

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.

MINUTES

NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

FRIDAY, JUNE 13, 2008

Attendance: Carol-Ann Tucker, President, Flay Lee, Lynn Inman, Adrian McCoy, Mark Crabtree, Danny Graves, Lynn Jones, Richard Henderson, Al Greene, Worth Bolton, Nora Noel, Cheryl Gentile, Lidia Bly-Herman, Jessica Holton, Joseph Adedokun, Clyde Ebron, Michael Herring, Tommy Smith, Kevin Connolley, Tom Miller, Joe Fortin, Bert Bennett, Barden Culbreth, Randolph Cloud, Paola Ribadeneira, David Turpin, .

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

Visitors: Carol McClelland, Tony Porrett, Wrenn Rivenbark.

Carol-Ann Tucker, President, welcomed everyone to the Board meeting and called the meeting to order.

Motion: Approve the March 2008 Board meeting minutes.

Motion made by Flay Lee/Seconded by Clyde Ebron. Motion approved.

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

President's Report

Carol-Ann said that the meeting today is probably the most important meeting since the 2005 passage of the Practice Act. She informed the Board members that Anna will share details about the Annual meeting plans in the Executive Director's report. A sign-up sheet is circulating on which one can indicate his/her reservation requests for the Annual Board meeting.

Executive Director's Report

Anna stated that she received a good response to the request for LCAS's willing to participate in the First Commitment Waiver study. The individuals that will participate in the study are Kim Hutchinson, Sharon Sigmon, Sandra Layton, Pamela Moye and William Vaughn. Anna encouraged Board members who might know these LCAS's to thank them for their participation and to inquire about the study as they are representing not only LCAS's, but the Board as well.

Anna said that the Board's Annual meeting will be held on Wednesday, July 30th at 10am on UNC-Wilmington's campus. The Board dinner will take place at The Pilot House on Tuesday, July 29th at 6:30.

She also reported that the IC&RC has decided to issue International certificates to all IC&RC-reciprocal level counselors. This service will begin on July 1st. Anna then thanked Danny Graves and Flay Lee for representing the Board at the Women's Conference.

CPM Report

Carol-Ann pointed out that Tony Porrett and Carol McClelland are in attendance as today is Tony's last meeting serving as Chair of the CPM Committee.

Tony reported that Carol McClelland did a fantastic job of supervising the CPMs on Wednesday and Thursday. There were a number of CPM Evaluators that did not show without notifying the Board office that they would not be in attendance. Tony said that Carol did a great job of filing these vacancies. 28 LCAS's took the oral exam on Wednesday and Thursday: 17 passed and 11 failed. 25 CSAC's took the examination: 18 passed and 7 failed.

Carol-Ann presented Tony with a plaque of appreciation for his years of service as Chair of the CPM Committee. She stated that Carol McClelland is here today as it was expected that she would officially resume Tony's role as Chair of the CPM Committee. However, due to the legislation that will be discussed later, the Board will postpone action for today.

Report from Board Attorney

Ann Christian discussed the proposed legislation. Ann briefly explained the new language and proposed changes to the Board's statute.

Randolph thanked Ann and Anna for their help in drafting this legislation. Senator Martin Nesbitt was the Senate sponsor of the Practice Act in 2005. The House companion bill was sponsored by Representative Martha Alexander. Senate Bill 2117 has already cleared the Senate Health Care Committee. The bill is scheduled to be discussed in the Senate Finance Committee this upcoming Tuesday. Randolph explained that the legislation had to be introduced before receiving the full Board's approval due to the time constraints of this short legislative session. The short session began at the end of May and Randolph expects the session to end by the Fourth of July. Senator Marc Basnight has stated that he will shut down the Senate operations the week after next. Senator Joe Hackney has not put a timeframe on when he will stop legislation from being introduced in the House.

CPM Task Force Report

Al Greene feels that the IC&RC acted in haste in moving away from the CPM as the new CSAC and LCAS examination with the competency-based questions will be administered tomorrow. The Task Force met in April. They felt that they did not have any other option than to eliminate the oral exam as a credentialing standard. The Executive Committee has already voted to accept the Task Force's decision to eliminate the oral examination.

Al stated that these competency-based examination questions will be in a multiple choice format on the CSAC and LCAS written exams. It is even more important now than before for one's clinical supervisor to adequately supervise and prepare counselors for this component of the written exam.

Worth Bolton recommended that an article about the IC&RC's decision to eliminate the oral examination be included in the Board's next newsletter.

