



ARIZONA BOARD OF ATHLETIC TRAINING
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REGULAR SESSION MEETING MINUTES
October 2, 2017

Board Members Present: Eric Freas, ATC – Chair
Bart Peterson, ATC – Vice-Chair
Chuck Baughman, ATC – Athletic Trainer Member
Cheryl Ingram – Public Member

Board Members Absent: Jennifer Fadeley – Public Member

Staff Present: Karen Whiteford – Executive Director
Kelsey Belone – Administrative Assistant

Legal Staff Present: Sabrina Khan – Assistant Attorney General

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

2) **ROLL CALL**

The following Board members were present: Eric Freas, Bart Peterson, Chuck Baughman, and Cheryl Ingram. Ms. Fadeley was absent.

3) **DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts of interest reported.

4) **DISCUSS, AMEND AND APPROVAL OF MINUTES**

- a) Executive Session Meeting Minutes of August 7, 2017, 10:28 a.m. – Mr. Peterson moved the Board approve the executive session meeting minutes of August 7, 2017, 10:28 a.m. Mr. Baughman seconded the motion. The motion passed 4-0.
- b) Executive Session Meeting Minutes of August 7, 2017, 10:31 a.m. – Mr. Peterson moved the Board approve the executive session meeting minutes of August 7, 2017, 10:31 a.m. Mr. Baughman seconded the motion. The motion passed 4-0.
- c) Special Meeting Minutes of August 21, 2017 – Mr. Baughman requested a correction in item 4)c)3). Mr. Peterson moved the Board approve the special session meeting minutes of August 21, 2017, with the requested correction. Mr. Baughman seconded the motion. The motion passed 4-0.
- d) Regular Session Meeting Minutes of September 11, 2017 – Mr. Baughman moved the Board approve the regular session meeting minutes of September 11, 2017. Ms. Ingram seconded the motion. The motion passed 4-0.

5) REVIEW FUTURE BOARD MEETING SCHEDULE

- a) November 6, 2017 – Telephonic
- b) December 4, 2017 – Telephonic
- c) January 8, 2018 – In-Person (1740 W. Adams)

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

- d) Initial Review of and Possible Action Regarding Opening a Complaint
None
- e) Open Complaints and Investigations

i) Gary Cohen, AT #1313

The Board reviewed this matter that involved possible standard of care violations in the treatment of a high school student. Upon deliberation and review, Mr. Peterson moved the Board go into executive session for legal advice. Mr. Baughman seconded the motion. The motion passed 4-0. The Board entered executive session at 9:45 a.m.

Upon returning to open session at 9:53 a.m., the Board deliberated further and discussed that based upon the documentation provided, there is not enough evidence of a violation. Mr. Baughman moved the Board find that there was insufficient evidence of a violation and dismiss the complaint against Mr. Cohen, and issue a confidential advisory letter. Ms. Khan stated that the Board cannot dismiss a complaint and issue a confidential advisory letter. Mr. Baughman moved the Board go into executive session to obtain legal advice. Mr. Peterson seconded the motion. The motion passed 4-0. The Board entered executive session at 9:56 a.m.

The Board returned to open session at 10:00 a.m. Mr. Baughman withdrew his motion. Mr. Baughman moved the Board find that there was insufficient evidence of a violation and dismiss the complaint against Mr. Cohen. Ms. Ingram seconded the motion. The motion passed 4-0.

ii) Kimberly Hansen, AT #1214

The Board reviewed this matter that involved the treatment of a patient and record keeping. Following discussion, Ms. Ingram moved the Board dismiss the complaint against Ms. Hansen. Mr. Freas seconded the motion. The motion did not pass with two ayes and two nays.

