



ARIZONA BOARD OF ATHLETIC TRAINING
1740 West Adams Street, Suite 3407
Phoenix, Arizona 85007
(602) 589-6337
www.at.az.gov
at.info@otboard.az.gov

REGULAR SESSION MEETING MINUTES
May 6, 2019

Board Members Present via Webex: Eric Freas, ATC – Chair
Chuck Baughman, ATC – Vice-Chair
Bart Peterson, ATC – Athletic Trainer Member
Jennifer Fadeley – Public Member (joined at 9:33 a.m.)
Cheryl Ingram – Public Member

Board Members Absent: None

Staff Present: Karen Whiteford – Executive Director
Amber Jones – Administrative Assistant

Legal Staff Present: Sabrina Khan – Assistant Attorney General

Location: 1740 West Adams Street, Conference Room 1024
Phoenix, Arizona 85007

- 1) **CALL TO ORDER** –Mr. Freas called the meeting to order at 9:30 a.m.
- 2) **ROLL CALL**
The following Board members were present: Eric Freas, Charles Baughman, Bart Peterson, and Cheryl Ingram
- 3) **DECLARATION OF CONFLICTS OF INTEREST**
No conflicts of interest were reported.
- 4) **DISCUSS, AMEND AND APPROVAL OF MINUTES**
 - a) Regular Session Meeting Minutes of April 1, 2019
Mr. Baughman moved the Board approve the regular session meeting minutes of April 1, 2019.
Ms. Ingram seconded the motion. The motion passed 4-0 by roll call vote.
- 5) **REVIEW FUTURE BOARD MEETING SCHEDULE**
 - a) June 3, 2019 – Webex
Ms. Ingram and Mr. Baughman stated that they will not be present for the June 3 meeting.
 - b) July 1, 2019 – In-Person
Mr. Peterson stated that he will not be present for the July 1 meeting.
 - c) August 5, 2019 – Webex
No conflicts were reported.

Ms. Fadeley joined the meeting at 9:33 a.m.

6) REVIEW, DISCUSSION, AND POSSIBLE ACTION - COMPLAINTS, HEARINGS, INVESTIGATIONS AND COMPLIANCE

- a) Initial Review, Discussion, and Possible Action On Complaint
None
- b) Review, Discussion, and Possible Action of Whether or Not to Open a Complaint
 - i) Jarrett Holmes – Continuing Education Audit
Mr. Freas asked Ms. Whiteford what Mr. Holmes’ status is with the Board of Certification. Ms. Whiteford stated that he is currently certified. Mr. Peterson stated that Mr. Holmes completed 24.5 hours of continuing education in the last 1.5 years. Mr. Peterson moved the Board take no action, based on the information provided in the audit. There was no second to the motion. Mr. Baughman moved the Board go into executive session for legal advice. Ms. Ingram seconded the motion. The motion passed 5-0 by roll call vote. The Board entered executive session at 9:40 and returned to regular session at 9:49. Upon return to regular session, Mr. Peterson moved the Board take no action, based on the information provided in the audit. Mr. Baughman seconded the motion. The motion passed 5-0 by roll call vote.

7) CONSENT AGENDA: REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE

Mr. Peterson moved the Board approve the 7 initial and 51 renewal applications in the consent agenda. Ms. Ingram seconded the motion. The motion passed 5-0 by roll call vote.

- a) Initial Applications (7)

Applicant: Last Name	Applicant First Name	Intake Method
Boyte	George	Portal
Faciana	Nicholas	Portal
Krivulka	Kelly	Portal
Leftwich	Megan	Portal
Milord	Thomas	Portal
Phipps	Catherine	Portal
Viola	Vincent	Paper

- b) Renewal/Reinstatement Applications (51)

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type	Intake Method
ATR-000922	Ammon	Christen	6/1/2019	Renewal	Portal
ATR-001589	Bennett	Taylor	4/30/2019	Renewal	Portal
ATR-001053	Bukarau	Stephanie	7/1/2019	Renewal	Portal
ATR-001590	Burton	Brett	4/30/2019	Renewal	Portal
ATR-000284	Caplinger	Roger	6/3/2019	Renewal	Portal
ATR-001187	Connolly	Allison	5/1/2019	Renewal	Portal
ATR-000973	Cox	Alicia	6/1/2019	Renewal	Portal
ATR-001279	DiCicco	John	5/4/2019	Renewal	Portal
ATR-000887	Elliott	Johannah	7/10/2019	Renewal	Portal
ATR-000937	Epstein	Bradley	6/5/2019	Renewal	Portal
ATR-000679	Fried	Aaron	6/4/2019	Renewal	Portal
ATR-000998	Gorosics	Christopher	4/1/2019	Renewal	Portal

