

MINUTES
NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD
FRIDAY, MARCH 9, 2012

Attendance: Bert Bennett, Jessica Holton, Worth Bolton, Lidia Bly-Herman, Mark Crabtree, Clyde Ebron, Joe Fortin, Danny Graves, Al Greene, Jessica Holton, Lynn Inman, Flay Lee, Karen McDonald, Mary Jane McGill, Phil Mooring, Nora Noel, Jane Peck, Wrenn Rivenbark, David Turpin, Dale Willetts, Helen Wolstenholme, Bert Wood, .

Board Members Absent: Tony Beatty, Dottie Saxon-Greene, Karen McDonald.

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

Guests Present: Tim McKay.

Danny Graves called the Board meeting to order.

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

The first order of business was to approve the December 2011 Board meeting minutes.

Motion: Approve the December 9, 2011 meeting minutes with revisions to the attendance list.

Motion made by Flay Lee/ Seconded by Bert Wood.

The motion carried.

Danny then circulated the Board's correspondence. Bert Wood thanked the Board members for their well wishes following his rotator cuff surgery.

President's Report by Danny Graves:

Danny stated that he is always amazed at the amount of work that gets taken care of on the Thursday evenings previous to the full Board meeting and in between meetings. He reported that the Bylaws Ad Hoc Committee is concluding their work on the bylaws revisions. A finished product will be made available before the next Board meeting, with a Board vote occurring at the June Board meeting. Mark Crabtree and Bert Bennett will present at the Spring APNC Conference. Lynn Inman and Danny Graves will present at the Al Greene Institute. IC&RC requested the Board members' support in signing a petition against recent action taken by BCBS-FL. Danny reported that this Board cannot sign the petition since we are not an advocacy organization, but encouraged individualized support by Board members.

Legislative Update by Randolph Cloud:

Randolph reported that there is a lot happening in state government. The Governor has decided not to seek re-election. This has had a ripple effect. We will see how this plays out. The State legislature is working on redistricting. There are two or three legal cases currently underway to challenge these redistricting lines in NC. Regardless of how these suits are resolved, it would not impact the leadership positions within NC. Randolph predicts a turnover rate after this year's elections of roughly 30-35%.

There are eight elected and/or appointed seats that are open this upcoming election cycle. It is incumbent on each Board member to reach out, do his/her homework and get to know the offices that

elected you. Ann will speak in more detail about the rules process, which is extremely cumbersome. Ann and Bert recently spent a day in a day-long meeting concerning rules. It is becoming increasingly difficult for Boards and other governmental organizations to make policy changes. Every Board needs both statutory and rule authority for the actions that it takes. The General Assembly will convene mid-May. This is the "short session", but will be mainly focused on budget adjustments. The economic picture has improved somewhat. Unemployment numbers just came out and the rate has remained the same although roughly 20-some thousand jobs have been added. Lastly, Lanier Cansler resigned as the Secretary of DHHS.

In line with Randolph's remarks, Bert recommended that all Board members get to know his/her MCO as they will become the vendors for Medicaid. After one year, it is not automatic that one will be included on their panels. You must advocate for your value as a substance abuse professional!

Wrenn discussed the changes that are forthcoming in the Department of Justice. The Department is consolidating and will be housed within the Department of Public Safety.

Executive Director's Report by Anna Misenheimer:

Anna announced that the dates for this year's Annual Board meeting in conjunction with the NC Summer School are July 31st and August 1st. The Board meeting will be held on that Wednesday. Anna asked for volunteers to present at the mini-track about credentialing. Mark Crabtree agreed to facilitate this event again this year and Joe and Danny agreed to help with this task. It is highly recommended that all new Board members attend this training.

Anna explained the two greeting cards being circulated: one is for Dottie Greene and one is for Tony Beatty as they both recover from surgery/treatment. She asked that each Board member sign the cards.

Barden then unveiled the new *updated* website of which he is the webmaster. The Board members were pleased with the new, modern look and ease of navigation and made some recommendations.

Treasurer's Report by David Turpin:

The reports for this fiscal year's second quarter were distributed via email. There were two entries out of ordinary for the month of December: Legal Fee Reimbursement income and expenses for the new, updated website.

Motion: Approve the Financial Reports for the months of October, November and December and the audit for FY 2009-2010.

Motion made by Worth Bolton/Seconded by Bert Wood.

The motion passed.

Deemed Status Organization Reports

Jessica Holton (**NASW**) announced that March is Social Workers' Month. Jessica is President-Elect of the NC Chapter of NASW and she and Kathy Boyd will be traveling to DC soon to prepare for her term as President. Her term begins on July 1st. A Supervision Conference will be held in Winston-Salem in May while the Clinical Institute is scheduled for July.

Joe Fortin (**NBCC**) said that master's level counselors can now seek reimbursement for their services via Tricare. The North Carolina National Guard recently got approval for a grant to receive monies for substance abuse services.

Cheryl Gentile (**CRC-MAC**) stated that PARC's Conference is next weekend in Atlantic Beach. Cheryl was re-elected as the PARC Treasurer.

