

**North Carolina Substance Abuse Professional Practice Board
March 13, 2015
Durham, NC**

Members Present: Bert Wood, Lidia Bly Herman, Mary Jane McGill, Fran Gordon, Lynn Jones, Wrenn Rivenbark, Bert Bennett, Carol Hoffman, Al Mooney, Phil Mooney, Helen Wolstenholme, Mike Vannoy, Lynn Inman, Johnny Bass, Laura Veach, Nora Noel, Jane Peck, Cheryl Gentile, Flay Lee, Tony Beatty, Danny Graves

Members Absent: Clyde Ebron, Geri Miller, Worth Bolton, Jessica Holton

Staff: Barden Culbreth, Executive Director and Katie Gilmore, Associate Executive Director

Consultants: Randolph Cloud and Ann Christian, Counsel

Guests: Sharon Wilcox, Gary Sheehan

Call to Order: Wood called the meeting to order.

Ethics Awareness Statement: Christian read the Ethics Awareness statement and asked for conflicts. Hearing none, the meeting continued.

Wood asked all Board members to keep track of their requirements as Board members for the North Carolina State Ethics Commission.

Approval of the Agenda

Approval of the Meeting Minutes: Peck presented one correction on her Deemed Status Report.

Motion to approve amended minutes: McGill, seconded by Gentile. Motion Carried.

Treasurer's Report: Beatty presented a sound financial report. He reported that in response to the recent audit by the NC Auditor the Financial State Reports would be reviewed by the Finance Committee as part of the regular report.

Motion to approve the Treasurer's Report: Lee, Peck seconded. Motion carried.

Executive Director's Report: Culbreth reported the NCSAPPB nomination period for new elected Board members was open. He reported on the upcoming IC&RC conference. He then reported the numbers of newly licensed and registered persons for the quarter.

Education Update: Cloud presented recent actions at the NC General Assembly. Mooring spoke on the role of ADATC's in the state.

Cloud presented on the US Supreme Court ruling against the NC Dental Board.

Disciplinary Hearing (Lynne Taras)

STANDARDS HEARING (John Craven) Motion to accept the Recommended Decision by Bly-Herman, and seconded by McGill. Motioned Approved.

Executive Committee: Wood discussed the contract between the Board and the Management Company. He stated edits had been recommended by Wolstenholme and the Executive Committee would review these and approve shortly.

Wood presented motion from the Executive Committee, presented by Ethics Committee, to refer a case of three counselors to the Office of Administrative Hearings. No second needed and the motion carried.

Ethics Committee: Inman reported that 13 cases were closed this quarter. He reported that work was underway to hold CCS's more accountable for reporting ethical violations of their supervisees to the Board.

Inman presented on the creation of a Self-Report Committee, led by Gentile and Vannoy.

Gordon reported a colleague is writing a series of ethics articles for the NCSAPPB newsletter.

Nominations and Elections Committee: Lee reported that the committee still needed 3 non-Board members in order to fully comply with the statute.

Quality Assurance Committee: McGill stated the Board would be clarifying the transition of CSAC-Registrant to CSAC-Intern.

McGill reported that work continued on the Credential Procedures Manual. The Committee performed a walk-through of the LearningBuilder software during their most recent meeting.

Standards Committee: Bly-Herman reported on the efforts to improve quality of the registration process to hold registrants more accountable for advancement. A growing number of registrants were not advancing in the credentialing process. Christian reported this may require a statute change.

Bly-Herman reported on the committee's review of Criteria C applications and updates.

Old Business: Culbreth reported the date set for the public hearing on the Rules is May 6th at 10am, via conference call.

Beatty spoke about a conference upcoming in DC where he would be presenting on digital supervision.

Lee spoke about keeping up the work ahead on the white paper/Scope of Practice in the Executive Committee.

Deemed Status Announcements: Noel spoke about upcoming CEU opportunities from the APA being offered at the Friday Center in Chapel Hill. Gentile reported on a conference from the rehabilitation counselors at Atlantic Beach. Peck reported on a meeting of IntNSA which she had attended, and the search for sponsorship by the chapters of IntNSA. McGill announced the upcoming APNC conference.

