



ARIZONA BOARD OF ATHLETIC TRAINING
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REGULAR SESSION MEETING MINUTES
April 1, 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 (joined at 9:37 a.m.)

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, Board Room C
Phoenix, Arizona 85007

1) CALL TO ORDER –Mr. Freas called the meeting to order at 9:31 a.m.

2) ROLL CALL

The following Board members were present: Eric Freas, Charles Baughman, Bart Peterson, Jennifer Fadeley, and Cheryl Ingram

3) DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were reported at the beginning of the meeting. Mr. Baughman recused himself from Agenda item 4)b)

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

4) DISCUSS, AMEND AND APPROVAL OF MINUTES

Ms. Fadeley abstained from voting on the meeting minutes of March 7, 2019, because she did not attend the meeting.

a) Regular Session Meeting Minutes of March 7, 2019

Mr. Baughman moved the Board approve the regular session meeting minutes of March 7, 2019. Mr. Peterson seconded the motion. The motion passed 3-1 by roll call vote, with Ms. Fadeley abstaining.

b) Executive Session Meeting Minutes of March 7, 2019, 9:35 a.m.

Mr. Baughman recused himself. Mr. Peterson moved the Board approve the executive session meeting minutes of March 7, 2019. Mr. Freas seconded the motion. Ms. Fadeley abstained. Due to a lack of quorum, the agenda item was tabled to the May Board meeting.

c) Executive Session Meeting Minutes of March 7, 2019, 10:32 a.m.

Mr. Baughman moved the Board approve the executive session meeting minutes of March 7, 2019, at 10:32 a.m. Mr. Peterson seconded the motion. The motion passed 3-1 by roll call vote, with Ms. Fadeley abstaining.

5) REVIEW FUTURE BOARD MEETING SCHEDULE

- a) May 6, 2019 – Webex
- b) June 3, 2019 – Webex – Mr. Baughman may not be available.
- c) July 1, 2019 – In-Person – Mr. Peterson will call in.

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

- a) Initial Review, Discussion, and Possible Action On Complaint
None

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

Mr. Peterson moved the Board approve the consent agenda as written. Mr. Baughman seconded the motion. The motion passed 4-0 by roll call vote.

- a) Initial Applications (7)

Applicant: Last Name	Applicant First Name	Intake Method
Calhoun	Janeria	Portal
Crisler	Emily	Portal
Huff	Brent	Portal
Nowak	Sarah	Portal
Peck	Kiana	Portal
Reed	Jessica	Portal
Silcott	Alexander	Portal

- b) Renewal/Reinstatement Applications (40)

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type	Intake Method
ATR-001567	Arroyo Rosa	Benedict	4/1/2019	Renewal	Portal
ATR-001462	Baca	Chelsey	4/1/2019	Renewal	Portal
ATR-001270	Behr	Jamie	4/6/2019	Renewal	Portal
ATR-000370	Bradford	Landon	4/1/2019	Renewal	Portal
ATR-001584	Brewer	Matthew	4/2/2019	Renewal	Portal
ATR-001261	Chavira	Vicente	5/3/2019	Renewal	Portal
ATR-001472	Deal	Matthew	4/3/2019	Renewal	Portal
ATR-001473	Duff	John	4/3/2019	Renewal	Portal
ATR-001014	Garcia	Ashley	4/1/2019	Renewal	Portal
ATR-001367	Garcia Jr.	Alifonzo	4/6/2019	Renewal	Portal
ATR-000451	Garmon	Adam	4/1/2019	Renewal	Portal
ATR-001130	Gordon	Samantha	4/1/2019	Renewal	Portal
ATR-000043	Gressett	Tamee	4/1/2019	Renewal	Portal
ATR-001591	Grimes	Rachel	4/30/2019	Renewal	Portal