May 6, 2019
Athletic Training Board Meeting Minutes

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type	Intake Method
ATR-000188	Guariglio	Linda	4/1/2019	Renewal	Portal
ATR-000542	Hanzal	Troy	4/1/2019	Renewal	Portal
ATR-000459	Hassler	Jeremy	4/1/2019	Renewal	Portal
ATR-000416	Herrig	Kyle	5/3/2019	Renewal	Portal
ATR-000079	Imhoff	James	5/1/2019	Renewal	Portal
ATR-000468	Jankowski	Jeffrey	5/1/2019	Renewal	Portal
ATR-000545	Jessee	April	5/1/2019	Renewal	Portal
ATR-000046	Johnson	Albert	5/1/2019	Renewal	Portal
ATR-000338	Johnson	Matthew	5/1/2019	Renewal	Portal
ATR-000725	Johnson	Emily	5/1/2019	Renewal	Portal
ATR-008927	Jones	Kaitlyn	7/2/2019	Renewal	Portal
ATR-000313	Kernan	Dana	6/1/2019	Renewal	Portal
ATR-001489	Kobordo	Tiffany	6/5/2019	Renewal	Portal
ATR-000245	Kokoskie	Justin	6/1/2019	Renewal	Portal
ATR-000263	Kordonowy	Ron	6/1/2019	Renewal	Portal
ATR-000606	Kunselman	Eileen	6/1/2019	Renewal	Portal
ATR-000057	Lessner	Christopher	6/1/2019	Renewal	Portal
ATR-000035	Linaker	David	6/1/2019	Renewal	Portal
ATR-000859	Lowman	Jesse	6/1/2019	Renewal	Portal
ATR-008913	Marquez	Jessica	6/3/2019	Renewal	Portal
ATR-001602	Marquez	Christopher	6/4/2019	Renewal	Portal
ATR-000102	Maystadt	Thomas	7/1/2019	Renewal	Portal
ATR-001604	Moss	Wesley	6/4/2019	Renewal	Portal
ATR-000028	Nelson	Aaron	7/1/2019	Renewal	Portal
ATR-001266	Papania	Nicholas	4/3/2019	Renewal	Portal
ATR-001716	Petra	Louis	4/1/2019	Renewal	Portal
ATR-001592	Powell	Michael	4/30/2019	Renewal	Portal
ATR-000963	Recio	Vanessa	5/1/2019	Renewal	Portal
ATR-000826	Rice	Ashley	7/1/2019	Renewal	Portal
ATR-001512	Ryan	Spencer	7/10/2019	Renewal	Portal
ATR-001480	Salter	Jessica	5/1/2019	Renewal	Portal
ATR-001481	Schilling	James	5/1/2019	Renewal	Portal
ATR-008939	Stanley	Alexander	7/2/2019	Renewal	Portal
ATR-001284	Takahashi	Yusuke	5/11/2019	Renewal	Portal
ATR-008942	Tocco	Evelyn	7/2/2019	Renewal	Portal
ATR-001574	Toenjes	Joseph	2/5/2019	Reinstatement	Portal
ATR-008903	Vladyka	Alexandra	5/6/2019	Renewal	Portal
ATR-000799	Whitley	Elizabeth	5/1/2019	Renewal	Portal
ATR-008945	Wilson	Allison	7/2/2019	Renewal	Portal

8) REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE

a) Initial Applications – Board Review
None

b) Renewal/Reinstatement Applications – Board Review

i) John Fierro, ATR-000114 – Reinstatement

Ms. Whiteford stated that Mr. Fierro’s application was complete and that the reason it appeared in the Board Review section was because Mr. Fierro included a letter requesting the \$200.00 reinstatement fee be waived. Ms. Whiteford further stated that Mr. Fierro began the application process on February 22, 2019, but did not submit a complete application until April 22, 2019. Ms. Ingram moved the Board approve Mr. Fierro’s reinstatement without reimbursement of the \$200.00 reinstatement fee. Mr. Peterson seconded the motion. The motion passed 5-0 by roll call vote.

