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**ARIZONA BOARD OF ATHLETIC TRAINING**

**1740 West Adams Street, Suite 3407**

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**REGULAR SESSION MEETING MINUTES**

**June 4, 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

 Kelsey Belone – Administrative Assistant

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

1. **CALL TO ORDER** – 9:33 a.m.; Mr. Peterson called the meeting to order at 9:33 a.m.
2. **ROLL CALL**

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

1. **DECLARATION OF CONFLICTS OF INTEREST**

Mr. Baughman abstained from agenda item 4)a) and recused himself from agenda item 8)a)i).

1. **DISCUSS, AMEND AND APPROVAL OF MINUTES**
	1. Regular Session Meeting Minutes of May 7, 2018

Mr. Baughman abstained from this item. Ms. Ingram moved the Board approve the May 7, 2018 meeting minutes. 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 |
| Nay |  |  |  |  |  |
| Absent |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  | x |  |  |

1. **REVIEW FUTURE BOARD MEETING SCHEDULE**

There were no reported conflicts with the upcoming meeting schedule.

* 1. July 2, 2018 – In-Person
	2. August 6, 2018 - WebEx
	3. September 10, 2018 - WebEx
1. **REVIEW, DISCUSSION, AND POSSIBLE ACTION - COMPLAINTS, HEARINGS, INVESTIGATIONS AND COMPLIANCE**
	1. Initial Review, Discussion, and Possible Action On Complaint
		1. Joshua DiLoreto – Complaint #18-AT-1579

Mr. Freas asked if the Board had jurisdiction over Mr. DiLoreto’s license. Mr. Peterson moved the Board go into executive session to obtain legal advice. 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 |  |  |  |  |  |
| Absent |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |

The Board entered executive session at 9:36 a.m. and returned to open session at 9:45 a.m., Mr. Baughman moved the Board dismiss the complaint against Mr. DiLoreto without prejudice. 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 |  |  |  |  |  |
| Absent |  |  |  |  |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |

* + 1. Eliza Wilson - Complaint #18-AT-1245

A complaint was filed against Ms. Wilson, alleging she provided athletic training services without physician supervision. Ms. Wilson was employed as an athletic trainer at a school, and the supervising physician resigned his position with the school unbeknownst to Ms. Wilson. Mr. Freas stated that it is the responsibility of to the athletic trainer to confirm a physician is supervising the trainer. Ms. Ingram moved the Board enter executive session to obtain legal advice. Mr. Peterson seconded the motion. The motion passed by roll call vote.

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

The Board entered executive session at 9:55 a.m. and returned to open session at 10:02 a.m.

Ms. Fadeley exited the meeting at 9:58 a.m.

Ms. Ingram expressed concern regarding the school. Mr. Freas and Mr. Peterson commented that it may be difficult for some schools to employ physicians who agree to supervise athletic trainers. Mr. Baughman stated he did not feel the Board needed to bring the matter directly to a formal interview.

Mr. Peterson moved the Board offer Ms. Wilson a consent agreement, to include one year of probation, a $250.00 civil penalty to be paid in the first six months of the probationary period, and three hours of continuing education in medical ethics. 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 |
| Nay |  |  |  |  |  |
| Absent |  |  |  | x |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |

Mr. Baughman moved that the matter go to a formal interview if Ms. Wilson does not accept the consent agreement. 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 |
| Nay |  |  |  |  |  |
| Absent |  |  |  | x |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |

* 1. Status of Compliance with Board Order/Approval of Board Ordered CE
		1. Randall Cohen, AT #0274, complaint number 15-AT-0274

Ms. Whiteford stated there was no change to Mr. Cohen’s status.

* + 1. Renita Wheeler, AT #1683, complaint number 17-AT-1683

Ms. Whiteford stated there was no change to Ms. Wheeler’s status.

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

The consent agenda items may be considered for approval as a single action unless a Board Member removes the item for review at the current meeting or a future meeting.

Mr. Baughman moved the Board approve the 7 initial and 58 renewal applications from items 7)a) and 7)b). Mr. Peterson seconded the motion. The motion passed by roll call vote.

