



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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KATIE HOBBS
Governor

TOBI ZAVALA
Executive Director

COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES
Friday, November 15, 2024

Members Present: Patricia Kerstner, Angel Branch Moore

Members Absent: Janet O'Connor

Staff Present: Tobi Zavala, Executive Director (Telephonic In at 10:06 am and Out at 10:35 am) Elma Brambila, Assistant Director; Karime Gordillo, Credentialist

1. Call to Order

The meeting was called to order on November 15, 2024, at 10:06 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. August 23, 2024, general meeting minutes

Ms. Branch Moore moved, seconded by Dr. Kerstner, to approve the general meeting minutes for the August 15, 2024, meeting as submitted. The motion passed unanimously.

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)
Tabled

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.

B. Discussion regarding the Auditor General's performance audit.

Ms. Zavala notified the members that the audit was complete and praised the staff for their hard work as exemplified in the audit. Also, let the members know the audit is on the Board's website for further review.

C. *Discussion regarding conflict of interest for Board and Committee members as well as staff.*
Ms. Zavala provided a PowerPoint training on conflict of interest with various scenarios and reminded them of the importance of recusing or refraining from voting on anything that represents a conflict of interest.

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. Branch Moore moved, seconded by Dr. Kerstner, to recommend to approve Amy Bourne and Sara Edwards as Licensed Associate Counselors upon receipt of a passing score on the required exam. The motion passed unanimously.

Dr. Kerstner moved, seconded by Ms. Branch Moore, to recommend to approve the following 4 as a Licensed Associate Counselor. The motion passed unanimously.

Cayla Castro
Maha Layton

Ashley Kirkpatrick

Alexandra Bishop

Dr. Kerstner moved, seconded by Ms. Branch Moore, 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.

Aletse Quintero

Jane Wendt

Sarah Dwyer

Following review, members requested additional information on the following application

Tara Stanley

Melissa Martinez

Emily Weiss

B. *Appeals*

None

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

None

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 December 06, 2024, at 10:00 a.m., at 1740 West Adams St., Board Room B, Phoenix, AZ 85007.

13. **Adjournment**

Dr. Kerstner moved, seconded by Ms. Branch Moore to adjourn. The motion passed

unanimously and the meeting was adjourned at 2:23 p.m.

Angel Branch Moore
Secretary/Treasurer

Date