Jane Peck (**ANCB**) falls under the International Nurses Society on Addictions' umbrella. Their Annual Conference will be in Washington, DC in September. The NC Chapter is meeting this upcoming weekend. The Chapter tried putting together a nursing track for the Winter School, but not enough counselors registered for the track and it was cancelled. They will try again for this year's Summer School.

Nora Noel (**APA**) announced that a NC Chapter conference is scheduled for April 20 and 21st in Charlotte. There will be three opportunities to get ethics training at this conference. There will be an all-day ethics conference on June 9th in Chapel Hill.

Mary Jane McGill (**NAADAC**) went to South Carolina to help re-write the MAC exam questions. NAADAC is awaiting information on the DSM-V guidelines and will re-write their exam questions to correspond with this information. New exam questions have to go through three committees prior to approval.

Executive Committee Report by Flay Lee:

The Committee met last Friday via teleconference call. As a quorum was not present, the Committee's meeting this morning was a continuation of last week's call. The Finance Committee presented a final draft of their bylaw language to the Bylaws Revision Subcommittee. Until the Finance Committee is formally named a committee of the Board in the bylaws, it will act as an ad-hoc committee.

IC&RC Update by Flay Lee:

The IC&RC Spring meeting is scheduled for May 1-4th in San Diego. This is the first meeting in which Phyllis Gardner will be serving as President. Flay and the other NC delegates are lobbying for the IC&RC to host their Fall 2013 meeting in Charlotte.

Ethics Committee Report by Bert Bennett:

Bert reported that there are currently 29 open cases. 8 cases have been closed and none have been opened since the last Board meeting. Competency and working outside of one's scope of practice have been recurring issues. The Committee is currently working to define impairment. If there is impairment, there is a six month wait period before one would be eligible to begin practicing again. Questions that the Committee is asking includes: Does impairment involves mental capabilities and what happens if a relapse does not cause impairment. A letter was received regarding liability that a supervisor would have for a supervisee. The Committee is currently working to draft a response to this inquiry as well as reviewing the .0509 rule. In rule .0509, the Committee would like to include language that would prohibit a substance abuse professional to enter into a client/professional relationship with not only member's of one's immediate family, but, also, members of clients' families.

Standards Committee Report by Lidia Bly-Herman:

The Committee has identified Nora Noel to be their official minute taker. Western Carolina University submitted a proposal for Criteria C status for their clinical counseling program. This was approved. Rule .0305 and .0306 rules have been revised. These will be presented to the full Board with a batch of all

rule revisions in the near future. Rule .0214 is going to be reviewed by the Committee very closely, so a subcommittee has been identified to work on this rule. This Committee will consist of Nora Noel, Lidia Bly-Herman, Helen Wolstenholme, Worth Bolton and Mark Crabtree. The Committee will begin meeting early on Thursdays prior to the Board meeting, around 2 or 3pm.

Nominations and Elections Committee Report by Worth Bolton:

Scholarship requests were reviewed. Patricia Kennedy will receive the NC Summer School scholarship, Lucinda Victors was chosen to receive the Addiction Conference scholarship and the Al Greene Institute scholarship will be given to Rodney Chapman. Worth named the folks whose seats are up for election this year. All are eligible for re-election. Additionally, four appointed seats will open during this election.

Quality Assurance Committee Report by Mark Crabtree:

Jessica Holton and Mary Jane McGill met with Matt Musselwhite and Danny Graves to review renewal extension requests. Tony Beatty wrote an excellent educational piece on timely renewals for Board distribution. This will soon be posted in a Board Buzz. Mark will work with Ann Christian and the Board staff to update language found in the Procedures Manual that outlines the renewal process and what is acceptable. Statutory language exists that allows the Board to collect a late renewal fee, but there is no language in our administrative code regarding this. The Committee is discussing this issue.

With no further business, a motion was made to adjourn.

Motion: The Board meeting is to adjourn.

Motion made by Al Greene/Seconded by Clyde Ebron.

The meeting was adjourned.

MINUTES
NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD
FRIDAY, JUNE 8, 2012

Attendance: Tony Beatty, Lidia Bly-Herman, Worth Bolton, Mark Crabtree, Clyde Ebron, Joe Fortin, Cheryl Gentile, Danny Graves, Lynn Jones, Flay Lee, Karen McDonald, Mary Jane McGill, Phil Mooring, Nora Noel, Jane Peck, Wrenn Rivenbark, David Turpin, Dale Willetts, Bert Wood.

Board Members Absent: Bert Bennett, Al Greene, Dottie Saxon Greene, Jessica Holton, Lynn Inman, Helen Wolstenholme.

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

Danny Graves called the Board meeting to order.

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

The first order of business was to approve the March 2012 Board meeting minutes.

Motion: Approve the March 9, 2012 meeting minutes.

Motion made by Worth Bolton/ Seconded by Clyde Ebron.

The motion carried.

