

**North Carolina Substance Abuse Professional Practice Board  
Meeting Minutes  
March 10, 2017**

Members Present: Johnny Bass, Mark Crabtree, Kate Gomes, Fran Gordon, Dottie Saxon Greene, Richard Hicks, Carol Hoffman, Joe Leblanc, Flay Lee, Mary Jane McGill, Geri Miller, Al Mooney, Jane Peck, Elizabeth Ramos, John Sanders, David Turpin, Laura Veach, Bert Wood

Staff Present: Barden Culbreth, Katie Gilmore, Randolph Cloud

Counsel: Ann Christian

President Wood called the meeting to order and asked that Counsel read the Ethics Awareness Statement.

Wood welcomed all members present.

Wood asked the Board to consider adding two items to the Agenda: Review the Annual Training – large demand and alternative means of providing. Review and recommend an amendment/revision the North Carolina General Statute. Lee motioned to accept these two items, Crabtree seconded. Motion passed.

Approval of Previous Meeting Minutes: Gordon motioned to approve previous meeting minutes. Lee seconded. Counsel asked for a technical correction be added to the minutes as a friendly amendment. Amendment accepted. Motion approved.

Treasurer's Report: Beatty presented the Investment Policy approved by the Finance Committee for review. Wood thanked Bass for his leadership developing this proposal.

Discussion followed.

Counsel read from the Bylaws regarding the duties of the Treasurer.

Wood restated the motion and recommendation from the Finance Committee. The motioned carried with one nay vote.

Legal Update: Christian provided an update on Ethics and the need for a Peer Assistance / Impaired Professionals Program.

Government and Policy Update: Cloud presented updates on activity at North Carolina Department of Health and Human Services, Attorney General's Office, and the General Assembly.

Turpin spoke about the Strengthen Opioid Misuse Prevention (STOP) Act of 2017 under consideration at the General Assembly.

Administrators' Report: Culbreth presented on the upcoming LearningBuilder workshop and new upgrades to the software.

Gilmore updated the Board on her work presenting at the International Certification and Reciprocity Consortium (IC&RC) and Addiction Professionals of North Carolina meetings and the Counseling and Rehabilitation Department at North Carolina A&T University.

#### Committee Reports:

Standards Committee - Greene reported on new procedures in place for reviewing Criteria C master's degree programs. The first program evaluated under this standard was the North Carolina Central University Criteria C Program.

Greene presented the testing data for the latest quarter.

Ethics Committee - Crabtree provided update on ethics cases. He reported no increase in ethical complaint receipts following the launch of the on-line Ethical Complaint form.

He summarized the committee discussion on supervisor notification.

Gordon will be drafting an article on ethical practice and social media.

Meeting Recessed.

Meeting reconvened.

Wood recognized Veach, who informed the Board about the American Psychological Association's public comment period on changes to Practice Guidelines for substance use disorder.

Quality Assurance Committee - McGill presented a motion for the Committees of the Board to work together on remediation plans for non-clinical degrees that do not qualify for the LCAS.

Discussion followed.

Motion passed unanimously.

McGill presented a second motion from Committee to have approved Community College programs where graduates would have a reduced number of experience hours required for certification. No discussion on this proposal.

Both APNC and the Quality Assurance Committees are working on a Supervision Best Practices training, and they will request a list of Certified Clinical Supervisors from the Board office.

Lee asked that former Board member Danny Graves be asked to participate in this.

Nominations and Elections Committee - Culbreth reported on the year's election cycle. One seat is open in the Western Region (Beatty seat). An election will be held this spring.

Lee and Hicks reported on two scholarships received by the Board.

Officers Nomination Committee – Wood recognized Committee Chairman Turpin to announce slate of officer candidates for Vice President and Treasurer: Laura Veach and Johnny Bass, respectively. The vote will occur at the June meeting.

Old Business: None.

New Business:

Annual Training - Wood asked that the Board consider the overwhelming demand for the Annual Training and asked that alternative formats/options be explored. Discussion followed.

Wood named Dale Willetts to lead that task force. Other members who volunteered include Tony Beatty, Dottie Saxon Greene, Flay Lee, John Sanders, and Geri Miller.

Wood asked for a proposal by the next meeting in June.

Proposed General Statute Changes - Wood presented several proposed changes coming from the Executive Committee to the full Board. These included an increase in training hours as required by IC&RC, creation of a Peer Assistance Program, clarifying training definitions (online vs. classroom), and sunseting the Certified Substance Abuse Residential Facility Director credential.

Wood asked that the Board also consider looking at Board composition. His recommendation is to eliminate the Board appointed seats, but increase the appointments made by the Speaker, Senate, Governor.

Discussion followed.

Wood asked for a motion to have staff present the agreed upon bullet points to Bill Drafting at the NC General Assembly. Lee seconded.

Lee asked if there was an option to consider other statutory changes, specifically to clarify the scope of practice for licensed clinical addictions specialist.

Discussion followed.

Veach asked that the changes include clarification of Criteria C requirements.

Wood restated the motion and it passed unanimously.

Adjourn-

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



**NCSAPPB**  
NC SUBSTANCE ABUSE PROFESSIONAL PRACTICE BOARD

**North Carolina Substance Abuse Professional Practice Board  
Meeting Minutes  
June 9, 2017**

**Members Present:** Johnny Bass, Tony Beatty, Mark Crabtree, Cheryl Gentile, Kate Gomes, Dottie Saxon Greene, Carol Hoffman, Joe Leblanc, Flay Lee, Mary Jane McGill, Geri Miller, Al Mooney, John Sanders, Starleen Scott Robbins, Brenda Smith-Williams, Laura Veach, Dale Willetts, Bert Wood, Smith Worth

Members Absent: Fran Gordon, Elizabeth Ramos, David Turpin

**Staff Present:** Katie Gilmore, Mary Beth Rapp

President Wood called the meeting to order and read the Ethics Awareness Statement.

