



**North Carolina Substance Abuse Professional Practice Board
Board Meeting
March 11, 2016
Durham, NC**

Members Present: Bert Wood, Laura Veach, Dottie Greene, Mary Jane McGill, Carol Hoffman, Dale Willetts, Mark Crabtree, Smith Worth, Joe Leblanc, Bert Bennett, Steve Sorrells, Al Mooney, Danny Graves, Jane Peck, Cheryl Gentile, Johnny Bass, Wrenn Rivenbark, Kate Gomes, David Turpin

Absent: Elizabeth Ramos, Tony Beatty, Clyde Ebron, Richard Hicks, Fran Gordon

Staff: Barden Culbreth, Katie Gilmore, Mary Beth Rapp, E. Ann Christian, Randolph Cloud

Call to Order: President Wood called the meeting to order and asked Counsel to read the Ethics Awareness / Conflict of Interest statement. Hearing no conflicts or appearances of conflicts, the meeting proceeded.

Wood made opening remarks and shared a Thank You card received from Treasurer Beatty.

Approval of Agenda: Gentile motioned to approve agenda. McGill seconded. The agenda was approved.

Approval of the Previous Meeting Minutes: Sorrells motioned to approve the previous meeting minutes. Leblanc seconded and the minutes were approved.

Financial Report: Executive Director Culbreth presented the Financial Report. McGill motioned to accept the Financial Report. Turpin seconded, and the Financial Report was accepted.

Wood asked the Finance Committee to have a FY16-17 budget prepared for the June meeting in Greensboro.

Legal Update: Christian reported on the potential appeal of the Board's decision from the December 2015 Hearing.

Christian reported on the expedited Hearing scheduled for today at 10am.

Government and Policy Update: Cloud presented on the reform of occupational licensing boards at the NC General Assembly. Discussion ensued on this topic.

Administrators Report: Culbreth presented the statistics from the quarterly reports.

Graves asked the Board and office to look at the training approval process and automatic acceptance of other deemed status groups.



Associate Executive Director Gilmore reported on the upcoming IC&RC conference in New Orleans in April.

The Board went into recess at 10:05am.

"The Board resumed its session and held a hearing at 10:15 a.m. IN THE MATTER OF RONALD PAUL COX. The Board voted unanimously to suspend the credentials held by Respondent Cox, Licensed Clinical Addictions Specialist and Certified Clinical Supervisor. His reinstatement would require that he satisfy the following conditions: (1) A written response to the 2014 Complaint; (2) Completion of an anger management assessment; (3) Completion of a psychological evaluation; and (4) Completion of all recommended treatment."

The regular meeting reconvened at 10:45am.

Committee Reports:

Standards Committee:

Chairwoman Greene reported on committee's study of passage rates for LCAS. The committee determined that the ICRC AADC test was doing its job ensuring competency. Associate Executive Director Gilmore was asked to contact the testing company to determine if any trends were found in their national data.

Greene reported the committee would be conducting a Criteria C site visit at UNC-W Social Work Program.

Ethics Committee:

Chairman Crabtree reported on the case work of the subcommittee.

The Committee is working to develop a peer assistance program and a standardized peer evaluation form; and training program track on how to do peer-evaluations. Gordon would be leading this work. Discussion followed.

The Board went into a brief recess.

The Board reconvened.

Quality Assurance Committee: Chairwoman McGill asked for a printed copy of the Rules to be provided at the meetings.

The Committee is reviewing two applicant cases.

The Committee is going to work on a Supervision Manual.



President Wood asked the QA Committee work with Graves the Board's acceptance of training from other organizations.

Nomination and Elections Committee:

Chairman Willetts reported on the election nominations period for new Board members between March 10 and May 10.

He reported on a conference call with Committee on the 2016 elections.

He reported on the scholarship applications received by the Committee.

President Wood asked that the Board members work to recruit candidates who represent the diversity of the addictions counseling workforce.

