

## MINUTES

### NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

FRIDAY, MARCH 13, 2009

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

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

Danny Graves called the meeting to order.

Ann read the Ethics Awareness and Conflict of Interest Statement. No Board member anticipated a conflict.

Danny circulated correspondence to the Board members. He gave a report concerning the state of the Board and emphasized that the Board is on a solid foundation fiscally. He outlined the role of each committee in the scheme of the Board's operations. He also thanked the Board office for their role in maintaining the Board's administrative functions.

#### Legislative Update

Randolph stated that Anna has distributed House Bill 221 via email. A companion bill has been introduced. Given the provisions of the bill, Randolph had an experience reviewing the legislation similar to the feeling Flay and Turp must experience while attending IC&RC meetings. This Board is mature in its history and operation in comparison to other state occupational licensure boards.

There will be budget cuts in the Department of Health and Human Services. Rumors concerning leadership with the Department are rampant. A close look will be given to the stimulus money. The Institute of Medicine has called for an increase of funding for substance abuse services. There has been a proposed House and Senate bill that would increase the alcohol tax. This money would be dedicated to the Division of MH/DD/SAS.

The impact of returning veterans on substance abuse problems in this state has become a topic of study and will be discussed in future publications.

**Motion: Approve the December 12, 2008 Board meeting minutes.  
Motion made by Joseph Adedokun/Seconded by Tom Miller. Motion approved.**

### President's Report

Danny Graves gave a brief State of the State report:

At a time when the economy is weak and many agencies, businesses and facilities are struggling to stay afloat, the NCSAPPB has a solid financial foundation. He asked each of the Committee Chairs to maintain the charge of his/her committee and work to maintain the Board's strong foundation, protecting the integrity of the Board and the credentials that it offers. He asked for any and all suggestions, ideas, concerns, thoughts, etc. be brought directly to him. Danny welcomes recommendations and feedback from all Board Members. In order to move forward as a Board, it is more important than ever that all its members be united, creating a strong, clear voice and message.

### Executive Director's Report

At the December meeting, Anna reported that she had contacted Jim Edmundson, coordinator of the NC Summer School to see if a track could be offered to allow LCAS's to receive the training that is required before a LCAS can make application to join the NC Disaster Response Network. The NC Foundation of Alcohol and Drug Studies reviewed my request and has created two tracks at the Summer School for this training. These trainings will be offered on Tuesday and Wednesday, July 28<sup>th</sup> and 29<sup>th</sup>.

Additionally, the Board has been given a mini-track slot on the afternoon of Tuesday, July 28<sup>th</sup>. Both Tom Miller and Dottie Saxon Greene volunteered. Please note that the NC Summer School was originally planned for August 4<sup>th</sup>-6<sup>th</sup>, but the dates have now changed to July 28<sup>th</sup> through 30<sup>th</sup>. Information regarding DRN and the application has been posted on the Board's website.

Anna reported that everyone should have received a postcard from the State Ethics Commission regarding the Statement of Economic Interest. These are due by April 15<sup>th</sup>. After this date, Board members will be assessed a fine. Also, each Board member must attend the mandatory ethics training. Training is being held this afternoon, beginning at 1:30pm at the NC Museum of History. The museum is located at 5 E. Edenton Street in downtown Raleigh.

After receiving several inquiries regarding the Board's Credential Verification query on the Board's website, an explanation on the website for this search result has been posted. That webpage now explains that "no approvals" will result if a counselor is already fully credentialed by the Board. It also provides definitions for approvals that can result from the search (REG, REG-L, INT, etc.).

The January/February 2009 edition of the NC Medical Journal is devoted solely to the topic of Addiction. The cover of the Journal reads "The Face of Addiction and the Pathways to Recovery". The lead article entitled "Substance Abuse in North Carolina" reports the findings of the NC Institute of Medicine's Task Force on Substance Abuse Services that was appointed to study why the state's SA system was unable to serve more people in need. The Chairs of this task force are Rep. Verla Insko, Senator Martin Nesbitt and Dr. Dewayne Book. Several professionals were asked to write commentaries in response to the task force article. Anna was contacted to address workforce

development issues. This article is on page 75. Please take a look at the journal that is circulating.

She also mentioned that Flo Stein is recognized in the beginning of the journal as having a “tarheel footprint in health care”. An outline of Flo’s experience is included as well as mention of our very own, Worth Bolton.

The new location of future Board meetings will likely be the Sheraton Imperial and a location in Greensboro. The June and December Board meetings will be held in Raleigh while the September Board meeting will be held in Greensboro.

### Deemed Status Reports

Dr. Joseph Adedokun (NAADAC) stated that advocacy week was last week in Washington, DC. Wrenn Rivenbark was able to attend.

Jessica Holden (NASW) stated that March is National Social Work Month. Lobby day is this coming Wednesday. They expect 1,000 people to participate.

Joe Fortin said NBCC recently updated their procedures concerning ethics hearings.

Nora Noel stated that it is APA’s 60<sup>th</sup> anniversary. This year’s conference will be April 24<sup>th</sup>-25<sup>th</sup> in Chapel Hill. APA wants to get students more interested in thinking about substance abuse as a career. A study outlining men’s attitudes towards women’s drinking habits is posted on APA’s website.

Cheryl Gentile did not have any updates to report from CRCC.

Adrian McCoy (ANCB) reported that their annual conference will be held September 30-October 3<sup>rd</sup>.

### Committee Reports

#### Executive Committee

The Committee met this morning in advance of the Board meeting. After today, Board meetings will rotate between Greensboro and Durham. Anna then discussed the LCAS’s scope of practice and explained that she and the Board office have received inquiries regarding whether or not a LCAS can provide mental health diagnoses. Anna read a letter that was approved by the Committee for distribution. Jessica inquired about the 45 hours of DSM IV TR training. Worth explained that this is the amount of education and type of education that is required for one to seek reimbursement. Worth said that it is this Board’s charge to advocate for our licensed professionals and increase vendorship for this credential in NC.

