****

**ARIZONA BOARD OF ATHLETIC TRAINING**

**1740 West Adams Street, Suite 3407**

**Phoenix, Arizona 85007**

**(602) 589-6337**

[**www.at.az.gov**](http://www.at.az.gov/)

**at.info@otboard.az.gov**

**REGULAR SESSION MEETING MINUTES**

**December 3, 2018**

**Board Members Present via Webex:** Eric Freas, ATC – Chair

Bart Peterson, ATC – Vice-Chair

Chuck Baughman, ATC – Athletic Trainer Member

Jennifer Fadeley – Public Member

 Cheryl Ingram – Public Member

**Board Members Absent:** None

**Staff Present:** Karen Whiteford – Executive Director

**Legal Staff Present via Webex:** Sabrina Khan – Assistant Attorney General

**Location:** 1740 West Adams Street, Conference Room 1024

 Phoenix, Arizona 85007

1. **CALL TO ORDER** – 9:34 a.m.; Mr. Freas called the meeting to order at 9:34 a.m.
2. **ROLL CALL**

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

1. **DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts of interest reported.

1. **DISCUSS, AMEND AND APPROVAL OF MINUTES**
	1. Regular Session Meeting Minutes of November 5, 2018

Mr. Baughman moved the Board approve the regular session meeting minutes of November 5, 2018. Mr. Peterson seconded the motion. The motion passed by roll call vote.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X | X | X | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |
| Absent |  |  |  |  |  |

* 1. Executive Sessions Meeting Minutes of November 5, 2018

Mr. Baughman moved the Board approve the executive session meeting minutes of November 5, 2018. Mr. Peterson seconded the motion. The motion passed by roll call vote.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X | X | X | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |
| Absent |  |  |  |  |  |

Mr. Peterson asked why there were two executive session meeting minutes included in the Board meeting materials, but only one on the agenda. Ms. Whiteford stated that she made a mistake by not including both in the agenda and she would include them on the January 7, 2019, meeting agenda.

* 1. Regular Session Meeting Minutes of November 7, 2018

Mr. Peterson moved the Board approve the special session meeting minutes of November 7, 2018. Ms. Ingram seconded the motion. The motion passed by roll call vote. Mr. Baughman and Ms. Fadeley abstained because they did not attend the meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X |  |  | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  | X | X |  |
| Absent |  |  |  |  |  |

1. **REVIEW FUTURE BOARD MEETING SCHEDULE**

There were no schedule conflicts reported.

* 1. January 7, 2019 – In-person
	2. February 4, 2019 – Webex
	3. March 4, 2019 – Webex
1. **REVIEW, DISCUSSION, AND POSSIBLE ACTION - COMPLAINTS, HEARINGS, INVESTIGATIONS AND COMPLIANCE**
	1. Initial Review, Discussion, and Possible Action On Complaint

None

1. **CONSENT AGENDA: REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE**

Mr. Baughman moved the Board approve the 4 initial applications and 15 renewal applications. Mr. Peterson seconded the motion. The motion passed by roll call vote.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X | X | X | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |
| Absent |  |  |  |  |  |

* 1. Initial Applications (4)

|  |  |  |
| --- | --- | --- |
| **Applicant First Name** | **Applicant: Last Name** | **Intake Method** |
| Julie | Grether | Portal |
| Ronald | Porterfield | Portal |
| Alison | Thompson | Portal |
| Alix | Ungaretti | Portal |

* 1. Renewal Applications (15)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **License Number** | **Applicant First Name** | **Applicant: Last Name** | **License Expiration Date** | **Application Type** | **Intake Method** |
| ATR-000839 | Barton | Anderson | 1/1/2019 | Renewal | Portal |
| ATR-000996 | Israel | Aspericueta | 1/1/2019 | Renewal | Portal |
| ATR-001151 | Joshua | Beaumont | 1/1/2019 | Renewal | Portal |
| ATR-000858 | Kellie | Bliven | 1/1/2019 | Renewal | Portal |
| ATR-000729 | Chad | Bohls | 1/1/2019 | Renewal | Portal |
| ATR-001348 | Daniel | Gundy | 11/2/2018 | Renewal | Portal |
| ATR-001339 | Brennen | Hodge | 11/7/2018 | Renewal | Portal |
| ATR-001249 | Kevin | Orloski | 11/3/2018 | Renewal | Portal |
| ATR-000847 | Lindie | Spargo | 11/5/2018 | Renewal | Portal |
| ATR-000750 | Nicole | Sweer | 9/1/2018 | Renewal | Portal |
| ATR-000110 | Jennifer | Waltrip | 11/1/2018 | Renewal | Paper |
| ATR-000319 | Gayle | Weaver | 11/1/2018 | Renewal | Portal |
| ATR-001683 | Renita | Wheeler | 10/11/2018 | Renewal | Portal |
| ATR-000136 | Laurie | White | 11/1/2018 | Renewal | Portal |
| ATR-000206 | Jennifer | Wyly | 1/1/2019 | Renewal | Portal |