Nominations and Elections Committee Report by Worth Bolton:

Four Board members, including Worth, counted the ballots. He announced the results: Mike Vannoy will represent the Western Region, Carol Hoffman will represent the South Central Region, Clyde Ebron will represent the North Central Region and Wrenn Rivenbark will represent the At-Large Seat. Two counselors requested consideration for the APNC scholarship. Ms. Garlande Powell was chosen to receive this year's scholarship.

David Turpin then presented the Slate of Officers for this next fiscal year. Flay Lee is on the slate for the office of President and Jessica Holton is on the slate for Secretary. Given the slate, if Flay is elected as President, then a vacancy would be created in the Vice President office. Danny opened the floor for additional recommendations. There were none.

President's Report by Danny Graves:

Danny stated that Mark Crabtree presented at APNC's Spring Conference. There were between 25-30 people at the track. Last week, Lynn Inman and Danny presented at the Al Greene Institute.

Executive Director's Report by Anna Misenheimer:

Anna reminded Board members that the dates for this year's Annual Board meeting in conjunction with the NC Summer School are July 31st and August 1st. The Board meeting will be held on that Wednesday at 10AM. A sheet is being circulated for members to indicate what nights they will need overnight accommodations at the downtown Wilmington Riverside Hilton. Anna asked each member to be sure and complete this sheet.

The Board's fiscal year ends on the last day of this month. As of last Tuesday, Anna received the final draft of the contract for FY 2012-2013. This was a huge relief in that the process of submitting proposals was a bit different this year and with the many, ongoing budget cuts, Anna feels fortunate that this process is almost finalized and behind her for another year.

Bylaws Revisions Report by Danny Graves:

A bylaws subcommittee was chaired by Lynn Inman.

Motion: Approve the bylaw revisions as presented to the Board.

Motion made by Phil Mooring/Seconded by Bert Wood.

The motion carried.

Treasurer's Report by David Turpin:

The reports for this fiscal year's third quarter were distributed via email. There have been some concerns over the Board's legal expenses. For this past quarter, 23% of all expenditures were for legal reimbursement. As a point of reference, Turp reported that the NC Psychology Board spent over \$100,000 on legal fees during this past year.

Motion: Approve the Financial Reports for the months of January, February and March.

Motion made by Tony Beatty /Seconded by Lidia Bly-Herman .

The motion passed.

Motion: Approve the proposed budget for FY 2012-2013.

Motion made by Lidia Bly-Herman/Seconded by Nora Noel.

The Motion carried.

Deemed Status Organization Reports

Joe Fortin (**NBCC**) stated that NBCC has a Foundation in which counselors can make donations. Ten \$3,000 scholarships were awarded this year stemming from these donations in an effort to help workforce development. This Foundation has been looking at the amount of money it costs to complete a master's degree program vs. the starting salary of a LPC.

Cheryl Gentile (**CRC-MAC**) reported that only 37 counselors with this credential exist. The department where Cheryl works recently changed its name to Vidant Health.

Jane Peck (**ANCB**) said that they are trying to increase their number of credentialed addiction nurses. At this year's conference, there will be an actual nursing certification prep track offered.

Nora Noel (**APA**) is looking forward to seeing everyone and having them at the NC Summer School. Her Department is building a bar with one-way glass to be able to study subject in this particular setting. A nationally-known psychologist is presenting a 6-hour workshop on ethics in an electronic era tomorrow in Chapel Hill. APA has continuing education workshops being offered regionally on ethics (and presented by Sally Cameron). Please contact Nora if you are interested in attending one of these.

Danny stated that he, Joe Fortin and Mark Crabtree will be presenting the Board's mini-track at the NC Summer School. Danny invited Board members to attend.

Mary Jane McGill (**NAADAC**) discussed their annual conference to be held in August.

Executive Committee Report by Flay Lee:

The Committee has met twice in the last two weeks. Passage of the bylaws now makes the Finance Committee a fully-functioning Committee of the Board. They will begin officially meeting from this point forward.

Ethics Committee Report by Barden Culbreth:

Helen Wolstenholme has served as Interim Ethics Chair in Bert Bennett's absence. Barden thanked Helen for her hard work during this time. Nine new cases have been opened. Cheryl commented on the informal hearing, in which she participated. She was impressed by the proceeding and thought it was a good representation of the Board. Cheryl felt that the informal hearing was very professional and she appreciated Ann's assistance and liked how she had time to review the case, etc. before the counselor addressed the group.

Danny stated that it is Board members' responsibility as well as counselors' responsibility to make ethical complaints if they learn of unethical behavior by any credentialed counselor.

Standards Committee Report by Lidia Bly-Herman:

There was urgency on behalf of the Board office to distinguish the difference between what school curricula qualifies one for Criteria A as opposed to Criteria C. The Committee began looking at the rule language to determine and decipher the Board's desire for each. In that process, the Committee studied rule .0214. A Curricula Review Subcommittee is mentioned in our rules and this group was named. This subcommittee is comprised of Lidia, Nora, Al, Worth and Phil. The Committee reviewed three school applications for Criteria C status. One was approved while one did not appear to meet criteria and we will request additional information from the third school.

