****

**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**

**July 2, 2018**

**Board Members Present:** 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** – 9:30 a.m.; Mr. Baughman 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, Jennifer Fadeley, and Cheryl Ingram.

1. **DECLARATION OF CONFLICTS OF INTEREST**

Mr. Peterson recused himself from agenda items 7)b) and 8)c).

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

Ms. Whiteford stated that this agenda item should read, “Regular Session Meeting Minutes of June 4, 2018.” Therefore, this agenda item was tabled to the August 4, 2018, meeting.

1. **REVIEW FUTURE BOARD MEETING SCHEDULE**

There were not conflicts reported.

* 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. None
	2. Status of Compliance with Board Order/Approval of Board Ordered CE
		1. Randall Cohen, AT #0274, complaint number 15-AT-0274

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

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

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

1. **CONSENT AGENDA: REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE**
	1. Initial Applications (34)

Ms. Whiteford stated the applications for Emily Brown, Kristen Goetz, James Smuda, and Nicole Stroud must be removed from the consent agenda because the applicants had removed their social security numbers in the new system, resulting in an incomplete application. Tracy Quach and Mark Krumholtz must be removed from the consent agenda because of disclosures that must be reviewed by the Board. Bart Peterson must be removed from the consent agenda because he is a Board member and must be reviewed separately.

Mr. Baughman moved the Board approve the 29 remaining initial applications and 80 renewal applications. Ms. Ingram seconded the motion. The motion passed 5-0.

|  |  |  |
| --- | --- | --- |
| **Applicant First Name** | **Applicant Last Name** | **Intake Method** |
| ~~Emily~~ | ~~Brown~~ | ~~Paper~~ |
| Ryan | Bussey | Portal |
| David | Chouinard | Portal |
| Margaret | Corbett | Paper |
| Morgan | Duren | Portal |
| Justin | Ennis | Portal |
| Cassidy | Evans | Portal |
| Jennifer | Gaudet | Portal |
| ~~Kristen~~ | ~~Goetz~~ | ~~Portal~~ |
| David | Hines | Portal |
| Crystal | Holland | Portal |
| Britney | Huddleston | Portal |
| Kaitlyn | Jones | Portal |
| Katie | Klingele | Portal |
| Ellen | Lavin | Portal |
| Alana | Martinez | Portal |
| Kristin | Milliette | Portal |
| Mariah | Montoya | Portal |
| Marleyna | Pinon | Portal |
| Lauren | Powers | Portal |
| ~~Tracy~~ | ~~Quach~~ | ~~Portal~~ |
| Damon | Reel | Portal |
| Veronica | Rivas | Portal |
| Natalie | Samer | Portal |
| Amethyst | Shepherd | Portal |
| ~~James~~ | ~~Smuda~~ | ~~Portal~~ |
| Alexander | Stanley | Portal |
| Deborah | Storm | Portal |
| ~~Nicole~~ | ~~Strout~~ | ~~Portal~~ |
| Evelyn | Tocco | Portal |
| Nicole | Villarreal | Portal |
| Brooke | Willette | Portal |
| Allison | Wilson | Portal |