1. **REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE**
	1. Initial Applications – Board Review

None

* 1. Renewal Applications – Board Review
		1. Tanya Carden, ATR-001405 – Reinstatement

Mr. Baughman moved the Board approve Ms. Carden’s reinstatement application with the issuance of a confidential advisory letter. Ms. Ingram seconded the motion. The motion passed by roll call vote.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X | X | X | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |
| Absent |  |  |  |  |  |

Mr. Khan asked what the confidential advisory letter was for. Mr. Baughman withdrew the previous motion and moved the Board approve Ms. Carden’s reinstatement application with the issuance of a confidential advisory letter for practicing four days without a license. Ms. Fadeley seconded the motion. The motion passed by roll call vote.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X | X | X | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |
| Absent |  |  |  |  |  |

* 1. Incomplete Applications:
		1. Incomplete Initial Applications

Mr. Freas asked Ms. Whiteford if there were any concerns about the incomplete initial applications. Ms. Whiteford stated that Kiley Mackell’s application had expired since the agenda was created. She further stated that multiple unsuccessful attempts had been made to contact Ms. Mackell by phone and that a letter would be sent to Ms. Mackell.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant First Name** | **Applicant: Last Name** | **Submitted Date** | **Days in Current Status** | **Intake Method** |
| Brittney | Kato | 10/30/2018 | 31 | Portal |
| Tung-Lin | Li | 11/21/2018 | 3 | Portal |
| Kiley | Mackell | 8/1/2018 | 121 | Portal |
| Mariah | Morrison | 10/6/2018 | 54 | Portal |
| Stephen | Stewart | 10/5/2018 | 54 | Portal |

* + 1. Incomplete Renewal Applications

Mr. Freas asked Ms. Whiteford if there were any concerns about the incomplete renewal applications. Ms. Whiteford stated that Mr. Petkov’s application had expired since the agenda was created. She further stated that she believed Mr. Petkov may be out of the country. She also stated that she would follow up with Ms. Locke to ensure she is not practicing with an expired license.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant First Name** | **Applicant Last Name** | **License Number** | **Submitted Date** | **Days in Current Status** | **Intake Method** | **License Expiration Date** |
| Angel | Locke | ATR-000986 | 10/31/2018 | 29 | Portal | 11/1/2018 |
| Rumen | Petkov | ATR-001656 | 7/22/2018 | 122 | Portal | 8/6/2018 |

1. **REVIEW, DISCUSSION, AND POSSIBLE ACTION – BOARD BUSINESS AND REPORTS**
	1. Executive Director’s Report – Verbal Report and Discussion – No Action Required

Ms. Whiteford provided a verbal update on items 9)a)i) and 9)a)ii). No Board action was taken.

* + 1. Financial Report
		2. Review of Recent Board Staff Activities
	1. Administrative Project Status
		1. Policies and Procedures

Ms. Whiteford stated that revisions to policies and procedures was ongoing.

* + 1. Board Automation (eLicensing)

Ms. Whiteford informed the Board that problems with the eLicensing portal resulted in applicants not being able to submit applications for approximately 10 days and that the system was brought back up on Friday, November 30.

* 1. Update on Request for Exemption from Rulemaking

Ms. Whiteford stated that she did not have an opportunity to submit the exemption in November and would submit it by the end of the week.

1. **REVIEW, DISCUSS, AND POSSIBLE ACTION REGARDING SEEKING AN EXEMPTION AND INITIATING A RULE PACKAGE TO REDUCE THE REINSTATEMENT FEE AND DUPLICATE LICENSE FEE.**

Ms. Whiteford stated that the former administrative assistant had begun the research on this project, but had not completed it. She informed the Board that Ms. Jones would take over the research and would report at the January meeting.

1. **FUTURE AGENDA ITEMS**

No items were suggested for the January 2019 Board meeting.

1. **CALL TO THE PUBLIC**

No members of the public stepped forward to speak.

1. **ADJOURNMENT**

Ms. Fadeley moved the Board adjourn at 9:51 a.m. Mr. Baughman seconded the motion. The motion passed by roll call vote.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mr. Freas | Mr. Peterson | Mr. Baughman | Ms. Fadeley | Ms. Ingram |
| Yay | X | X | X | X | X |
| Nay |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |
| Absent |  |  |  |  |  |

Respectfully Submitted,

Karen Whiteford

Executive Director