Nora commented that Criteria C status is determined by program and not the university/school.

Lidia announced the third quarter exam results. There was a 68% passage rate on the CSAC exam, a 44% passage rate on the LCAS exam, 83% passed the CCS exam, no one passed the CSAPC exam and no one took the CCJP exam during this time.

Ann said that, in addition to evaluating our workforce via our exam, we are starting to consider the workforce in their educational settings.

Quality Assurance Committee Report by Mark Crabtree:

The Committee reviewed two extension requests. One request was to allow an extension for a credential that lapsed on January 1, 2012. Mark said that, from this point forward, letters will be mailed to counselors requesting an extension stating that once one's credential expires, he/she should not provide services until his/her credential is renewed.

Legislative Update by Randolph Cloud:

Randolph discussed the journey of HB 1081 which would amend all references to a "provisional" in our statute to an "associate". The Centers for Medicare and Medicaid Services (CMS) no longer wishes to reimburse any services provided by a provisional licensee.

He discussed the gambling bill that is currently before the legislature. If this bill passes, then there will likely be an increase in the number of folks needing these counseling services. This will be a different population than those NCSAPPB counselors currently and historically have served.

The House has passed their budget, but the Senate's budget has not yet been finalized. There are a couple of concerns around addiction services. The Substance Abuse Federation met yesterday and touched on this. The Federation is currently gaining new members. Tim Hall co-chairs the Federation alongside Phil Mooring. Their terms end soon and Curtis Taylor will serve as the new Chair. Approximately 25-30 people attend these meetings.

As Board members may recall from a previous report, the Governor made a recommendation to reduce the number of boards and commissions. There were originally 300 boards named to be reviewed, but only 50 have been selected thus far for reduction. One of these is the MH/DD/SAS Commission. It has gone from 32 members to 18 members, and, now, is back to 20 members. David Turpin serves on this Commission.

New Business

It was suggested that the Board recognize and honor Mr. John Edwards with the creation of a scholarship or in some other manner.

With no further business, a motion was made to adjourn.

Motion: The Board meeting is to adjourn.

Motion made by Mary Jane McGill/Seconded by Lidia Bly-Herman.

The meeting was adjourned.

NCSAPPB Meeting
Annual Summer School
August 1st, 2012

Board Members Present: Tony Beatty, Bert Bennett, Worth Bolton, Mark Crabtree, Clyde Ebron, Joe Fortin, Cheryl Gentile, Danny Graves, Jessica Holton, Lynn Inman, Lynn Jones, Flay Lee, Mary Jane McGill, Phil Mooring, Nora Noel, Jane Peck, Wrenn Rivenbark, David Turpin, Dale Willetts, Helen Wolstenholme.

Staff: Ann Christian, Anna Misenheimer, Barden Culbreth, Matt Musselwhite, Katie Faulkner, Donna Strickland.

Guest: Flo Stein.

WELCOME ALL MEMBERS

**Motion: Approve the June 8th Board meeting minutes.
Motion made by Clyde Ebron/Seconded by Cheryl Gentile.
The motion passed.**

Ann Christian read the Ethics Awareness Statement and asked if there were any potential conflicts or appearances of conflicts. Hearing none, the meeting proceeded.

David Turpin welcomed guest speaker Flo Stein.

PRESENTATION FROM FLO STEIN

President's Report

Danny Graves reported on the NCSAPPB mini-track yesterday. There was great interest in the track.

Executive Director's Report

Anna Misenheimer reported that the new Board members will be sworn in at our September Board meeting. Mike Vannoy, the Western region representative, and Carol Hoffman, who will serve the South Central region, will attend the new Board member orientation training on that Thursday, September 6th before dinner. They will be informed of the mandatory ethics training required by the State Ethics Commission as well as the requirement that they complete the Statement of Economic Interest. All Board members are reminded of these requirements. SEI's must be filed by April 15th annually. There is a fee of \$250 that the SEC can impose for late or non-filing. The ethics training is required every two years.

Dottie Saxon-Greene did not run for re-election, but she did submit a letter of resignation shortly after our June Board meeting. Anna read Dottie's letter to the Board members. As we are now operating under our new bylaws, they state that this

resignation becomes effective at the next meeting of the Board following receipt of notification. So, that is today's meeting. But, since Mike Vannoy was elected to serve the region, he will be sworn in in September and there is nothing else that we need to do at this point to fill this vacancy.

The Summer 2012 newsletter is at the printers' office now.

Anna gave an annual report for 2011-2012:

1,660 application packets were requested and mailed.

601 counselors tested.

409 counselors were credentialed (137 CSAC's, 225 LCAS's, 31 CCS's, 11 CSAPC's, 4 CCJP's, and 1 CSARFD).

637 trainings approved.

Anna then introduced Donna Strickland who works in the Board office. Donna mainly assists with the processing of all Training Approval Requests and entering new applicants' information in the Board's database. Anna thanked Donna for all of her hard work and dedication to the Board.