* 1. Renewal Applications (82)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **License Number** | **Applicant First Name** | **Applicant: Last Name** | **License Expiration Date** | **Intake Method** |
| ATR-001598 | Fernanda | Bueno | 6/4/2018 | Paper |
| ATR-001639 | Maritza | Castro | 7/9/2018 | Portal |
| ATR-001210 | Arika | Cozzi | 8/4/2018 | Portal |
| ATR-001621 | Paul | DeQuillfeldt | 7/9/2018 | Portal |
| ATR-001316 | Brittany | Dieter | 8/5/2018 | Portal |
| ATR-001318 | Cassandra | Erickson | 8/3/2018 | Portal |
| ATR-001250 | Sean | Fields | 7/11/2018 | Portal |
| ATR-000679 | Aaron | Fried | 6/4/2018 | Portal |
| ATR-001387 | Caren | Godinez | 7/5/2018 | Portal |
| ATR-001500 | Kayleann | Goettel | 7/10/2018 | Portal |
| ATR-001375 | Chelsey | Gonzalez | 6/1/2018 | Portal |
| ATR-001501 | Mary | Good | 7/10/2018 | Portal |
| ATR-001463 | Jeremy | Harris | 3/6/2018 | Paper |
| ATR-001622 | Nicholas | Hattrup | 7/9/2018 | Portal |
| ATR-001502 | Shelli | Herseth | 7/10/2018 | Portal |
| ATR-001135 | Micaela | Hilger | 6/1/2018 | Paper |
| ATR-001109 | Nicholas | Holloway | 7/10/2018 | Portal |
| ATR-001665 | Alison | Horner | 8/6/2018 | Portal |
| ATR-001530 | Karen | Hostetter | 8/7/2018 | Portal |
| ATR-001623 | Jyae | Hur | 7/9/2018 | Portal |
| ATR-001624 | Brittany | Iaiennaro | 7/9/2018 | Portal |
| ATR-001321 | Erica | Illium | 8/3/2018 | Portal |
| ATR-000827 | Zachary | Jones | 7/10/2018 | Portal |
| ATR-001626 | Megan | Kapral | 7/9/2018 | Portal |
| ATR-001413 | Hailey | Kaus | 9/10/2018 | Portal |
| ATR-001649 | Katherine | Kendall | 8/6/2018 | Portal |
| ATR-000095 | Gregory | Keuter | 6/1/2018 | Paper |
| ATR-001414 | Alexis | King | 8/2/2018 | Portal |
| ATR-001332 | Lauren | Krasner | 9/7/2018 | Portal |
| ~~ATR-001601~~ | ~~Mark~~ | ~~Krumholtz~~ | ~~6/4/2018~~ | ~~Portal~~ |
| ATR-001506 | Moriah | Larsen | 7/10/2018 | Portal |
| ATR-001392 | Richard | Lazalde | 7/5/2018 | Portal |
| ATR-000057 | Christopher | Lessner | 6/1/2018 | Paper |
| ATR-000210 | Jerry | Lloyd | 7/10/2018 | Portal |
| ATR-000137 | Daniel | Lovelace | 6/1/2018 | Portal |
| ATR-001628 | Rhianna | MacDonald | 7/9/2018 | Portal |
| ATR-000743 | Peter | Mainville Jr | 7/1/2018 | Portal |
| ATR-000802 | Amy | Marlin | 7/1/2018 | Portal |
| ATR-001156 | Andrea | Martinez | 7/1/2018 | Portal |
| ATR-001654 | Natalie | Martos | 8/6/2018 | Portal |
| ATR-000004 | Scott | Mason | 7/1/2018 | Paper |
| ATR-000076 | Michael | McKenney | 7/1/2018 | Portal |
| ATR-000550 | Sean | McQueeney | 7/1/2018 | Portal |
| ATR-001603\* | Carla | Melendez | 6/4/2018 | Portal |
| ATR-000708 | David | Mesman | 7/1/2018 | Portal |
| ATR-001036 | Nicholas | Metz | 8/6/2018 | Portal |
| ATR-000063 | Lance | Michel | 7/1/2018 | Portal |
| ATR-000507 | Amber | Miller | 7/1/2018 | Portal |
| ATR-000246 | Kristin | Miller | 7/1/2018 | Portal |
| ATR-000961 | Katherine | Mitchell | 7/1/2018 | Portal |
| ATR-000196 | Pedro | Morales | 7/1/2018 | Portal |
| ATR-001416 | Elisabeth | Morcom | 8/2/2018 | Portal |
| ATR-001304 | Kayla | Murillo | 7/6/2018 | Portal |
| ATR-001022 | Toshiaki | Nagahara | 7/1/2018 | Paper |
| ATR-000083 | John | Neel | 7/1/2018 | Portal |
| ATR-000649 | Mitchell | Nelson | 7/1/2018 | Portal |
| ATR-001508 | Jayson | Nielsen | 7/10/2018 | Portal |
| ATR-000508 | Leanna | Olivar | 8/1/2018 | Portal |
| ATR-000833 | Diana | Padilla | 8/1/2018 | Portal |
| ATR-001098 | Rebekah | Palmer | 8/1/2018 | Portal |
| ATR-001168 | Roberick Marty | Parel | 8/1/2018 | Portal |
| ATR-001632 | Amy | Patrick | 7/9/2018 | Portal |
| ATR-001641 | Alisha | Pennington | 7/9/2018 | Portal |
| ~~ATR-000060~~ | ~~Bart~~ | ~~Peterson~~ | ~~8/1/2018~~ | ~~Portal~~ |
| ATR-001307 | Melissa | Portela | 7/6/2018 | Portal |
| ATR-001417 | Tessa | Powell | 8/2/2018 | Portal |
| ATR-001633 | Alana | Ranucci | 7/9/2018 | Portal |
| ATR-001634 | Rachel | Reimann | 7/9/2018 | Portal |
| ATR-000826 | Ashley | Rice | 7/1/2018 | Portal |
| ATR-001510 | Jordan | Richmond | 7/10/2018 | Portal |
| ATR-000071 | Kim | Rodgers | 9/1/2018 | Portal |
| ATR-000056 | Eric | Sauers | 7/10/2018 | Portal |
| ATR-001545 | Quinton | Sawyer | 9/11/2018 | Portal |
| ATR-001396 | Logan | Severson | 7/5/2018 | Portal |
| ATR-001420 | Samantha | Sheaves | 8/2/2018 | Portal |
| ATR-001513 | Amanda | Silberschlag | 7/10/2018 | Portal |
| ATR-000044 | John | Sing | 9/1/2018 | Portal |
| ATR-001607 | Timothy | Sissom | 6/4/2018 | Portal |
| ATR-001308 | Dayna | Tierney | 7/5/2018 | Portal |
| ATR-001635 | Hailey | Trudo | 7/9/2018 | Portal |
| ATR-001423 | Carlos | Villalpando | 8/2/2018 | Portal |
| ATR-001517 | Taylor | Wade | 7/10/2018 | Portal |

