



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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KATIE HOBBS  
Governor

TOBI ZAVALA  
Executive Director

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BOARD OF BEHAVIORAL HEALTH EXAMINERS  
MEETING MINUTES  
May 10, 2024

Members Present: Kimberly Bailey, Robert Charles (out at 11:38, back at 12:53), Leanette Henagan, Adalesa Meek, Diane Palacios, Antwan Trotter, Mark Shen, Dominic Miller

Staff Present: Tobi Zavala, Executive Director; Mona Baskin, A.A.G., Polly Knape, Deputy Director; Jarett Carver, Investigations Manager, Allison Taylor, Operations Manager

**1. Call to Order**

A meeting of the Arizona Board of Behavioral Health Examiners was called to order on May 10, 2024 at 9:01 a.m. at 1740 West Adams Street, Boardroom C, Phoenix, Arizona 85007 with Ms. Meek presiding.

**2. Roll Call**

See above.

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

*A. January 12, 2024, general meeting minutes*

Board members were replaced since the January 12, 2024 meeting; therefore, a quorum could not be reached to approve the minutes. The January 12, 2024 meeting minutes were reviewed and considered by the Board and will be maintained as draft minutes.

*B. January 12, 2024, executive session minutes/agenda item 7D*

Board members were replaced since the January 12, 2024 meeting; therefore, a quorum could not be reached to approve the executive session minutes. The January 12, 2024 executive session minutes were reviewed and considered by the Board and will be maintained as draft minutes.

*C. February 9, 2024, general meeting minutes*

Board members were replaced since the February 9, 2024 meeting; therefore, a quorum could not be reached to approve the minutes. The February 9, 2024 meeting minutes were reviewed and considered by the Board and will be maintained as draft minutes.

*D. February 9, 2024, executive session minutes/agenda item 7D*

Board members were replaced since the February 9, 2024 meeting; therefore, a quorum could not be reached to approve the executive session minutes. The February 9, 2024 executive session minutes were reviewed and considered by the Board and will be maintained as draft minutes.

*E. February 9, 2024, executive session minutes/agenda item 12I*

Board members were replaced since the February 9, 2024 meeting; therefore, a quorum could not be reached to approve the executive session minutes. The February 9, 2024 executive session minutes were reviewed and considered by the Board and will be maintained as draft minutes.

*F. March 8, 2024, general meeting minutes*

Ms. Palacios moved, seconded by Mr. Trotter, to approve the general meeting minutes for the March 8, 2024 meeting as submitted. The motion passed unanimously. Ms. Bailey abstained.

G. April 9, 2024, general meeting minutes

Ms. Bailey moved, seconded by Mr. Trotter, to approve the general meeting minutes for the April 9, 2024 meeting as submitted. The motion passed unanimously. Ms. Henagan abstained.

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

A. Cases recommended for dismissal

1. 2024-0144, Jeffrey Fulkerson, LPC-21211
2. 2024-0191, Kyle Giblin, LCSW-20628
3. 2024-0085, Alyssa Probert, LCSW-17766
4. 2024-0124, Michael Smith, LPC-19290 (Revoked)
5. 2023-0141, Mary Walczak, LAC-16456
6. 2024-0096, Meryl Warda, LCSW-10829

Following discussion, Ms. Palacios moved, seconded by Ms. Bailey, to approve the consent agenda item 4(A)(1,2,4,5). The motion passed unanimously.

3. 2024-0085, Alyssa Probert, LCSW-17766

Ms. Zavala summarized the Board's investigation

The complainant appeared and addressed the Board.

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

Following discussion, Mr. Trotter moved, seconded by Ms. Bailey, to approve the consent agenda item 4(A)3. The motion passed unanimously.

6. 2024-0096, Meryl Warda, LCSW-10829

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

The professional appeared and addressed the Board.

Following review and discussion by members, Ms. Palacios moved, seconded by Ms. Henagan, to dismiss the complaint with a letter of concern addressing the licensee's professional responsibility to ensure they do not exploit or solicit information from a client or client's family member in defense of a Board complaint. The motion passed unanimously.

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

1. 2024-0143, Kimberly DeFelice, LAC-21390
2. 2024-0076, Leandra Fifer, LPC-18563
3. 2024-0126, Tasia Ivey-Turner, LPC-20940

Following discussion, Ms. Palacios moved, seconded by Ms. Bailey, to approve the consent agenda item 4(B)(2,3). The motion passed unanimously.

