

Minutes

Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, September 20, 2013, at 10:00 a.m.

Held at:

4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70808

I. Call to Order

The September 20, 2013, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 10:00 a.m. The meeting was held pursuant to public notice, each member received notice, and notice was properly posted.

II. Roll Call (Attachment 1)

Members Present:

Roy Baas, LAC, CCGC, CCS, Chairman
Paul Schoen, LAC, CCGC, Vice-Chairman
Jean Hartzog, CPP, Secretary/Treasurer
JoAn Brown, LAC

Members Absent:

Kevin James, RAC, CCS
Marilyn Smith, LAC
Bernadine Williams, LAC, CCGC, CCS
Ronald Taravella, M.D.

ADRA Staff Present:

LaMiesa Bonton, Executive Director
Lauren Lear, Assistant Director
Pamela Richards, Administrative Assistant
Celia Cangelosi, Board Attorney

III. Public Introductions

Guests:

Marolon Mangham, Carrie Fager

IV. Approval of May 17, 2013 Minutes (Attachment 2)

A draft of the July 28, 2013 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Paul Schoen, LAC, CCGC and seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

V. Treasurer's Report (Attachment 3)

The July 2013 and August 2013 Treasurer's Reports were presented by LaMiesa Bonton, Executive Director and Jean Hartzog, CPP, Secretary/Treasurer; copy attached. A motion was made by Paul Schoen, LAC, CCGC and seconded by JoAn Brown, LAC to accept the reports as given. The motion was approved after a unanimous vote in the affirmative.

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VI. *Public Questions or Comments.*

a. Guests

No comments at this time.

VII. *New Business*

a. Records Maintenance Presentation – Carrie Fager

Carrie Fager with Louisiana State Archives gave a brief overview of the records maintenance procedures for the board. Based on the needs of the ADRA, the board has issued a directive to create a retention schedule for old and current files. Once the needs have been assessed and determined, the schedule will be submitted to Louisiana State Archives for approval.

b. Approval of Applicants to be Credentialed

A motion was made by Jean Hartzog, CPP to approve the applicants listed as credentialed and seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

c. Revised Fee Schedule to include Internal Background Check

Based on the determination at the last board meeting to approve the ADRA staff to pull background checks internally for all new applications, we have modified the fee schedule to include the cost of the background check. A motion was made by Paul Schoen, LAC, CCGC to approve the revised fee schedule to include the cost of the internal background checks and seconded by Jean Hartzog, CPP. The motion was approved after a unanimous vote in the affirmative.

d. LPC/LCSW Addiction Experience Clarification – Bernadine Williams

Deferred until next meeting.

e. Relapse Self Report Standard Operating Procedure and Standard Consent Agreement

The suggestion was made that a SOP be put in place for relapse self reporting and as a result, creating a standard consent agreement. After board discussion on the topic, it was determined that any relapse self report be reviewed on a case by case basis. Based on the individual review, a consent agreement will be determined.

f. Debt Collection Attorney General Contract

The State Attorney General's office has a standard contract available for state agencies to enforce the collection of monies owed to these organizations. A motion was made by Paul Schoen, LAC, CCGC to approve the contract between the Attorney General's office and the ADRA to collect money owed from unpaid board orders and consent agreements and seconded by Jean Hartzog, CPP. The motion was approved after a unanimous vote in the affirmative.

g. Approval of Consent Agreement for Erica Lawrence

Erica Lawrence is a Certified Addiction Counselor. Paul Schoen was the investigative officer. Based on the self reporting details and informal meeting with Ms. Lawrence, Celia Cangelosi, Paul Schoen and LaMiesa Bonton, a consent agreement was formed.

1. Suspend CAC credential for a minimum period of 2 years.
2. Prior to requesting reinstatement, Ms. Lawrence must:
 - a. Have maintained sobriety for 2 years;
 - b. Submit to comprehensive outpatient psychiatric, psychological, and addictive disease evaluation at Ms. Lawrence's expense, at an ADRA approved evaluation center;

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- c. Authorize and cause a written report of the said evaluation to be submitted to the ADRA to include the entire evaluation report including diagnosis, course of treatment, prescribed or recommended treatment, prognosis, and professional opinion as to Ms. Lawrence's capability of practicing as a CAC with reasonable skill and safety to clients;
- d. Submit all pages of this Consent Agreement to each evaluator prior to the start of the evaluations in order for the evaluation to be deemed valid;
- e. Immediately submit all recommendations thereafter of the therapist, physician, or evaluation team, and cause to have submitted evidence of continued compliance with all recommendations by the respective professionals; and
- f. If the evaluations give any treatment recommendations or findings to warrant concern for client safety, meet with ADRA Complaint Investigator and demonstrate, to the satisfaction of the ADRA that Ms. Lawrence poses no danger to the practice as a CAC or to the public and that Respondent can safely and competently perform the duties of a CAC

If the board agrees to this consent agreement then we do not have to file charges or have a hearing.