	Mr. Freas	Mr. Peterson	Mr. Baughman	Ms. Fadeley	Ms. Ingram
Aye	x				x
Nay		x	x		
Absent				x	
Recused					
Abstained					

Upon further Board deliberation and review, Mr. Baughman moved the Board find sufficient evidence of a violation of A.R.S. § 32-4153(18) (Failing to maintain adequate records regarding treatment.), and offer Ms. Hansen a consent agreement including one (1) year of probation and six (6) hours of continuing education in medical ethics. Mr. Peterson seconded the motion. The motion passed by roll call vote 3-1.

	Mr. Freas	Mr. Peterson	Mr. Baughman	Ms. Fadeley	Ms. Ingram
Aye	x	x	x		
Nay					x
Absent				x	

Recused					
Abstained					

- f) Status of Compliance with Board Order/Approval of Board Ordered CE
- i) Randall Cohen ATC Lic. # 0274, complaint number 15-AT-0274 – Ms. Whiteford reported that there was no change to Mr. Cohen’s status.
 - ii) Jeffrey Bodenhamer ATC Lic. #1447, complaint number 15-AT-1447 – Ms. Whiteford reported that a reminder letter was sent to Mr. Bodenhamer on 9/25/17.
 - iii) Tyler Sullivan ATC Lic. #1421, complaint number 17-AT-1421 – Ms. Whiteford reported that there was no change to Mr. Sullivan’s status.
 - iv) Thomas Pruitt ATC Lic. #1583, complaint number 17-AT-1583 – Ms. Whiteford reported that there was no change to Mr. Pruitt’s status.
- g) Informal Interviews
No informal interviews at this time.

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

- a) Initial Applications (6)
Mr. Freas moved the Board approve the 6 initial applications and 29 renewal applications on the consent agenda. Mr. Baughman seconded the motion. The motion passed 4-0.

First Name	Last Name	Comments
Chad	Drown	
Donald	Fuller	
Allison	Griffin	
Eric	Sowle	
Stanford	Williams	

- b) Renewal Applications (29)

Licens e #	First Name	Last Name	Status	Current License Expiration Date	Comments
1051	Masamichi	Abe	Ready	10/5/2017	
1344	Cailee	Bacon	Ready	10/5/2017	
1226	Kyle	Bowen	Ready	9/8/2017	
1347	Kelsey	Carpenter	Ready	11/2/2017	
1426	Krystle	Cavin	Ready	9/13/2017	
0464	Benjamin	Downie	Ready	9/12/2017	
0288	Robert	Dyson	Ready	9/7/2017	
0959	Stacey	Forget	Ready	10/1/2017	
1430	Jessica	Gruca	Ready	9/13/2017	
1431	Andrea	Gutierrez	Ready	9/13/2017	
1544	Lisa	Hancock	Ready	9/11/2017	
0810	Chelsea	Lohman Bonfiglio	Ready	9/8/2017	
1555	James	Lupinski	Ready	10/2/2017	
0364	Ian	McLeod	Ready	9/8/2017	
0895	Chad	Moeller	Ready	10/6/2017	
1233	Anna	Montt	Ready	10/5/2017	
1440	JoAnn	Murray	Ready	10/4/2017	
0633	Jason	Paladino	Ready	11/2/2017	
1282	Margaret	Rall	Ready	9/12/2017	

1241	Sara	Richards	Ready	10/6/2017	
1351	Gavin	Serene	Ready	11/2/2017	
1103	Geoffrey	Swanson	Ready	11/7/2017	
1160	Nicholas	Thomas	Ready	10/1/2017	
0387	Tamara	Valovich Mcleod	Ready	11/1/2017	
0604	Rick	Wade	Ready	11/1/2017	
0319	Gayle	Weaver	Ready	11/1/2017	
0218	Ryan	Wolff	Ready	11/1/2017	
0022	Daniel	Wright	Ready	11/1/2017	
1540	Raquel	Wright	Ready	9/11/2017	

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

a) Initial Applications – Board Review

i) Christopher Granger (to include review of complaint #17-AT-1677)

Mr. Granger was present and answered Board member questions. Following discussion, Mr. Peterson moved the Board offer Mr. Granger and consent agreement for practicing without a license, to include a \$250.00 civil penalty to be paid within 60 days of the effective date of the consent agreement. Mr. Baughman moved the Board go into executive session to obtain legal advice. Mr. Peterson seconded the motion. The motion passed 4-0. The Board entered executive session at 10:27 a.m.