### Business and Operations Committee

The Committee is still working with the Board office on posting the application packets online. Tom stated that if additional training is required for Board members due to House bill 221, then the Committee will ask for this training be made at a Board meeting.

### Treasurer's Report

David Turpin stated that he recently spoke with an auditor from A T Allen and Company to answer questions to assist with the 2007-2008 audit.

**Motion: Approve the November and December financial statements.  
Motion made by Lynn Inman/Seconded by Al Greene. Motion carried.**

### Ethics Committee

Bert reported that there are currently 17 open cases; 5 have been closed since the last Board meeting. A hearing was scheduled yesterday, but the individual did not show. Another ethics hearing is scheduled for April. Dual relationships, relapse and administrative/personnel issues continue to be a constant theme throughout the complaints received. The rules have been reviewed by the attorney for the Administrative Rules Review Commission and his changes have been reviewed by the Ethics Committee.

### Nominations and Elections Committee

Worth announced that there was a healthy request for Board scholarships this cycle. A situation recently arose where a scholarship recipient did not realize that she was responsible for boarding costs since lodging was not provided in conjunction with the Winter School conference. He and Anna have worked together and drafted a letter that will be distributed to scholarship awardees in the future to clearly define the expenses covered by the scholarship.

### Quality Assurance Committee

Al frequently gets requests to review one's Master's degree program to determine whether or not one would qualify for licensure. One such application was reviewed last night and the Committee decided to deny the applicant's request for the LCAS license.

### Standards Committee

Michael said that he and Worth plan to travel to conduct a review of a Board-approved training sponsored by Reaching Across the World Ministries (RAWM).

He gave results from the December exam administration:

CSAC exam: 101 tested; 79 passed, 22 failed. Passing rate: 78.22%

IC&RC pass rate: 72.20%

CSAC Spanish exam: 1 tested; 0 passed, 1 failed. Passing rate: 0%

IC&RC pass rate: 20%

LCAS exam: 92 tested; 60 passed, 32 failed. Passing rate: 65.22%  
IC&RC pass rate: 62.87%

CCS exam: 8 tested; 8 passed, 0 failed. Passing rate: 100%  
IC&RC pass rate: 68.48%

CCJP exam: 1 tested; 1 passed, 0 failed. Passing rate: 100%  
IC&RC pass rate: 50%

CSAPC exam: 2 tested; 2 passed, 0 failed. Passing rate: 100%  
IC&RC pass rate: 56.36%

Michael asked Anna to post the exam results in the next Board Buzz.

#### General Announcements

Cheryl asked what happened with the Impaired Professionals Committee. Jessica said that she was on a conference call with Joseph Jordan yesterday. She will forward information about this group to Cheryl and Ann Christian.

Flay announced that he, Anna, David Turpin and Danny will be attending the IC&RC meeting in April. Please bring any ideas that you'd like to be considered at that meeting to Anna or Flay.

Michael stated that he forgot to mention that Jack Culbreth came to the Standards Committee meeting and presented suggestions regarding clinical supervision requirements. The Ad Hoc Committee will consider these suggestions and bring their recommendations to the full Standards Committee.

**Motion: Adjourn the meeting.**

**Motion made by Al Greene/Seconded by Lynn Inman. Motion approved.**

## MINUTES

### NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

FRIDAY, JUNE 12, 2009

Attendance: Danny Graves, President, Flay Lee, David Turpin, Mark Crabtree, Tom Miller, Lynn Jones, Lynn Inman, Cheryl Gentile, Lidia Bly-Herman, Jessica Holton, Clyde Ebron, Joe Fortin, Michael Herring, Helen Wolstenholme, Randy Thornton, Adrian McCoy and Wrenn Rivenbark.

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

Danny Graves, President, called the meeting to order. Danny thanked Anna for organizing and planning this Board meeting at the new meeting location, the Sheraton Imperial in Durham. He welcomed everyone to the meeting.

The first order of business was approval of the March 13<sup>th</sup> meeting minutes.

**Motion: Approve the March 13<sup>th</sup> meeting minutes.**

**Motion made by Lynn Inman; Seconded by Al Greene.**

**Motion carried.**

Ann Christian then read the Ethics Awareness and Conflict of Interest statement. No Board member indicated any known conflicts.

#### President's Report

Danny referred to his "State of the State" speech he gave at the March Board meeting. At a time of economic uncertainty, the Board appears to have a solid financial foundation. Looking ahead, he intends to schedule a strategic planning session in the near future. He also mentioned the LCAS Reimbursement Panel discussion that occurred on May 15<sup>th</sup> at the McKimmon Center. Danny felt that the discussion was enlightening and that the Board's own Bert Bennett did a wonderful job serving on the panel. Bert presented on behalf of the state and on behalf of the Board.

#### Executive Director's Report

Anna said that she also felt that the LCAS Reimbursement Panel discussion went well. Approximately 15-20 people attended and the discussion was streamed via live feed to anyone who accessed the cited website. She is now working with the webmaster to make this video available on the Board's website along with the PowerPoint presentations that were handed out by various panelists. Anna reported that Danny was a wonderful moderator and kept the conversation moving.

Speaking of Board members and their representation of the Board, Anna stated that Flay, Dottie and Danny presented at the ADDICTION: Focus on Women Conference in May while Mark Crabtree presented at the Al Greene Institute and Lynn Inman spoke at the

APNC Conference. When asked for any feedback on these training sessions, Flay reported that approximately fifty people attended the Women's Conference. Many of the participants were counselors just entering the field. Danny believes that the showing at the ADDICTION conference was the biggest crowd he has ever seen at this conference. A majority of questions concerned the Board's Deemed Status organizations. The Board members stayed almost an hour after the session to answer questions. 45-one hour stayed after the training to answer questions. Mark Crabtree said that a majority of the questions that he received concerned advancing one's credential.