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

* 1. Initial Applications (7)

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Status** | **Intake Method** |
| Erin | Alkema | Pending Final Approval | Paper |
| Tara | Condon | Pending Final Approval | Paper |
| Mischa | Jemionek | Pending Final Approval | Paper |
| Christopher | Huerta | Pending Final Approval | Portal |
| Jessica | Marquez | Pending Final Approval | Portal |
| Yuichi | Takizawa | Pending Final Approval | Paper |
| Laurel | Trail | Pending Final Approval | Paper |

* 1. Renewal Applications (58)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **License #** | **First Name** | **Last Name** | **Status** | **Current License Expiration Date** | **Intake Method** |
| ATR-000922 | Christen | Ammon | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000947 | Cassandra | Barlow | Pending Final Approval | 7/10/2018 | Portal |
| ATR-001596 | Kelsey | Branstetter | Pending Final Approval | 6/4/2018 | Paper |
| ATR-001597 | Jessica | Bridgeman | Pending Final Approval | 6/4/2018 | Portal |
| ATR-001373 | Shauna | Brown | Pending Final Approval | 6/1/2018 | Portal |
| ATR-001053 | Stephanie | Bukarau | Pending Final Approval | 7/1/2018 | Portal |
| ATR-001599 | Sean | Carter | Pending Final Approval | 6/4/2018 | Portal |
| ATR-000973 | Alicia | Cox | Pending Final Approval | 6/1/2018 | Portal |
| ATR-001006 | Kristine | Cunningham | Pending Final Approval | 6/1/2018 | Paper |
| ATR-001286 | Maria | Delliveneri | Pending Final Approval | 6/1/2018 | Paper |
| ATR-001514 | Kristin | Durham | Pending Final Approval | 7/10/2018 | Portal |
| ATR-000887 | Johannah | Elliott | Pending Final Approval | 7/10/2018 | Portal |
| ATR-000937 | Bradley | Epstein | Pending Final Approval | 6/5/2018 | Portal |
| ATR-001297 | Ryne | Eubanks | Pending Final Approval | 7/6/2018 | Portal |
| ATR-001600 | Rebekah | Gardiner | Pending Final Approval | 6/4/2018 | Paper |
| ATR-000416 | Kyle | Herrig | Pending Final Approval | 5/3/2018 | Portal |
| ATR-001487 | Matthew | Hussey | Pending Final Approval | 6/5/2018 | Paper |
| ATR-000468 | Jeffrey | Jankowski | Pending Final Approval | 5/1/2018 | Paper |
| ATR-000046 | Albert | Johnson | Pending Final Approval | 5/1/2018 | Paper |
| ATR-000415 | Lauren | Johnson | Pending Final Approval | 5/1/2018 | Paper |
| ATR-000230 | Richard | Kates | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000576 | Lauren | Keel | Pending Final Approval | 6/1/2018 | Paper |
| ATR-001077 | Janie | Kelly | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000313 | Dana | Kernan | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000972 | Ritesh | Khatri | Pending Final Approval | 6/1/2018 | Portal |
| ATR-000882 | Rebecca | Kilzer | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000811 | Carissa | King | Pending Final Approval | 7/1/2018 | Paper |
| ATR-001050 | Chantal | King | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000335 | William | Kuehl | Pending Final Approval | 6/1/2018 | Portal |
| ATR-000606 | Eileen | Kunselman | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000875 | Cherisse | Kutyreff | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000292 | Gregory | Latta | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000876 | Whitney | Lee | Pending Final Approval | 6/1/2018 | Portal |
| ATR-000164 | Gary | Lenox | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000687 | John | Leonard | Pending Final Approval | 6/1/2018 | Portal |
| ATR-000909 | Tara | Lowy | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000935 | Matthew | Lucht | Pending Final Approval | 6/1/2018 | Paper |
| ATR-000036 | Thomas | Lyle | Pending Final Approval | 6/1/2018 | Paper |
| ATR-001380 | Colin | Markgraf | Pending Final Approval | 6/1/2018 | Portal |
| ATR-001288 | Audrey | Marquez | Pending Final Approval | 6/1/2018 | Portal |
| ATR-001602 | Christopher | Marquez | Pending Final Approval | 6/4/2018 | Portal |
| ATR-000102 | Thomas | Maystadt | Pending Final Approval | 7/1/2018 | Portal |
| ATR-000223 | Kenneth | McCarty | Pending Final Approval | 7/1/2018 | Portal |
| ATR-001096 | Gary | Minnella | Pending Final Approval | 7/1/2018 | Paper |
| ATR-000643 | Bryce | Nalepa | Pending Final Approval | 7/1/2018 | Portal |
| ATR-000028 | Aaron | Nelson | Pending Final Approval | 7/1/2018 | Portal |
| ATR-001605 | Kyle | Nyce | Pending Final Approval | 6/4/2018 | Paper |
| ATR-001606 | Raeanna | Osorio | Pending Final Approval | 6/4/2018 | Portal |
| ATR-001511 | Katrina | Ritter | Pending Final Approval | 7/10/2018 | Portal |
| ATR-001512 | Spencer | Ryan | Pending Final Approval | 7/10/2018 | Portal |
| ATR-001400 | Jenna | Sorensen | Pending Final Approval | 7/5/2018 | Portal |
| ATR-001291 | Tyler | Spivey | Pending Final Approval | 6/1/2018 | Paper |
| ATR-001398 | Ashley | Storey | Pending Final Approval | 7/5/2018 | Portal |
| ATR-001384 | Stephanie | Vermillion | Pending Final Approval | 6/1/2018 | Paper |
| ATR-001082 | Lynzi | Warner | Pending Final Approval | 6/5/2018 | Paper |
| ATR-001615 | Davonna | Willis | Pending Final Approval | 6/4/2018 | Portal |
| ATR-001613 | Alicia | Yamamoto | Pending Final Approval | 6/4/2018 | Paper |
| ATR-000920 | Jennifer | Yates | Pending Final Approval | 6/1/2018 | Paper |

