



**Governor**  
Douglas A. Ducey

## **Arizona Board of Psychologist Examiners**

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Jenna Jones

### **Committee on Behavior Analysts**

#### **MINUTES OF TELEPHONIC MEETING**

*July 27, 2018*

*9:30 a.m.*

1740 W Adams Street, Conference Room B (1<sup>st</sup> Floor)  
Phoenix, AZ 85007

#### **1. CALL TO ORDER**

The regular session of the Arizona State Board of Psychologist Examiners Committee on Behavior Analysts was called to order by Chairman Davidson at 9:36 a.m. No Executive Sessions were held.

#### **2. ROLL CALL**

##### **Committee Members Participating by Telephone**

Daniel Davidson, Ph.D., BCBA – Chair  
Diana Davis-Wilson, DBH, BCBA  
Paige Raetz, Ph.D., BCBA-D  
Donald Stenhoff, Ph.D., BCBA-D

##### **Committee Members Absent**

Bryan Davey, Ph.D., BCBA-D

##### **Staff Present**

Jenna Jones- Executive Director  
Heather Broaddus – Deputy Director  
Kathy Fowkes – Licensing Specialist

##### **Assistant Attorney General**

Jeanne Galvin, Esq.

#### **3. APPROVAL OF MINUTES**

- a. July 9, 2018 Regular Session Minutes

**MOTION:** Dr. Davis-Wilson moved to approve the minutes. Dr. Raetz seconded.

**VOICE VOTE:** Motion carried unanimously.

4. **DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING  
RECOMMENDATION TO THE BOARD PERTAINING TO APPROVAL OF BEHAVIOR  
ANALYST APPLICANTS**

**Requesting Approval of Licensure by Experience**

Ashley Meyer, M.Ed. – Committee members proceeded with a substantive review of Ms. Meyer's application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to move Ms. Meyer's application to the Board for review and approval of licensure upon receipt of the pro-rated licensure fee.

Elizabeth Welch, M.Ed. – Committee members proceeded with a substantive review of Ms. Welch's application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to move Ms. Welch's application to the Board for review and approval of licensure upon receipt of the pro-rated licensure fee.

Sara Carrasco, M.Ed. – Committee members proceeded with a substantive review of Ms. Carrasco's application. Upon review, the Committee noted that the materials submitted were complete and fulfilled the requirements of statutes and rules. It was the consensus of the Committee to move Ms. Carrasco's application to the Board for review and approval of licensure upon receipt of the pro-rated licensure fee.

Steven Harold Troyer, M.A. – Committee members proceeded with a substantive review of Mr. Troyer's application. Upon review, the Committee noted that Mr. Troyer's supervisor was not licensed during the period of supervision and the supervisor's resume and unofficial transcript were not received. The Board directed staff to send a formal letter to Mr. Troyer requesting these documents. If the documents were received in a timely manner, the Committee directed staff to add Mr. Troyer's application to the Board meeting agenda for August 3, 2018 for substantive review.

Suzette Harrison-Morrison, M.S. – Committee members proceeded with a substantive review of Ms. Harrison-Morrison's application. Upon review, the Committee noted several concerns. First, regarding verifications of supervised work experience or independent fieldwork, because Ms. Harrison-Morrison did not know the locations of her supervisors, she requested the Committee accept the BACB's original supervision documents including the verification forms submitted to the BACB as part of her certification in lieu of the Board's verification forms. Upon review of these forms, the Committee noted that her hours were not documented on the forms as required by A.R.S. §32-2091.03. Second, the Committee noted that one of her supervisors was not BCBA certified at the time supervision took place which does not meet the requirement of A.R.S. §32-2091.03 Sec. 3. Third, the Committee noted that staff was unable to obtain proof that another supervisor was BCBA certified at the time the supervision took place, which is required to meet A.R.S. §32-2091.03 Sec. 3. At this time, the Committee is requesting that her supervisors submit documentation of Ms. Harrison-Morrison's hours of supervised work experience or independent fieldwork on the Board's form to meet statutory requirements. If unable to contact her supervisors, the Committee is requesting that Ms. Harrison-Morrison submit a written explanation of the steps she took to contact her supervisors and ask the BACB to provide written verification of what track she was on at the time she obtained BCBA certification; or that she have a supervisor submit additional experience that meets the 1,500 hours requirement. In addition, the Committee is requesting that she contact the BACB or her supervisor to obtain verification of her supervisor's BCBA certification at the time of her supervision from October 2004 to December 2004.

**MOTION:** Dr. Davis-Wilson moved to forward the applications of Ashley Meyer, M.Ed., Elizabeth Welch, M.Ed., and Sara Carrasco, M.Ed. to the Board for review and approval of licensure upon receipt of the pro-rated licensure fee. Also, to issue additional information request letters to Steven Harold

Troyer, M.A., and Suzette Harrison-Morrison, M.S., to remedy the deficiencies discussed in their applications. Seconded by Dr. Stenhoff.

**VOICE VOTE:** The motion carried 4-0.

**5. NEW AGENDA ITEMS FOR FUTURE MEETINGS**

The Committee directed staff to provide a Rule writing update for the next Agenda and to add a Call to the Public to future agendas.

**6. ADJOURNMENT**

Dr. Stenhoff moved to adjourn, seconded by Dr. Raetz. Upon a unanimous voice vote, the meeting was adjourned at 10:23 a.m.