



ARIZONA BOARD OF ATHLETIC TRAINING
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**NOTICE AND AGENDA OF THE MEETING OF
THE ARIZONA BOARD OF ATHLETIC TRAINING
JUNE 3, 2019 – SCHEDULED TO BEGIN AT 9:30 A.M.**

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 38-431.02, notice is hereby given to the members of the Arizona Board of Athletic Training (“Board”) and the General Public that the Board will hold a **Telephonic and WebEx Board Meeting** open to the public on **June 12, 2019**, beginning at **9:30 a.m.** in **Conference Room 1024, 1740 West Adams Street, Phoenix, Arizona**. A copy of this Agenda is available by writing to the Board’s mailing address. This Agenda is amendable up to twenty-four hours prior to the meeting. The Board reserves the right to change the order of items on the agenda except for hearings set for a specific time.

Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to hold an executive session for legal advice on any matter on the agenda. The executive session will not be open to the public.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting (602) 589-6337 or at the TDD number 1-800-367-8939. This document is available in alternate format by contacting (602) 589-6337 or at the TDD number 1-800-367-8939.

AGENDA

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **DECLARATION OF CONFLICTS OF INTEREST**
- 4) **CONSENT AGENDA: REVIEW, CONSIDERATION, AND POSSIBLE ACTION ON APPLICATIONS FOR LICENSURE**

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice). 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.

- a) Initial Applications (20)

Applicant: Last Name	Applicant First Name
Balmaseda	Hannah
Bascelli	Nicole
Cacchione	Andrew
Carlin	Michelle
Davis	Morgan
Decker	Derrick
Duwyenie	Travis
Fowler	Heather
Gayle	Lanae

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Applicant: Last Name	Applicant First Name
Hancock	Bethany
Harnell	Claire
Kirste	Robert
Mercer	Kathryn
Nagel	Morgan
Phillips	Samantha
Pike	Alicia
Romero	Allyson
Sciabarra	Marissa
Spoden	Tanner
Sullivan	Megan

b) Renewal/Reinstatement Applications (114)

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type
ATR-008908	Alkema	Erin	6/3/2019	Renewal
ATR-008975	Bagnall	Alexander	8/5/2019	Renewal
ATR-000947	Barlow	Cassandra	7/10/2019	Renewal
ATR-001616	Bechri	Jamal	7/9/2019	Renewal
ATR-008947	Brewer	Beau	7/1/2019	Renewal
ATR-001597	Bridgeman	Jessica	6/4/2019	Renewal
ATR-001373	Brown	Shauna	6/1/2019	Renewal
ATR-001598	Bueno	Fernanda	6/4/2019	Renewal
ATR-008916	Bussey	Ryan	7/1/2019	Renewal
ATR-001496	Carbajal	Joe	7/10/2019	Renewal
ATR-001599	Carter	Sean	6/4/2019	Renewal
ATR-001639	Castro	Maritza	7/9/2019	Renewal
ATR-000274	Cohen	Randall	7/30/2019	Renewal
ATR-000565	Cole	James	8/3/2019	Renewal
ATR-008909	Condon	Tara	6/3/2019	Renewal
ATR-008919	Corbett	Margaret	7/2/2019	Renewal
ATR-001006	Cunningham	Kristine	6/1/2019	Renewal
ATR-000707	Decker	Kyle	9/12/2018	Reinstatement
ATR-001286	Delliveneri	Maria	6/1/2019	Renewal
ATR-001316	Dieter	Brittany	8/5/2019	Renewal
ATR-001514	Durham	Kristin	7/10/2019	Renewal
ATR-001485	Edwards	James	6/5/2019	Renewal
ATR-001197	Fayson	Shirleeah	7/7/2019	Renewal
ATR-008904	Feliciano	Michael	5/6/2019	Renewal
ATR-008957	Fifer	Daniel	8/5/2019	Renewal
ATR-001600	Gardiner	Rebekah	6/4/2019	Renewal

