



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
1740 WEST ADAMS STREET, SUITE 3600  
PHOENIX, AZ 85007  
PHONE: 602.542.1882 FAX: 602.364.0890  
Board Website: [www.azbbhe.us](http://www.azbbhe.us)  
Email Address: [information@azbbhe.us](mailto:information@azbbhe.us)

KATIE HOBBS  
Governor

TOBI ZAVALA  
Executive Director

BOARD OF BEHAVIORAL HEALTH EXAMINERS  
MEETING MINUTES  
December 8, 2023

Members Present: Kimberly Bailey, Robert Charles (out at 10:07 a.m., in at 11:26 a.m.), Mary Coonrod, Leannette Henagan, Polly Knape, Meaghan Kramer (out at 1:23 p.m.), Adalesa Meek, Diane Palacios

Members Absent: Cedric Davis, Mark Shen, Antwan Trotter

Staff Present: Tobi Zavala, Executive Director; Mona Baskin, A.A.G., Erin Yabu, Deputy Director; Jarett Carver, Investigations Manager; Rob Pulver, A.A.G.

**1. Call to Order**

A meeting of the Arizona Board of Behavioral Health Examiners was called to order on December 8, 2023 at 8:59 a.m. with Ms. Meek presiding.

**2. Roll Call**

See above.

**3. Minutes: review, consideration and action**

*A. February 8, 2023, teleconference meeting minutes*

Board members were replaced since the February 8, 2023 teleconference meeting; therefore, a quorum could not be reached to approve the minutes. The February 8, 2023 teleconference meeting minutes were reviewed and considered by the Board and will be maintained as draft minutes.

*B. November 9, 2023, general meeting minutes*

Ms. Palacios moved, seconded by Ms. Henagan, to approve the general meeting minutes for the November 9, 2023 meeting as submitted. The motion passed unanimously. Ms. Coonrod abstained.

**4. Consent Agenda: review, consideration and action**

**A. Cases recommended for dismissal**

1. 2024-0011, Carly Welch, LAC-16025
2. 2024-0121, Christina Aguilar, LPC-17472
3. 2024-0048, Diana Apolinar, LCSW-11934
4. 2023-0188, Melodie Simmons, LPC-16331
5. 2024-0056, Stormie Rollins-Menniti, LMSW-13211

Following discussion, Ms. Palacios moved, seconded by Ms. Knape, to approve the consent agenda item 4(A). The motion passed unanimously.

**B. Cases recommended for dismissal with a letter of concern.**

1. 2023-0216, Lauren Mehr, LPC-18354
2. 2023-0185, Troy Tangeman, LPC-19233

Following discussion, Ms. Henagan moved, seconded by Ms. Palacios, to approve the consent agenda item 4(B). The motion passed unanimously.

C. Cases recommended for opening a complaint and dismissing with a letter of concern

N/A

D. Cases recommended for acceptance of a proposed signed non-disciplinary consent agreement.

N/A

E. Cases recommended for opening a complaint and acceptance of a proposed signed non-disciplinary consent agreement.

N/A

F. Cases recommended for acceptance of a proposed signed disciplinary consent agreement.

1. 2023-0177, Bruce Hill, LMFT-15476

Following discussion, Ms. Palacios moved, seconded by Mr. Charles, to approve the consent agenda item 4(F). The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X		X	X	X	X	X		
NAY											
Absent				X						X	X

G. Cases recommended for opening a complaint and acceptance of a proposed signed disciplinary consent agreement.

1. Kevin Potter, LASAC-08015T

Following discussion, Ms. Coonrod moved, seconded by Ms. Bailey, to approve the consent agenda item 4(G). The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X		X	X	X	X	X		
NAY											
Absent				X						X	X

H. Cases recommended for opening a complaint and denying for unprofessional conduct.

N/A

I. Cases recommended for release from consent agreements.

- 2023-0108, Sheila Huff, LAC-20087
- 2023-0141, Jennifer Mullen, LPC-17619
- 2023-0127, Catherine Raymond, LAC-21938

Following discussion, Ms. Palacios moved, seconded by Ms. Knape, to approve the consent agenda item 4(I). The motion passed unanimously.