The Board members asked Anna to contact the IC&RC to learn if a counselor must take the new examination in order to receive credentialing at the reciprocal level. Anna will report her findings to the Board members.

Randolph explained the process should the Board wish to amend the proposed legislation. A bill substitute would be introduced in the Senate Finance Committee. Should this occur, there is a chance that the legislation would not clear both chambers in a timely fashion.

Motion: Approve the proposed legislation.

Motion made by Al Greene/Seconded by Kevin Connolley. Motion carried.

Randolph addressed another issue: amending the DWI Statute using the NCSAPPB proposed legislation as a vehicle. Randolph asked Lynn to explain the legislation that involves the DWI Statute.

Lynn explained that the Board's Practice Act and the DWI Amendments that increased the standards for DWI Assessments and ADETS training were both approved in 2005. Lynn has originally requested that the Board's legislation allow CCJP's as well as Provisional LCAS's to conduct DWI Assessments and provide ADETS instruction. As the bill was introduced and approved by the Senate Health Committee, the legislation only included the Provisional LCAS's. Al Greene stated that the Executive Committee discussed the original legislation and did not feel as though CCJP's should be included as appropriate providers of these services. The Executive Committee did not believe that a CCJP should be included in the legislation as CSAC Registrants and Interns are not included.

Wrenn Rivenbark stated that he is confident that APNC would not support this legislation. Wrenn said that Board members should contact Michael Glass to discuss

APNC's concerns with this legislation. Randolph thanked Wrenn for his feedback on behalf of APNC. Randolph stated that he, Lynn and Anna had a lengthy discussion with Representative Martha Alexander about the DWI provisions of this bill and that she was supportive of the language.

Business Operations Committee

Tom Miller said that Committee Chairs will not have to prepare separate, individual budgets for the Committee's approval. Also, a banner and an easel have been purchased for Board members' use (at conferences, etc.). The deadline for Policies and Procedures Manual drafts to the Committee is September 1st.

Treasurers' Report

David Turpin presented the February, March and April financial reports as well as the proposed budget for Fiscal Year 2008-2009.

Motion: Approve the financial statements.

Motion made by Bert Bennett/Seconded by Michael Herring. Motion carried.

Ethics Committee

Bert reported that there are 16 active Ethics cases; 8 of these have been opened since January. He and the Committee have enlisted the assistance of the Prevention subcommittee to draft a Prevention Specific Code of Ethics. The Committee plans to meet on Tuesday, July 29th to discuss this code of ethics. The Committee is also working on its draft of the Policies and Procedures Manual. This manual will reflect the committee's decision to discuss Consent Orders via conference call to include members in the handling of the cases.

Nomination and Elections Committee

Danny reported the election results: Clyde Ebron was re-elected to serve in the North Central region; Mark Crabtree was re-elected to serve the South Central Region; Dottie Saxon Greene was elected to serve the Western Region; and Wrenn Rivenbark was elected to serve in the At-large seat.

Officers' Nomination Committee

Carol-Ann selected the Quality Assurance Committee to serve in this capacity. Mark Crabtree announced that Lidia Bly-Herman is recommended to serve as Secretary while Danny Graves is recommended to serve as the Board's President. The floor was open to other nominations. No other nominations were given.

Motion: Close the floor for receiving nominations.

Motion made by Al Greene/Seconded by Kevin Connolley. Motion approved.

Carol-Ann stated that the slate of officers will be mailed out on Monday and Board members will be given 30 days to reply.

Quality Assurance Committee

Carol-Ann said that any ideas or discussion concerning the Board's offices should be directed to this committee.

Executive Committee report

Flay explained that the Board officers as well as the Chairperson of each committee and the Executive Director comprise this Committee. Flay said the committee has been having regularly scheduled conference calls. He acknowledged Tom Miller as Chair of the Business Operations Committee. The next Executive Committee conference call is scheduled for 11am on July 17th.

Standards Committee

Michael Herring stated that the committee reviewed and discussed a Training Approval Request last evening that will require further consideration.

Deemed Status Reports

Adrian McCoy (**ANCB**) stated that the Board is undergoing role delineation study. Connie Mele says hello.

Nora Noel (**APA**) reported that Sally Cameron is supportive of more counselors getting licensed to work in the substance abuse field.

Cheryl Gentile (**CRCC**) said that there are only 12 counselors with this license in NC. There are no status updates on this credential.