The Board returned to open session at 10:33 a.m. The Board recessed from 10:34 a.m. to 10:44 a.m. Upon returning from recess, Mr. Freas moved the Board go into executive session for legal advice. Mr. Peterson seconded the motion. The motion passed 4-0. The Board entered executive session at 10:44 a.m.

Upon return to open session at 10:46 a.m., Mr. Peterson withdrew his motion and asked Mr. Granger how many days he practiced as an athletic trainer in Arizona that includes taping injured athletes. Mr. Granger responded that he practiced for two days in Arizona.

Mr. Peterson moved the Board approve Mr. Granger’s licensure application. Ms. Ingram seconded the motion. The motion passed 4-0.

Mr. Peterson moved the Board offer Mr. Granger a consent agreement from practicing without a license, to include a \$250.00 civil penalty due within 60 days of the effective date of the consent agreement. Mr. Baughman seconded the motion. The motion passed by roll call vote 4-0.

	Mr. Freas	Mr. Peterson	Mr. Baughman	Ms. Fadeley	Ms. Ingram
Aye	x	x	x		x
Nay					
Absent				x	
Recused					
Abstained					

ii) Renita Wheeler

Ms. Whiteford provided a summary of Ms. Wheeler’s application, stating that Ms. Wheeler’s supervisor stated that she had practiced 41 days and that Ms. Wheeler had not responded to emails requesting confirmation that she had practiced. Mr. Peterson moved the Board approve Ms. Wheeler’s application and offer a consent agreement to include one year of probation, a \$250.00 civil penalty, and three hours of continuing education in medical ethics. Mr. Freas seconded the motion. The motion passed by roll call vote 3-1.

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	Mr. Freas	Mr. Peterson	Mr. Baughman	Ms. Fadeley	Ms. Ingram
Aye	x	x			x
Nay			x		
Absent				x	
Recused					
Abstained					

b) Renewal Applications – Board Review

i) Aaron Arreola – Reinstatement

Mr. Freas moved the Board approve Mr. Arreola’s reinstatement. Ms. Ingram seconded the motion. The motion passed 4-0.

ii) Stanley Kurley – Reinstatement

Ms. Ingram moved the Board approve Mr. Kurley’s reinstatement. Mr. Baughman seconded the motion. The motion passed 4-0.

iii) Lizette Rodriguez – Reinstatement

Mr. Baughman moved the Board approve Ms. Rodriguez’s reinstatement. Mr. Peterson seconded the motion. The motion passed 4-0.

iv) Roberto Ruiz – Reinstatement

Mr. Freas moved the Board approve Mr. Ruiz’s reinstatement. Mr. Baughman seconded the motion. The motion passed 4-0.

v) Peter Stevens – Reinstatement

Mr. Peterson moved the Board approve Mr. Stevens’ reinstatement. Mr. Baughman seconded the motion. The motion passed 4-0.

c) Incomplete Initial Applications: (Missing Documents)

If Board Staff receives the missing document(s), the Board may review, consider, and take action on the following applications:

First Name	Last Name	Deficiency Letter Sent	Application Expires	Comments
Stephen	Dolan	8/29/2017	12/27/2017	Needs Set of Fingerprints
Soichiro	Shiota	9/26/2017	1/24/2018	Needs 2 Forms of Professional Recommendations, Needs Official Verification of PT License of West Virginia

Mr. Freas asked Board staff if there were any concerns or updates on the incomplete initial applications. Ms. Whiteford stated there were no concerns or updates.

d) Incomplete Renewal Applications: (Missing Documents)

If Board Staff receives the missing document(s), the Board may review, consider, and take action on the following applications:

License Number	First Name	Last Name	Current License Expiration Date	Deficiency Letter Sent	Application Expires	Comments
0847	Lindie	Spargo	9/1/2017	9/21/2017	1/19/2018	Board Review - Reinstatement - Needs Statement for Board Review

Mr. Freas asked Board staff if there were any concerns or updates on the incomplete renewal applications. Ms. Whiteford stated there were no concerns or updates.