Anna announced that the Board will be meeting again on July 28<sup>th</sup>-29<sup>th</sup> in conjunction with the NC Summer School. In addition to Tom Miller and Dottie Saxon Greene, who volunteered at the March Board meeting to present at the Summer School, both Joe Fortin and Jessica Holton volunteered to assist. The Board's annual dinner will occur on the Tuesday evening preceding Wednesday's 10AM Board meeting. Anna is circulating a reservation sheet and asked Board members to indicate which nights they will require a room reservation.

Finally, two dates have been scheduled for this year's DMV Evaluators' Training. The trainings will be held on Saturday, September 12<sup>th</sup> and December 12<sup>th</sup> at the Ramada Inn in Burlington. Information regarding this training will be posted in the upcoming newsletter.

### Deemed Status Reports

As Joseph Adedokun was absent, Wrenn Rivenbark presented on behalf of NAADAC. Their annual conference will be in August in Salt Lake City. Wrenn plans to attend this conference. Political action committees and lobbyist are hard at work to prepare for 2010 mental health and substance abuse parity.

Jessica Holden (NASW) reported that Jack Register has been very busy. The Social Work Board had title protection legislation introduced. This bill has passed and is awaiting the Governor's signature. The Board's Clinical Institute will be held in July in Wilmington. Jessica's role as secretary within this organization is about to end, but she will still have a role on NASW's Board to represent addiction issues.

Joe Fortin told the Board that NBCC continues to advocate for counselors to be involved with returning vets. NBCC is seeking reimbursement via TRICARE for mental health counselors.

Cheryl Gentile stated there are only 9 CRC-MAC's left in NC!

Adrian McCoy (ANCB) said that the Association's annual conference will be held in Albuquerque, New Mexico.

Danny inquired about the Impaired Professional Committee. Jessica indicated that Joe Jordan is chairing this committee. A conference call is scheduled for Monday. This will be the committee's fourth conference call. The committee is focusing on substance abuse impairment now, but will be looking at other impairment issues later. Danny asked Board members to pass along their contact information to Jessica if he/she wishes to contribute to this committee.

#### Executive Committee Report

Flay Lee, Chair, said that he wishes to study the process of bringing information from this committee to the full board. He stated that the committee wishes to develop a schedule of Executive Committee calls instead of scheduling these as needed. Should a call be on the schedule and then not be needed, then the call can be cancelled. Additionally, the committee believes that it would be helpful to educate each Board member on the role and normal operations of each Board committee. Beginning at the September Board meeting, one committee chair will be asked to make a presentation about his/her particular committee and discuss issues that typically come through that committee. Al Greene will present on behalf of the Quality Assurance Committee in September. Finally, Flay also stated the a strategic planning session should be scheduled for the near future.

#### Business and Operations Committee

Tom Miller that the committee is considering moving to computerized testing. As this will become an option to all IC&RC member boards in September, the committee will await reports at the October IC&RC meeting from member boards who exercise this option in September.

Jane Albers presented recommendations for the Board's credential verification page on the Board's website to the committee last night. The Board office will contact its webmaster to see if the recommendations can be implemented with any additional expenses.

**Motion: The Board will inform its constituents that it is considering computerized testing. The benefits should be conveyed as well as the new \$175 fee associated with this exam. Possible implementation would occur in 2010.**

**Motion initially made by Al Greene and amended by Worth Bolton; Motion seconded by Randy Thornton. The motion passed.**

Tom also mentioned that the Board office will conduct a poll to see if counselors would be willing to pay higher credentialing fees in order for the Board to offer an electronic payment option. Finally, he announced that House Bill 221 was ratified yesterday.

A request for consideration submitted by APNC was tabled for Executive Committee discussion at a later date.

Al asked Ann about the rule revision process. When will this process be completed? Ann explained that some of the Board's administrative rules, such as the rules concerning



hearings, are being considered by both the Standards and the Ethics Committees. Once these particular rules have been reviewed and approved by both committees, then the Ethics rules will be ready for submission. Ann said that Standards Committee has a larger task as they are also hearing from the IC&RC about mandated policies that will affect their rules. Ann explained the rules review process and the approval process.

#### Nominations and Elections Committee

Worth announced that Mr. Tony Beatty has been elected to serve the Western Region. Jessica inquired about online voting. NASW just starting doing this. Anna and Danny asked Jessica to get feedback from NASW about any challenges they might have faced using this medium for voting purposes.

**Motion: Approve Tony Beatty to serve the Western Region.**

**Motion made by Al Greene; Seconded by Flay Lee.**

**Motion carried.**

#### Quality Assurance Committee

Al Greene said the committee considered the usual type of requests that they get. One request for reinstatement was approved.

#### Standards Committee

Michael Herring said that there was limited discussion in the committee meeting last night. A hearing that was scheduled did not occur as the applicant was unable to attend. A response was received from Reaching Across the World Ministries regarding several misrepresentations made about the Board's credentials in a recent newspaper article. The committee accepted this response and does not feel that further action is necessary.

#### Unfinished Business

Danny reported that both the Standards and Ethics Committee have met since our March meeting to discuss the rule revisions. Additionally, the Vice President and Treasurer's terms expire at the Annual meeting next month. Flay and Lidia have both agreed to serve another term. No other nominations came from the floor. The Board will vote on these two offices at the Annual meeting next month.

#### Legislative Update

Randolph Cloud said that the happenings in Raleigh are reflected in each of the Board member's lives. These tough economic times are the source of debate in the House and Senate budget discussions. The Senate passed a budget some time ago. Three readings are required for the budget to move forward and the second reading will occur tonight. The House's budget package included taxes on alcohol and tobacco sales tax. Alcohol and tobacco taxes have since been taken out. The Governor and her priorities will influence the debates. There have been numerous health and human services cuts across the board: reductions in Medicaid reimbursement rates, cut to programs such as community support programs, some programs being totally eliminated.