Officers Nomination and Election Committee:

Chairman Turpin presented the slate of candidates of the Officers Election in June:

President: Bert Wood (i)

Secretary: Carol Hoffman (i)

New Business:

President Wood opened the floor for discussion on the length of time and the cost of ethics investigations.

Old Business:

None.

Adjourn:

Sorrells motioned to adjourn, with a second from Greene. The meeting ended.



**North Carolina Substance Abuse Professional Practice Board Meeting
Special Meeting
May 25, 2016
Conference Call**

Board Members Present: Bert Wood, Geri Miller, Dottie Saxon Greene, Laura Veach, Steve Sorrells, David Turpin, and Mary Jane

Staff: Ann Christian, Barden Culbreth

Call to Order: Bert called the Meeting to Order.

Christian read the Ethics Awareness Statement.

Roll was taken, and the Board was unable to reach Quorum.

Christian was asked to read the judge's decision on the appeal of the Earnhardt Case.

Clyde Ebron, Dale Willetts, Richard Hicks joined the meeting. Quorum was established.

Sorrells made motion to accept the ruling of the superior court judge's decision. McGill seconded the motion, and the Board voted to accept the judge's decision.

Turpin motioned to adjourn the meeting. McGill seconded and the meeting ended.



**North Carolina Substance Abuse Professional Practice Board
Meeting Minutes
June 10, 2016**

Members Present: Bert Wood, Laura Veach, Kate Gomes, David Turpin, Mary Jane McGill, Mark Crabtree, Dale Willetts, Carol Hoffman, Fran Gordon, Wrenn Rivenbark, Richard Hicks, Elizabeth Ramos, Al Mooney, Geri Miller, Danny Graves, Jane Peck, Bert Bennett, Joe Leblanc, Smith Worth, Tony Beatty

Staff: Barden Culbreth, Katie Gilmore, Mary Beth Rapp, Randolph Cloud, Ann Christian

Wood called the meeting to order.

Christian read the Ethics Awareness Statement. No conflicts or appearances of conflict were presented.

Approval of Agenda: Turpin motioned to approve. Gordon seconded. The agenda was approved.

Election Results: Wood recognized Nomination and Elections Chair Willetts. Willetts announced the results: John Sanders (Western Seat), Carol Hoffman (South Central), Brenda Smith-Williams (North Central), Flay Lee (At-Large).

Wood turned the meeting over to Vice President Veach to oversee the Board-appointed seats which were expiring. Veach asked for nominations from the floor. **Gordon nominated David Turpin and Bert Wood for re-appointment. Gomes seconded and they were re-appointed by acclamation.** Vice President Veach then recognized the Officer's Nomination and Election Committee Chair David Turpin.

Turpin presented the slate of candidates for President and Secretary, Bert Wood and Carol Hoffman. There were no other nominations from the floor. **Wood and Hoffman were re-elected by acclamation.**

Veach returned the gavel to President Wood.

Approval of the Minutes: Gordon noted that she was absent from the March Meeting and that was not indicated in the minutes. Noting that correction, **Gordon motioned to approve both minutes from the March 11th Board Meeting and the May 25th Special Meeting. Turpin seconded and the minutes were approved.**

Treasurer's Report: Treasurer Beatty presented the Financial Report and proposed FY16-17 Budget. Beatty recognized that the committee allocated money to the Scholarships, Training, and Legal fees. President Wood asked the floor for questions. Hearing none, **the recommendation from the Executive Committee to approve the FY16-17 budget was unanimously approved.**

Legal Update: Ann Christian, legal counsel, provided an update of cases before the board.

Christian then asked that the Board go into Closed Session to discuss a case. **Beatty motioned that the Board go into Closed Session to consult with attorney in the case of Ronald Paul Cox.** Turpin

seconded. The board members then held closed session at 9:25am with staff excused. Secretary Hoffman maintained minutes.

The Meeting left closed session at 9:51am, and the meeting resumed.

Motion to set aside the March 11, 2016 on the matter of Ronald Paul Cox made by Turpin. Motion seconded by Graves and the motion passed. 18-1. Bennett voting nay.