Mooring reported he would not be in attendance in June, but in Cuba doing substance-abuse related work with their faith community.

Adjournment: Inman motioned, Beatty seconded. Meeting ended.



**North Carolina Substance Abuse Professional Practice Board
Hearing on Adoption/Amend Rules
Raleigh, North Carolina
May 6, 2015**

Members: Bert Wood, Lidia Bly-Herman, Lynn Jones, Laura Veach, MaryJane McGill, Danny Graves, Johnny Bass, Wrenn Rivenbark, Helen Wolstenholme, Jane Peck, Tony Beatty, Al Mooney

Staff: Barden Culbreth, Executive Director

Counsel: Ann Christian

Call to Order: Wolstenholme called the meeting to order.

Christian read the Rules to the board members and requested all public comment. The meeting was held open for thirty minutes.

No comments were received.

Adjourn: Wood motioned to adjourn. Mooney seconded and the Hearing was adjourned.

**North Carolina Substance Abuse Professional Practice Board
June 12, 2015
Greensboro, NC
Meeting Minutes**

Members Present: Bert Wood, Flay Lee, Danny Graves, Lidia Bly-Herman, Mary Jane McGill, Helen Wolstenholme, Worth Bolton, Geri Miller, Nora Noel, Cheryl Gentile, Lynn Jones, Carol Hoffman, Jane Peck, Laura Veach, Fran Gordon, Wrenn Rivenbark, Clyde Ebron, Jessica Holton, Lynn Inman

Non-voting members: LaTasha Murray, William Faulkner

Not Present: Phil Mooring, Al Mooney, Johnny Bass, Bert Bennett

Staff: Barden Culbreth, Katie Gillmore, Mary Beth Rapp

Counsel: Ann Christian

Consultant: Randolph E Cloud

Call to Order:

Wood called the meeting to order, and requested the Board observe a moment of silence for Randy Thornton.

Christian read the Ethics Awareness Statement. Hearing no conflicts of interests, the meeting proceeded.

Wood welcomed our new non-voting members, LaTasha Murray and William Faulkner.

Wood introduced new staff member Mary Beth Rapp.

Agenda: Wood noted several addition items to the agenda.

Election Results:

Bolton announced the results of the election: Elizabeth Ramos, Kate Gomes, Dottie Saxon-Greene, and Dale Willets.

Motion to accept: Inman motioned, McGill seconded and the results of the election were accepted.

Wood announced the vacancy of a seat by Mike Vannoy. He had previously announced this through email. Lee reported that a runner up to the at-Large seat was John Sanders, who is in the Western District.

Miller nominated Steve Sorrells, from Recovery Ventures. Rivenbark seconded.

Inman motioned for John Sanders, Ebron seconded.

Graves motioned for Jeff Lefler, citing his credential as a CSAC. Peck seconded.

Inman motioned to close nominations. Beatty seconded and the nomination closed.

Sorrells: Ayes- 7

Sanders: Ayes- 5

Lefler: Ayes- 8

Those members would be invited to the July meeting in Annual Meeting.

With John Sanders receiving the lowest vote. A vote was held between Sorrells and Lefler

Sorrells: 9

Lefler: 7

Wood ruled that Steve Sorrell will fulfill Mike Vannoy's seat.

Lee asked that the Board consider cultural diversity in future appointments.

Wood reported that Inman would be leaving the Board this year. Inman nominated Mark Crabtree to fulfill this seat. Hoffman seconded.

Nominations were closed by acclamation. Mark Crabtree was appointed to fulfill this Board-appointed seat by voice vote.

Wood reported that the Bylaws stipulate that the Board form a Officer Nominations and Elections committee. Wood has asked Wolstenholme to chair this committee and it will develop a slate of candidates for the officers of Vice President and Treasurer. These officers would be voted on at the Annual Meeting.

Approval of the Minutes:

Inman motioned to approve both minutes. Graves seconded and the minutes were approved.

Treasurer's Report:

Beatty presented the work of the Finance Committee and the committee would be presenting a FY15-16 budget at the Annual Meeting. Beatty presented that the Board was in excellent financial shape. Bolton motioned to approve report, Noel seconded.