1. 2024-0143, Kimberly DeFelice, LAC-21390

Ms. Zavala summarized the Board's investigation.

The complainant appeared and addressed the Board.

The professional appeared telephonically and addressed the Board.

Following review and discussion by members, Ms. Palacios moved, seconded by Ms. Bailey, to dismiss the complaint with a letter of concern addressing the importance of the professionals' responsibility, to ensure all

clinical records meet the Board’s minimum standards and are compliant with Board rules. 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.

1. 2024-0044, William Tafaro, LPC-17949

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

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.  
N/A

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

1. Sherri Mikels-Romero, LCSW-22213

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

	Kimberly Bailey	Robert Charles	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

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

I. Cases recommended for release from consent agreements.

1. 2023-0223, Christy Brinton, LMSW-17790 (active-restricted)
2. 2023-0008, Anne Brown, LPC-13540 (active-restricted)
3. 2022-0138, Andee Bufkin, LPC-12756 (active-restricted)
4. 2023-0119, Katherine Casanova, LCSW-21883 (active-restricted)
5. 2024-0001, Neal Holden, LCSW-17988
6. 2024-0008, Konia Nikas, LPC-2292, LISAC-1704
7. 2024-0022, Tracy Palmer, LPC-12995
8. 2023-0092, 2023-0099, Sarah Smidstra, LPC-18946 (active-restricted)

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

**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. 2023-0005, DeAna Perry, LMSW-17830

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

The professional was properly noticed, but failed to appear.

Ms. Smith, A.A.G., appeared to provide independent legal advice to the Board.

Ms. Baskin made an opening statement.

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

Ms. Baskin admitted State’s Exhibits 1-14 into evidence with items 2-9 and 11 under seal.

Ms. Palacios moved, seconded by Ms. Bailey, moved to admit State’s Exhibits 1-14 into evidence with items 2-9 and 11 under seal. The motion passed unanimously.

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

Following review and discussion by members, Ms. Palacios moved, seconded by Ms. Bailey to incorporate the factual allegations as findings of fact. The motion passed unanimously.

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

Following further discussion, Ms. Palacio moved, seconded by Ms. Bailey, to deny the application for unprofessional conduct. The motion passed unanimously.

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

	Kimberly Bailey	Robert Charles	Leannette Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

**6. Formal Interviews**

*N/A*

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

*A. 2024-0080, Tina Adams, LCSW-17130*

Ms. Zavala summarized the Board’s investigation.

The complainant was properly notified but failed to appear.

The professional appeared telephonically and addressed the Board.

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

- 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

The motion passed unanimously.

Following further discussion by members, Mr. Miller moved, seconded by Ms. Palacios, to offer a consent agreement that stipulates the following:

- The license shall be placed on probation for 24 months
- The professional shall complete 6 clock hours of continuing education in highly contested court cases including handling subpoenas
- The professional shall complete 3 clock hours of continuing education in Arizona documentation
- The professional shall complete 3 clock hours of continuing education in behavioral health ethics
- The professional shall complete the 3 clock hour 12 Guiding Principles and CFT practice training
- The professional shall complete 5 clock hours in attendance of a Board meeting.
- The professional shall receive 1 hour of clinical supervision weekly, for the first 6 months, after that time the frequency of supervision will be at the discretion of the clinical supervisor but shall occur not less than once monthly
- The Clinical Supervisor must have expertise in treating children and persons involved with the justice system
- Clinical supervision shall focus on treatment of children, highly contested court cases, and Arizona Board Statutes and Rules

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	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

*B. 2024-0052, William Bilbray, LISAC-15063.*

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 Board members, Ms. Henagan moved, seconded by Ms. Bailey, to find the following violations:

- 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

The motion passed unanimously.

Following further discussion by members, Ms. Henagan moved, seconded by Ms. Bailey, to offer a consent agreement that stipulates the following:

- The license shall be placed on probation for 12 months, with the option for early release after 6 months in the case all items are addressed and all clients indeed of treatment outside of licensee scope are transferred appropriately
- The professional shall complete the 3 clock hour Arizona Board Statutes and Rules Tutorial
- The professional shall receive clinical supervision monthly from a pre-approved LISAC, for 12 months, with the option for early release after 6 months at the recommendation of the supervisor
- Clinical supervision shall focus on scope of practice, appropriate referrals, transfer of services, documentation with focus on adequately reflecting scope and treatment

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	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X		X	X	X	X	X	X
NAY								
Absent		X						

*C. Paul Gibson, LMFT-10254*

Ms. Zavala summarized the background information.