Government and Policy Updates: Cloud reported on the activities of the NC General Assembly. He presented on movement of House Bill 1007 that would streamline many Board functions.

Administrators Report: Executive Director Culbreth presented the stats for the last quarter. He presented the results of the Satisfaction Survey. He presented the new outsourcing agreement with the State Bureau of Investigation. Associate Director Gilmore presented on her recent visits to schools regarding the licensure process. Culbreth thanked Ethics Chair Crabtree for his work reviewing applicant background checks while the SBI reviewed their outsourcing agreement.

President called a 10-minute recess at 10:00am.

Meeting resumed at 10:15am.

Standards Committee: Gomes presented the Standards Committee report. She reported on the UNC-W MSW Criteria C program site visit. A site visit with NC Central is being planned. Site visit policy and procedures are also being examined.

Committee discussion was also held on online schools, including failure rates of IC&RC AADC Examination. The Committee is finalizing a publication letter of the test results.

Standards Committee is going to make a recommendation to the Quality Assurance Committee.

Standards Committee is looking to PhD's level applicants who are taking Criteria C classes.

Ethics Committee: Chair Crabtree provided an activity update to the Board. He thanked committee members Ebron, Willetts, and Gentile for participating in an informal meeting with a case.

Crabtree provided an update of the committee's work on developing impaired professionals guidelines for assessors. He thanked Gordon for her leadership in this task.

A training session will be held in the Annual Training for peer assessors.

Crabtree reported his growing concern about supervisees who do not notify their supervisor of ethical complaints. The committee has asked that language be added to the LearningBuilder profiles requiring notification of supervisors if a complaint is received.

Quality Assurance Committee: Chair McGill presented on a proposal from Board member Graves who expressed concern about lost revenue for the board due to the board accepting training approved by deemed status organizations.

The committee met recently with an applicant who has a criminal history to determine a timeline of eligibility for licensure.

McGill stated the committee was still working on the manual and would be developing a training track for supervisors to be included in the Annual Training.

Nominations and Elections Committee: Chair Willetts announced the APNC Scholarship recipient: Shannon McCabe.

Board member Worth asked how the scholarships are advertised. Culbreth asked if it was possible for Nominations and Elections to review the scholarship system for updating the procedures. Turpin agreed, and the Committee was asked to study the scholarship process. **Gordon motioned to accept the report and recommendation from the Committee, Beatty seconded and the motioned carried.**

Presentation of Awards: Board members Danny Graves, Clyde Ebron, Wrenn Rivenbark, and Bert Bennett were presented with appreciation plaques. Ebron was not present due to prior commitment and received his plaque the previous night.

Old Business: President Wood asked that the Board continue work revising the bylaws.

New Business: Mooney spoke briefly on his recent trip to Africa on the role of recovery in the international community.

Ramos reminded the board about the NCFADS Summer School and a party for Jim Edmundson's retirement.

Culbreth reminded the Board of the upcoming meetings, Sept 8-9, December 8-9.

Veach reminded persons to talk to their legislators about boards and occupational licensing.

Adjourn: **Bennett motioned to adjourn. Crabtree seconded and the motion carried.**



North Carolina Substance Abuse Professional Practice Board
July 27, 2016
Wilmington, NC

Members Present: Johnny Bass, Tony Beatty, Mark Crabtree, Danny Graves, Dottie Greene, David Turpin, Cheryl Gentile, Kate Gomes, Richard Hicks, Carol Hoffman, Flay Lee, Mary Jane McGill, Jane Peck, Elizabeth Ramos, John Sanders, Dale Willetts, Brenda Smith-Williams, Bert Wood, Smith Worth, Laura Veach

Staff: Barden Culbreth, Katie Gilmore, Mary Beth Rapp, Randolph Cloud

Counsel: Ann Christian

Public: Janet Thoren

Call to Order: Wood called the meeting to order.