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type	Intake Method
ATR-001588	Grosh	Gavin	4/2/2019	Renewal	Portal
ATR-000934	Guterman	Joshua	4/1/2019	Renewal	Portal
ATR-000014	Hackett	Craig	4/1/2019	Renewal	Portal
ATR-000348	Hackett	George	4/1/2019	Renewal	Portal
ATR-001003	Hagihara	Saburo	4/1/2019	Renewal	Portal
ATR-000217	Hayward	David	4/1/2019	Renewal	Portal
ATR-000910	Heichelbech	Mark	4/1/2019	Renewal	Portal
ATR-001475	Herrera	Caroline	4/3/2019	Renewal	Portal
ATR-000239	Herzner	Jonathan	4/1/2019	Renewal	Portal
ATR-000567	Holmes	Jarrett	4/1/2019	Renewal	Portal
ATR-000659	Hubbard	Susan	4/7/2019	Renewal	Portal
ATR-001004	Huber	Monica	4/1/2019	Renewal	Portal
ATR-000668	Hudnutt	Tiffany	4/1/2019	Renewal	Portal
ATR-001368	Imerman	Iliniza	4/6/2019	Renewal	Portal
ATR-001713	Johnson	Scott	4/1/2019	Renewal	Portal
ATR-001110	Johnson	Joshua	5/1/2019	Renewal	Portal
ATR-000535	Johnson	Curtis	5/1/2019	Renewal	Portal
ATR-001165	Johnston	Bruce	5/1/2019	Renewal	Portal
ATR-000875	Kutyreff	Cherisse	6/1/2019	Renewal	Portal
ATR-000876	Lee	Whitney	6/1/2019	Renewal	Portal
ATR-000036	Lyle	Thomas	6/1/2019	Renewal	Portal
ATR-001586	Meredith	Jason	4/2/2019	Renewal	Portal
ATR-001714	Ramirez	Alisha	4/1/2019	Renewal	Portal
ATR-001715	Reynolds	Patrick	4/1/2019	Renewal	Portal
ATR-001479	Sirois	Paul	4/3/2019	Renewal	Portal
ATR-001709	Smith	Kristen	3/4/2019	Renewal	Portal

Ms. Ingram joined the meeting at 9:37 a.m. The Board reopened agenda item 4B.

4) DISCUSS, AMEND AND APPROVAL OF MINUTES

Ms. Fadeley abstained from voting on the meeting minutes of March 7, 2019, because she did not attend the meeting.

b) Executive Session Meeting Minutes of March 7, 2019, 9:35 a.m.

Mr. Baughman recused himself from this agenda item. Mr. Peterson moved the Board approve the executive session meeting minutes of March 7, 2019, at 9:35 a.m. Ms. Ingram seconded the motion. The motion passed 3-1 by roll call vote, with Ms. Fadeley abstaining and Mr. Baughman recusing.

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

a) Initial Applications – Board Review
None

b) Renewal/Reinstatement Applications – Board Review
i) Darrin Blake – Reinstatement

Mr. Freas asked Ms. Whiteford if Mr. Blake provided the number of days he practiced after his license expired. Ms. Whiteford stated Mr. Blake stated that he worked “every week.” The Board calculated that Mr. Blake practiced with an expired license for approximately 17 months. Mr. Peterson moved the Board approve Mr. Blake’s reinstatement application upon execution of a consent agreement to include a three-year probation, a \$2,000 civil penalty, and six hours of continuing education in ethics. Mr. Peterson clarified that the civil penalty and continuing education are due within 18 months of execution of the consent agreement. Mr. Baughman seconded the motion. The motion passed unanimously by roll call vote, 5-0.

- c) Incomplete Applications:
 - i) Incomplete Initial Applications

Mr. Freas asked Board staff if there were any issues with the incomplete initial applications. Ms. Whiteford stated that all three are still incomplete.

Applicant: Last Name	Applicant First Name	Days in Current Status	Intake Method
Cacchione	Andrew	4	Portal
Faciana	Nicholas	35	Portal
Leftwich	Megan	4	Portal

- ii) Incomplete Renewal/Reinstatement Applications

Mr. Freas asked Board staff if there were any issues with the incomplete renewal applications. Ms. Jones stated that Mr. Fernandez submitted all documents, making his application complete. Mr. Baughman moved the Board approve Mr. Fernandez’s renewal application. Ms. Ingram seconded the motion. The motion passed 5-0 by roll call vote.

