff	Carly Fullam	Rosemary Martinez
Shelise Kahn	Alin Calini	Jade Collett	Albin Polonyi
Jaqueline Ojala			

The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to deny Ana Benitez, Alyssa Showers, Carrie King, Brittany Canfield and Laura Rice based on failure to establish that they meet minimum requirements in education and/or supervised work experience. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to deny Shemeah Richardson based on her failure to establish that she meet minimum requirements by endorsement. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend to the Board to approve Willis Beasley as Licensed Associate Counselors upon receipt of the required license issuance fee, and the Board's disposition of the background investigation. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. O'Connor, to recommend to the Board to approve Bobbi Pena as Licensed Associate Counselors 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.

Dr. Kerstner moved, seconded by Ms. O'Connor, to recommend to the Board to deny Dorothy Granberry based on failure to establish she meets minimum licensure requirements pending the Board's disposition of the background investigation while final action cannot be taken until the investigation is complete. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner to refer Karen Williams (Applicant) and Shannon McQuaid (Clinical Supervisor) to investigations and table the review of Ms. Williams' file until the investigation has been completed. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. O'Connor to refer Deanaha Romero (Applicant) and Shannon McQuaid (Clinical Supervisor) to investigations and table the review of Ms. Romero's file until the investigation has been completed. The motion passed unanimously.

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

Justin Scully	Christopher Chappell	Briah Hudson	Kaitlyn Johnson
Jasmine Myers	Keli Dersch-Baldonado	Patricia Brackin	

## *B. Appeals*

### *1. Tawnya Swenson*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

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

### *2. Bridgitte Steinken*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

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

### *3. Cory Groman*

Tabled

### *4. Mercy Mwangi*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion, members requested additional information.

### *5. Heather Kutch*

Members reviewed information regarding the appeal.

The applicant was properly noticed, but did not appear.

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

Ms. Kutch withdrew her request for a formal hearing.

**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 February 23, 2018, at 9:00 a.m., at 1740 West Adams St, Phoenix, AZ 85007.

**16. Adjournment**

Ms. O'Connor moved, seconded by Dr. Kerstner, to adjourn. The motion passed unanimously and the meeting was adjourned at 2:25 p.m.

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Kathleen Britton  
Secretary/Treasurer

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Date