\* Reinstatement

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

Mr. Freas stated Mr. Brewer’s arrest occurred in 2015, he complete a diversion program, and the case was dismissed. Mr. Baughman moved the Board approve Mr. Brewer’s application. Ms. Ingram seconded the motion. The motion passed 5-0.

* + 1. Tracy Quach – Disclosure

This matter is discussed in the Incomplete Applications section of the agenda.

* 1. Renewal Applications – Board Review
		1. Mark Krumholtz – Disclosure

Ms. Whiteford stated that Mr. Krumholtz disclosed an arrest in his current renewal application. The outcome of the arrest was a requirement for Mr. Krumholtz to complete a substance abuse screening. Mr. Peterson moved the Board table the review of the matter to the August meeting so that Mr. Krumholtz can complete the screening. There was no second on the motion. Ms. Fadeley asked if Mr. Krumholtz disclosed his arrest within the required ten working days. Ms. Whiteford stated that he did not. Ms. Fadeley moved the Board open a complaint against Mr. Krumholtz for non-disclosure of his arrest in October 2017. Mr. Baughman seconded the motion. The motion passed 5-0.

Mr. Peterson moved the Board extend Mr. Krumholtz’s license to August 6, 2018, with an extension letter. Ms. Fadeley moved the Board go into executive session for legal advice. Mr. Peterson seconded the motion. The motion passed 5-0. The Board entered executive session at 9:49 a.m. and returned to regular session at 9:58 a.m.

Mr. Peterson moved the Board issue a letter of license extension to Mr. Krumholtz until the screening matter is resolved. Mr. Baughman seconded the motion. The motion passed 5-0.

* 1. Renewal Applications – Board Member
		1. Bart Peterson

Mr. Peterson recused himself from this agenda item. Mr. Freas moved the Board approve Mr. Peterson’s renewal application. Ms. Ingram seconded the motion. The motion passed 4-0-1.

* 1. Incomplete Applications: (Missing Documents)

Ms. Whiteford stated that the missing documents from the applications for Braedyn Boldin, James Spicuzza, Rachael Bode, Max Esposito, Nadine Neilly, and Heidi Schroepfer were received and their applications were complete. Mr. Peterson moved the Board approve the applications for Braedyn Boldin, James Spicuzza, Rachael Bode, Max Esposito, Nadine Neilly, and Heidi Schroepfer. Mr. Baughman seconded the motion. The motion passed 5-0.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant First Name | Applicant: Last Name | License Number | Submitted Date | Days in Current Status | Intake Method | Application Type | License Expiration Date |
| Braedyn | Boldin |  | 6/9/2018 | 4 | Portal | Initial |  |
| Naomi | Eastland |  | 6/18/2018 | 2 | Portal | Initial |  |
| Tiffany | Fiesler |  | 6/22/2018 | 1 | Portal | Initial |  |
| Daniel | Fifer |  | 6/19/2018 | 1 | Portal | Initial |  |
| Christopher | Reed |  | 5/4/2018 | 44 | Paper | Initial |  |
| James | Spicuzza |  | 6/19/2018 | 1 | Portal | Initial |  |
| Rachael | Bode | ATR-001646 | 6/27/2018 | 1 | Portal | Renewal | 8/6/2018 |
| Benjamin | Crawford | ATR-001619 | 6/18/2018 | 3 | Portal | Renewal | 7/9/2018 |
| Max | Esposito | ATR-001640 | 6/18/2018 | 3 | Paper | Renewal | 7/9/2018 |
| Nadine | Neilly | ATR-001158 | 6/22/2018 | 3 | Portal | Renewal | 7/1/2018 |
| McKenna | Newell | ATR-001630 | 6/18/2018 | 3 | Portal | Renewal | 7/9/2018 |
| Jake | Pratt | ATR-001638 | 6/11/2018 | 14 | Portal | Renewal | 7/9/2018 |
| Heidi | Schroepfer | ATR-001659 | 6/13/2018 | 3 | Portal | Renewal | 8/6/2018 |
| Amber | Wiser | ATR-001209 | 6/5/2018 | 23 | Portal | Renewal | 7/1/2018 |

Mr. Peterson moved the Board approve the applications for Emily Brown, Kristen Goetz, James Smuda, and Nicole Stroud pending receipt of their social security numbers Mr. Baughman seconded the motion. The motion passed 5-0.