Executive Committee Report

Flay Lee announced that the Committee's calls continue to occur at least once in-between each Board meeting. The Quality Assurance Committee is a more productive Committee than in the past under the leadership of Mark Crabtree. Flay thanked both Mark and Lidia for their work as Committee Chairs. There has been a lot of progress with the Board during this last year.

Ethics Committee

Bert Bennett thanked everyone for their support after his recent heart attack. He thanked Helen Wolstenholme in particular for her stepping in and serving in this capacity during his absence.

There are currently 39 open cases. 18 cases have been opened since March while 14 have been closed. Client relationships and legal issues seem to be the two most prevalent issues that result in the opening of a new ethics case.

Treasurer's Report

David Turpin reported that there would be a full financial report at the September Board meeting.

Nominations and Elections Committee Report

Worth Bolton said that he has not heard back from any Board members about their willingness to present at this year's conference. Worth asked the Board members how they feel about sending out a Board Buzz with a call for training presenters. There was support for soliciting presenters. Jessica volunteered to present, if it is still a need following the call for presenters.

Quality Assurance Committee Report

Mark Crabtree reported that the Committee has not met since the last Board meeting, but it did appear to him that we received more requests for renewal extensions prior to the July 1st expiration date than other credential expiration dates. This might not be the case following the mailing of the Summer 2012 newsletter, however.

Standards Committee Report

Lidia Bly-Herman had to return to work this morning instead of attending the Board meeting as her office flooded due to the rain.

Finance Committee Report

Flay Lee said that he does not have a Committee report at this time.

Danny Graves presented a plaque of appreciation to Mark Crabtree for his service and dedication to the Board.

SWEARING IN OF OFFICERS

Ann then swore in Flay Lee as President and Jessica Holton as Secretary.

Ann then swore in Jessica Holton as Secretary.

Flay thanked Danny for his leadership. This will be Flay's second term as Board President. Given Flo's presentation, Flay said that the Board has a job ahead of them. Flay asked for folks to email him with ideas and suggestions on ways to improve the Board. He plans to present an outline of his goals in September.

Motion: Adjourn the meeting.

Motion made by Mark Crabtree/Seconded by Clyde Ebron.

With no further business, the Board meeting adjourned.

MINUTES
NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD
FRIDAY, SEPTEMBER 7, 2012

Attendance: Tony Beatty, Clyde Ebron, Joe Fortin, Danny Graves, Lynn Jones, Flay Lee, Karen McDonald, Mary Jane McGill, Phil Mooring, Nora Noel, Wrenn Rivenbark, David Turpin, Dale Willetts, Bert Wood, Bert Bennett, Al Greene, Jessica Holton, Lynn Inman, Helen Wolstenholme, Carol Hoffman, Mike Vannoy.

Board Members Absent: Worth Bolton, Cheryl Gentile, Lidia Bly-Herman, Jane Peck.

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

Flay Lee called the Board meeting to order. Flay formally introduced himself to the Board members. He thanked everyone for their faith in him in providing leadership to the Board.

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

SWEARING IN OF NEW BOARD MEMBERS

Paola Learoyd swore in Ms. Carol Hoffman and Mr. Mike Vannoy as official Board members. Ann shared some information with the Board members regarding the state's general statutes. Ann Christian read the Board member's Code of Ethics.

RECOGNITION OF SERVICE ON THE BOARD

In presenting a plaque of appreciation to Danny Graves for his service to the Board as past President, Flay stated that this Board should look at a pledge of success. One thing that Flay noticed about Danny is that he always devoted the time and energy to exude excellence. Danny said that it was wonderful serving in this capacity because of the dedication of the Board members.

The next order of business was to approve the August 2012 Board meeting minutes.

Motion: Approve the August 1, 2012 meeting minutes.

Motion made by Al Greene / Seconded by Clyde Ebron.

The motion carried.

President's Report by Flay Lee:

As Flay is now serving in the role of Board President, someone needs to be chosen to serve as the Board's Vice President.

Motion: Helen Wolstenholme to serve as Vice President of the Board.

Motion made by Flay Lee / Seconded by Al Greene.

The motion carried.

Flay had asked Board members for their input regarding tasks/projects they would like seen done during his presidency. He still welcomes feedback. Flay wants Board members to be engaged during Board meetings.

Flay would like the Finance Committee to look at revenues. When Flay attends IC&RC meeting, some other Boards have merchandise, such as embroidered T-shirts, mugs, etc. He is also interested in looking if the Board can apply for grants.

He stated that he would like for more business to be conducted in-between Board meetings, and that he plans to form Ad-Hoc Committees and Task Forces to accomplish this. A Clinical Supervision Task Force is currently being developed to study our administrative rules surrounding supervision. Later, the Board could engage other groups in this discussion. Additionally, ICRC will be hosting their 2013 fall bi-annual meeting in Charlotte. A task force will be developed to prepare for this and plan an event to welcome this group to North Carolina.

Flay would also like to see the Board look at ways to get more professionals interested and engaged in the Prevention Specialist and Criminal Justice Professional credentials. He would like the Board to collaborate with other membership groups and look at their commonality as a foundation to begin working together.