Following review and discussion by members, Mr. Trotter moved, seconded by Ms. Bailey, to open a complaint for further investigation. The motion passed unanimously.

*D. 2024-0171, Aimee Jarvis, LMSW-21981*

Tabled

*E. Jehu Medina, LMSW Applicant*

Ms. Zavala summarized the background information.

The applicant was properly noticed, but failed to appear.

Following review and discussion by members, Ms. Palacios moved, seconded by Ms. Bailey, to open a complaint. The motion passed unanimously.

Following further discussion, Ms. Palacios moved, seconded by Ms. Bailey, to find the following violation:

- A.R.S. § 32-3251(16)(l), engaging in any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice the licensee's profession

The motion passed unanimously.

Following further discussion by members, Ms. Palacios moved, seconded by Mr. Trotter, to deny the application based on a finding of unprofessional conduct pursuant to A.R.S. § 32-3275(5) and A.R.S. § 32-3275(6). The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

*F. 2024-0162, Tammie Milliken, LPC-18803*

Ms. Zavala summarized the Board's investigation.

The complainant was properly notified but failed to appear.

The professional and her attorney, Sarah Stark, appeared and addressed the Board.

Following review and discussion by members, Ms. Bailey moved, seconded by Mr. Trotter to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) to obtain legal advice and review confidential records. The motion passed unanimously and the Board went into executive session at 9:57am, reconvening its public meeting at 10:05am.

Following further discussion, Ms. Bailey moved, seconded by Ms. Palacios, 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 2014 ACA Code of Ethics:
  - A.6.e. Nonprofessional Interactions or Relationships (Other Than Sexual or Romantic Interactions or Relationships)

- A.R.S. § 32-3251(16)(l), engaging in any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice the licensee's profession
- A.R.S. § 32-3251(16)(gg), failing to follow federal and state laws regarding the storage, use and release of confidential information regarding a client's personal identifiable information or care

The motion passed unanimously.

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

	Kimberly Bailey	Robert Charles	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

*G. 2024-0042, Danna Peterson, LPC-17750*

Ms. Zavala summarized the Board's investigation.

The complainant appeared telephonically and addressed the Board.

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

Following review and discussion by Board members, Mr. Shen moved, seconded by Ms. Bailey, to offer the professional a non-disciplinary consent agreement for 12 months for the completion of 3 clock hours in Arizona documentation, 3 clock hours in treating multiple clients, 3 clock hours highly contested court cases, 3 clock hours in ethics and risk as well as mental health that the professional is currently signed up for 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.

*The Board took a break at 10:37 a.m., reconvening its public meeting at 10:49 a.m.*

*H. 2024-0007, Joy Plote, LAC20272*

Ms. Zavala summarized the Board's investigation.

The professional was properly noticed, but failed to appear.

Following review and discussion by members, Ms. Palacios moved, seconded by Ms. Bailey, to accept the signed non-disciplinary consent agreement. The motion passed unanimously. Mr. Shen recused.

Following further discussion by members, Ms. Palacios moved, seconded by Ms. Bailey, to open a complaint on the owner of the agency, Teri Hourihan, and the professional's clinical supervisor, Dionne Spooner. Mr. Shen recused.

*I. 2024-0315, Alyssa Probert, LCSW-17766*

Ms. Zavala summarized the Board's investigation.

The complainant appeared and addressed the Board.

The professionals' attorney, Michael Ryan, appeared on behalf of the professional and addressed the Board.

Following review and discussion by members, Mr. Trotter moved, seconded by Ms. Bailey, to accept the signed consent agreement for the voluntary surrender of the professional's license. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								

Absent								
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J. 2024-0073, Ericka Valdez, LPC-18591  
 Mr. Carver summarized the Board’s investigation.

The complainant was properly noticed, but failed to appear.

The professional appeared telephonically and addressed the Board.

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

- A.R.S. § 32-3251(16)(l), engaging in any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice the licensee's profession
- 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 2014 ACA Code of Ethics:
  - A.8. Multiple Clients
- 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.R.S. § 13-3620. Duty to Report Abuse

The motion passed unanimously.