Jessica Holton (**NASW**) echoed Anna's earlier comments regarding the First Commitment Waiver Study. NASW is also focused on educating the public about the social work credential and is looking to amend one of their titles from "Provisional" to "Associate".

Joseph Adedokun (**NAADAC**) stated that their annual conference will take place in Kansas City this August. Everyone is invited to attend!

Kevin Connolley thanked everyone for allowing him to serve on the Board as his term ends this year.

Joe Fortin (**NBCC**) reported that his Board is training mental health professionals to facilitate debriefings in various countries of need of crisis counseling.

General Announcements

Barden stated that he has enjoyed compiling the Board Buzz. He will report on the number of Board Buzz counselor reviews at the Annual meeting. Worth said that the Board Buzz was a successful tool in locating counselors for the ASI training.

Motion: The meeting be adjourned.

Motion made by Flay Lee/Seconded by Lynn Jones. Motion carried.

Respectfully Submitted by Anna Misenheimer. Reviewed by Lidia Bly-Herman.

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MINUTES

NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

WEDNESDAY, JULY 30, 2008

Attendance: Carol-Ann Tucker, President, Flay Lee, Bert Bennett, David Turpin, Danny Graves, Mark Crabtree, Tom Miller, Lynn Jones, Cheryl Gentile, Lidia Bly-Herman, Randy Thornton, Worth Bolton, Jessica Holton, Clyde Ebron, Joe Fortin.

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

Guests: Kim Anthony-Byng, Dottie Saxon Greene, Helen Wolstenholme.

Carol-Ann called the meeting to order. She is glad to see everyone this morning and thanked everyone who attended the dinner banquet last night.

Motion: Approve the June 2008 Board meeting minutes.

Motion made by Worth Bolton/Seconded by Clyde Ebron.

Ann Christian read the Ethics Awareness and Conflict of Interest Statement. No one indicated any conflicts.

President's Report

Carol-Ann stated that she is going to alter the meeting agenda slightly. The Committee Chairs will give their reports before we hear from the guest speaker. She recognized Dottie Saxon-Greene and Helen Wolstenholme as newly-elected Board members and thanked them for attending the dinner last night.

Executive Director's Report

Anna Misenheimer reported that legislation passed last week that will eliminate the oral exams from the Board's statute. The Governor signed the bill into law on Monday night! Anna thanked everyone who assisted with the passage of the bill. She stated that the Board office has been very busy as counselors learn about the bill and call/email with questions. She thanked Barden Culbreth and Paola Ribadeneira for their hard work in the office answering these questions.

Anna then thanked Carol-Ann and Kevin for their service on the Board. She stated that Wrenn Rivenbark, Dottie Saxon Greene and Helen Wolstenholme will be sworn into office as Board members at the September meeting. Randy Thornton and Bert Bennett have agreed to serve another term as Board members.

Finally, she thanked Mark Crabtree, Tom Miller, Lynn Inman and Danny Graves for presenting the Board's track yesterday.

Kim Anthony-Byng was recognized for her attendance.

Executive Committee Report

Flay Lee said that he continues to encourage committees to meet in between the Board meetings via teleconference calls. One substantive change that has occurred this past year was that Tom Miller replaced Tommy Smith as Chair of the Business and Operations Committee. He asked the committees to continue to work on their Policy and Procedures Manuals. A draft of each committee's procedures should be presented to the Executive Committee at the September Board meeting. Flay thanked everyone who serves on the Board as this is a working group.

Business and Operations Committee Report

Tom Miller has met with David Turpin and Anna and all have agreed to meet prior to September's meeting to work on the policies and procedures.

Treasurer's Report

David Turpin said that the Board is receiving royalties from ReadyToTest for advertising and selling their study guides. He announced that Flay Lee is running for Vice President of the IC&RC to serve another term.

Barden Culbreth stated that he has contacted RBC and inquired about online payment. Barden stated that RBC's fee for providing online payment is \$30 per month plus an additional fee of approximately \$2.15 per debit card transaction.

Ethics Committee Report

Bert Bennett said that the Board has had 95 Ethics cases to date; 18 of these are active. Two hearings are scheduled for the afternoon of September 11th. The Prevention Specific Code of Ethics should be complete and will be given to Anna this week. The Ethics Committee's policies and procedures draft was completed at yesterday's meeting.