*The Board took a break 10:42 a.m., reconvening its public meeting at 10:54 a.m.*

**5. Administrative Hearings**

Administrative Hearing Pursuant to A.R.S. §§ 32-3281 and 41-1092.07, the Board will conduct administrative hearings or consider related procedural issues in the following matter(s). During the administrative hearing, the Board may go into executive session to discuss confidential 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. 2023-0169, Charity Northan James, LPC-18935

Ms. Mona Baskin, A.A.G., appeared on behalf of the state.

The professional was properly noticed, but failed to appear.

Mr. Rob Pulver, A.A.G., appeared to provide independent legal advice to the Board.

Ms. Bailey moved, seconded by Ms. Palacios to designate State’s exhibits 1 and 5 as confidential. The motion passed unanimously.

Ms. Baskin, A.A.G, made an opening statement.

Ms. Zavala, Executive Director, was sworn and testified.

Ms. Meek moved, seconded by Ms. Bailey, moved to admit State’s Exhibits 1-8 into evidence with items 1 and 5 under seal. The motion passed unanimously.

Ms. Baskin, A.A.G., made a closing statement.

Following review and discussion by members, Ms. Bailey moved, seconded by Ms. Knape, to accept the factual allegations 1-19 as findings of fact. The motion passed unanimously.

Following further discussion, Ms. Bailey moved, seconded by Ms. Henagan, to accept the charges under A.R.S. § 32-3251(16)(o) as conclusions of law. The motion passed unanimously.

Following further discussion, Ms. Bailey moved, seconded by Ms. Knape, to issue an Order of Revocation of the professional’s license. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X		X	X		X	X		
NAY											
Absent				X			X			X	X

**6. Formal Interviews**

*N/A*

**7. Complaints and other disciplinary matters: review, consideration and action**

*A. 2023-0070, Angelica Castano, LPC-13801*

Ms. Zavala summarized the Board’s investigation.

The professional and her attorney, Andrew Breavington, appeared and addressed the Board.

Following discussion by members, Ms. Bailey moved, seconded by Ms. Henagan, to accept the signed modified proposed consent agreement. The motion passed unanimously. Ms. Palacios recused.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X		X	X	X	X			
NAY											
Absent				X					Recused	X	X

*B. 2023-0132, Kimberly Crooks, LISAC-15098*

Mr. Carver summarized the Board’s investigation.

The complainant appeared telephonically and addressed the Board.

The professional was properly noticed, but failed to appear.

Following review and discussion by members, Ms. Bailey moved, seconded by Ms. Palacios, to find the following violations:

- A.R.S. § 32-3251(16)(c)(iii), making any oral or written misrepresentation of a fact regarding the licensee’s skills or the value of any treatment provided or to be provided
- A.R.S. § 32-3251(16)(m), engaging or offering to engage as a licensee in activities that are not congruent with the licensee's professional education, training or experience

- A.R.S. § 32-3251(16)(p), failing to conform to minimum practice standards as developed by the board as it relates to:
  - A.A.C. R4-6-1101, Consent for Treatment
  - A.A.C. R4-6-1102, Treatment Plan
  - A.A.C. R4-6-1103, Client Record
  - A.A.C. R4-6-1104, Financial and Billing Records
- A.R.S. § 32-3251(16)(ii), violating any federal or state law, rule or regulation applicable to the practice of behavioral health, as it relates to
  - A.A.C. R4-6-205, Change of Contact Information
- A.R.S. § 32-3251(16)(kk), failing to make client records in the licensee's possession promptly available to the client, a minor client's parent, the client's legal guardian or the client's authorized representative on receipt of proper authorization to do so from the client, a minor client's parent, the client's legal guardian or the client's authorized representative

The motion passed unanimously.

Following review and discussion by members, Ms. Bailey moved, seconded by Ms. Palacios, to offer the professional a consent agreement for the voluntary surrender of the professional's license, and if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leanette Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X		X	X	X	X	X		
NAY											
Absent				X						X	X

*C. 2023-0147, Troy Love, LCSW-10449*

Mr. Carver summarized the Board's investigation.

The complainant was properly noticed, but failed to appear.

The professional and his attorney, Robin Burgess, appeared telephonically and addressed the Board.