* 1. Reinstatement Applications
		1. Roger Caplinger, ATR-000284
		2. Michael Hilditch, ATR-000273
		3. Krista Kim, ATR-001476
		4. Julia Nicholson, ATR-001594
		5. Victoria Osborne, ATR-001509

Ms. Ingram moved the Board approve the five reinstatement applications. Mr. Peterson seconded the motion. The motion passed by roll call vote.

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

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

Mr. Baughman recused himself from this agenda item. Following discussion, Mr. Peterson moved the Board approve Ms. Bartles’ initial application. Ms. Ingram seconded the motion. The motion passed by roll call vote.

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

* 1. Renewal Applications – Board Review

None

* 1. Incomplete Applications: (Missing Documents)

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant First Name | Applicant: Last Name | Application Type | License Number | License Expiration Date | Status Change Date | Status | Intake Method |
| Ryan | Bussey | New |  |  | 5/29/2018 | Deficient | Portal |
| Margaret | Corbett | Initial |  |  | 5/18/2018 | Deficient |  |
| Justin | Ennis | Initial |  |  | 5/29/2018 | Deficient | Portal |
| Jennifer | Gaudet | Initial |  |  | 5/30/2018 | Deficient | Portal |
| Kristin | Milliette | Initial |  |  | 5/18/2018 | Deficient |  |
| Christopher | Reed | Initial |  |  | 5/16/2018 | Deficient |  |
| Evelyn | Tocco | Initial |  |  | 5/30/2018 | Deficient | Portal |
| Mark | Krumholtz | Renewal | ATR-001601 | 6/4/2018 | 5/18/2018 | Deficient | Portal |
| Alisha | Pennington | Renewal | ATR-001641 | 7/9/2018 | 5/24/2018 | Deficient | Portal |
| Timothy | Sissom | Renewal | ATR-001607 | 6/4/2018 | 5/24/2018 | Deficient | Portal |

Mr. Freas asked if there were any concerns regarding the incomplete applications. Ms. Belone answered that there were no concerns.

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 the following two items. No Board action was taken.

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

Ms Whiteford stated that policies and procedures will continue to be updated as Board staff learns the new system and makes improvements in workflow.

* + 1. Board Automation (eLicensing)

Ms. Whiteford stated that eLicensing was implemented in May and, after some technical issues, seems to be working well. She also informed the Board that she had taken on an expanded roll with eLicensing, as the Business Owner on the eLicensing Governance Committee.