Agenda: Wood asked for approval of the agenda. Hearing no amendments from the floor; the agenda was approved.

State Ethics Awareness Act: Wood asked Christian to read the State Ethics Awareness Statement. Hearing no conflicts or appearances of conflicts; the meeting continued.

Introduction of Members: Wood asked the members of the Board to introduce themselves.

Swearing in of New Members: Wood asked Sanders, Smith-Williams, and Lee to step forward and be sworn in as new Board members.

Approval of the Minutes: Wood asked that the Board members review the minutes from the June 10th, 2016 meeting. Ramos motioned to approve, Veach seconded. The previous meeting minutes were approved.

Announcements: Wood presented a proposed Plan of Work and Structure for the coming year, including a change in meeting structure to a 1-day meeting format. Discussion and questions followed related to venue rotation and day of meeting. Veach motioned to approve the Plan of Work. Turpin seconded and the meeting carried.

Board Orientation: Christian provided an orientation overview on Open Meetings Law, Administrative Procedures Act, and the Board's mission to protect the public. Culbreth reminded the Board members about their requirements for the NC Ethics Commission. Wood presented on committee and meeting structure.

Swearing in of New Members: Vice President Veach administered the Oath of membership to Wood and Turpin, who were re-appointed by the Board at the previous meeting in June.

Oath of Office: Vice President Veach administered the oath of Office to Wood as President and Hoffman as Secretary.

Speaker Presentation: Cloud introduced Janet Thoren, Counsel for the North Carolina Real Estate Commission. She presented on the past, present, and future of occupational licensing boards; as well as consolidation and reform efforts of occupational licensing in the state and country.

Adjourn: Beatty motioned to adjourn. Gentile seconded, and the meeting ended.

Next Meeting: September 9th, Location TBD.



North Carolina Substance Abuse Professional Practice Board
September 9th, 2016
Hawthorne Inn and Convention Center
Winston Salem, NC

Meeting Minutes

Members Present: Tony Beatty, Kate Gomes, Fran Gordon, Danny Graves, Dottie Saxon Greene, Richard Hicks, Carol Hoffman, Joe Leblanc, Flay Lee, Mary Jane McGill, Al Mooney, Starleen Scott Robbins, Elizabeth Ramos, John Sanders, David Turpin, Laura Veach, Dale Willetts, Brenda Smith Williams, Bert Wood

Board Counsel: Ann Christian, Nelson Harris

Staff: Barden Culbreth, Katie Gilmore, Mary Beth Rapp, Randolph Cloud

Call to Order

President Wood asked Board Counsel to read the Ethics Awareness statement. Hearing no conflicts of interest, the meeting continued.

President's Welcome and Announcements: Wood reported he was interested in doing next meeting in the Sandhills region in December. He announced that the Governor's office has appointed a replacement to fill Danny Graves' seat. The Board recorded a video of "Get Well" wishes to former Board Member Worth Bolton.

Approval of the Agenda: Culbreth asked that the Oath of Board membership of Starlet Scott Robbins be added to the agenda.

Approval of Previous Meeting Minutes: Lee motioned to approve, Gordon seconded. The minutes were approved.

Recusals: Scott Robbins and Gordon recused themselves from today's Hearing.

Oath of Office: President Wood welcomed Scott Robbins to the Board and she took the Oath of office.

Treasurer's Report: Beatty presented the Treasurers Report for review and acceptance by the Board. Ramos seconded. The Treasurer's Report was accepted.

Beatty updated the Board on national meetings he had attended regarding standards of technology-based supervision.

Legal Update: Christian provided update on various proposals to amend occupational licensing boards at the NC General Assembly. She asked Board to refer to [Rule 21 NCAC 68 .0216](#) when advising applicants for credentialing who have criminal backgrounds.

Board Orientation: Christian reported that source material could be found in their Board notebooks. She presented material on the Open Meetings Law, Public Records Law, NC General Statute Chapter 93B, as well as Liability and State Tort Claims Act.