Following further discussion, Ms. Henagan moved, seconded by Ms. Palacios, to offer the professional a 12 month non-disciplinary consent agreement for completion of 3 clock hours in Arizona documentation, 3 clock hours in behavioral health ethics to include an ethical decision-making tree, 6 clock hours in high conflict families, 3 clock hours in rural telehealth, and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

*D. 2023-0179, Brenna Peck, LPC-18547*

Ms. Zavala summarized the Board's investigation.

The complainant was properly noticed, but failed to appear.

The professional and her attorney, Mandi Karvis, appeared and addressed the Board.

Following review and discussion by members, Ms. Henagan moved, seconded by Ms. Bailey, to dismiss the complaint with a letter of concern addressing the nature of the symptoms present with clients that warrant further discussion and safety planning. The motion passed unanimously. Ms. Palacios recused.

*The Board took a break 11:47 a.m., reconvening its public meeting at 12:20 p.m.*

*E. 2023-0192, Kathleen Miholich, LCSW-0762*

Ms. Zavala summarized the Board's investigation.

The complainant appeared and addressed the Board.

The professional was properly noticed, but failed to appear.

Following review and discussion by members, Ms. Kramer moved, seconded by Ms. Knape, to dismiss the complaint. The motion passed unanimously.

*F. 2023-0083, Jennifer Rivera, LPC-12617*

Mr. Carver summarized the Board's investigation.

The complainant was properly noticed, but failed to appear.

The professional appeared and addressed the Board.

Following review and discussion by members, Ms. Knape moved, seconded by Ms. Bailey, to find the following violation:

- A.R.S. § 32-3251(16)(q), failing or refusing to maintain adequate records of behavioral health services provided to a client

The motion passed unanimously.

Following further review, Ms. Knape moved, seconded by Ms. Palacios, to offer a consent agreement that stipulates the following:

- The licensee shall be placed on probation for 12 months
- The licensee shall complete pre-approved continuing education in:
  - 3 clock hours in Arizona documentation
  - 3 clock hours in self-care
  - 3 clock hours of the Arizona Statutes/Regulation Tutorial
- The licensee shall obtain a practice monitor to carry out an audit plan and submit a report to the Board
- The frequency will be at the recommendation of the practice monitor, but at a minimum, the second visit must take place at 6 months

and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leanne Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X		X		X	X	X	X	X		
NAY											
Absent		X		X						X	X

Following further discussion by members, Ms. Knape moved, seconded by Ms. Palacios, to refer the case to the Arizona Department of Health Services.

*G. 2023-0194, Glendine Soiseth, LCSW-15768*

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

The professional and her attorney, Michael Ryan, appeared and addressed the Board.

Following review and discussion by members, Ms. Knape moved, seconded by Ms. Palacios, to dismiss the complaint. The motion passed unanimously.

*H. 2023-0166, Deanna Vance, LPC-10224*

Ms. Zavala summarized the Board's investigation.

The complainant appeared and addressed the Board.

The professional appeared and addressed the Board.

Following review and discussion by members, Ms. Palacios moved, seconded by Ms. Bailey, to find the following violations:

- A.R.S. § 32-3251(16)(k), engaging in any conduct or practice that is contrary to recognized standards of ethics in the behavioral health profession or that constitutes a danger to the health, welfare or safety of a client as it relates to the following section of the ACA Code of Ethics:
  - A.8. Multiple Clients
- A.R.S. § 32-3251(16)(m), engaging or offering to engage as a licensee in activities that are not congruent with the licensee's professional education, training or experience
- A.R.S. § 32-3251(16)(p), failing to conform to minimum practice standards as developed by the board as it relates to:
  - A.A.C. R4-6-1101, Consent for Treatment
  - A.A.C. R4-6-1102, Treatment Plan
  - A.A.C. R4-6-1103, Client Record
  - A.A.C. R4-6-1105, Confidentiality
  - A.A.C. R4-6-1106, Telepractice

The motion passed unanimously.