## Treasurer's Report

The proposed 2009-2010 budget was presented as well as the month-end reports for the months of November, December, January, February and March. David Turpin reported that the 2008-2009 fiscal year end report will be made available at the Annual Board meeting. He also reminded Board members that the computerized testing and electronic payment could impact the proposed 2009-2010 budget, should they be embraced by the Board. Flay suggested that the Board invite its accountant, Anne Wilkins, to come and present at one of the quarterly Board meetings.  
to the full board.

## New Business

Lynn Inman stated that with the tobacco tax increasing, the recent smoking ban in restaurants, and the charge for the FDA to regulate tobacco if the Board should be concerned with creating and building a workforce to handle these tobacco-focused issues. Worth stated that the Board might experience resistance from groups such as the American Lung Association and Not on Tobacco.

Worth shared his idea about hosting a NCSAPPB sponsored training in December. Worth will discuss this idea with the Executive Committee and the Board office to see if this is feasible. Flay suggested contacting LME's to inquire about the possibility of securing meeting space free of charge to cut back on associated expenses to the Board.

Helen Wolstenholme reported that the State Operated Services Section of the Division of MH/DD/SAS will henceforth be known as the Division of State Operated Healthcare Facilities. Anna will distribute this memo via email on Monday.

## **MINUTES**

### **NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD**

**WEDNESDAY, JULY 29, 2009**

Attendance: Flay Lee, Bert Bennett, Mark Crabtree, Dottie Saxon Greene, Tom Miller, Lynn Jones, Lynn Inman, Lidia Bly-Herman, Jessica Holton, Joseph Adedokun, Tony Beatty, Joe Fortin, Nora Noel, Wrenn Rivenbark, Joseph Adedokun, Randy Thornton, David Turpin, Clyde Ebron.

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

Danny Graves called the meeting to order and stated that Mr. Jim Edmunsden, Executive Director of the NC Foundation for Alcohol and Drug Studies, is the guest speaker today. Danny gave David Turpin the floor to introduce Mr. Edmunsden.

David Turpin explained that the NC Foundation for Alcohol and Drug Studies and the NC Substance Abuse Professional Practice Board are the two groups that emerged in response to the desire of substance abuse counselors to have an annual conference. Turp explained how the NC Summer School came to fruition and stated that the Foundation has been a real friend to the NCSAPPB. The Board and the Foundation have worked together for the past 30 years.

Jim Edmunsden stated that the very first summer school was held in 1978. Jim was a faculty member of the UNC-W at that time with a background in adult education and administration. 85 counselors attended the first NC Summer School. Counselors would enter Galloway Hall and specify what track/course they would like to attend. This information was kept on a portable wipe-board at the registration table. Just over thirty years later, one can register for the school online.

Geographic representation, various fields of study and feedback from Foundation Board Members after speaking with counselors within their region help determine the topics of tracks and mini-tracks offered at the School. Suggestions from attendees are also considered during this process.

Jim explained that the Foundation has to be run as a business. The Foundation attempts to pick the topics that will draw the most attention and participants. The quality of trainers is of the utmost importance to the Foundation. Students' reviews of presenters are used by the Foundation to determine which trainers to invite to subsequent schools. The enrollment table should expand from year to year. During the 31 years since the beginning of the NC Summer School, 16,641 counselors have registered and attended the school. Jim said that the Foundation is very interested in the future of the field and asked for the Board's help in recognizing any upcoming needs and trainings that should be

offered at the school. An instance of this scenario would be the inclusion of the Disaster Task Force training this year.

Jim plans to continue in his role as Executive Director for the next three to four years. As Jim prepares for retirement, he will be writing a historical piece on the NC Summer School to include an outline of the Foundation Board members, etc.

Flay Lee asked Jim if it was still advantageous for the Board to continue to hold its annual meeting in conjunction with the Summer School. He stated that the Board meeting in Wilmington provides students the opportunity to meet Board member and network.

Danny asked Ann to read the Ethics Awareness and Conflict of Interest statement. No Board member indicated any conflicts.

### President's Report

Danny reiterated his desire for Board members to participate in a strategic planning meeting in early 2010. He reported that he, Tom Miller, Dottie Saxon Greene, Jessica Holton and Joe Fortin participated in the Board's mini-track yesterday. Danny received questions from participants in the cafeteria prior to the training.

### Executive Committee Report

Flay thanked the Committee chairs and members for their work throughout this past year and he thanked Anna and the Board office for their funneling of Board business to the appropriate committees. The Committee plans to establish a conference call schedule for the remainder of 2009. Beginning with the September Board meeting, one Committee chair per Board meeting will discuss specifically what he/she does within their committee. The Executive Committee and the Ethics Committee will have their individual reports at the September meeting.

Flay then recommended that the Treasurer's Report follow the Executive Director's report. He also stated that an annual report of what has occurred in each committee from Committee chairs should be presented today to the full Board. He supports the planning of a strategic meeting to occur in January. Flay would ideally like to hold such a session every 2-3 years. He stated that he attended a strategic planning session within the past year and there was a facilitator/moderator present that really helped facilitate the conversation and process. He asked Board members to let Anna or Danny know if they have an individual in mind that could serve in this capacity. Flay suggested that the strategic planning session be held independently of a quarterly Board meeting. Whether it's one or two days will depend on the agenda, etc. Last strategic planning session was held years ago when licensure was being considered.

Danny introduced Mr. Tony Beatty as the newest Board member. He is representing the Western region. Mr. Beatty gave the Board a little background on his position as

Program Administration in Charlotte. Flay said that Mr. Beatty is a true leader in the field in the Charlotte region. Mr. Beatty is also an ordained minister and has been in the field for 27 years.

#### Business and Operations Committee

Tom Miller reported that Jessica Holton is the newest member of this committee. She has been very helpful in keeping the committee on task while recording their meeting minutes. Wrenn Rivenbark has also been an asset and has brought his expertise as a member on other boards to the group. David Turpin brings historical knowledge about the Board to the committee. Tom and his committee will be looking at computer based testing moving forward. The credential verification page on the Board's website was recently updated to reflect some changes as requested by the field. Also, the committee recently asked the Board office to poll the membership about electronic payment option. The membership did reply and strongly opposed this option as it would result in an increase in credentialing fees.