Following further discussion by members, Mr. Shen moved, seconded by Ms. Palacios, to offer a consent agreement that stipulates the following:

- The license shall be placed on probation for 12 months
- The professional shall complete 3 clock hours of continuing education in Arizona documentation
- The professional shall complete 3 clock hours of continuing education in risk assessment and safety planning
- The professional shall complete 3 clock hours of continuing education in defining clinical roles

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	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X		X	X	X	X	X	X
NAY								
Absent		X						

Following further review and discussion by members, Mr. Shen moved, seconded by Ms. Bailey, to open a complaint on licensee’s clinical supervisor, Crystal Boyd. The motion passed unanimously.

K. 2024-0156, Susana Villa, LPC-14201  
 Ms. Zavala summarized the Board’s investigation.

The complainant was properly notified but failed to appear.

The professional appeared and addressed the Board.

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

- A.R.S. § 32-3251(16)(t), disclosing a professional confidence or privileged communication except as may otherwise be required by law or permitted by a legally valid written release



The motion passed unanimously.

Following further discussion by members, Mr. Miller moved, seconded by Ms. Palacios, to offer a consent agreement that stipulates the following:

- The license shall be placed on probation for 12 months
- The professional shall complete 3 clock hours of continuing education in behavioral health ethics
- The professional shall complete 3 clock hours of continuing education surrounding Title 42 CFR, inclusive of Part 2
- The professional shall complete 5 clock hours in attendance of a Board meeting.
- The professional shall receive clinical supervision twice monthly for the first 6 months, after this the frequency of the supervision shall be at the discretion of the clinical supervisor, but shall be no less than once monthly.
- Clinical supervision shall focus on confidentiality, scope of practice, behavioral health ethics and statutes and rules.

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	Leanette Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

L. 2023-0214, 2023-0213 Mary Walczak, LAC-16456

Mr. Carver summarized the Board’s investigation.

The complainants were properly noticed, but failed to appear.

The professional and her attorney, Kimberly Kent, addressed the Board.

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

- A.R.S. § 32-3251(16)(l), engaging in any conduct, practice or condition that impairs the ability of the licensee to safely and competently practice the licensee's profession
- 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. R4-6-1105, Confidentiality

The motion passed unanimously.

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

- The license shall be placed on probation for 24 months
- The professional shall complete a pre-approved 3 semester credit hour graduate level course in behavioral health ethics
- The professional shall complete 3 clock hours of continuing education in assessment and diagnosis
- The professional shall complete 6 clock hours of continuing education in family systems
- The professional shall receive clinical supervision twice monthly
- Clinical supervision should focus on self care, countertransference, transference, assessments, behavioral health ethics, how to use clinical supervision, best practice and Board statutes and rules
- A practice restriction shall be in place for no participation in supervised private practice or private practice

- A practice restriction shall be in place for not providing services to individuals under the age of 18

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	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

Following further review and discussion by members, Ms. Bailey moved, seconded by Ms. Palacios, to open a complaint on the licensee’s clinical supervisor, Derek Allen. The motion passed unanimously.

*M. 2024-0303, Kara Wilkens LPC-22831*

Ms. Zavala summarized the Board’s investigation.

The complainant was properly noticed, but failed to appear.

The professional was properly noticed, but failed to appear.

Following review and discussion by members, Mr. Charles moved, seconded by Ms. Bailey, to accept the signed proposed interim consent agreement. The motion passed unanimously.

	Kimberly Bailey	Robert Charles	Leanne Henagan	Adalesa Meek	Dominic Miller	Diane Palacios	Mark Shen	Antwan Trotter
AYE	X	X	X	X	X	X	X	X
NAY								
Absent								

*The Board took a break at 11:38 a.m., reconvening its public meeting at 12:18 a.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. Shen moved, seconded by Ms. Bailey, to deny 4 applications based on a failure to take the required examination, and 1 application based on a failure to meet minimum requirements. The motion passed unanimously.

*Marriage and Family Therapy*

*N/A*

*Social Work*

Ms. Palacios moved, seconded by Ms. Bailey, to deny 7 applications based on a failure to pass the required examination, 8 applications based on a failure to take the required examination, and 2 applications based on a failure to meet the minimum requirements. The motion passed unanimously.