Following further review, Ms. Palacios moved, seconded by Ms. Bailey, to offer a consent agreement that stipulates the following:

- The licensee shall be placed on probation for 24 months
- The licensee shall complete pre-approved continuing education in:
  - 6 clock hours in behavioral health ethics
  - 3 clock hours in high-conflict families
  - 3 clock hours in telehealth
  - 5 clock hours in attendance of a Board meeting
  - 3 clock hours in family law to include subpoenas
- The professional shall receive clinical supervision monthly from a pre-approved independently licensed behavioral health professional
- Clinical supervision shall focus on behavioral health ethics, Board statutes and rules, telehealth, subpoenas, role of the therapist, family dynamics, Arizona documentation, and high-conflict cases
- Early release available after 12 months at the recommendation of the clinical supervisor

and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Mary Coonrod	Cedric Davis	Leannette Henagan	Polly Knape	Meaghan Kramer	Adalesa Meek	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X		X	X	X	X	X		
NAY											
Absent				X						X	X

*I. 2023-0155, Barbara Williams, LMSW-20195*

Ms. Zavala summarized the Board's investigation.

The professional appeared and addressed the Board.

Following review and discussion by members, the Board agreed not to release the professional from the interim consent agreement.

*J. 2023-0149, Sharon Wright, LPC-20841*

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

The professional and her attorney, Andrew Breavington, appeared and addressed the Board.

Following further discussion, Ms. Bailey moved, seconded by Ms. Henagan, to offer the professional a 12 month non-disciplinary consent agreement for completion of 6 clock hours of Arizona telehealth, 6 clock hours in self-disclosure to include boundaries and dual-relationships, 6 clock hours of self-care and life balance, 5 clock hours of attendance at a Board Meeting, 3 clock hours of the Arizona Statutes/Regulation Tutorial, and if not signed, to invite the professional to participate in a formal interview and, if not accepted to remand the matter to a formal hearing. The motion passed unanimously. Ms. Palacios recused.

*The Board took a break 1:12 p.m., reconvening its public meeting at 1:23 p.m.*

**8. Assistant Attorney General's Report: Mona Baskin, A.A.G.**

*N/A*

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

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

*Counseling*

Ms. Palacios moved, seconded by Ms. Bailey, to deny 6 applications based on a failure to take the required examination. The motion passed unanimously.

*Social Work*

Ms. Henagan moved, seconded by Ms. Bailey, to deny 7 applications based on a failure to pass the required examination and 5 applications based on a failure to take the required examination. The motion passed unanimously.

*B. Review, consideration, and possible action regarding applications for educational programs*

*N/A*

**10. Report from Chair**

*A. Summary of current events*

No report.

*B. Discussion regarding new Board member training*

Ms. Meek discussed the importance of the initial Board member training and recommended that other Board members review and revisit the material.

**11. Report from the Treasurer**

*A. Review, consideration, and possible action regarding October financial report*

Following review and discussion by members, Ms. Knape moved, seconded by Ms. Bailey, to accept the October financial report as presented. The motion passed unanimously.

*B. Review, consideration, and possible action regarding November financial report*

Tabled.

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

*A. Discussion regarding the 2024 meeting calendar*

Ms. Zavala reminded the members that the 2024 meeting calendar is in place as previously voted and to inform her if there will be an issue attending a meeting.

*B. Discussion regarding the 2024 Sunset Audit by the Arizona Auditor General's Office*

Ms. Zavala reminded the members that the 2024 Sunset Audit by the Arizona Auditor General's Office has officially begun and it will continue to be a standard agenda item. She provided the tentative timeline provided by the auditors that will include site visits.

*C. Discussion regarding the Counseling Regulatory Boards Annual Summit for National Board for Certified Counselors in Puerto Rico in June 26-28, 2024*

Ms. Zavala informed the members about the Counseling Regulatory Boards Annual Summit for National Board for Certified Counselors (NBCC) will take place in Puerto Rico in June. NBCC will fully fund the attendance for three

individuals that typically includes the Executive Director, Board Chair, and another attendee. Ms. Zavala shared with members that this would go on the January agenda for a vote for who will attend.

**13. Request for extension of inactive status: review, consideration and action**

N/A

**14. Future agenda items**

- Telehealth Platforms
- Cheat Sheet for an Ethical Decision Tree

**15. Call for public comment**

None.

**16. Establishment of future meeting date(s)**

*The next regular meeting is scheduled for Friday, January 12, 2024, at 9:00 a.m., at 1740 W. Adams St., Board Room C.*

**17. Adjournment**

Ms. Palacios moved, seconded by Ms. Bailey, to adjourn. The motion passed and the meeting was adjourned at 2:19 p.m.

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Polly Knape  
Secretary/Treasurer

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Date