In regards to research and development, Flay would like to plan a Board retreat to look at what we'd like the Board to accomplish within the next 5-10 years.

Executive Director's Report by Anna Misenheimer:

Anna recently emailed all Board members a copy of the Board contact list for members' review. After receiving requests for revisions, she updated the contact list. She distributed this list and asked for any final corrections. Anna will email out this contact list to all Board members for their reference at the beginning of next week.

Anna reported that she called and spoke to Dottie Saxon-Greene on August 23rd. She had called to invite Dottie to the Board meeting so that a plaque of appreciation for her service could be presented. On that very Thursday, Dottie had undergone her very last treatment. She said that the virus was undetectable at that time and that the worst was behind her. She asked Anna to express her appreciation to the Board members for their support and well wishes.

At our Annual Board meeting, a question arose about the number of LCAS's that exist that do not possess a master's degree. After doing some research, the Board office determined that roughly 115 LCAS's do not possess a master's degree. This number is based only on the degree information as listed in the database, however. We would have to physically go through files or send out an inquiry to these folks if we want to determine if a master's degree was obtained since one received his/her LCAS via grandparenting or Challenging the Exam.

In performing this research at the Board's request as well as switching our database over from processing LCAS-P's to LCAS-A's (which requires the issuance of an Associate number), the inadequacies of our database that date back even before 2000 became very obvious. We cannot run a query of the data of any sort without having someone come in and format such a query. This is extremely stressful when the Board office receives a call from the Division requesting specific information, the database does not enable such a query, and Barden and Anna have to get creative and think of a way to generate a report that will help us capture the information that is needed. This is also time-consuming. Barden obtained a quote for a new operating system and shared this information with the Finance Committee last night. More information will be forthcoming in that Committee's report.

Anna informed the Board members that a student of Cheryl Gentiles' offered to assist the Board in the production of a video describing the application process. The Board office is working to draft bullet points for this video and will get these to Cheryl within the next couple of weeks.

Anna then announced the 2013 Board Meeting Schedule: March 7th-8th in RTP, June 6th-7th in Greensboro, the September meeting is TBD (dependent on date of IC&RC meeting) and December 5th-6th in Greensboro.

Wrenn Rivenbark said that the APNC meeting is scheduled for mid-to-late October, so the Board might want to avoid meeting on these dates, if at all possible.

In Worth's absence, Anna reported that he plans to email her a Call for Presenters for this year's Annual Training event. Once Anna receives this, she will distribute it via Board Buzz. Additionally, the recipient for the NC Winter School scholarship is Marvel Welch.

Treasurer's Report by David Turpin:

The reports for this fiscal year's fourth quarter were distributed via email. In our annual report, the Board's net assets are over \$130,000. The Finance Committee is starting to look at ways that this money can be reinvested. If you recall, the Board did this a few years ago and we purchased a money market account which is doing very well. David announced a correction that needs to be made to the pie charts.

Motion: Approve the Financial Reports for the months of April, May and June as well as the 2011-2012 Year-End Financial Reports.

Motion made by Nora Noel /Seconded by Al Greene.

The motion passed.

Deemed Status Organization Reports

Joe Fortin (**NBCC**) stated that NBCC working at the federal level to work on healthcare bills.

Nora Noel (**APA**) reported that there is a CE conference in October the weekend following Columbus Day weekend. Free CE credits will be offered. There is an undergraduate conference scheduled for November with an emphasis on graduate school. Nora will present on substance abuse treatment at one of the conference's afternoon workshops. UNC-W School of Psychology Doctoral Program is still awaiting approval. The General Assembly still has to approve it, but the hold-up seems to be state funds. The new psychology building on UNC-W's campus is finished, complete with a study "bar".

Mary Jane McGill (**NAADAC**) discussed her recent attendance at a national conference in August. It was a wonderful experience. An APNC Conference is scheduled for October 17th-19th in Carolina Beach.

Jessica Holton (**NASW**) participated in a retreat at end of July. This was the first Board meeting that Jessica ran as President. The Clinical Institute in July was attended as well. NASW has shifted their focus to strategic thinking instead of strategic planning (where have we been, where do we want to go). They are viewing Board members as ambassadors to the field. Jessica is looking to further their collaborations and engage DHHS in an attempt to move toward a practice act. They would also like to create an impairment group.

Flay then asked each of the new Board members to stand up and introduce themselves. Following Carol Hoffman and Mike Vannoy's introductions, each Board member took a moment to introduce themselves to Carol and Mike.

Executive Committee Report by Flay Lee:

The Committee did meet this morning, and also conducted a conference call last week. Reports are forthcoming from the committees.

Ethics Committee Report by Bert Bennett:

There are 36 active, open cases. 7 cases have been opened since June while 3 have been closed. The Committee seriously considers their work and decisions on individual cases as revoking one's credential is essentially taking a property right and livelihood away from that person.