Tom also discussed the request from APNC to be involved in some of the Board's mailing/correspondence efforts. Moving forward, the Committee will look at this and see if this is in accordance with the Board's statutes.

#### Ethics Committee

Ann Christian reported that the .0500 rules are being submitted to the Rules Review Commission.

Bert told the Board members that he wishes to reduce the time of ethics case resolution. Ethic Committee has been divided into two groups so that if one group is involved in an informal hearing, a quorum is still available should the case need to be heard by the full Board. Bert, Ann and Anna meet about once every other week for an entire day to review these cases and try to move the cases through. Tom suggested that the Board look to other groups (such as IC&RC) to see if standards are already established regarding sanctions for counselor ethical misconduct. Bert stated that he and Ann have occasionally consulted the actions of two particular, occupational groups—attorneys and physicians.

The Board members thanked Bert for his commitment to the Committee and for all the hours he commits to the Committee's work. Bert suggested that a Board Buzz or newsletter include information about the types of complaints that the Committee pursues. In this same vein, Tom suggested that the individual committee reports that will begin occurring at the Board's quarterly meetings be included in the Buzz or newsletter.

#### Nominations and Elections

As Worth was presenting training during the Board's meeting, Danny reported that more counselors have begun to apply for the Board scholarships. Scholarships are advertised in the Buzz and the newsletter.

Danny mentioned the proposed December Board training. The office continues to looking at facilities to host this event. Locations found thus far are more expensive than the Board hopes to spend, so please let Danny or Anna know if you know of a location where this event can be held. Additionally, we have reconsidered and decided that a one day training for this initial training event might be more appropriate than a one and a half day training as counselors might not be willing/able to spend the night for only a half day event on that Thursday, December 10th.

#### Treasurer's Report

David Turpin announced that the April, May and June financial reports were distributed by Anna via email. David said that special attention should be paid to the FY 2008-2009 year-end report. The Board has had a great year! A positive thing about computer-based testing is that the Board will not have to pay the test proctors or pay for the testing rooms. These expenses will be incurred by the IC&RC.

Danny stated that, in reviewing other IC&RC member board's websites, we are not only in line with the fees charged for credentialing, but NC actually charges less than other credentialing bodies.

#### Standards Committee

Ann reported that the .0200 rules have also been submitted to the Rules Review Committee. The public comment period will end on November 2nd.

**Motion: The Board members officially directed Ann to file these rules revisions.**

**Motion made by Lynn Inman/Seconded by Danny Graves.**

**The motion carried.**

Sixty days after the public comment period ends, a conference call will need to be held for the Board to officially adopt the comments/suggestions. A conference call on Wednesday, November 11<sup>th</sup> at 3pm seems to work for most people. The Board members asked Anna to inform membership of the recommended revisions and advertise the dates of public comment via the *Board Buzz*.

#### Executive Director's Report

Anna stated that the First Commitment Waiver Study has ended. This study compared Master's level reviewers to psychologists and psychiatrists that are already eligible to conduct First Commitment Evaluations. Anna explained the First Committee Evaluation Study findings with the group. A meeting of the stakeholders group was held yesterday and the findings were discussed. Flo Stein was present at this meeting and she is in support of LCAS's and LCSW's being trained to perform this service. The Division of MH/DD/SAS will submit their recommendation to the DHHS Secretary within the next couple of weeks. As Randolph attended this meeting yesterday, he was unable to attend this meeting.

Danny asked Ann to swear in our new officers for the 2009-2010 year. Flay Lee was officially sworn in for another term as Vice President of the Board and Lidia Bly-Herman was sworn in to serve another term as the Board's Secretary.

Ann then swore Mr. Tony Beatty in as a newly elected Board Member.

**Motion: The meeting be adjourned.**

**Motion made by Lynn Inman/Seconded by Bert Bennett.**

**The motion passed.**

## **MINUTES**

### **NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD**

**FRIDAY, SEPTEMBER 11, 2009**

**Attendance: Danny Graves, Flay Lee, Bert Bennett, Mark Crabtree, Dottie Saxon Greene, Tom Miller, Lynn Jones, Lynn Inman, Lidia Bly-Herman, Jessica Holton, Joseph Adedokun, Tony Beatty, Joe Fortin, Nora Noel, Cheryl Gentile, Wrenn Rivenbark, David Turpin, Clyde Ebron, Helen Wolstenholme, Worth Bolton.**

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

**Danny Graves called the meeting to order. The first order of business was approval of the July 29<sup>th</sup> Board meeting minutes.**

**Motion: Approve the July 29, 2009 minutes.**

**Motion made by Lynn Inman/Seconded by Mark Crabtree.**

**The motion carried.**

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

#### **Presentation of Proposed Rules Revisions**

**Ann informed the Board members that this presentation will not result in a vote. This is simply a time to review the rules. The public is given 60 days to comment on the rules. A hearing is scheduled for Monday, November 2<sup>nd</sup> to receive final comments on the revisions. Both sections .0200 and .0500 of the rules have been revised. Both sets of rules have had input from the Standards and Ethics Committees.**

**Technical changes can be made during two month period, but sustentative changes cannot. The effective date of these rules would be January 1, 2010.**

**The Board members then discussed the rules.**

#### **Featured Committee Report--Ethics Committee**

**Bert Bennett said that seven Board members currently serve on the Committee. They meet quarterly unless an instance arises which calls for a special meeting. The Committee reviews ethical complaints of one's professional behavior and ensures maintenance of the Committee's policies and procedures. Bert said that he, Ann and Anna serve as the investigating entity, meeting every other week for an entire day to discuss cases. In every ethics case, the investigation begins once an official**



**complaint is received. The complaint is then forwarded to the Respondent for his/her response. The only time that this does not happen is if the complaint is against a counselor that is not credentialed.**