Executive Director's Report: Culbreth presented on meetings with NCHHS, Governor's Institute, and Heuristics, Inc. he reported that he and Christian attended a Rules Review Training on May 19th. Culbreth presented the statistics of the last quarter.

Gilmore reported that IC&RC would be changing the testing company.

she reported that Heuristics is working on changing the application process with the LCAS procedure where the transcript is received first.

Educational Updates:

Cloud reported on the budget negotiations between the NC House and NC Senate.

He reported on the role of Medicaid in negotiations and why addictions professionals should pay attention to this debate.

He reported that tax reform debate should also be followed by addictions professionals.

Noel asked about the status of a bill barring healthcare professionals from asking clients about possession and application for firearms. Cloud reported on the status of this bill.

Break

Call to Order.

Executive Committee:

Wolstenholme reported on the contract approved by the Executive Committee and Randolph Cloud and Associates. The contract was presented to the Board for ratification and a voice vote was held and approved.

Ethics Committee:

Inman reported on several serious cases that would be handled by Office of Administrative Hearings.

Inman reported that the committee had developed a definition of impairment.

He reported on the Self Report subcommittee that was developed by the Ethics Committee.

Quality Assurance Committee:

McGill reported that persons fearful of using their credit cards in LearningBuilder. The Committee was working for a solution by purchasing pre-pay cards.

Hoffman is continuing work on the manual and proofing the flow the various Learning Plans.

Standards Committee:

Bly-Herman reported on the UNC-W social work program approved for Criteria C, and they would be planning a site visit soon. She reported it was a goal of the committee to keep the site visits on a regular schedule.

The committee is also looking at persons who are registering for a second time.

She provided a detailed breakdown of the test results.

New Business:

Adoption of Rules - Christian reported on the Rules open for final approval by the Board, following the May 6th Hearing. No fiscal note was required. Beatty motioned to adopt the Rules as published. Inman seconded. The Rules were adopted.

Beatty reported on his attendance at a conference in Alexandria on remote supervision.

Lee spoke about the IC&RC Conference in San Diego. Graves spoke on his participation in the CS and ADC (CSAC) Committees of the IC&RC.

Deemed Status Report: NAADAC would hold their legislative conference in DC in October 9-13th, and scholarships are available. Noel reported on her replacement from APA. Holton announced the NASW-NC's work to advocate for earning the LCAS.

Wood asked that the Board evaluate its meeting structure going forward. He also asked that the Bylaws be reviewed for revisions. The goal would be revisions for approval by September or December.

Presentation of Plaques

Adjourn: Beatty motioned to adjourn and Veach seconded.

Barden



**North Carolina Substance Abuse Professional Practice Board
July 28th, 2015
Wilmington, NC**

Members Present: Bert Wood, Laura Veach, **Steve Sorrells**, Wrenn Rivenbark, **Dottie Saxon Greene**, Tony Beatty, Helen Wolstenholme, Mary Jane McGill, Clyde Ebron, **Dale Willetts**, **Kate Gomes**, Cheryl Gentile, Jane Peck, Johnny Bass, **Smith Worth**, Carol Hoffman, **Mark Crabtree**, Fran Gordon, Bert Bennett, **Elizabeth Ramos**, **Richard Hicks**, Al Mooney, Danny Graves (**Bold indicates newly sworn members**)

Staff: Barden Culbreth, Executive Director, and Katie Gilmore, Associate Director

Board Counsel: Ann Christian

Call to Order: Wood called the meeting to order and asked Board Counsel to read the ethics awareness statement. No conflicts of interest were announced.

SWEARING IN OF NEW MEMBERS (See bold faced members above, Joe LeBlanc was not present due to attending the NCFADS Summer School)

Approval of the Agenda: Recommended as approved by Chair. Bennett seconded. Motion was approved.

Approval of the June Minutes: Gordon motioned to approve. Enron seconded. Motion was approved.

Election of Officers: Wolstenholme, Chair of the Officers Nomination and Election Committee, presented the slate of candidates; the nominations were Laura Veach for Vice President and Tony Beatty for Treasurer. Bass seconded nominations and the slate was approved unanimously.

Swearing in of Officers: Wood administered the oath of Office to Veach and Beatty.

