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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

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COUNSELING ACADEMIC REVIEW COMMITTEE MEETING MINUTES  
Friday, September 27, 2019

Members Present: Kathleen Britton, Janet O'Connor, Patricia Kerstner

Staff Present: Tobi Zavala, Executive Director; Elma Brambila, Credentialing Manager,

**1. Call to Order**

The meeting was called to order on September 27, 2019 at 9:01 a.m., with Ms. Britton presiding.

**2. Roll Call**

See above.

**3. Review and Approval of Minutes**

*A. August 23, 2019, general meeting minutes*

Dr. Kerstner moved, seconded by Ms. O'Connor, to approve the general meeting minutes for the August 23, 2019 meeting as submitted.

**4. Report from Chair**

No report.

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

*A. General agency operations*

*B. Discussion regarding FY2019 achievements*

Ms. Zavala presented performance numbers demonstrating the Board's achievements for fiscal year 2019 which included: decreasing the complaint backlog, streamlining the renewal process, converting multiple Board functions to a paperless environment and processing over 2,000 applications. The members praised the staff for their hard work and dedication.

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

No report.

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

*A. Giselle Ortiz (Loren Fish, LCSW, size and geographical locations)*

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Dr. Kerstner moved, seconded by Ms. Britton to approve the request for size and geographical location. The motion passed unanimously.

*B. Katie Masters (Stephanie Leonard-Orduno, Psychologist size and geographical locations)*

Members reviewed information submitted regarding the request for exemption.

Following review and discussion, Dr. Kerstner moved, seconded by Ms. Britton approve the request for size and geographical location. The motion passed unanimously.

*C. Elsa Duarte ((Natalie George, LPC outside clinical supervisor)*

Members reviewed information submitted regarding the request for exemption.

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

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

*A. Kallie Flueckiger, LPC applicant (60 day deficiency extension)*

*B. Allison Cogswell, LPC applicant (60 day deficiency extension)*

*C. Tara Kiener, LPC applicant (60 day deficiency extension)*

*D. Aedan Hanley, LAC applicant (60 day deficiency extension)*

*E. Sylvia Hernandez Vargas, LMSW applicant (60 day deficiency extension)*

*F. Tajia Diggs, LCSW applicant (60 day deficiency extension)*

*G. Marcia Amaya, LMFT applicant (60 day deficiency extension)*

Dr. Kerstner, moved, seconded by Ms. O'Connor, 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 and/or 90-day waiver request: review, consideration and action**

*A. Enette Lopez, LMSW applicant (exam accommodation)*

Members reviewed information regarding the request for an exam accommodation.

Following review and discussion, Dr. Kerstner moved, seconded by Ms. Britton, to approve the request for an exam accommodation. The motion passed unanimously.

*B. Lily Cobham, LAC applicant (exam accommodation)*

Members reviewed information regarding the request for an exam accommodation.

Following review and discussion, Ms. Britton moved, seconded by Dr. Kerstner, to approve the request for an exam accommodation. The motion passed unanimously.

**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 Dr. Kerstner, to recommend Monica Torres and Janae Andrew 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 Corey Aranaydo and Amy Crow as Licensed Associate Counselors upon receipt of the required exam and the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend Jade Shelton as Licensed Associate Substance Abuse Counselor upon receipt of the required exam and the required license issuance fee. The motion passed unanimously.

Ms. Britton moved, seconded by Ms. O'Connor, to recommend Theresa Begley as Licensed Substance Abuse Technician upon receipt of the required exam and the required license issuance fee. The motion passed unanimously.

Ms. O'Connor moved, seconded by Dr. Kerstner, to recommend Michael Gibson as a Licensed Associate Counselor 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 deny the following 6 on their failure to establish that they meet minimum licensure requirements.

Gloria Harris  
Lyona Wallick

Richard Stenner  
Amber Chudzik

Joanna Parris  
Cherise Thomas

The motion passed unanimously.

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

Terry Mathews  
Elizabeth Nyenhuis

Susan Shekut

Brigitte Pallavicini

*B. Appeals*

*1. Summer Berry, LPC applicant*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to deny the appeal based on continued deficiencies. The motion passed unanimously.

*2. Joseph Bessing, LPC applicant*

Members reviewed information regarding the appeal.

The applicant appeared and addressed the committee.

Following review and discussion, Ms. O'Connor moved, seconded by Dr. Kerstner, to deny the appeal based on continued deficiencies. The motion passed unanimously.

**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, October 25, 2019, at 9:00 a.m., at 1740 West Adams St, Board Room B, 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 1:08 p.m.

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Patricia Kerstner  
Secretary/Treasurer

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Date