**The Committee's goal is to close the investigation and complaint with an Informal Resolution. The process between forwarding the complaint and coming to an Informal Resolution can be lengthy due to the correspondence that occurs between the Complainant, Respondent, Committee and witnesses. The Committee can come to other resolutions, including issuing a Consent Order, scheduling a meeting with the Ethics Subcommittee, full Committee and/or full Board, issuing a letter of warning or suspension and sending a letter of admonition.**

**The full Committee is now engaged in discussions about scenarios involving ethical violations. Bert, as Committee Chair, considers the Committee's opinion as a guide when coming to the close/resolution of an investigation. Bert is just now starting to categorize the types of complaints he receives. For instance, relapse comprises approximately 15-17% of cases received in last six months. This information could be helpful in planning future trainings. Ann Christian said that most revocations and suspensions can be published in the Board's newsletter, but this is also a huge negotiation factor when coming to a resolution with the Respondent. Letters of warning do not get published.**

### **President's Report**

**Danny Graves asked for feedback from Board members who participated in the Summer School training. Dottie Saxon Greene was surprised by the amount of interaction and interest of participants. Jessica Holton said that she enjoyed presenting. Joe Fortin was also impressed by the level of interest and how interactive the training was. Danny said that deemed status questions did come up. He would like the title of this training amended next year.**

### **Executive Committee Report**

**Flay Lee stated that the Committee is looking at how specific issues are brought to the full Board. Flay said that some newer Board members have actually never voted on any big items in the full Board meeting. A Strategic Planning session will be scheduled for the end of January or in the month of February. This planning session will be separate from a full Board meeting.**

### **Business Operations' Report**

**Tom Miller asked all committees to submit their policies and procedures to the Committee by November 1<sup>st</sup>. Tom reported that all meeting minutes will be updated on the website. Anna will email directions to accessing this information once these minutes are posted. Tom will conduct a teleconference within the next two to three weeks to discuss drafting a survey for Board members to access Board**

meeting structure, etc. Additionally, the Board is considering a “Train the Trainer” event in 2010 to include information about how to be an effective clinical supervisor. Worth agreed to spearhead this effort.

#### **Nominations and Elections Committee Report**

Worth said that three requests were received for the Winter School scholarship. Worth will contact the Committee members and come to a decision about who will receive this scholarship.

#### **Quality Assurance Committee Report**

Mark Crabtree reported in Al Greene’s absence. The Committee spent a majority of their time together last night evaluating individual applicants’ master’s degrees for qualification for the LCAS license. The Committee instructed Anna to add an additional question to Frequently Asked Questions page to address the clinical application piece of the LCAS credentialing standards.

#### **Standards Committee Report**

Michael Herring visited UNC-W to discuss their Social Work program. A hearing was scheduled last night with an applicant with a recent criminal record, but the gentleman did not show. Anna and Ann will work together to draft a letter to this applicant. Michael reported that letters to all Deemed Status organizations requesting a signed Letter of Attestation if they do, indeed, meet all credentialing standards quoted in § 90-113.41A of the Board’s Statute.

#### **Executive Director’s Report**

Anna Misenheimer reviewed a few items of interest from the Board’s Annual meeting. Anna mentioned that the full Board conference call scheduled for Wednesday, November 11<sup>th</sup> to discuss the rule revisions will be rescheduled as that day is Veterans Day. Anna will email the new meeting date and time in the near future.

Under new business, a facility has finally been located at which the Board can host its December training event. Tony Porrett was instrumental in securing three meeting rooms at Wake Tech’s Western Campus in Cary. As the Board is providing this training at no cost and due to the Board’s tax status, the school waived their fees for us. We can proceed with planning the agenda, inviting presenters and, eventually, registering attendees. The one limitation this December will be the number of trainees we can accommodate. The largest of the three conference rooms has a 120 person capacity. We’ll need to decide what specific group (LCAS’s vs CCS’s, etc) we want to market this event to.

### **Treasurer's Report**

**David Turpin said that the Board members failed to vote on the April, May, June and 2008-2009 fiscal year end reports at the Board's Annual meeting.**

**Motion: Approve the April, May, June and 2008-2009 FY financial reports.**

**Motion made by Lynn Inman/Seconded by Nora Noel.**

**Motion approved.**

**David then reviewed the 2007-2008 fiscal year audit. David called the Board's attention to page four. The Board's revenues have increased while expenses have decreased.**

**Motion—Approve the 2007-2008 audit findings.**

**Motion made by Tom Miller/Seconded by Lynn Inman.**

**The motion passed.**

**A CD was recently purchased and a money market account was opened in the Board's name.**

### **Deemed Status Reports**

**Joseph Adedokun (NAADAC) stated a task force was recently created to examine the establishment of one, unified substance abuse credentialing body. The Association is awaiting the study's findings.**

**Jessica Holton (NASW) reported that the NC Social Work Board just had its July retreat. The Fall conference is scheduled for November.**

**Adrian McCoy (ANCB) stated that this year's Annual conference will be held in Albuquerque, NM.**

**Cheryl Gentile (CRCC) had nothing to report.**

**Nora Noel (APA) said that an educational event is planned in October. APA recently featured computerized treatment for people with substance abuse addiction. Computerized treatment was found to be very effective when used in conjunction with traditional measures.**

### **Legislative Updates**

**Randolph discussed mental health reform. Mike Watson has been elevated from LME role to Secretary at the Department of Health and Human Services. It is still unclear what authority he will have. Randolph stated that the state's budgets are always a concern. Governor Purdue might announce more cuts by the end of this year.**

**Randolph thanked David for his time in dealing with the Board's audit.**

**He stated that House Bill 221 will impose new requirements on all state-regulated Boards. Some boards are not doing the job they have been assigned to do. Ann and Anna will work on the logistics of complying with this new legislation.**

**Before adjourning the meeting, Flay asked for a moment of silence in observance of the lives lost on September 11<sup>th</sup>.**

**Motion: Adjourn the Board meeting.**

**Motion made by Mark Crabtree/Seconded by Lynn Inman.**

**The meeting was adjourned.**

## MINUTES

### FULL BOARD MEETING VIA CONFERENCE CALL NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE

TUESDAY, NOVEMBER 10, 2009

Board Members Present on the Call: Lynn Inman, Danny Graves, Cheryl Gentile, David Turpin, Adrian McCoy, Nora Noel, Lynn Jones, Lidia Bly-Herman, Joe Fortin, Tony Beatty, Mark Crabtree, Joseph Adedokun, Wrenn Rivenbark, Jessica Holton.