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License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type
ATR-001387	Godinez	Caren	7/5/2019	Renewal
ATR-001375	Gonzalez	Chelsey	6/1/2019	Renewal
ATR-001501	Good	Mary	7/10/2019	Renewal
ATR-001622	Hatrup	Nicholas	7/9/2019	Renewal
ATR-000273	Hilditch	Michael	6/3/2019	Renewal
ATR-001135	Hilger	Micaela	6/1/2019	Renewal
ATR-001377	Hixson	Krista	6/1/2019	Renewal
ATR-008925	Holland	Crystal	7/2/2019	Renewal
ATR-001109	Holloway	Nicholas	7/10/2019	Renewal
ATR-001530	Hostetter	Karen	8/7/2019	Renewal
ATR-001487	Hussey	Matthew	6/5/2019	Renewal
ATR-001321	Illium	Erica	8/3/2019	Renewal
ATR-000415	Johnson	Lauren	5/1/2019	Renewal
ATR-000827	Jones	Zachary	7/10/2019	Renewal
ATR-000230	Kates	Richard	6/1/2019	Renewal
ATR-000576	Keel	Lauren	6/1/2019	Renewal
ATR-001077	Kelly	Janie	6/1/2019	Renewal
ATR-000095	Keuter	Gregory	6/1/2019	Renewal
ATR-000972	Khatri	Ritesh	6/1/2019	Renewal
ATR-000882	Kilzer	Rebecca	6/1/2019	Renewal
ATR-001050	King	Chantal	6/1/2019	Renewal
ATR-008928	Klinge	Katie	7/2/2019	Renewal
ATR-000335	Kuehl	William	6/1/2019	Renewal
ATR-001506	Larsen	Moriah	7/10/2019	Renewal
ATR-001378	Lehman	Derick	6/1/2019	Renewal
ATR-000687	Leonard	John	6/1/2019	Renewal
ATR-000015	Letendre	Mark	6/1/2019	Renewal
ATR-000210	Lloyd	Jerry	7/10/2019	Renewal
ATR-000935	Lucht	Matthew	6/1/2019	Renewal
ATR-001380	Markgraf	Colin	6/1/2019	Renewal
ATR-001288	Marquez	Audrey	6/1/2019	Renewal
ATR-008930	Martinez	Alana	7/2/2019	Renewal
ATR-001156	Martinez	Andrea	7/1/2019	Renewal
ATR-000223	McCarty	Kenneth	7/1/2019	Renewal
ATR-001318	McKay	Cassandra	8/3/2019	Renewal
ATR-000076	McKenney	Michael	7/1/2019	Renewal
ATR-000708	Mesman	David	7/1/2019	Renewal
ATR-000063	Michel	Lance	7/1/2019	Renewal
ATR-000507	Miller	Amber	7/1/2019	Renewal
ATR-001096	Minnella	Gary	7/1/2019	Renewal