* 1. Initial Applications – Board Review
		1. Tracy Quach – Disclosure

Ms. Quach’s application was missing her social security number and she had disclosed a previous arrest on her application. Ms. Fadeley moved the Board approve Ms. Quach’s application upon receipt of her social security number and determination that there were no other issues with her background. Mr. Peterson seconded the motion. The motion passed 5-0.

1. **UPDATE ON SUNSET AUDIT**

Mr. Peterson moved the Board enter executive session to discuss confidential information. Ms. Ingram seconded the motion. The motion passed 5-0. The Board entered executive session at 10:09 a.m. and returned to regular session at 10:34 a.m.

1. **REVIEW AND DISCUSS ARIZONA REVISED STATUTES § 32-4101-4161 AND ARIZONA ADMINISTRATIVE CODE TITLE 4 CHAPTER 49 RELATED TO STREAMLINING ADMINISTRATIVE PROCESSES AND IMPLEMENTING THE FOLLOWING:**

Ms. Whiteford provided a summary of the opportunities to streamline the Board’s administrative process and to implement the items below. No Board action was taken. Ms. Fadeley stated that, for items ii and iii, a definition of veteran should be included in any statutes or rules.

* 1. Implementation of Arizona Executive Order 2018-02
		1. License reciprocity and opportunities to decrease burdens for qualified professionals who relocate to Arizona
		2. Review veterans skills, training, and credentials received during military service in place of some or all of the training requirements for a license
		3. Review opportunities to reduce fees for veterans
	2. Implementation of Senate Bill 1436
	3. Streamline Administrative Processes
	4. Fingerprint Clearance Card
	5. Continuing Education Audit
1. **REVIEW, DISCUSS, AND POSSIBLE ACTION REGARDING SEEKING AN EXEMPTION AND INITIATING A RULE PACKAGE TO REDUCE THE REINSTATEMENT FEE AND DUPLICATE LICENSEE FEE**

The Board continued this item to the August meeting so Board staff could research the impact to the budget and compare current fees to the fees other states charge.

1. **REVIEW, DISCUSS, AND POSSIBLE ACTION REGARDING SEEKING AN EXEMPTION AND INITIATING A RULE PACKAGE TO RANDOMLY AUDIT CONTINUING EDUCATION.**

Ms. Whiteford provided a summary of what the audit process might look like. No Board action was taken.

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 report on the items below. No Board action was taken.

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

Ms. Whiteford provided a verbal report on the items below. No Board action was taken.

* + 1. Policies and Procedures
		2. Board Automation (eLicensing)
	1. The Standing of Licensees with BOC certification and Renewal With the Arizona Board of Athletic Training

Ms. Whiteford reported that the BOC certification verification provided on the BOC’s website is updated “live” and can be relied upon to verify an applicant’s certification.

1. **REVIEW, CONSIDERATION, AND POSSIBLE ACTION REGARDING SALARY INCREASE FOR EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT**

Mr. Freas moved the Board enter executive session to discuss personnel matters. Mr. Peterson seconded the motion. The motion passed 5-0. The Board entered executive session at 11:46 a.m. and returned to regular session at 12:00 p.m.

Ms. Ingram directed Ms. Whiteford to review and obtain information regarding the process for increasing the salary for the Board’s executive director and administrative assistant.

1. **FUTURE AGENDA ITEMS**

The Board requested that items 11, 12, and 14 appear on the August agenda.

1. **CALL TO THE PUBLIC**

Mr. Rick Ball, Executive Consultant for the Arizona Athletic Trainers’ Association (“AZATA”) spoke before the Board. Mr. Ball stated that the AZATA provided a lobbyist in 2016 to lobby against a bill that would have terminated athletic trainer regulation. Mr. Ball asked for clarification as to what the Board expects from AZATA in regards to agenda items 10, 11, and 12. Mr. Glenn Edgerton, a licensed athletic trainer also provided comment by phone. Ms. Whiteford responded, stating that the changes discussed were administrative in nature and would not require assistance from the AZATA lobbyist.

1. **ADJOURNMENT**

Ms. Fadeley moved the Board adjourn. Mr. Peterson seconded the motion. The motion passed by 5-0. The meeting adjourned at 12:25 p.m.

Respectfully Submitted,

Karen Whiteford

Executive Director