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type	Days in Current Status	Intake Method
ATR-008904	Feliciano	Michael	5/6/2019	Renewal	3	Portal
ATR-001712	Fernandez	Abel	4/1/2019	Renewal	1	Portal
ATR-000799	Whitley	Elizabeth	5/1/2019	Renewal	7	Portal

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

- a) Performing Random Audits of Continuing Education
Ms. Whiteford stated that she changed the number of days to respond to an audit to 30 days, per Mr. Baughman’s request. Mr. Peterson moved the Board approve the policy and procedure for random audits of continuing education. Mr. Baughman seconded the motion. The motion passed 5-0 by roll call vote.
- b) Providing Licensee Information Over the Phone
Ms. Whiteford stated that she revised the script for providing information on confidential advisory letters. Mr. Baughman moved the Board approve the policy and procedure for providing licensee information over the phone. Mr. Peterson seconded the motion. The motion passed 5-0 by roll call vote.
- c) Verifying Lawful Presence
Ms. Whiteford stated she revised the procedure to include instructions for verifying lawful presence when the state identification is from a state that does not verify lawful presence. Mr. Peterson moved the Board approve the policy and procedure for verifying lawful presence. Ms. Ingram seconded the motion. The motion passed 5-0 by roll call vote.
- d) Complaint Handling
Ms. Whiteford stated she made a change to the complaint numbering scheme so it would match the numbers in Salesforce and made some minor changes that did not affect the overall flow of

complaint handling. Mr. Baughman moved the Board approve the policy and procedure for complaint handling. Mr. Peterson seconded the motion. The motion passed 5-0 by roll call vote.

10) REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON BOARD INITIAL AND RENEWAL APPLICATION LANGUAGE

a) Disclosure Language

Ms. Whiteford stated that she included partial screen captures of the arrest and discipline questions as they appear on the online initial and renewal applications in the Board meeting material. She further stated that the language for the renewal application could be interpreted to mean that applicants only needed to report felonies. The Board directed staff to copy the language from the initial application question to the renewal application.

11) 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 referred to the Cash Flow report dated March 7, 2019. She stated that this report shows a projected \$12,165 remaining at the end of the fiscal year. Ms. Whiteford stated that she is not confident in that amount and will meet with Susie Myers from the Central Service Bureau before the May meeting to identify any outstanding payments that could affect that amount.

ii) Review of Recent Board Staff Activities

Ms. Whiteford stated that she attended a 3-day course on doing investigations and that Amber has been working on projects to prepare for the performance audit follow-up.

b) 2018 Auditor General Performance Audit Follow-Up

Ms. Whiteford referred to the form she is required to complete as part of the six-month follow-up with the Auditor General's office. She stated that 7 of the 11 recommendations have been implemented and 4 are in-process.

c) Sunset Review Status

Ms. Whiteford stated that the performance audit was part of the sunset review. She further stated the next step is for the Auditor General's office to review the follow-up report, followed by going before the Committee of Reference in October or November. It is the Committee of Reference's responsibility to contact the Board. Sponsor for continuation bill will work on over the summer. Mr. Freas recommended that the Board find a different sponsor from the Association and run our own bill to keep it simple.

d) Administrative Project Status

i) Policies and Procedures

Ms. Whiteford stated she is developing policies and procedures, four of which were approved earlier in the meeting.

ii) Board Automation (eLicensing)

Ms. Whiteford said that eLicensing is currently stable after adding the Department of Financial Institutions. She also reported that the rules engines that send renewal reminder letters and mark licenses as renewal eligible were repaired.

iii) CE Broker Implementation

Ms. Whiteford stated that she is working on the data migration plan.

iv) Proposed Rule Revisions

Ms. Whiteford informed the Board that Emily Rajacovich asked for the suggested language changes to rules. Ms. Whiteford stated she sent the document to Ms. Rajacovich and included it in the Board meeting materials.

e) 2019 Legislative Session – Bills to Watch

Ms. Whiteford stated that the bills listed continue to move through the Legislature.

i) HB2118 – Unauthorized practice; health professions

ii) HB2569 – Occupational Licensing; Reciprocity

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- iii) HB2660 – occupational regulation; prior conviction; applicability
- iv) SB1062 – public disclosure; health professionals; address
- v) SB1086 – health professions; temporary licensure

12) FUTURE AGENDA ITEMS

Eric Freas requested an update on communication related to locating a sponsor for the continuation bill be added to the May agenda.

13) CALL TO THE PUBLIC

No members of the public were present.

14) ADJOURNMENT

Mr. Baughman moved the Board adjourn. Ms. Ingram seconded the motion. The motion passed 5-0 with Mr. Freas, Mr. Peterson, Mr. Baughman, Ms. Fadeley, and Ms. Ingram voting aye. The meeting adjourned at 10:17 a.m.

Respectfully Submitted,

Karen Whiteford
Executive Director