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ATR-000961	Mitchell	Katherine	7/1/2019	Renewal
ATR-000196	Morales	Pedro	7/1/2019	Renewal
ATR-001416	Morcom	Elisabeth	8/2/2019	Renewal
ATR-001304	Murillo	Kayla	7/6/2019	Renewal
ATR-001022	Nagahara	Toshiaki	7/1/2019	Renewal
ATR-000643	Nalepa	Bryce	7/1/2019	Renewal
ATR-001158	Neilly	Nadine	7/1/2019	Renewal
ATR-000649	Nelson	Mitchell	7/1/2019	Renewal
ATR-001630	Newell	McKenna	7/9/2019	Renewal
ATR-000508	Olivar	Leanna	8/1/2019	Renewal
ATR-000023	Oliver	Leah	8/1/2019	Renewal
ATR-001606	Osorio	Raeanna	6/4/2019	Renewal
ATR-000833	Padilla	Diana	8/1/2019	Renewal
ATR-001632	Patrick	Amy	7/9/2019	Renewal
ATR-000060	Peterson	Bart	8/1/2019	Renewal
ATR-008933	Pinon	Marleyna	7/2/2019	Renewal
ATR-001307	Portela	Melissa	7/6/2019	Renewal
ATR-008934	Powers	Lauren	7/2/2019	Renewal
ATR-008935	Quach	Tracy	7/2/2019	Renewal
ATR-008965	Rauch	Jonathan	8/5/2019	Renewal
ATR-008936	Reel	Damon	7/2/2019	Renewal
ATR-008951	Rivas	Veronica	7/8/2019	Renewal
ATR-000071	Rodgers	Kim	9/1/2019	Renewal
ATR-008937	Samer	Natalie	7/2/2019	Renewal
ATR-001223	Sayson	Jonathan	8/4/2019	Renewal
ATR-001659	Schroepfer	Heidi	8/6/2019	Renewal
ATR-000178	Seminoff	Cynthia	9/1/2019	Renewal
ATR-008938	Shepherd	Amethyst	7/2/2019	Renewal
ATR-001513	Silberschlag	Amanda	7/10/2019	Renewal
ATR-008950	Smuda	James	7/1/2019	Renewal
ATR-001291	Spivey	Tyler	6/1/2019	Renewal
ATR-001398	Storey	Ashley	7/5/2019	Renewal
ATR-008941	Strout	Nicole	7/2/2019	Renewal
ATR-001609	Suncin	German	6/4/2019	Renewal
ATR-008914	Takizawa	Yuichi	6/3/2019	Renewal
ATR-001308	Tierney	Dayna	7/5/2019	Renewal
ATR-001635	Trudo	Hailey	7/9/2019	Renewal
ATR-001384	Vermillion	Stephanie	6/1/2019	Renewal
ATR-001423	Villalpando	Carlos	8/2/2019	Renewal
ATR-008943	Villarreal	Nicole	7/2/2019	Renewal

License Number	Applicant: Last Name	Applicant First Name	License Expiration Date	Application Type
ATR-001325	Wagner	Alyssa	8/3/2019	Renewal
ATR-001612	Walker	Aaron	6/4/2019	Renewal
ATR-001082	Warner	Lynzi	6/5/2019	Renewal
ATR-001424	Willette	Chelsea	8/2/2019	Renewal
ATR-008944	Willette	Brooke	7/2/2019	Renewal
ATR-001245	Wilson	Eliza	6/4/2019	Renewal
ATR-001613	Yamamoto	Alicia	6/4/2019	Renewal
ATR-000920	Yates	Jennifer	6/1/2019	Renewal

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

The Board may vote to go into Executive Session pursuant to A.R.S. § 32-431.03(A)(2) (to discuss confidential information) or A.R.S. § 38-431.03(A)(3) (to receive legal advice).

- a) Payment of Annual Leave for Non-Separating Employees

6) FUTURE AGENDA ITEMS

7) CALL TO THE PUBLIC

The Board may make an open call to the public during the meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the Board on any issue within its jurisdiction. Pursuant to A.R.S. § 38-431.01(H), members of the Board are not allowed to discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. However, the Board may ask staff to review a matter or may ask that a matter be placed on a future agenda. Public input is encouraged. Presentation should be limited to five minutes.

8) ADJOURNMENT

Board Meeting June 12, 2019

Board Members Present

_____	Eric Freas, ATC	Chair
_____	Charles Baughman, ATC	Vice-Chair
_____	Bart Peterson, ATC	AT Board Member
_____	Jennifer Fadeley	Public Board Member
_____	Cheryl Ingram	Public Board Member

Staff Present

_____	Karen Whiteford	Executive Director
_____	Amber Jones	Administrative Assistant

Legal Staff Present

_____	Sabrina Khan	Assistant Attorney General
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**ARIZONA STATE BOARD OF ATHLETIC TRAINING
POLICY AND PROCEDURES**

PAYMENT OF ANNUAL LEAVE FOR NON-SEPARATING EMPLOYEES

PURPOSE

To establish a consistent method of processing and responding to request(s) for payment of annual leave to a non-separating employee for similarly situated employees as required by A.A.C R2-5A-B602 (G).