* 1. 2019 Sunset Review

Ms. Whiteford stated that auditors from the Attorney General’s office had reviewed license and complaint files.

* 1. Possible Amendments to Statutes and Rules Related to Executive Order 2018-02 and SB 1436

Ms. Whiteford stated that she is investigating amendments that may need to be made to statutes and rules as a result of Executive Order 2018-02 and SB 1436.

* 1. The Standing of Licensees with BOC certification and Renewal With the Arizona Board of Athletic Training

Ms. Whiteford stated that she has not had time to contact the BOC to find out if the information provided on the basic online verification is “live”.

* 1. 2018 Legislative Session – Bills

Ms. Whiteford provided a brief summary of the status of the bills listed below.

* + 1. HB 2403 – athletic trainers; regulation; repeal - failed
		2. HB 2062 – permits; licenses; denials; agency hearings - veto
		3. HB 2065 – public meetings; definition; penalties - signed
		4. HB 2088 – pupils; concussions; parental notification - signed with concussion mgmt pilot program language
		5. HB 2089 – interscholastic activities; health dangers; information - vetoed (Reintroduced as HB 2657 and SB 1539) - signed
		6. HB 2118 – public records; denial of access - held
		7. HB 2197 – health professionals; workforce data - signed (only five Boards)
		8. HB 2207 – public meetings; recordings; posting; definition - vetoed (Reintroduced as SB 1531 and HB 2649) - signed
		9. HB 2238 – administrative decisions; review; scope - signed
		10. HB 2252 – schools; concussions; health care provider - failed
		11. SB 1031 – health professionals; penalties; prohibition - held
		12. SB 1073 – orthotics; prosthetic devices; valid prescription - signed
		13. SB 1184 – state compact; temporary professional licenses - held
		14. SB 1273 – GRRC; review; licensing requirements - signed
		15. SB 1436 – prohibition; criminal history; occupational regulation - signed
		16. SB 1470 – sunrise process; health professionals; modifications - held
		17. SCR 1037 – right to engage in occupation
1. **REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING SALARY AND/OR BONUSES FOR EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT**

Mr. Freas moved the Board go into executive session for legal advice. Mr. Baughman seconded the motion. The motion passed by roll call vote.

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

The Board entered executive session at 10:32 a.m. and returned to open session at 10:36 a.m.

The Board recessed from 10:36 a.m. to 10:40 a.m.

Mr. Freas moved the Board enter executive session to discuss personnel matters related to the Executive Director. Mr. Peterson seconded the motion. The motion passed by roll call vote.

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

The Board entered executive session at 10:49 a.m. and returned to open session at 11:01 a.m.

Mr. Peterson moved the Board grant the Executive Director’s bonus for the amount discussed in executive session. Ms. Ingram seconded the motion. The motion passed by roll call vote.

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

Mr. Freas moved the Board enter executive session to discuss personnel matters related to the Administrative Assistant. 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 |
| Nay |  |  |  |  |  |
| Absent |  |  |  | x |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |

The Board entered executive session at 11:03 a.m. and returned to open session at 11:07 a.m.

Mr. Peterson moved the Board approve the bonus for the Administrative Assistant for the amount discussed in executive session. 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 |
| Nay |  |  |  |  |  |
| Absent |  |  |  | x |  |
| Recused |  |  |  |  |  |
| Abstained |  |  |  |  |  |

Mr. Baughman exited the meeting at 11:09 a.m.

1. **FUTURE AGENDA ITEMS**

Mr. Freas requested item 9)d) be placed on the agenda for the July meeting.

Ms. Ingram requested that an agenda item to discuss possible salary increases for the Executive Director and Administrative Assistant be added to the July meeting.

1. **CALL TO THE PUBLIC**

No members of the public addressed the Board.

1. **ADJOURNMENT**

Mr. Peterson moved the Board adjourn. Ms. Ingram seconded the motion. The motion passed by roll call vote.

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

The meeting adjourned at 11:10 a.m.

Respectfully Submitted,

Karen Whiteford

Executive Director