Conversation ensued about whether or not training should be provided to LCAS's/CCS's that would be willing to provide assessments for the purposes of conducting a NCSAPPB ethics investigation. A list of these LCAS's/CCS's would be made available to those who are required to receive an assessment as required in rule .0611 in the Board's sections of the NC Administrative Code.

Barden and Bert explained how this function differs from a Peer Assistance Committee. A peer assistance committee would offer assistance that would be independent of and have no impact on one's professional credential.

Motion: The Board will work to develop an Ethics Impairment Response Task Force.

Motion made by Bert Bennett / Seconded by Nora Noel.

The motion carried.

Bert asked Board members to inform the Board office if they wish to volunteer for this task force.

Standards Committee Report by Helen Wolstenholme:

Helen reported that Lidia was unable to attend the meeting due to her son's wedding. ECU School of Social Work submitted more paperwork for Criteria C approval. There are still missing items, so the Board office will correspond with them and request more information.

Motion: As the Standards Committee continues to receive questions regarding clinical supervision, it is recommended that a Clinical Supervision Task Force be developed.

Motion made by Helen Wolstenholme / Seconded by Al Greene.

The motion passed.

Helen then reported on quarter four testing. A very large percentage of those that took the AADC test internationally (for our LCAS license) are from NC (22%). This is not the case for the CSAC exam (only 2-3%).

Quality Assurance Committee Report by Tony Beatty:

The Committee reviewed 3 requests for renewal extension. 2 of the credentials are already expired. The other extension request is for someone who needs an extension due to financial reasons. The Board is going to recommend free training.

Discussion followed regarding late renewals. Any credential that is not renewed automatically lapses. The Committee is looking to draft language to allow the Board to impose a late fee for late renewals. The statute says that we can charge up to \$125 for a late renewal.

Nothing in rule or statute that allows for language found on page 16 of the Procedures Manual. The Committee is working to get revised language to the Board office staff. The Board does not have any authority to allow a person with a lapsed credential to practice.

This language was drafted for a historical purpose, which Ann explained. It was a process of trying to get folks in the field to work. This was a coaxing process. Times have changed; this was organic language. Ann said that it is time to educate and encourage professionals to behave as professionals by maintaining an active credential. There will likely be a transition period to move towards total compliance.

Finance Committee

A report will be coming forward in December.

Legislative Update by Randolph Cloud:

We are within the 60 day window of the elections, of which the outcome will impact the work that we do. If there is turnover in the state's executive leadership in November, it is likely that there will be new leadership within DHHS. Also, if Congress doesn't act by the end of the year, then there will be budget cuts.

The legislative action that has had the biggest impact on the Board and profession since the passage of the practice act in 2005 has been the transition from LCAS-P to LCAS-A. CMS *may* allow for direct enrollment in Medicaid in the near future for LCAS-A's.

Randolph did report that there has been a hard-line approach taken on DWI's in the legislature. Dale Willetts said that the courts have always wanted to penalize those convicted of DWI. He stated that UNC-Chapel Hill's School of Government has great information on their website concerning this issue.

New Business

David Turpin discussed the NC Mental Health Commission. One has to be appointed to serve on this Committee. In recent months, they have been plagued by turnovers. However, Phil Mooring is the new Vice Chair. This is noteworthy because no substance abuse professional has ever chaired this Committee. Greg Olliey is the new Chair.

With no further business, a motion was made to adjourn.

Motion: The Board meeting is to adjourn.

Motion made by Al Greene/Seconded by David Turpin.

The meeting was adjourned.

MINUTES
NORTH CAROLINA SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD
FRIDAY, DECEMBER 7, 2012

Attendance: Tony Beatty, Lidia Bly-Herman, Worth Bolton, Clyde Ebron, Joe Fortin, Cheryl Gentile, Danny Graves, Lynn Jones, Flay Lee, Karen McDonald, Nora Noel, Jane Peck, Wrenn Rivenbark, David Turpin, Dale Willetts, Bert Wood, Bert Bennett, Al Greene, Jessica Holton, Lynn Inman, Helen Wolstenholme, Carol Hoffman, Mike Vannoy.

Board Members Absent: Phil Mooring.

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

Flay Lee called the Board meeting to order.

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

Motion: Approve the September 7, 2012 meeting minutes.

Motion made by: /Seconded by:

The motion carried.

President's Report Given by Flay Lee:

Flay reported that he has asked Barden to develop a Facebook page for the Board. This page will be another tool used to disseminate important information to the field. The Board office will have ultimate oversight in the administration of this page, policing all posts.

He stated that he would like to spearhead the creation of a Prevention Specialist task force. He believes that, with this credential on the decline, a task force is needed to address the studded growth of the credential and foster the value of marketability of the CSAPC credential.

Executive Director's Report by Anna Misenheimer:

Anna gave an overview of this year's training event that occurred on Wednesday and Thursday of this week. She received more encouraging comments than she recalls following past training events. Counselors seemed very appreciative of the free training and thanked the staff and Board for the opportunity. Anna heard great remarks about all of the trainings, but the sessions led by our Board members (Joe, Jessica and Cheryl) received the most positive feedback. The only complaint she received was that one professional felt that it was a disservice not to offer clinical supervision specific training.