ii) Allison Griffin, ATR-001680 – Reinstatement

Mr. Peterson asked Ms. Whiteford if there was additional information to share. Ms. Whiteford summarized that Ms. Griffin’s license expired 10/1/2018 and she did practice while her license was expired. Ms. Whiteford further stated than an email from Ms. Griffin stated that she estimated she practiced 168 days and she continued to practice after she became aware that her license expired. Mr. Freas confirmed that Ms. Griffin practiced after she became aware that her license expired. Mr. Peterson moved the Board approve the reinstatement of Allison Griffin pending the acceptance of a consent agreement to include one year of probation, a \$500 civil penalty due within six months of the execution of the consent agreement, and six hours of continuing education in medical ethics within six months of the execution of the consent agreement. Ms. Fadeley asked Ms. Whiteford if Ms. Griffin’s next renewal would be in October 2019 or May 2020. Ms. Whiteford stated the renewal date would be changed to May of 2020. Mr. Baughman seconded Mr. Peterson’s motion. The motion passed 5-0 by roll call vote.

c) Incomplete Applications:

i) Incomplete Initial Applications

Mr. Freas asked Board staff if there were any concerns with the incomplete initial application. Ms. Jones stated that there were no concerns.

Applicant: Last Name	Applicant First Name	Intake Method
Cacchione	Andrew	Portal
Harnell	Claire	Portal
Kirste	Robert	Portal

ii) Incomplete Renewal/Reinstatement Applications

Mr. Freas asked Board staff if there were any concerns with the incomplete renewal applications. Ms. Jones stated that Kristin Milliette’s application was complete. Mr. Baughman moved the Board approve Ms. Milliette’s renewal application. Mr. Peterson seconded the motion. The motion passed 5-0 by roll call vote.

Mr. Freas requested that Board staff contact Mr. Feliciano to ensure he completes his application before his license expires.

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Days in Current Status	Intake Method
ATR-008904	Feliciano	Michael	5/6/2019	36	Portal
ATR-008931	Milliette	Kristin	7/2/2019	1	Portal

9) REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON BOARD POLICIES AND PROCEDURES

i) Payment of Annual Leave

Ms. Whiteford explained the purpose of the proposed policy. Mr. Peterson moved the Board go into executive session for legal advice. Mr. Baughman seconded the motion. The motion passed 5-0 by roll call vote. The Board entered executive session at 10:04 and returned to regular session at 10:07. Mr. Peterson directed staff to consult with the Arizona Department of Administration regarding the proposed policy and report back at the June meeting for consideration.

10) REVIEW, DISCUSSION, AND POSSIBLE ACTION – BOARD BUSINESS AND REPORTS

a) Executive Director’s Report – Verbal Report and Discussion – No Action Required

i) Financial Report

Ms. Whiteford stated that she met with a representative at the Central Service Bureau to review upcoming payments and determined that the Board will have approximately \$9,700 remaining at the end of the fiscal year.

ii) Review of Recent Board Staff Activities

Ms. Whiteford stated that Ms. Jones has been helping the Occupational Therapy Board while their administrative assistant is on leave.

b) 2018 Auditor General Performance Audit Follow-Up

Ms. Whiteford stated that the Auditor General’s office had two items that required clarification and she did not anticipate any issues with either of those items.

c) Sunset Review - Update On Communication Related to Locating a Sponsor for the Continuation Bill

Ms. Whiteford stated she met with Emily Rajocovich from the Governor’s office, who said it would be appropriate to establish contact but not expect much until after the Legislative session is over.

d) Administrative Project Status

i) Policies and Procedures

Ms. Whiteford stated that she is still updating policies and procedures.

ii) Board Automation (eLicensing)

Ms. Whiteford stated that there was no update on the eLicensing project.

iii) CE Broker Implementation

Ms. Whiteford informed the Board that CE Broker was scheduled to launch on May 13, 2019, launch. She further emphasized that use of CE Broker is not required for licensees. It simply provides another tool that may be useful for those licensed in multiple states.

iv) Proposed Rule Revisions

Ms. Whiteford stated that she met with Emily Rajocovich and provided a copy of the Board’s rules with proposed changes. During this meeting, Ms. Rajocovich said that the Governor’s office had two issues. One was requiring that applicants submit a copy of the physician’s treatment protocol, as it conflicts with streamlining the application process. Ms. Whiteford stated that requiring an attestation may be alternative. The second issue expressed by the Governor’s office was with the statutes and rules exam. The Board proposed that it be required upon initial licensure, rather than at the first renewal. According to Ms. Rajocovich, the Governor’s office would rather see agencies eliminate this type of requirement.