*Substance Abuse Counseling*

Ms. Henagan moved, seconded by Ms. Palacios, to deny 1 application 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. Review, consideration and possible action regarding Ms. Zavala’s annual performance review*

Ms. Meek provided members with a copy of Ms. Zavala’s performance evaluation draft for review.

Following review and discussion by members of the Board, Mr. Trotter moved, seconded by Ms. Palacios, to modify language in the review surrounding areas of focus, to ensure identification of learning activities for staff and members are not limited to the specific areas listed in the review. The motion passed unanimously.

#### **11. Report from the Treasurer**

##### *Review, consideration, and possible action regarding April financial report*

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

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

##### *A. Update on Board members and appointments*

Ms. Zavala provided an update, Ms. Coonrod has resigned from her position on the board and the Board thanks her for her years of service. Ms. Zavala provided an update of two new appointments by the Governor's Office; one of these appointments will replace Ms. Bailey. The Board thanks Ms. Bailey for her years of service.

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

Ms. Zavala provided an update on the 2024 Sunset Audit by the Arizona Auditor General's Office.

##### *C. Update on Ms. Zavala's attendance at the Association of Social Work Board's Educational Conference*

Ms. Zavala provided an overview of the value of the conference and the positive benefits the information provided has on the Board.

##### *D. Discussion regarding the Chair and Secretary/Treasurer elections*

Ms. Zavala provided a reminder to the Board members, annual elections for the Board Chairperson and Board Secretary Treasurer will take place at the next meeting.

##### *E. Discussion regarding the legislative updates*

Ms. Zavala provided a review of the passing of SB 1173, Counseling Compact, and emphasized the compact is not yet operational as a database must be operational for implementation of the compact. The Board will include needed updates in future rulemaking to ensure alignment with the recently passed bill and compact requirements.

Ms. Zavala provided a review of SB1062, noting "Addiction Counseling" will replace "Substance Abuse Counseling" titles, the expansion of these licensure scopes, and the change for applications by endorsement, from requiring 3 years of licensure to 1 year of licensure in the originating state.

##### *F. Discussion regarding supervised private practice*

Ms. Zavala provided an overview of 2023 Rulemaking, which was withdrawn, noting the continued volume of complaints and violations surrounding supervised private practice (SPP) Ms. Zavala advised the members that they should consider requiring supervisees who want to participate in SPP be required to complete 3 clock hours in opening a business as it relates to behavioral health services. She also shared that the members should consider requiring a clinical supervisor who wants to provide direct/clinical supervision in a SPP should be required to complete 3 clock hours on how to supervise a SPP. She also asked members to consider other ideas for the purpose of the protection of the public.

##### *G. Discussion regarding clinical supervision education*

Ms. Zavala shared with the members that clinical supervision continues to be a problem in Arizona. She suggested that the members consider adding to the rulemaking package to require clinical supervisors to complete a Board approved clinical supervision continued education. The Board members continued discussion noting, the benefits of ensuring the training is providing the correct information and is applicable to the role and the state.

##### *H. Discussion regarding the State of Arizona Budget Shortage*

Ms. Zavala provided an update surrounding the State of Arizona budget shortage, and informed the Board members of the possible consequences of the proposed restrictions. Additional 7 FTE's may not be granted to the Board, compounding processing timelines of all Board business, and increasing Board staff already full workload. Ms. Zavala reviewed the information pertaining to the Board being a 90/10 Board, informing members of the Boards 10% contribution to the general fund and noting the Board does not take from the general fund and is fully self sufficient.

Increases may not be available to staff, which is difficult as the private sector pay exceeds current state rates of pay, creating a disservice to the state. The Board will continue to utilize overtime to process business as quickly as possible, while remaining mindful of increased staff burden given the increased workload.

*I. Review, consideration and possible action regarding appointment of a delegate to the Counseling Compact.*  
Following review and discussion by members, Mr. Trotter moved, seconded by Ms. Bailey, to appoint Ms. Zavala as the Counseling Compact delegate. The motion passed unanimously.

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

N/A

**14. Future agenda items**

None

**15. Call for public comment**

No Comments

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

*The next regular meeting is scheduled for Friday, June 14, 2024, at 9:00 a.m., at 1740 W. Adams St., Board Room C.*

**17. Adjournment**

Mr. Trotter moved, seconded by Ms. Palacios, to adjourn. The motion passed and the meeting was adjourned at 3:43 p.m.

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Diane Palacios  
Secretary/Treasurer

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Date