Bert said that he contacted Tara Lawson with the Division of Medical Assistance and told her that legislation was enacted that established a provisional status for those seeking the LCAS. This is important in that LCAS Provisions can be added to the "Incident to" policy which will allow them to bill under Medicaid when they are contracted with a certified physician by an agency, including a substance abuse treatment agency.

Nominations Committee Report

Danny Graves reported that information concerning the Board's scholarships has started to be posted on the Board's Buzz. The application dates for the NC Winter School was posted in July's Board Buzz. The office will continue to provide this information through this medium.

Quality Assurance Committee Report

Al Greene was unable to attend the meeting. Anna said that Al has reviewed correspondence with requests for renewal extensions. Al granted several renewal extensions.

Standards Committee Report

Michael Herring stated that he will work with Anna to draft policies and procedures for the committee. Danny Graves asked Michael when he expects the committee to complete their revision of the administrative rules. Michael stated that he hopes the revision will be completed by the end of the year.

General Comments

Worth Bolton thanked the Board on behalf of his wife, Flo Stein, for the Board's sympathy, cards and flowers that resulted from her father's passing.

Flay Lee recommended that a separate subcommittee be formed to address any written exam issues.

Tom Miller suggested that the Board consider the possibility of sponsoring a continuing education event this winter in lieu of the oral exams, which have been eliminated from the Board's statute. Anna stated that the new President will probably make that one of his first tasks as President.

Carol-Ann then introduced Martha Early to the Board members.

Martha Early welcomed everyone to the Summer School. Martha stated that more credentialed counselors are attending the school this year and the students are more educated with a large pool of young professionals in attendance. Licensure appears to have been a positive change for the field. Martha said that a new track will be included in next year's track for non-allied professionals. The school wishes to broaden its scope with their inclusion. Martha asked the Board members for suggestions. Danny said that the school needs to amend the title of the Board's track. He also suggested that the school look at what populations are being served in NC and cater tracks to address these specific populations.

Martha said that treatment for addiction is changing due to discoveries made with research. Research is a new trend in the field and it plays an important role. Martha introduced Dr. Frank Fornari with Dominion Diagnostics to the Board members.

Dr. Frank Fornari said that information should be available for access about the genetic/molecular/ scientific aspect of addiction. He suggested making this information mandatory via continuing education requirements. Dominion Diagnostics is currently developing online training courses that should be available in the near future.

Mary Hauser, Director of Addiction Services with Dominion Diagnostics, then spoke. Mary is a clinician and she was involved with the initial development of the Twelve Core

Functions. Mary said that Martha Early is now partnering with Dominion Diagnostics to assist with disseminating information about research findings to the field.

Ann Christian said that the information shared during this presentation is amazing and will affect drug court findings, outcomes, etc. Ann said that she also works with the Ethics Committee of the Board. How does the Committee work to find the definitive drug tests to have confidence that one is no longer using drugs? Dr. Fornari said that Dominion can help the Board with recognizing test that should be used to detect drug usage.

Anna asked Martha to continue her communication with her at the Board office about the online courses as they are developed.

Carol-Ann thanked the guest speakers for their presentation.

New Business

Ann Christian stated that the seating of the President and Secretary will take place today. Ann then asked Lidia, as candidate to serve another term as Secretary, to introduce herself, and Danny, as candidate for President, to introduce himself. Lidia said that this is her fourth year on the Board and she has worked to take minutes for the Standards Committee as rules were developed, amended, etc. Danny then introduced himself. Danny spoke about his work on the Board and stated that he has worked as a counselor tech and a clinician.

Ann then officially seated Danny as President and Lidia as Secretary. Carol-Ann struck the gavel, symbolizing the official change in officers.

Motion: The meeting be adjourned.

Made by David Turpin/Motion seconded by Lidia Bly-Herman.

The meeting was adjourned.

MINUTES

NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

THURSDAY, SEPTEMBER 12, 2008

Attendance: Danny Graves, President, Flay Lee, Bert Bennett, David Turpin, Mark Crabtree, Dottie Saxon Greene, Tom Miller, Lynn Jones, Lynn Inman, Cheryl Gentile, Lidia Bly-Herman, Jessica Holton, Clyde Ebron, Joe Fortin, Michael Herring, Nora Noel, Helen Wolstenholme, Dewayne Book, Adrian McCoy, Wrenn Rivenbark, Richard Henderson, Joseph Adedokun.

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

Danny Graves called the meeting to order. Danny thanked everyone for their active participation on the Board. He hopes that this Board will continue to become more and more committee-driven. Danny then passed around the correspondence. The current committee member listing is in this packet of information. Please review this list and make sure you are listed in the appropriate committee.