Committee and Chair Assignments: Wood assigned Committee Chairs. Mark Crabtree was asked to be Ethics Chair. Dottie Saxon Greene was asked to be Chair of Standards Committee. Mary Jane McGill would chair the Quality Assurance Committee and Dale Willetts the Nominations and Elections Committee. Wood asked the office to send out the committee assignments via email and welcomed any changes should persons want to change assignments.

Approval of FY15-16 Budget: Beatty presented the budget for approval. Dottie asked about cost savings. Wrenn asked about the projected proceeds for the fiscal year 2015-2016. Gentile seconded the recommendation from the Finance Committee. The budget was approved.

Annual Training: Christian presented on the required Board Member Training; including Board statutes and Rules, open meetings law and the Administrative Procedures Act.

New Business: Wood thanked Board member Graves and Former Board Members Flay Lee and Lynn Inman for presenting on a track on the NCSAPPB at the NCFADS Summer School.

Wood spoke to the need of greater diversity on the Board and asked Board members to actively recruit minority candidates to run for Board seats.

Wood asked Board members to introduce themselves.

Wood presented a number of format changes in Board meeting structure going forward.

A group photo was taken.

The meeting adjourned.

**North Carolina Substance Abuse Professional Practice Board
September 11, 2015
Durham, NC**

Attendance: Bert Wood, Mary Jane McGill, Laura Veach, Dale Willetts, Dottie Saxon Greene, Mark Crabtree, Kate Gomes, Wrenn Rivenbark, Bert Bennett, Smith Worth, Richard Hicks, Clyde Ebron, Danny Graves, Geri Miller, Steve Sorrells, Joe Leblanc, Jane Peck, Fran Gordon, Carol Hoffman, Tony Beatty, Elizabeth Ramos

Absent: Al Mooney, Cheryl Gentile

Staff: Barden Culbreth, Katie Gillmore, Mary Beth Rapp

Counsel and Consultants: Ann Christian, Randolph Cloud

Public: Flo Stein

Call to Order: Wood called the meeting to order and asked that Christian read the Ethics Awareness Statement. Hearing no conflicts the meeting continued.

Wood asked for a moment of silence in remembrance of those lost on September 11th.

New Board Members: Joe Leblanc was sworn in as Board member.

Approval of the Agenda: Hearing no changes, the agenda was accepted.

Approval of the Minutes: Some spelling corrections were requested. Gordon motioned for approval pending corrections made. Willetts seconded and the minutes were approved.

Financial Report: Beatty reported that the Board had received the YTD budget documents. Wood noted that the Board had also received the monthly FSR's for review. Gordon motioned for approval of the Financial Report. Ebron seconded, and the report was approved.

Legal Update: Christian presented an update on a case at the Office of Administrative Hearings.

Christian reported that two cases were handled or close to resolution involving the clinical application / 300 hour practicum piece.

Christian reported on the cases involving a number of compromised exams that were also before the Office of Administrative Hearings.

Public Comment: The President thanked counsel for the update and asked that the Board introduce themselves to the new Board members and members of the public present. Wood asked Flo Stein to speak to the Board and thanked her for attending the Board meeting.

Government and Policy Update: Cloud spoke on budget negotiations and Medicaid Reform proposals at the North Carolina legislature.

Executive Director Update: Culbreth reported on the work of the Board office during the last quarter.

He reported on upcoming updates in LearningBuilder to add disciplinary components and streamlining the supervision piece.

Gilmore reports on the upcoming IC&RC Conference in October.

Committee Reports:

Standards - Greene reported on the test passing rates for each credential. She reported the committee would be working on Criteria C schools.

Ethics - Crabtree thanked Lynn Inman, former Chairman of Ethics, for his guidance and provided an update on the Committee's work.

Quality Assurance - McGill thanked Hoffman for her work on the Credentials Procedures Manual. McGill recommended to the Board that the new version of the CSAC portion of the manual go on the website. She also recommended to the Board that the version of the Overview of Credentialing go on the website as well. The Board voted unanimously that this go on the website. McGill stated the statute says that test applicants must wait 90 days after they failed the exam. This 90 day window will start from now on.