Anna extended a special thanks to Worth Bolton for scheduling the presenters and corresponding with them, making sure that the rooms were set up according to presenters' needs with all handout and A/V needs met and to Dale Willetts for driving LCD projectors to Raleigh on Tuesday for the Board's use.

Phil Mooring could not attend this meeting as he is in Havana, Cuba on behalf of NAADAC for the purpose of researching addiction and mental illness in Cuba. There are 30 delegates that made the trip this past Sunday to return home today. Phil has asked for time at the March Board meeting to share his experience with us all.

It is a requirement that each NC occupational licensing board file an annual report by October 31st of each year with the Secretary of State, the Attorney General, the Office of State Budget and Management and the Joint Legislative Administrative Procedure Oversight Committee. Anna submitted the report on behalf of the Board on October 23rd.

In the Board correspondence folder, the 2013 NCSAPPB meeting dates are printed on a sheet. Please make a note of these dates, along with the dates of August 6th and 7th which are the dates for the 2013 Summer School in Wilmington.

The Fall 2012 newsletter is at the mailing house and is going out in the mail on Monday. It has already been uploaded on the Board's website, if Board members would like to take a look at it. A printed copy is also being circulated in the Board correspondence folder.

Treasurer's Report Given by David Turpin:

Motion: Approve the financial statements for the months of July, August and September.

Motion made by: /Seconded by:

Deemed Status Reports:

Nora Noel (APA) shared information about upcoming CE credits being made available by NCPA in February and April.

Executive Committee (and Finance Committee) Report Given by Helen Wolstenholme:

Several topics of discussion in the Executive Committee meeting fueled the Committee's desire to create an Ad Hoc Special Events Planning Committee to be spearheaded by Mr. Worth Bolton. These events include the Board meeting that would coincide with the IC&RC's meeting in Charlotte in October and a potential Strategic Planning Retreat to be scheduled this year. This Committee would be tied to the Finance Committee because the events in question would have a financial impact.

Helen said that a survey will be distributed to find out which topics should be the focus of a Strategic Planning Retreat.

The Committee has had recent correspondence with the Division regarding some questions that had arisen concerning the LCAS's scope of practice. Bert Bennett and Ann Christian assisted Anna and the Board staff in issuing a statement to key contacts at the Division and DMA to clarify this scope. This statement was read to the Board members. The Board members discussed ways in which to best disseminate information to them when such policy statements are made by the Board/Board office.

Ethics Committee Report Given by Bert Bennett:

Bert reported that there are 45 open cases. 15 cases have been closed since September, while 18 have been opened since that time. 1/3 are related to relapse while another 1/3 are related to billing issues. Dual relationships comprised 20% of the cases opened since September. In two of these three new cases opened, it involved unethical behavior by a LCAS/CCS.

Standards Committee Report Given by Lidia Bly-Herman:

Lidia stated that the Committee discussed the three hours of ethics training requirement for registration. As this is stated as a requirement in the Board's statute, the Committee asked the Board office to amend the application checklists to reflect this prerequisite for registration. She announced that Worth Bolton, Wrenn Rivenbark and Danny Graves volunteered to assist the Board office by giving them links to publish for ethics trainings for dissemination.

Rule .0209 is undergoing further review.

The Committee did review two applications for Criteria C status. Neither of these school programs provided adequate information to grant them this status at this time.

Quality Assurance Committee Report Given by Tony Beatty:

Tony reported that the Committee has asked the Board office to begin mailing out renewal reminders via postcards. This will begin in sync with the July 1st renewals. This postcard will contain a statement that one should not practice with an expired credential.

The Committee would like to see a credential issue date reflect any lapses in one's active, current status on his/her credential. Ann Christian stated that she will need to closely review language in the Board's administrative rules and report back to the Board regarding whether or not this is feasible.

Nominations and Elections Report Given by Worth Bolton:

Worth said that a noteworthy number of counselors that registered for the Annual Training did not attend which resulted in others not being able to attend desired tracks and unnecessary copies being produced of the training materials. This issue is being referred to the Finance Committee for further review.

There were no applications received for the McLeod Institute scholarship.

Legislative Update Given by Randolph Cloud:

Randolph Cloud reported that the new legislature would have 50+ freshman and sophomore members. This presents both opportunities and challenges.

He presented a number of issues that would be before the new legislature: tax report, school vouchers, Healthcare Reform implementation, etc. The Governor-elect's transition team has begun meeting with many department members and heads.

New/Unfinished Business:

Flay Lee gave a report on the ongoing involvement of NCSAPPB Board members in IC&RC. Danny currently serves as Chair of the Clinical Supervision Committee. Flay is co-Chairing the ADC credential item writing while David Turpin was recently reappointed as the organization's Secretary.

Motion: The meeting be adjourned.

Motion made by Bert Wood/Seconded by Lynn Inman.

With no objections, the meeting ended.