Danny then thanked Dr. Dewayne Book for his years of dedicated service to the Board and presented him with a plaque of appreciation. He has been an asset to the Board as he has knowledge of addictions as a counselor and a physician.

Ann Christian asked the new Board members to stand and raise their right hand. Wrenn Rivenbark, Dottie Saxon Greene and Helen Wolstenholme stood and agreed to carry out the duties and responsibilities of their position as Board members.

President' Report

Danny informed the Board that Lidia was re-elected to serve another term as Secretary. Worth Bolton has been asked to serve as Chair of the Nominations and Elections Committee. Danny reiterated that the Standards and Ethics Committees have been tasked to complete the revision of the administrative rules.

Motion: Approve the 2008 Annual Board meeting minutes.

Motion made by Flay Lee/Seconded by Mark Crabtree. Motion approved.

Ann Christian read the Ethics Awareness and Conflict of Interest Statement. No one indicated any conflicts.

Danny then asked each new Board member to briefly introduce themselves. He stated that his first task as President is reorganizing committee membership and making sure

that each committee has a sufficient number of Board members to complete that committee's tasks, etc.

Executive Director's Report

Anna stated that many changes have occurred this year: change in legislation and the changing of the guards as Danny settles into his role as President of the Board. Both have kept the Board office busy!

Firstly, the office has been working to update the Board's database to reflect the new LCAS-Provisional status. Since folks obtain this status at a different point in the application process than when the LCAS Intern status was received, this required staff to manually review each LCAS application file. As this was completed this week, the database will reflect the LCAS-Provisional status as early as next week.

The next step will be amending all application packets to reflect the administrative changes. Anna has already met with the typesetter and is awaiting the updated applications. The final phase will be an update of the Board's Procedures Manual.

The September 2008 newsletter is at the printers right now and will likely be mailed out next week. This newsletter is tardy as we were awaiting passage of the legislation to print. A print-out of the newsletter is being circulated with the Board correspondence. She sent around a Board member contact list. This includes information about Board member's terms and email address, phone numbers, etc. Anna requested that information be checked and revisions noted.

Anna stated that Flay Lee is running for re-election of the Vice President of the IC&RC. The 2009 meeting dates are March 12-13, June 11-12, September 10-11 and December 10-11.

Deemed Status Reports

Dr. Joseph Adedokun said that NAADAC just held their national conference. NAADAC constantly updates website with free training opportunities. NAADAC has asked its members to contact its legislators about mental health/substance abuse parity.

As president of APNC, Wrenn Rivenbark attended this conference. Wrenn stated that NAADAC's President-elect has moved to obtain SAMHSA's approval for the first substance abuse specialty master's degree program.

Jessica Holden (NASW) stated that a retreat was held in July. She said that many social workers have faced road blocks during the First Commitment Pilot study. Anna will email the Board members correspondence she has received from Mark O'Donnell with the Division in regards to the study.

Joe Fortin said that is nothing new to report on behalf of NBCC and the MAC.

Cheryl Gentile stated that CRCC is going to maintain the CRCC MAC only for those who already hold this certificate. There are currently 40 CRCC MAC's nationally. 12 of the 40 live in North Carolina.

Adrian McCoy reported on behalf of ANCB. Their conference is scheduled for October 2nd-5th in Atlanta, GA.

Nora Noel (APA) told that Board members that there are a number of continuing education opportunities via APA. Additionally, a meeting is scheduled at UNC-Chapel Hill to attract undergraduate students to careers in psychology and dual-diagnosis.

Committee Reports

Executive Committee report

Flay stated that a teleconference call was held since the last Board meeting. He encourages each committee to work between Board meetings. A motion was brought from the Committee to the full Board that each Committee take minutes of their meetings and keep a booklet of the minutes for the Board's future use. He suggested that the Board consider creating a Disaster Task Force here in NC. Flay also said that the Committee wishes to reinitiate the importance of active participation from Board members.

Business and Operations Committee

Tom Miller reported that David Turpin and Anna met with him last week about the B&O Policy and Procedures Manuals. He stated that all meeting minutes including minutes from committees will be posted on the website and will be password protected. Jessica said that she will create a template to assist Board members in keeping minutes.

Treasurer's Report

As David Turpin was not present, Tom presented the May and June financial statements.

Motion: Approve the May and June financial statements.

