

MINUTES

NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

FRIDAY, MARCH 14, 2008

Attendance: Carol-Ann Tucker, President, Flay J. Lee, Mark Crabtree, Tom Miller, Lynn Jones, Danny Graves, Lidia Bly-Herman, Al Greene, Adrian McCoy, Joe Fortin, Cheryl Gentile, Worth Bolton, Joseph Adedokun, Clyde Ebron, Randy Thornton, Richard Henderson, Lynn Inman, Bert Bennett, David Turpin.

Board Staff: Randolph Cloud, Ann Christian, Anna Misenheimer, Paola Ribadeneira, Barden Culbreth.

Visitors: Tony Porrett, Wrenn Rivenbark.

Carol-Ann Tucker, President, welcomed everyone to the Board meeting. She circulated the correspondence around the room.

Motion: Approve the December 2007 Board meeting minutes.

Motion made by Al Greene/Seconded by David Turpin. Motion approved.

E. Ann Christian presented the Ethic Awareness and Conflict of Interest Statement. No Board member indicated a conflict with the meeting agenda.

Carol-Ann then stated that the Board meeting today is unlike past Board meetings. Name plates have been placed in front of each Board member's seat. The use of the name plates is one change of several in an effort to formalize the Board's meetings.

Ann Christian gave a brief overview of the composition of the Board and the role of Board members. Each Board member's seat is defined by the NC General Assembly in G.S. 90-113.32. Ann read the Board's statute regarding the Board's composition. All Board members should participate in voting. The President is the one exception to this rule. The President should only participate in a Board vote in the case of a tie vote. A Board member shall abstain from voting if he/she has a conflict of interest with the matter at hand, such as a pre-existing relationship with someone under discussion before the Board. Ann stated that the powers of the Board are specifically enumerated. The President determines the agenda. Board discussion should be limited to the Board members. The Board follows Robert's Rules of Order. Board members should be cautious when addressing individual applicants, counselors and other members of the public as an individual Board member should not appear to speak on behalf of the full Board. Each Board member should follow due process when corresponding with the

public. Ann Christian requested that Board members refer all questions or complaints to the Board's office for consideration.

The General Assembly which created the Board also created chapter 150B, the Administrative Procedure Act, which establishes the guidelines for hearings. This act instructs the public about items that can be the subject of a hearing. Ann read the statute's definition of "contested case" and "licensing". The definition of "licensing" states that it "does not include controversy over whether an exam was fair or whether the applicant passed the examination." The appeal process is not available for someone who does not pass an exam. Exam procedures are also included in this chapter. Ann asked anyone if they have questions about this information. No Board member asked a question.

Ann said that today's seating arrangement is a work-in-progress. The Board office staff will continue to work on the seating arrangement and meeting procedure in accordance with Open Meetings Guidelines. Ann suggested that the staff purchase a notebook for guests to sign and provide comments to the Board.

President's Report

Carol-Ann asked each Board Member to use their best judgment in corresponding with the public.

She said that it is evident that spring is here with the amount of activity that has taken place in Burlington this week and in the meetings yesterday. It is obvious that change is apparent and there are lots of questions being asked of the Board members and the Board members are asking one another. It is now time to take a closer look at our Board and look at the direction in which we hope to go. The various committees are drafting Policies and Procedures Manuals and these manuals are requiring input from each Board member. Carol-Ann believes that the Board should consider scheduling a Strategic Planning Retreat in the near future. Lastly, Board member participation is very important and she encouraged the Board members to get and stayed involved.

Executive Director

Anna reported that an online license verification page has been produced that meets the Board member's requests made at past Board meetings. One can see whether one is a registrant, a LCAS registrant, an Intern, a LCAS Intern, one's credential number and expiration date.

Anna reminded the Board members to complete the Statement of Economic Interest and submit this paperwork to the State Ethics Commission by April 15th in order to avoid the \$250 fine for failure to file in a timely manner.

She thanked Tom Miller, Mark Crabtree, Lidia Bly-Herman, Lynn Inman and Danny Graves for volunteering to present at this year's Summer School on the Board's behalf.

This presentation will be held on Tuesday, July 29th. The Annual Board meeting is scheduled for Wednesday, July 30th at 10:00am. Anna also thanked Worth Bolton for his presentation at the Substance Abuse Providers Network a couple of weeks ago. This meeting was just one in a series of trainings that are being hosted by the Governor's Institute. The next meeting is scheduled for March 28th. Information about this meeting is being distributed at today's meeting in general Board correspondence.

CPM Report

Tony Porrett stated that 49 counselors were tested on Wednesday and Thursday. Of the 13 that tested to become CSAC's—9 passed and 4 failed. 36 counselors took the orals in pursuit of the LCAS—23 passed and 13 failed. The testing went well and it was a relatively quiet couple of days. Carol McClellan will be serving as the CPM Chair in the future. Tony has served in this role over the past six years. Carol-Ann thanked Tony for his service and the Board members applauded Tony for all of his hard work.

Deemed Status reports

Joseph Adedokun (NAADAC) stated that a substance abuse parity bill was passed by the US House of Representatives with the assistance of NAADAC's advocacy on Capitol Hill. Joseph mentioned the David Powell article that Anna emailed to the Board members and he stated that advocacy is very important. NAADAC offers online education for free.

Joe Fortin (NBCC) stated that he will have a report to share with the Board members at the next meeting.

Cheryl Gentile (CRCC) said that she did not have any updates for the Board members.

Adrian McCoy (ANCB) did not have a report.

Executive Committee Report

Flay J. Lee stated that the committee had asked the Board office staff to research email blast capabilities. Flay asked Barden to give a brief report.