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

- a) Executive Director’s Report – Verbal Report and Discussion – No Action Required
Ms. Whiteford provided a verbal report on the two items below. No Board action was required.
 - i) Financial Report
 - ii) Review Recent Board Staff Activities
- b) Administrative Project Status
 - i) Policies and Procedures – Ms. Whiteford stated that procedures would soon be updated for CashPro Remote Deposit and that a major procedure re-write would be necessary for eLicensing.
 - ii) 2019 Sunset Review – No update.
 - iii) Board Automation (eLicensing) – Ms. Whiteford reported that the project was moving forward quickly.
 - iv) Mandatory Board Member Training – No update.
 - v) Five Year Rule Review – No update.
 - vi) WebEx Implementation – Ms. Whiteford stated that videoconferencing is not part of the Google Suite project and that the WebEx implementation was back on.
 - vii) Remote Deposit – Ms. Whiteford reported that she was setting up an account for remote deposit.
- c) Status of Implementation of HB2372 Public Benefits; Fee Waivers; Requirements – Ms. Whiteford stated that the procedures for processing fee waiver requests had not been determined.
- d) Relocation of Staff Office to 1740 W. Adams – Ms. Whiteford stated that the move is scheduled for 12/21/17.
- e) Google Suite Migration – Ms. Whiteford stated that the Google Suite migration should occur before the move to 1740 W. Adams.
- f) ProTrainings LLC ProCPR Course Review and Approval/Disapproval to Be Listed as an Approved Provider on Website – Following discussion, Mr. Peterson moved the Board approve ProTrainings blended CPR courses. Ms. Ingram seconded the motion. The motion passed 3-1 with Mr. Baughman voting Nay.
- g) Executive Order 2017-05 Enhanced Surveillance Advisory – Ms. Whiteford provided a summary of Executive Order 2017-05 and stated that Mara Mellstrom from the Governor’s office advised that athletic trainers are required to report as stated in the Executive Order. Mr. Ball from the Arizona Athletic Trainers’ Association inquired if athletic trainers need to set up accounts for reporting purposes now or if they should wait for an opioid-related incident. Mr. Baughman moved the Board go into executive session to obtain legal advice. Mr. Peterson seconded the motion. The motion passed 4-0. The Board entered executive session at 11:28 a.m. Upon returning to open session at 11:34 a.m., Mr. Freas stated that the Board cannot provide legal advice and that questions must be directed to the Governor’s office or the Arizona Department of Health Services.
- h) Expired License Letter to Employers – Mr. Freas moved the Board go into executive session for legal advice. Mr. Peterson seconded the motion. The motion passed 4-0. The Board entered executive session at 11:41 a.m. Upon returning to open session at 11:46, Mr. Freas requested that Ms. Khan follow-up on this item at the November meeting.
- i) Electronic Communication to Applicants and Licensees – The Board asked staff if sending electronic communication regarding application deficiencies, etc., is possible with the current system. Ms. Whiteford stated that there is not a way to send individual emails with the current system but it could likely be built into the eLicensing system that will be implemented in the Spring of 2018.

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9) FUTURE AGENDA ITEMS

The Board requested that agenda item 9)h) and be included in the November agenda.

10) CALL TO THE PUBLIC

No members of the public stepped forward to comment.

11) ADJOURNMENT

Mr. Freas moved the Board adjourn. Mr. Peterson seconded the motion. The motion passed 4-0.
The meeting adjourned at 11:51 a.m.

Respectfully Submitted,

Karen Whiteford
Executive Director