Finally, Ms. Whiteford stated that, because of bills that have passed this Legislative session, there are other rules that will need to be changed regarding reciprocity and temporary licensure.

e) Update on Board Member Appointments and Reappointments

Ms. Whiteford reported that the Governor’s office is working on this task.

- f) 2019 Legislative Session – Bills to Watch
- i) HB2118 – unauthorized practice; health professions
Ms. Whiteford stated that HB2118 makes it a felony to engage in unauthorized practice of a licensed profession. She further summarized that the Board is required to report violations to the attorney general's office and has the authority to issue a cease and desist order.
 - ii) HB2131 – state agencies; citizen portal; access
Ms. Whiteford stated that HB2131 requires the board establish a citizen portal that allows them to access personal information and correct any errors. She also stated that the requirement starts in 2024 and requires a cost estimate for modifying the eLicense system must be provided by January 1, 2023.
 - iii) HB2182 – permit; license; denials; agency hearing
Ms. Whiteford stated that HB2182 requires the Board describe the licensure process in clear and unambiguous language.
 - iv) HB2463 – occupational regulations; licenses; communications; notice
Ms. Whiteford stated that HB2463 requires all Boards post a statement on their websites and all licensure communication that the agency shall limit all regulations for occupational regulation to include only regulations that are demonstrated to be necessary to specifically fulfill a public health, safety, or welfare concern.
 - v) HB2569 – occupational Licensing; reciprocity
Ms. Whiteford that HB2569 will require funding to modify programming in salesforce. The bill requires that we issue a license to a person who establishes residence in Arizona. She added that the applicant has to have held a license in another state for at least a year, has to have passed the BOC exam (if the other state requires it), and cannot have had disciplinary actions, complaints, surrenders, etc.
 - vi) HB2660 – occupational regulation; prior conviction; applicability
Ms. Whiteford stated that HB2660 modifies the statute related to petitioning the Board to determine if a previous criminal history would prevent that person from obtaining a license. The bill adds to the statute that convictions that occurred more than seven years ago cannot be considered, with some exceptions.
 - vii) SB1062 – public disclosure; health professionals; address
Ms. Whiteford stated that SB1062 requires the Board have an address of record for each licensee and allows the licensee to opt out of this requirement.
 - viii) SB1086 – health professions; temporary licensure
Ms. Whiteford stated that SB1086 will require eLicense reprogramming. The bill stated that the board may grant authority to the executive director to issue and approve licenses, certifications, reinstatements, etc. In order to be approved by the executive director, the applicant could not have had license suspended or revoked, etc. Ms. Whiteford added that his bill adds a requirement for agencies to issue temporary licenses within 30 days of a completed application, which the Athletic Training Board already issues.
 - ix) SB1096 – health professionals data; repository; appropriation
Ms. Whiteford stated that SB1096 requires that we collect information from licensees, but we do not have information on what that would include. She also stated that this will require eLicense programming
 - x) SB1164 – ombudsman-citizens aide; executive session; access
Ms. Whiteford stated that SB1164 failed. The bill would have provided access to executive session meeting minutes to the Ombudsman's office if they received a complaint from a member of the public regarding a possible violation of open meeting law while in executive session
 - xi) SB1482 – state agencies; fee increase; limit
Ms. Whiteford stated that SB1482 limits the amount the Board can increase fees. Any future increases must be in alignment with the cost-of-living index.

11) FUTURE AGENDA ITEMS

The Board requested that the following be added to the June agenda:

- a) Annual Leave Payout
- b) Rules Related to Physician Direction/Protocol Submission Requirement
- c) Rules Related to the Statutes and Rules Exam Requirement

12) CALL TO THE PUBLIC

No members of the public stepped forward to speak.

13) ADJOURNMENT

Mr. Baughman moved the Board adjourn. Ms. Ingram seconded the motion. The motion passed 5-0 by roll call vote. The meeting adjourned at 10:29 a.m.

Respectfully Submitted,

Karen Whiteford
Executive Director