Barden stated that the best company he found in his research for provide this service is Constant Contact. Pricing is based on the unique number of email addresses used per blast; this service will cost the Board roughly \$30-\$50 a month.

**Motion: The Board office should enlist Constant Contact to enable blast emails.
Motion made by David Turpin/Seconded by Joseph Adedokun. Motion carried.**

Flay said that a suggestion was made by the Quality Assurance Committee that a Task Force be erected to study the CPM process. He also stated that the Committee discussed having an educational session in conjunction with the September Board meeting to educate new and existing Board members about the Board's policies and functioning.

The committee recommends that a Strategic Planning Retreat be planned within the next couple of years. Flay asked the office staff and Board members to inform Carol-Ann when they might attend conferences as an official Board representative. The committee is currently drafting its Policies and Procedures Manual.

The next IC&RC meeting is scheduled for mid-April. A new Chair will be elected at this meeting.

Business Operations Committee

Tom Miller reported on the travel reimbursement policies coming from the committee. The policies were approved by the Executive Committee.

Treasurer's Report

David Turpin announced that Anne Wilkins is the Board's new accountant. The November, December and January financial statements have been given to each Board member. The Board's Certificate of Deposit has been renewed. David talked about the importance of completing the travel reimbursement forms correctly.

Motion: Approve the November, December and January financial statements. Al Greene made the motion/Seconded by Joseph Adedokun. Motion carried.

Ethics Committee Report

Bert Bennett stated that there are 17 open cases before the committee. The committee is now working to incorporate prevention-specific ethics into the Board's Ethical Code of Conduct. Deanna Hale-Holland presented at yesterday's committee meeting and progress was made. This Ethics Committee's rules revision will be complete once this ethics piece is added. Bert stated that it is his personal initiative to decrease the amount of time it takes an ethics case to come to a resolution.

Nomination and Elections Committee Report

Danny Graves announced that Susanne Faust is the Focus on Women Conference scholarship recipient and that JoAnne Likens will receive the NC Summer School scholarship. Danny said that Barden's blast emails can remind counselors of the scholarship application deadlines.

It's time to start thinking about the Board's elections. There are four seats available this year: one in the Western region, North Central region, South Central region and an at-large seat. Danny encouraged folks to apply for the scholarships and to make nominations for these Board seats.

Quality Assurance Committee Report

Al Greene told the Board that the committee met last night about fairly common matters, such as whether or not one's master's degree has a clinical application and renewal extension requests. Al stated that he, Danny Graves, Flay Lee, David Turpin and Worth Bolton will serve on the CPM Task Force. Al stated that the committee received a request for an extension from a counselor that stated she is struggling with mental illness. Al referred this case to the Ethics Committee.

Standards Committee Report

Lynn Inman made this report on behalf of Michael Herring. Lynn said that Carol-Ann McClellan made a brief report to the committee about the Ad Hoc Committee meeting that was held yesterday with representatives from APNC. Several applicants had made requests for hearings before the committee. The nature of clinical supervision was discussed as well.

General Comments

Worth Bolton thanked Anna for sending the December Board meeting minutes, financial statements and agenda to Board members in advance of today's meeting. A majority of the Board members brought these materials to today's meeting.

Worth encourages the Board office to discontinue producing numerous photocopies for its meetings.

Mark Crabtree inquired about the statute posted on the Board's website. Anna will ensure that the statutes are updated on the website.

Flay Lee announced that the IC&RC will release the new examination this fall.

Lynn Jones thanked the Board office for their work to facilitate the online credential verification form.

Cheryl Gentile thanked the Board members for their hard work and professionalism. Cheryl said that she feels more committed and excited to be in this field every time she leaves a Board meeting.

Randolph said that he is happy to attend today's meeting and serve the Board. He announced that Barden has been working with the Board for a year and he is pleased to have Barden in the Board office. Randolph Cloud and Associates are always mindful of ways to improve the Board's operations. Randolph said that the Governor's Institute is hosting another event on March 28th and encouraged attendance at this event. Rand Cobble and Representative Ty Harrell will be the speakers. Randolph then asked for some feedback from Board members about the correspondence that he and Anna send out periodically. Bert suggested that the subject line of these informational emails read more like a headline.

Finally, Randolph talked about the General Assembly. The session will begin mid-May and last until late-July, early August. There are always concerns about opening a practice act in the general assembly, but there are some changes that must be made to the Board's statute. The State budget will be on the table this year and he will keep the Board informed.

David Turpin announced that the Federation will host a luncheon in conjunction with the Governor's Institute event on March 28th.

Randolph said that just three weeks ago, an informational panel discussion was held in Raleigh in which each candidate for the Governor and Lt. Governor spoke about his/her position in regards to mental health reform.

Wrenn Rivenbark recently returned from Washington, DC where he visited Capitol Hill as a NAADAC advocate. As far as the supervision committee/task force is concerned, Wrenn said that APNC appreciates the Board's feedback and responsiveness to their suggestion for such a committee. The formation of the committee/task force is not an auditing attempt, but rather an attempt to strengthen the clinical supervision expectations.

Wrenn spoke about provisional licensing. Bert Bennett said that he has been attending these meetings in which provisional licensure is discussed and that he will work to ensure that our LCAS's are not excluded from this conversation.

Carol-Ann announced that lunch will be served in the hotel café at the close of the meeting. Additionally, Carol-Ann and the Board members wished Ann the best of luck and congratulations on her impending marriage. Ann will be on her honeymoon and inaccessible for the month of April.

Motion: The Board meeting should adjourn.

Motion made by Al Greene/Seconded by Clyde Ebron. The motion was approved.

Minutes prepared by Anna Misenheimer, Executive Director and reviewed by Lidia Bly-Herman, Secretary.