The Meeting took a recess.

HEARING began at 10:20am

Crabtree recused himself from the Hearing due to his role as Ethics Chair.

Ron Cox, Respondent, is present for the Hearing.

Ann Christian, Board Counsel, and Ron Cox agreed to a motion of Continuance. Wood accepted the motion to Continue.

Hearing Adjourned.

Nominations and Elections Committee- Willetts reported the recommendation of recipient of the NCFADS scholarship, Jessica Tate. Recommendation was accepted.

Willetts reported on the upcoming Annual Training in December.

New Business:

Board Election: Wood reported on Helen Wolstenholme's recent vacancy. Graves nominated David Turpin to fill this seat. Ebron seconded and Turpin was appointed to the board by acclamation.

Appointment of Bylaws Revisions Committee: Willetts motioned, Sorrells seconded for the formation of this committee. Committee was approved. McGill, Beatty, and Willetts requested to be on the committee.

Wood reported on the Officers Nomination and Election Committee for FY15-16. This committee would be responsible for putting up a slate of candidates for President and Secretary. Each Committee is asked to put forward a member to serve on that Committee.

Wood opened the floor for discussion.

Ramos reported on the Face of Addictions Conference in Washington, DC.

Ramos reported that Jim Edmundson would be retiring from NCFADS.

McGill reported that all NAADAC hours were now recognized by NASW.

McGill reported on September being National Recovery Month.

Peck reported on the InstNSA conference in October would be held in Charlotte.

Peck spoke on the Addictions Nurses who developed an all-day course on passing the test. She urged the Board to look into something similar for repeat testers.

Bennett suggested making LearningBuilder alert the supervisor on-file that the person has not passed the exam.

McGill spoke about teaching courses on test prep.

Gordon asked that specific data to be shared with the Board on domains that persons were failing.

Culbreth reported that he could provide the Board with the raw data on testing results.

Beatty reported on an upcoming conference in Virginia.

Veach reported on an SBIRT conference coming up on clinical trials involving screening and prevention services.

Sorrells asked how the next year's meeting would be scheduled. Culbreth reported there was discussion about changing the meeting schedule. The Board would continue to meet the second Friday in March, June, September and December.

Adjourn: Gordon motioned to adjourn. Beatty seconded the motion and the meeting ended.



**NCSAPPB
Board Meeting
December 11, 2015
Greensboro, NC**

Members Present: Bert Wood, David Turpin, Mary Jane McGill, Laura Veach, Dottie Saxon Greene, Johnny Bass, Joe Leblanc, Kate Gomes, Fran Gordon, Danny Graves, Geri Miller, Steve Sorrells, Carol Hoffman, Elizabeth Ramos, Dale Willetts, Richard Hicks, Clyde Ebron, Wrenn Rivenbark, Jane Peck, Mark Crabtree, Al Mooney, Cheryl Gentile

Staff: Barden Culbreth, Katie Gilmore, Mary Beth Rapp

Consultants and Counsel: Randolph Cloud, Ann Christian, Nelson Harris

Call to Order: Wood called the meeting to order at 9:15am.

Ethics Awareness Statement: Wood asked Christian to read the Ethics Awareness Statement and hearing no conflicts the meeting continued.

Beatty and Bennett were not in attendance due to illnesses in their families.

A moment of silence was observed for former Board member, Adrian McCoy.

New Member: Administration of Oath to David Turpin

Announcement: Veach asked that Turpin be recognized as the newly elected International Certification & Reciprocity Consortium President.

Approval of the Agenda: Turpin made the motion to approve, McGill seconded, and the agenda was approved.

Turpin thanked the Board and spoke about North Carolina's long standing role in IC&RC.

Wood addressed the agenda and how the scheduled Hearings would be handled.

Approval of the Previous Meeting Minutes: McGill motioned to approve, with corrections, Gordon seconded and the minutes were approved.

Treasurer's Report: Wood asked that the Board review the YTD Report and FSR's previously provided by staff and to accept the Financial Report as approved. Ebron motioned to approve the Financial Report, Ramos seconded and the Treasurer's Report was accepted.