Board Staff on the Call: Ann Christian, Barden Culbreth and Anna Misenheimer.

Danny Graves called the meeting to order. Danny asked Ann to proceed with her review of the rules revisions.

The full Board had discussed the Rules identified for revision beginning with Rule .0202 and selectively continuing through Rule .0215 during the September Board meeting. To continue this process, Ann Christian began her discussion with Rule .0216. At the Board's request, she provided a summarized review of the substantive changes recommended by the working group charged to provide close examination of the Rule revisions that were proposed to be made to the versions published in the "North Carolina Register" (for public comment). The Rules she focused on were primarily Rule .0503 and Rule .0512.

Lynn Inman made a motion to allow Ann Christian to proceed with filing any necessary technical amendments. David Turpin seconded this motion and the motion passed.

Lidia Bly-Herman then made a motion to approve all the Rule revisions considered and discussed by the Board found in Sections .0200 and .0500. The rules thereby adopted by the Board were as follows: 21 NCAC 68 .0202 (Registration Process for Board Credential), 21 NCAC 68 .0204 (Supervised Practicum for Certified Substance Abuse Counselor and Licensed Clinical Addictions Specialist), 21 NCAC 68 .0205 (Certified Substance Abuse Counselor Certification), 21 NCAC 68 .0207 (Certification or Licensure Period), 21 NCAC 68 .0208 (Continuing Education Required for Counselor, Criminal Justice Addictions Professional and Prevention Consultant Re-Credentialing), 21 NCAC 68 .0210 (Conversion), 21 NCAC 68 .0211 (Process for Clinical Supervisor Certification), 21 NCAC 68 .0212 (Process for Residential Facility Director Certification), 21 NCAC 68 .0213 (Continuing Education Approval Policy), 21 NCAC 68 .0214 (University Substance Abuse Specialty Curricula), 21 NCAC 68 .0215 (Verification), 21 NCAC 68 .0216 (Background Investigation), 21 NCAC 68 .0217 (Supervised Practicum for Criminal Justice Addictions Professional Certification), 21 NCAC 68 .0220 (Notice to Applicant of Failure to Satisfy Board), 21 NCAC 68 .0221 (Applicant Hearing), 21 NCAC 68 .0222 (Ethics Inquiry), 21 NCAC 68 .0223 (Standards Committee Action), 21 NCAC 68 .0224 (Credentialing Status Denied If Serving

Sentence), 21 NCAC 68 .0501 (Purpose and Scope), 21 NCAC 68 .0503 (Competence), 21 NCAC 68 .0504 (Legal Standards and Ethical Standards), 21 NCAC 68 .0505 (Education and Training Standards), 21 NCAC 68 .0507 (Client Welfare), 21 NCAC 68 .0508 (Confidentiality), 21 NCAC 68 .0509 (Client Relationships), 21 NCAC 68 .0511 (Remuneration), 21 NCAC 68 .0512 (Responsibility of Supervisor to Supervisee). Lynn Inman seconded the motion. The motion carried.

Ann Christian reported that the Joint Legislative Commission on Governmental Operations as well as its Statewide Subcommittee will meet next week for consultation to discuss Rule .0213 (because fees would be authorized by this Rule). Following this Subcommittee's recommendation and any guidance provided by the full Commission, Board Counsel will file all the Rules adopted by the Board with the Administrative Rules Review Commission. Board members may be asked to make an appearance before the Subcommittee or full Commission. Absent any other obstacles, these rules have a proposed effective date of January 1, 2010.

With no further business, Lidia Bly-Herman made a motion to adjourn the conference call. Joseph Adedokun seconded the motion and the call ended.

Attendance: Danny Graves, Chair  
Lidia Bly-Herman, Secretary  
David Turpin, Treasurer

Board Attorney: E. Ann Christian

Board Members: Lynn Inman, Bert Bennett, Joe Fortin, Tony Beatty, Adrian McCoy, Richard Henderson, Clyde Ebron, Cheryl Gentile, Helen Wolstenholme, Worth Bolton, Joseph Adedokun, Jessica Holton, Al Greene, Mark Crabtree, Dottie Saxon Greene, Wrenn Rivenbark, Michael Herring, Tom Miller, Nora Noel, Lynn B Jones, and Flay Lee

Staff: Barden Culbreth, Associate Director  
Matt Musselwhite, Staff  
Paola Learoyd, Staff  
Randolph Cloud

NCSAPPB  
December 12, 2009

Call to Order and Approval of Minutes:

Ann read the ethics awareness statement and asked if there were any conflicts present to the board. Hearing none, she proceeded to present a training to the board in accordance with H.B. 221. (Include list from bill) Those in attendance were: David Turpin, Lynn Inman, Bert Bennett, Joe Fortin, Tony Beatty, Adrian McCoy, Richard Henderson, Clyde Ebron, Cheryl Gentile, Helen Wolstenholme, Worth Bolton, Joseph Adedokun, Jessica Holton, Al Greene, Mark Crabtree, Dottie Saxon Greene, Lidia Bly-Herman, Wrenn Rivenbark, Michael Herring, Tom Miller, Nora Noel, Lynn B Jones, Flay Lee, and Danny Graves.

Ann provided introduction to the purpose of the law establishing the North Carolina Substance Abuse Professional Practice Board and the role of the board among professionals and the public.

Ann then presented the Rules change for the Reciprocity rule (21 NCAC 68 .0209).