POLICY

Subject to funding availability, a non-separating employee may request, or agency management may initiate, the payment of a portion of an employee's accumulated and unused annual leave. This policy provides written standards and procedures that provide for equal consideration of all similarly situated employees.

Any annual leave hours approved for payment will be paid at the employee's current rate of pay. Unless the request is due to hardship, the payment, if approved, will be paid on the next regular payroll cycle. If the employee's request is due to hardship, the ADOA Payroll Office and the General Accounting Office will process the payment as soon as possible.

Donated annual leave received from other employees shall not be paid out under this policy. Donated annual leave must be used or, if the recipient employee recovers before using all the leave or the need for the leave is otherwise abated, the unused donated leave shall be returned to the donating employee(s).

An employee who receives payment for annual leave, whether employee- or management-initiated, may not "buy back" the leave at a later date for the purpose of restoring the annual leave hours to the employee's leave balance.

Requirements:

Similarly, situated employees shall be provided equal consideration regardless of whether the request for payment is initiated by the employee or agency management.

If an employee requests payment of annual leave, the employee:

- May request annual leave payment for any reason.
- Shall indicate the total number of hours for which payment is requested. The request must be in whole hours, not fractions of an hour. Requests submitted for fractions of an hour will be reduced to the nearest whole hour.
- May request payment for annual leave once per fiscal year and no more than once in a 12-month period.
- Must have used a minimum of eighty (80) hours of annual leave within the past twelve (12) months immediately prior to submitting the request (for example, if the employee

submits the request for payment on November 1, 2012, the employee must have used at least 80 hours of annual leave between November 1, 2011, and October 31, 2012).

- May not submit a request for payment that would result in reducing the employee's annual leave balance below forty (40) hours after the payment.

If agency management initiates the payment of annual leave to an employee:

- Payment of annual leave may be made at any time, with notice to the employee.
- If the payment would result in reducing the employee's annual leave balance below 240 hours (320 hours for uncovered employees), the employee's concurrence is required

PROCEDURE

If an employee initiates request for payment:

- Employee completes Request for Payment of Annual Leave Form or Memorandum.
- Employee submits request to Executive Director, who reviews the request for completeness and compliance with this policy, including ensuring that all similarly situated employees have been provided equal consideration, and, and approves if compliance is met.
- CSB Budget Manager confirms compliance with budget and policy and submits/completed processing via ADOA Payroll.
- ADOA Payroll ensures all used annual leave has been deducted from the employee's annual leave balance, ensures the number of hours of annual leave payment requested includes only accumulated and unused leave, and processes the payment request.

If, at any level, the employee's request is disapproved, the request shall be returned to the employee with a statement explaining the reason(s) for the disapproval.

If management initiates request for payment:

- Executive Director considers all similarly situated employees in the section/unit and completes a Request for Payment of Annual Leave Form of Memorandum for each employee for whom payment of annual leave is proposed including the number of hours of annual leave to be paid for each employee, with justification statements and supporting documentation, and calculates the estimated cost (gross) of the payment for each employee. If payment will reduce the employee's annual leave balance to below 240 hours (320 for uncovered employees) the employee's written concurrence shall be obtained prior to forwarding the request for approval.
- Executive Director approves if compliance is met.
- CSB Budget Manager confirms compliance with budget and policy and submits/completed processing via ADOA Payroll.
- ADOA Payroll ensures all used annual leave has been deducted from the employee's annual leave balance, ensures the number of hours of annual leave payment requested includes only accumulated and unused leave, and processes the payment request.

Other:

Payments of annual leave are taxable as income.

Payments of annual leave are subject to Arizona State Retirement System (ASRS) retirement contributions as follows:

- If the request is employee-initiated, contributions are not withheld
- If the payment is management-initiated, contributions are withheld.