Legal Update: Christian related that because the two hearings before the Board today involved recommended decisions rendered by Judges from the Office of Administrative Hearings and



Counsel representing the Board at those hearings was Nelson Harris, he would be presenting these matters to the Board. She further reminded Board members that the Administrative Procedures Act requires Boards to seek an informal resolution of matters before it; such as ethical complaints and the approval or denial of an application. However, a person against whom a complaint is brought or a person whose application is denied has a statutory right to a full Board hearing if he or she requests one.

Government and Policy Update: Cloud reported on the end of the session at the NC General Assembly.

He then provided an update on ongoing discussions in the legislature regarding occupational licensing boards.

He discussed a meeting that was facilitated by his office between Turpin as IC&RC President with the office of Congresswoman Renee Ellmers. Cloud and staff continues to work to schedule a meeting with Congressman G.K. Butterfield.

Administrator's Report: Culbreth presented the activity report from the Quarterly Report. He also presented two updates coming to LearningBuilder.

Gilmore reported on IC&RC testing policy and procedures. She also asked Board members to recommend additional testing sites for her to present to IC&RC.

She reported on changes before the Certified Criminal Justice Addictions Professional credential. Rivenbark asked how these changes would affect the hiring practices of agencies like the Department of Public Safety.

Graves cited examples of other IC&RC Boards that require the CCJP to practice in the state's criminal justice system.

Committee Reports:

Standards Committee: Greene presented the test results of the last Quarter. The Committee is also working on the review and approval process for Criteria C schools; including the role of site visits.

Miller thanked the Board office for their work on collecting data on the LCAS (AAC) passage rate.

Ethics Committee: Crabtree reported on the actions of the Ethics Committee. There are seventeen open cases. Four cases were closed and eight were opened during the quarter.

He presented the discussion around a professional assistance program training to be included in the NCSAPPB Annual Training. Discussion was also held on developing a standardized form.



He presented on discussion on cognitive impairment of professionals.

Quality Assurance: McGill reported on Hoffman's continued work on auditing LearningBuilder and the Credential Procedures Manual. It was reported that one credential was lacking specific authority in the Rules, but was addressed in NC General Statute.

Willetts asked that the Board be able to review the document. Discussion followed with a recommendation from the Board that staff to publish it on the website and it being always open to amendments.

MEETING RECONVENED

Wood called the meeting to order.

HEARING (Keith Edward Green) (McGill, Hoffman, and Bass recused themselves from the deliberations and vote.)

The decision was unanimous to adopt the recommended decision from the Office of Administrative Hearings denying Mr. Green's application for his credential as a Licensed Clinical Addictions Specialist (LCAS).

HEARING (Jerry Earnhardt) (Crabtree, Peck, Gentile, Graves, and Gordon recused themselves.) The Board's decision was to adopt the recommended decision from the Office of Administrative Hearings with the technical changes recommended by Mr. Harris, Board Counsel, regarding the substantive ethical allegation resulting in the revocation of Respondent Earnhardt's credentials (LCAS and CCS [Intern Status]) while assessing him for costs arising from this matter incurred on or after December 12, 2014 through December 11, 2015 at the rate of fifty percent (50%) plus one dollar (\$1.00).

Nominations and Elections: Willetts reported that the 2015 Annual Training was a success, and approximately 350 persons attended. Mooney, McGill, and Greene were thanked for instructing sessions at the Training.

Willetts asked there be greater advertising for Board Scholarships.

Willetts asked that the Board office submit some electronic evaluations for the course and for tracks as part of the NCSAPPB Annual Training Evaluations.

Old Business: Wood reported on the By-Laws Committee and asked that the Committee continue to address his concerns about the By-Laws, specifically attendance by conference call and tele-conference. Wood asked Turpin to join the committee and add officer elections procedures to their agenda.



Wood spoke about the Officers Nomination and Elections Committee. Committee members are drawn from each committee; Ethics - Ebron, Standards - Rivenbark, QA - Leblanc, Nominations and Elections - Willetts.

New Business: Veach thanked everyone for their commitment to the profession and the time put into having the Hearings today.

Adjourn: Sorrells motioned to adjourn, Ebron seconded, and the meeting ended.

Next Meeting: March 11, 2016 Durham, NC