Motion made by Tom Miller/Seconded by Cheryl Gentile. Motion carried.

Nominations and Elections Committee

Mark Crabtree reported that a conference call was held by the Committee last Friday. In lieu of the December orals and annual recognition luncheon, the Board will host a training event on clinical supervision for CPM Evaluations in December as a token of appreciation for their years of service to the Board.

Anna stated that Ms. Debra Mathis has been chosen by the Committee to receive the Winter School scholarship.

Quality Assurance Committee

Barden made a report in Al Greene's absence. Barden stated that the Committee reviewed five applications for credentialing. Two of the five applicants were approved to pursue the LCAS and/or CCS.

Standards Committee

Michael Herring said that the Committee reviewed the updated curriculum for ECU's Masters program as well as WCU's curriculum for the substance abuse track. He said that the Standards Committee discussed adding nicotine dependence to the initial credentialing and re-credentialing requirements. The Committee will contact the AHECs to request this type training be provided.

Ethics Committee

Bert Bennett announced that the LCAS Provisional folks will be allowed to bill "Incident To". This will come out in the October Medicaid bulletin. Bert said that there are several options regarding employment as it relates to "Incident To" billing: the physician can employ the LCAS-P, a provider agency that is a provider of enhanced services can employ the physician and the LCAS-P or the physician can have a contractual relationship with the LCAS-P if the doctor does not employ the LCAS-P.

Deanna Hale-Holland supplied the Committee with a draft of the Prevention Code of Ethics. These will be reviewed and a final draft submitted to the Executive Committee for inclusion in the Ethical Code of Conduct in the administrative rules.

Danny thanked Bert Bennett for his head's up on the provisional license.

Legislative Update

Randolph thanked everyone for assistance in getting the Board's legislation passed. There were concerns on the part of some professionals about the bill. Ann and Anna had to defend the legislation and speak with an attorney at the Governor's office before the bill would be signed.

By the time we meet again, the landscape will have changed. There will be a new Governor, Lt. Governor. Gov. Easley has been given low marks for his focus (or lack of focus) on substance abuse issues. Cherry Hospital has been disorganized. The new Governor will have to address these problems.

General Announcements

Dewayne Book said he enjoyed serving on the Board. He will be leaving the Board with the Peer Assistance Committee not yet organized.

Wrenn Rivenbark stated that Joe Jordan has agreed to step in and work on developing a Peer Assistance Committee. Wrenn will keep us posted. Dewayne said that this should be a joint venture between NAADAC and our Board.

Motion: Link the Board's website with each of the Deemed Status groups.

Motion made by Jessica Holton/Seconded by Nora Noel. Motion approved.

Flay asked the Board if they would be supportive of hosting the IC&RC conference in Charlotte in either Fall 2009 or Spring 2010. The Board members agreed to support this effort.

Motion: Invite the IC&RC to host a bi-annual conference in Charlotte, NC.

Motion made by Flay Lee/Seconded by Lynn Inman. Motion carried.

Motion: Adjourn the meeting.

Motion made by Mark Crabtree/Seconded by Jessica Holden. Motion approved.

MINUTES

NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

FRIDAY, DECEMBER 12, 2008

Attendance: Flay Lee, Bert Bennett, Mark Crabtree, Dottie Saxon Greene, Tom Miller, Lynn Jones, Lynn Inman, Cheryl Gentile, Lidia Bly-Herman, Jessica Holton, Clyde Ebron, Joe Fortin, Michael Herring, Nora Noel, Helen Wolstenholme, Wrenn Rivenbark, Richard Henderson, Joseph Adedokun, Worth Bolton, Randy Thornton, David Turpin.

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

Flay Lee called the meeting to order. Flay asked the Board members to keep Danny Graves in their thoughts as he is still not feeling well.

President' Report

Motion: Approve the September 12, 2008 Board meeting minutes.

Motion made by Joseph Adedokun/Seconded by Tom Miller. Motion approved.

Flay Lee read a meditation to the Board members entitled "Lift Up".

Ann Christian read the Ethics Awareness and Conflict of Interest Statement. No one indicated any conflicts.

Flay began to circulate Board correspondence. This correspondence includes a draft of the Board's December newsletter and contains an article about NCAARF's recent Fall Conference. Both Anna and Worth were recognized with awards at this conference.

Flay stated that Danny Graves has attended several conferences since the last Board meeting. One of these conferences was the State of the Arts conference. The 2008 legislative changes were discussed at this conference. Flay reiterated the positive impact the Board's presence has at conferences throughout the state.