Government and Policy Update: Randolph Cloud reported on the recent Administrative Procedures Oversight meeting where occupational licensing boards were presented. Discussion was held.

Administrators' Report: Culbreth provided an update on quarterly activity of the Board. Gilmore reported on the upcoming International Certification & Reciprocity Consortium Fall Conference in Charleston in October.

Committee Reports:

Standards Committee - Greene presented quarterly exam performance. The committee worked on the Criteria C process and best practices on peer assistance. The Committee is recommending that the Board hire a consultant to study best practices on peer assistance.

Lee reported that the IC&RC has a Peer Assistance credential and that would be a good resource. Committee motion remained open. Wood called the Board to recess in order to conduct a Hearing.

MEETING CALLED TO RECESS. MCGILL MOTIONED. TURPIN SECONDED.

HEARING (NCSAPPB vs. ANNE SHERRY) CONVENED AT 2:09PM.

HEARING CONTINUED UNTIL DECEMBER BOARD MEETING.

BOARD RECONVENED AT 3:45PM.

Ethics Committee - Chairman Crabtree absence was excused. Willetts presented the subcommittee activity report and the work on an impaired professional and/or peer assistance program.

Nominations and Elections Committee - Willetts reported two scholarships were awarded by the committee.

Quality Assurance Committee - McGill reported that work continued on supervision training. Committee met with applicants in their most recent meeting. McGill requested that QA Committee facilitate a supervision training at the NCSAPPB Annual Board Training.

Adjourn: Gordon motioned to adjourn, Greene seconded. The meeting adjourned.

Next Meeting: 8:30am, December 9th, Sheraton Imperial, Durham, NC.



North Carolina Substance Abuse Professional Practice Board
Sheraton Imperial Hotel, Durham, NC
December 9th, 2016

Members Present: Bert Wood, Dottie Saxon Greene, Mark Crabtree, Mary Jane McGill, Dale Willetts, Sasha Tomaszycski, Laura Veach, Richard Hicks, Fran Gordon, Jane Peck, Carol Hoffman, Geri Miller, Elizabeth Ramos, Al Mooney, Flay Lee, Joe Leblanc, Smith Worth, Starleen Scott Robbins, David Turpin

Absent: Johnny Bass, John Sanders, Brenda Smith Williams, Tony Beatty, Kate Gomes

Staff: Barden Culbreth, Katie Gilmore, Mary Beth Rapp, Randolph Cloud

Counsel: Ann Christian, Nelson Harris

Welcome: Bert Wood called the meeting to order at 8:39am.

Ethics Awareness Statement: Christian read the ethics awareness statement. Scott Robbins, Worth, and Gordon reported a potential conflict in the Hearing being held later today and would be recusing themselves.

New Member: Sasha Tomaszycski was welcomed to the Board and was sworn in.

Approval of the Agenda: The agenda was approved with no recommended amendments.

Approval of the Meeting Minutes: Scott Robbins reported that recusals needed to be reflected in the September minutes (Gordon and Scott Robbins). Lee motioned to approve the previous meeting minutes with amendments. Scott Robbins seconded and the minutes were approved.

Announcements: Wood reported on illnesses in Tony Beatty's family and in Brenda Smith-Williams' family. Cards were passed around for Board members to sign. Gilmore passed around card received from Worth Bolton.

Treasurer's Report: In Beatty's absence, Turpin presented the Treasurer's Report. Gentile motioned to approve Finance Report. Gordon seconded and Report was approved.

Turpin reported on the maturation of the Board's certificate of deposit at PNC Bank. Turpin then motioned to have the staff speak with the North Carolina Department of Health and Human Services about investment abilities available to an occupational licensing board. This Committee recommendation was seconded by Gordon. Discussion followed. Turpin clarified motion that the North Carolina Department of Health and Human Services response to staff would be received and reviewed by the Finance Committee, then presented to the Board. Committee recommendation was approved.



Wood asked the Board to consider the FY15-16 Audit and asked for motion to accept. Lee motioned to accept the audit. Gordon seconded and the audit was accepted.