Michael Herring addressed some of the concerns behind the ethics change.

Danny recognized that Randy Thornton was not in attendance due to health issues and asked that all members keep him their thoughts and prayers.

### **Chairman's Report:**

- 1) Randolph, Flo, and Danny met and discussed workforce development in the state and the NCSAPPB's role in its promotion.
- 2) The Strategic Planning Meeting was discussed but put off for the near future due to potential changes in Health and Human Services. It was agreed that after these implementations are made that a session would be held afterwards.
- 3) DMV Evaluation training will be held on Saturday and Danny addressed the change in responsibility of this training from that of the NCSAPPB to the North Carolina Department of Motor Vehicles.
- 4) The "Meeting of the Professionals" Training event held on Wednesday. Danny cited the goal of expanding this training to an annual event and covering tracking and all credentials. Special thanks and recognition was given to Mr. Tony Porrett for arranging the Wake Tech West Campus to host the "Meeting."

### **Treasurers Report:**

Randolph Cloud congratulated David Turpin's appointment to the Mental Health Commission by the Speaker of the House.

David Turpin spoke about the Mental Health Commission and the role of it in the state. He also cited the absence of credentialed addictions professionals in the definitions portion of the literature of the commission and his new position could be an important step to bringing awareness of addictions to the commission.

David Turpin submitted the August, September, October financial statements to the board for approval. Hearing no questions, he then asked for a motion to approve the submitted financials. Michael Herring motioned for approval, Cheryl seconded, then the financial were approved.

### **Executive Director's Report:**

With Anna Misenheimer's absence, Associate Director Barden Culbreth provided the Executive Director's Report. He reminded board members of the annual required Statement of Economic Interest to be completed and submitted to the State Ethics Commission. Recognizing that many had already completed theirs for the New Year, there were some who had not.

The March 2010 Board meeting would be moved to the downtown Marriott in Greensboro due to the NCAA Basketball tournament that will be occurring that week.



Barden cited the amazing growth of the field in the last year.

He then reported that additional staff had been employed for this session's professional examination to accommodate the needs of ADA applicants.

### **Deemed Status Reports:**

Joseph Adedokun (NAADAC)-- Reported that NAADAC will be providing more training in order to meet the need of the growing field.

Jessica Holton (NASW)-- Jessica spoke about the NASW committee to handle the ATOD and issues the committee is considering, including specifically for the hearing disabled. Locally, the North Carolina NASW is focusing on public education. Jessica also spoke to the classes at ECU regarding the NCSAPPB process.

Joe Fortin (NBCC) spoke about an online journal being developed for earning CEU's.

Cheryl Gentile (CRC MAC's) wished the NCSAPPB "Happy Holidays" from the CRC's.

Adrian McCoy(Nurses Addictions Certification) None to share.

Nora Noel (APA) expressed thanks to Wrenn for his part in including 4 UNCW graduates in the APNC conference. She spoke to the APA's role on parity legislation. She cited an experiment on caffeine and alcohol consumption. She also reported on the NCPA's recent workshop featuring a national speaker.

Danny reported on new supervision requirements from the LPC board.

### **Standards Committee:**

Michael Herring reported that the deemed status letters were approved. He also reported that letters were to be drafted to persons requesting hearing might want to wait until after the new rules go into effect.

He also reported on the need to contact UNCW College of Social Work in regard to some clarification on their criteria C catalogue.

Michael reported on the testing results from the September test.

Michael reported on the Charlotte Provider Council submitting a letter to the committee.

### **Executive Committee:**

Flay Lee reported on the two conference calls held in between the last two quarterly meetings.

He also reported that the EC meeting would now be held at 8 o'clock in order to handle the amount of business now handled at the board.

### **Business Ops:**

Tom Miller reported on the orientation package issued for all incoming board meetings. He spoke to the addition of the mandatory ethics training, as well as the chairs of the committees providing a presentation to the new board members. He also spoke to the implications for persons who miss the required trainings, such as the board training Ann offered previously in the meeting.

Tom spoke for the role of committees to inviting new members where needed and the opportunity of committee members to change committees and the process involved therein.

Tom then asked the board office to issue surveys that the board would issue to members for response on business operations of the NCSAPPB.

### **Ethics Committee:**

Bert Bennett reported that there are 24 cases currently open. Three hearings were held at this meeting to which one person showed. The other two would be called before the board in the next meeting for potential action.

Bert reported that the committee was looking at closed cases and decisions that would guide the process of the committee.

He reported that exploitation was still the dominant issue of ethics cases, as well as supervision violations and relapse.

Bert reported that persons calling into the board who are merely making allegations are not following the proper procedure to file a complaint. He asked the board to take up this question. Tom and Danny both recommended that the board examine other IC&RC boards and other similar credentialing bodies in the state.

He also reported on the Rules Review Meeting on Thursday, Dec 18 at 10 o'clock.

Danny noted that additional language should be included in the newsletter and the Board Buzz in regards on how to file an ethical complaint.

### **Nominations Committee:**

Worth presented two scholarship applications that would be reviewed by committee.

### **Quality Assurance Committee:**

AI reported that the committee did a longer than usual review of applicants' transcripts in regards to qualifying as a clinical degree and/or internship. AI reported that one suggestion was including forms that would specifically define what a human services master's degree with a clinical internship would be.

AI reported that many applicants before the committee had received a master's in Adult Education, and frequently this is not apply for an LCAS.

He also reported that the internship should have a minimum of 600 hours in order to be accepted for the LCAS application.

AI then motioned that the board unanimously send Anna their best wishes. Tom Miller seconded and it unanimously carried.

### **Legislative Update:**

Randolph recognized Matt and Paola in their attendance at the meeting. Randolph then spoke to CABHA implementation and its history and purpose and implications for the substance abuse community. He said that it should be the concern of all SA counselors and board members.

### **Adjournment:**

AI Greene motioned to adjourn, Tom Miller seconded, and the meeting ended.