A motion was made by JoAn Brown, LAC to approve the consent agreement as proposed and seconded by Jean Hartzog, CPP. Paul Schoen, LAC, CCGC was recused from the vote. The motion was approved after a unanimous vote in the affirmative.

VIII. *Old Business*

- a. Competency Verification Form Review

A completed copy of the Competency Verification Form was made available to the board for final review. Board approved the form and it will be made available on the website immediately.

- b. CAC/RAC Scope of Practice Rule Change

A discrepancy was found in the CAC and RAC scope of practice as outlined in the Rules. A motion was made by Paul Schoen, LAC, CCGC to change the rule to reflect the language in the law and seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

- c. ATI Guidelines Update

Deferred until next meeting.

IX. *Executive Director's Report: LaMiesa Bonton*

Operations Update

- a. Southern Research just sent approval of the ADRA application. All initial applications fees have increased by \$36 to run the background checks internally. Side Note: met with Brenda Wood on 8/20 at Louisiana State Police to verify that the ADRA can pull background checks from a third party organization. State Police advised that this is the only way that we can pull directly. If the ADRA wants to pull directly from State Police and the FBI it has to be specifically written in our statute with the organizations specifically named.
- b. CIT Rule was effective August 20th and as a result the application has been revised. On August 27th, the revised rule, revised CIT guidelines, and revised CCS guidelines were sent to all counselors and have been posted on the website.
- c. Mary Sue Stages has been conducting the audit for this FY as she has done for the past 2 however on Sept. 17th received a notice from OSRAP that our report is delinquent. Mary Sue advised that it was due Dec. 31st while the actual due date was Aug. 30th. I have spoken with both OSRAP and the legislative auditor's office and have been advised that she has applied for an extension. She advised that the report will be submitted by today, 9/20/12. I have put two calls into Mary Sue's office with no response. I will follow-up with the legislative auditor on Tuesday to determine if the report has in fact been submitted.

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- d. Travel is booked for IC&RC Meeting for October 8-10 in Charlotte, NC
- e. Awaiting response on quote for new computers on state contract, we are looking into desktops with laptop docking stations.
- f. FYI: Hearing rumbles about RACs and CACs practicing outside of their scope. Have not received any official complaints but have had cursory discussions with the AGs office and the ED of Psychology Board
- g. Attended a meeting of Board ED's on Aug 15th. A rep from the SW, psychology, nursing home admin, LPC/LMFT board, and medical board was present. Significant take-a-ways were: legislation that effects boards (increased length of time a service member has to renew a license after return of duty, to provide certain licensure of individuals with military training and their spouses, identify a custodian of records publicly)
- h. Attended Prevention systems committee meeting on wed and Dawn informed me that they have made some proposed changes to the rule they are just waiting on the green light from Dr. Harrison. Also, as a rep on the committee we all agreed that would publicly disseminate and post data briefs published by the workgroups. The Board agreed to post a link on the ADRA website as a resource.
- i. Board to think about a plan for discretionary funds, in the event that our existence has to be defended to the legislature, and I will draft and plan for review and record. Some examples may be electronic forms, file organization, etc. Any thoughts?
- j. Workgroup for addiction workforce development work continues, awaiting response from D. Dunham.

Contracts Update

- k. All contracts are 3 year with the and terminate June 30, 2015 with the exception of the court reporter contract which is 2 year and the website contract which terminates Dec 31, 2013

ADRA Communications

- l. Website: content management system updated, website has been updated accordingly
- m. Newsletter: 4th ADRA Newsletter will be released November 2013, reduced to twice a year

Renewal Status Report: See trend report

Important Dates to Note

- CIT Rule Change Effective – August 20th
- Default Student Loan Withhold Effective – September 1st, memo sent 8.22.13
- ORM Risk Exposure Report – 7.25.13
- Cenikor Celebrate Recovery Luncheon – 9.26.13, 11:30-1
- Annual CARF Due – 8.30.13 (delinquent)
- Budget and Report due to Boards and Commissions – 10.31.13
- Next Board Meeting – 11.15.13

❖ Works in Progress

- Records Management/State Archives
- ADRA Operations Manual with SOPS and Forms
- In depth review of Past Minutes

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A motion was made by Paul Schoen, LAC, CCGC and seconded by Jean Hartzog, CPP to adjourn the meeting. The motion was approved after a unanimous vote in the affirmative.

Respectfully Submitted,

Jean Hartzog, CPP, Secretary/Treasurer