Legal Update: Christian provided an update of activities of counsel with staff and committees of the Board.

Government and Policy Update: Cloud provided an update of the 2016 post-election landscape. McGill asked about occupational licensing reform proposals at the NC General Assembly. Mooney asked for likelihood of legislative redistricting following opinion from the court.

Lee thanked Christian for her support and counsel. Regular legal counsel was unique among IC&RC Boards. The Board then thanked Christian for her work.

Administrators Report: Culbreth presented the Annual Report and activity for Q1 FY16-17. He updated the Board on the planning of the Annual Training, to include an impaired professionals track. The graduates would be the considered “board approved assessors” in cases of impaired professionals.

Mooney recommended additional resources for the staff to pursue regarding impaired professional programs, including the PHP and the NC Dental Board’s program.

Gilmore presented on the recent IC&RC meeting in Charleston, including a presentation from test development company, SMT. Gilmore offered to share the report and put the test development PPT on the NCSAPPB website.

Discussion was held on the need for more testing sites.

Committee Reports:

Standards Committee - Saxon Greene presented report on new procedure for approving Criteria C program approval.

She reported on the pass/fail rates for the quarter. Hoffman asked for breakdown of LCAS by Criteria, specifically Criteria B applicants. Gilmore would make these available.

Ethics Committee - Crabtree presented an update on the Ethics Committee. The complaint form is online as of last Friday.

Committee is going to prepare a white paper on social media and ethics.

Committee is going to develop a flow chart on how a complaint is handled by the committee.



Crabtree provided the statistics of open/close cases over the last quarter. Fewer than ten cases are currently open.

Quality Assurance Committee - McGill reported on the need for a supervision manual and addressed the committee's work to that end.

Nominations and Elections Committee - Willetts asked for presenter proposals for the Annual Training.

He reported on upcoming scholarships available for licensees and certified persons.

Discussion followed regarding applicants and test taking. Gilmore reported on an amended ICRC policy pertaining to persons who failed the examination more than four times. Willetts reported a track would address this in the upcoming Annual Training.

Wood asked Willetts to consider moving up the election schedule in 2017 because Annual Meeting set for June due to discontinuation of Annual Meeting in July.

Wood appointed Turpin to chair the Officer's Nominating Committee. The Committee will consist of the chairs of the committees. The 2017 officers up for election are Vice President and Treasurer.

WOOD ASKED FOR MOTION TO RECESS. CRABTREE MOTIONED TO RECESS. SECONDED BY VEACH. RECESS CALLED AT 9:53AM.

Recused persons [noted above] left at this time. Tomaszycski left the meeting because she was not a Board member at the time the Hearing began. Crabtree, an excused absence in the last meeting and with conflict in the Hearing, then recused himself.

THE BOARD RECONVENING AND THE HEARING OF NCSAPPB v. ANNE SHERRY BEGAN AT 10:13 AM.

HEARING ADJOURNED AT 11:06 AM.

BOARD RECESSED IMMEDIATELY AT 11:07 AM.

BOARD RECONVENED AT 11:16 AM.

Old Business: Wood asked for consideration of an open item from the September meeting from Standards. No discussion.

New Business: Culbreth presented Beatty's recent involvement in standards of tech-based clinical supervision. Beatty had requested Board involvement recruiting professionals to participate in this initiative.



Veach asked the Board to address the application process for persons who have had their licenses revoked. Christian discussed the current procedure for applicants who had previously had their licenses revoked or suspended. Discussion followed.

Turpin asked about the ability of the database to mark applicants who seek to reapply following a suspension or revocation. Mooney addressed concerns about creating a “black list” for applicants.

Hicks asked about the upcoming 2017 Board Meetings. Discussion followed regarding the Board's involvement in NC Foundation of Alcohol and Drug Studies Conference, specifically holding a meeting where minimal to no business is conducted.

Adjourn: Ramos motioned to adjourn. Saxon Greene seconded and the meeting ended.