



**ARIZONA BOARD OF ATHLETIC TRAINING**  
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**SPECIAL SESSION MEETING MINUTES**  
**June 28, 2024**

**Board Members Present:** Charles Baughman – Chairman  
Cheryl Ingram– Vice Chair  
Suzie Squires – Athletic Trainer

**Board Members Absent:** Seth Myers – Public Member  
Johanna Urquijo – Athletic Trainer

**Staff Present:** Shaina Ganatra – Executive Director  
Kari Watkins – Licensing Specialist

**Legal Staff Present:** Marc Harris – Assistant Attorney General

**Location:** Meeting Held via Google Meet  
Meeting Link: <https://meet.google.com/yaf-yetg-vma>

- 1) **CALL TO ORDER** – Mr. Baughman called the meeting to order at 10:00 a.m.
- 2) **ROLL CALL**  
The following Board members were present: Charles Baughman, Cheryl Ingram, and Suzie Squires.
- 3) **DECLARATION OF CONFLICTS OF INTEREST**  
None
- 4) **REVIEW, DISCUSSION, AND POSSIBLE ACTION – DISCIPLINARY MATRIX**  
Director Ganatra provided a brief overview of the Governor’s Office request to standardize and update the implementation of disciplinary and non-disciplinary actions, which includes the disciplinary matrix adopted by the Board in 2016. The Board recommended changes to the disciplinary matrix to include: adding language to include consent agreements with each indicated discipline, consent agreements to be required for all civil penalties and probation periods with clear language stating that the license will not be issued until the Board receives the signed consent agreement, and adding language to allow deviation and issuance of a non-disciplinary order for continuing education. Board members had a detailed discussion about implementing peer-to-peer and self-auditing processes for the disciplinary matrix. The proposed plan is to conduct self-audits annually and peer-to-peer audits every two to four years. Additionally, there was a suggestion to develop a matrix for handling complaints unrelated to licensure issues. Ms. Ingram made a motion to

accept the disciplinary matrix as constructed and amended. Ms. Squires seconded the motion. The motion passed 3-0 by a roll call vote.

**8) FUTURE AGENDA ITEMS**

Disciplinary Matrix for Other Misconduct Not Related to Practicing Without a License  
Discussion on the Rubric for Mitigation and Aggravating Factors to Assist Board Members in  
Deciding Disciplinary Action

**9) CALL TO THE PUBLIC**

Three members of the public chose to speak.

**10) ADJOURNMENT**

Ms. Ingram made a motion to adjourn the meeting at 9:36 AM. Ms. Squires seconded the motion.  
The motion passed 3-0 by a roll call vote.