He discussed the clinical supervision training that was presented by Worth Bolton and Mark Crabtree yesterday. Anna said that there was an overwhelming amount of positive feedback received from participants.

Executive Director's Report

Anna stated that the training yesterday went so well! Danny and Mark did a phenomenal job and many counselors came up to her and told her how much they appreciated the training as well as the opportunity to see fellow CPM Evaluators again. Anna was asked

more than once when/if this type of training would occur again in the future. Also, certificates were distributed so folks could use these hours toward their renewals (6 CCS specific hours, 3 ethics hours).

At the September meeting, the office was asked to create a webpage listing the Deemed Status organizations along with a link to the credentialing requirements for each. This has been done! This information is available from the homepage as well as from the page that outlines the details of the LCAS credentialing standards. Also, Business and Operations requested a password protected webpage where Board meeting minutes and committee meeting minutes could be posted. This page has been produced. So far, only the 2008 full Board meeting minutes are posted. Once the Committees begin to implement the form created by Business Operations to record minutes, these will also be posted.

Also under unfinished business, Flay had suggested at the September Board meeting that a disaster task force be created in NC. Once Anna returned to Raleigh, she learned that such a committee already existed: the Disaster Response Network. She contacted Sally Cameron with the NC Psychological Association, who chairs these meetings and she invited Anna to attend their Nov. 17th meeting. She extended the invitation to Wrenn to represent APNC.

Currently, there are 400 trained professionals in the network. In order to apply to become a member, one must complete 6 hours of education (4 online and 2 “live” trainings) and be licensed as a LCAS. Good news is that these training credits are available at no cost and could be used for one’s renewal credit. Anna has spoken to Jim Edmundson who coordinates the Summer School and he was going to ask the Foundation if a mini-track could be offered in which LCAS’s can obtain these hours. The Disaster Response Network has opened their arms to the Board’s LCAS’s and amended their application to allow LCAS’s apply to be a part of the network. Information and an application to join the network will be posted and available on the Board’s website.

Anna then asked Lynn Inman to tell the Board about an award he would have personally accepted last night, if he had been present at the banquet. Lynn stated that the NC Council of Community Programs recognized his efforts in establishing smoke-free restaurants.

Deemed Status Reports

Dr. Joseph Adedokun (NAADAC) said he did not have much to report. A newsletter was recently sent to all NAADAC members that contained information about the President-Elect’s Health Care team.

Jessica Holden (NASW) attended the bimonthly meeting recently. Jack Register stated legislation might be introduced to amend their statute in this upcoming legislative session. Jessica volunteered and is now serving on NASW’s ATOD Committee.

Joe Fortin said NBCC is examining their MAC exam. Some changes should be forthcoming in the near future.

Nora Noel (APA) said that Sally Cameron did ask Nora to report on the Disaster Task Force. NCPA is in strong support of federal parity. Sally Cameron is working on a grid to look at how the federal law compares with the state law.

There was no report from the Commission on Rehabilitation Counselors as Cheryl Gentile was absent. There was no report from the Addictions Nursing Certification Board as Adrian McCoy was not present at the meeting.

Committee Reports

Executive Committee report

Flay stated that a teleconference call was held since the last Board meeting. A motion was made to continue with the International Certification at a reduced rate at a fee of \$24. Another recommendation coming from the committee is to establish a written test subcommittee. With the elimination of the CPM subcommittee, the Committee feels that this is appropriate. Business Operations has been tasked to staff this group. The written test subcommittee will discuss issues concerning test accommodations for disabled applicants, test compromise, etc.

Policies and Procedures have been submitted from every committee except for Standards Committee. These should all be ready for implementation at the start of 2009.

The Committee is still trying to find the best date to hold the 2009 Strategic Planning meeting.

Business and Operations Committee

Tom Miller stated that the Committee is going to explore the cost of setting up a paperless office and transferring records to an electronic format. Tom will work with the Committee and present his findings at the March Board meeting.

Tom also announced that NAADAC and APNC do offer a discounted membership rate to counselors that are registered or credentialed with the Board.

He reported that Board meeting minutes will be posted on the website. The Committee meeting minutes will be password protected. Jessica presented the outline for recording meeting minutes. Anna told Jessica that the Board's website includes links to our deemed status groups. Each deemed status group should be made aware of this and, hopefully, be willing to post a link to the NCSAPPB website on their website.

Treasurer's Report

David Turpin presented the 2007-2008 fiscal year-end report. \$5,000 more was spent than projected for the SBI background checks. \$6,000 more was spent on telephone service. More money was expended to consultants as more part-time help was hired to

handle the influx of applications, calls, etc. The Board only spent about half of what was budgeted for scholarship. David then reviewed the 2006-2007 audit as well as the July, August, September and October financial statements.

Motion: Approve the 2006-2007 audit, the 2007-2008 FY end report and the July, August, September and October financial statements.

Motion made by Al Greene/Seconded by Clyde Ebron. Motion carried.

Ethics Committee

Bert Bennett reported that the Committee is currently considering 22 cases. 25% involve supervision issues, 25% of the cases about the mishandling of records, 25% are about dual relationships and about 10% concern financial records. Bert stated that a majority of the cases are resolved with a consent order. An ethics hearing was held yesterday afternoon.

Nominations and Elections Committee

Worth Bolton reported that two applications were received for the McLeod Institute scholarship. Tracy Klucina will receive this scholarship.

The Committee decided that future scholarships will cover the cost of lodging, if lodging is offered in conjunction with the conference.

Quality Assurance Committee

Al Greene said the Committee considered several requests last night. The Committee will consider charging a fee for late credential renewal. Al stated that the Executive Committee as well as his Committee are discussing establishing a requirement that six hours of nicotine cessation training be needed for initial credentialing and three hours for renewal. The effective date of this requirement will be July 1, 2009.

Standards Committee

Michael Herring talked about a recent Master's graduate from East Carolina University who had a hearing before a Standards Committee panel in September. The Committee had requested specific information from the applicant, including letters of recommendation and an official master's degree transcript. These items were received and the Committee is recommending that this applicant receive registration status. Michael is going to confer with the Ethics Committee about the time period in which one must be in recovery before being eligible for credentialing.

The next topic of discussion was the 300 hour supervised practicum. Michael stated that the Committee discussed the 1 hour of supervision for every 10 hours of practice requirement. The Committee believes that supervision can be received in this ratio whether is be 1:10, 2:20, 3:30, etc. This interpretation should be helpful to those counselors serving in rural areas of the state where few CCS or CSI's are available.

He then reported the September written test results. The passage rate was: 64% for CSAC's, 70% for LCAS's, 80% for CCS's, 67% for CSAC Spanish exam and 60% for CSAPC exam.

Mark Crabtree asked why one can take the exam before having met all the requirements as the exam is now competency-based. Anna explained that the IC&RC is looking to change their standards to require that one complete all credentialing standards before being eligible to take the exam. This is an issue that the Board might continue to consider. Jessica Holton said that NASW sets a limit on the number of times one can take the exam.

Flay asked about webcam-based supervision. The Clinical Supervision Ad-Hoc Committee is studying this and will include information about this in their report of recommendations to the Board.

Al Greene said that he feels the Board should consider Master's degrees obtained online if we do start allowing webcam supervision. Worth Bolton said that he is willing to make a brief presentation at the March Board meeting and show the effectiveness of webcam supervision.

Legislative Update

Randolph Cloud stated President-elect Obama announced a new initiative on healthcare reform. Senator Daschle will head this reform. He is a proponent of parity. Flo Stein has been appointed to SAMSHA Advisory Board. She will be able to address SA issues on a federal level.

Beverly Perdue has a degree in working with the aging population. She is a person that we have access to and she will be much more open to issues that are important to the Board. David Turpin was invited to take part in Beverly Perdue's transition team meeting. Secretary Dempsey Benton will be leaving his post as Secretary of Health and Human Services. A new secretary will be appointed. Governor-elect Perdue is looking to change direction on mental health issues. She will likely face some challenges. There has been recent press about the Department of Corrections. There are concerns about people leaving hospitals and then not being able to find services.

5 LME's could lose funding soon and there is interest in changing ABC laws. Randolph reported that there will be a \$3 billion budget deficient. Of federal interest, Congressman Bob Etheridge was appointed to the House Ways and Means Committee. Randolph will be meeting with Rep. Etheridge on Tuesday. There will be an incentive for sin taxes.

General Announcements

Flay announced that he did lose his bid for the IC&RC Vice Presidency. Flay served in that capacity for 6 years.

Motion: Adjourn the meeting.

Motion made by Al Greene/Seconded by Michael Herring. Motion approved.