Wood welcomed all members present. He recognized the absence of Ann Christian (husband having surgery), David Turpin (surgery), Barden Culbreth (mother gravely ill) and Randolph Cloud (family vacation previously scheduled). Staff purchased cards for Christian, Culbreth and Turpin.

**Approval of Agenda:** Wood asked if there were any items to be added to the agenda. Mooney suggested talking about the increase of opioid overdoses under new business.

**Election results:** Wood called on Willetts to announce election results. The winner of the Western region who will be taking Tony Beatty's seat is: Angie Banther. We will welcome her in September.

**Election of officers:** In March it was announced that the Officers' Nomination Committee nominated Laura Veach for VP and Johnny Bass for treasurer. Wood asked for other nominations from the floor. After hearing no other nominations Wood asked for a vote. Laura Veach was elected VP and Johnny Bass was elected as treasurer.

**Approval of Previous Meeting Minutes:** Grammar changes noted. Lee motioned to approve previous meeting minutes. Beatty seconded. Motion carries.

**Treasurer's Report:** Beatty presented the FY 17-18 budget.

Discussion followed. The motion to approve the FY '18 budget as presented is approved.

Wood presented a plaque to Tony Beatty and thanked him for his service to the Board and noted that he remains the chair of APNC.

No counsel report in Christian's absence.

Wood provided legal update. He summarized the policy update about HB615. Wood stated that additional contacts and support may be needed as the Senate considers the bill near the end of the legislative session.

**Administrators' Report:** Gilmore updated the Board on the last ICRC meeting in Sacramento. She presented at the recent APNC conference. Gilmore also noted that the new ICRC exam rule has gone into effect as of May 1<sup>st</sup>, 2017.

### **Committee Reports:**

Standards Committee - Greene provided exam statistics for the previous quarter. The committee added a requirement that LCAS Criteria C programs have 1 LCAS faculty member.

Ethics Committee - Crabtree provided update on numbers of active and closed cases. Eleven cases were closed and fifteen cases opened. Currently 17 open. Crabtree noted some Complaints dealt with misunderstanding of scope of practice Lee suggested looking at other Boards to do a comparative study to see if they are having similar issues.

Crabtree also reported that at the March training, there was a Peer evaluation training, with possibility of more training events in the future. Board members further discussed intervention and responses for self-report.

Quality Assurance Committee – McGill presented about the QA committee. The committee is examining the CSAC process in the community colleges and questioning whether the 300-hour practicum would allow one year less work, like the LCAS Criteria C. QA wants to talk with Standards about this. It would help with getting more CSACs.

Nominations and Elections Committee – Willetts noted that no one applied for the scholarship to the APNC fall conference. The board discussed options and ideas to increase awareness about the scholarships.

### **Old Business:**

Annual Training - Wood spoke about the challenges and logistics for annual and other trainings. Wood notes that Willetts and a volunteer committee will meet with staff and come up with recommendations at the September meeting.

Bass provided update from the Finance Committee, which is reviewing proposals for investment management and will conduct conference calls with the companies. He expects a decision in the next few weeks.

### **New Business:**

Wood announced that Christian has submitted her retirement notice effective August 31<sup>st</sup>, 2017. Wood would like the Executive Committee and staff to receive

recommendations on new counsel and/or how to meet the legal needs of the board after Mrs. Christian's tenure ends. Staff should meet with the Executive Committee and present any recommendations at the September meeting. Wood also noted that Mrs. Christian has been actively involved with this Board and our efforts since 1994. The staff and the Board will recognize that commitment and thank her for her service at the September meeting.

Dr. Mooney talked about the opioid epidemic. Discussion ensued about the Board's role.

**Adjourn-**

Beatty moved to adjourn and Saxon Greene seconded the motion. The motion carried.



**North Carolina Substance Abuse Professional Practice Board  
8:30am, September 8th, 2017 Meeting Minutes  
Durham, NC**

**Members Present:** Bert Wood, Laura Veach, Dottie Saxon Greene, Mark Crabtree, Mary Jane McGill, Dale Willetts, Starleen Scott Robbins, Carol Hoffman, Fran Gordon, Jane Peck, Smith Worth, Kate Gomes, Elizabeth Ramos, Richard Hicks, Jo Leblanc, Angie Banther, Flay Lee, David Turpin, Johnny Bass.

**Absent:** Brenda Smith Williams, Cheryl Gentile, Al Mooney

**Staff:** Barden Culbreth, Katie Gilmore, Randolph Cloud

**Public:** Emily Finch, Jim McDougale, Nelson Harris, Helen Wolstenholme

**Call to Order:** Wood called meeting to order.

**Ethics Awareness and Conflict of Interest Statement:** Christian read the statement and asked for potential conflicts.

**Announcements:** Gilmore announced that she was expecting a baby boy December 2017.

Gordon announced that she and Carol were planning a shower on behalf of the Board.

Turpin thanked the Board for the "Get Well" card he recently received.

Gilmore announced that Smith-Williams' brother had passed away, leading her to be absent, and a card was distributed for signatures.

Christian updated the Board on her husband's health.

**Approval of the Agenda:** The recognition of Christian's service was moved to later in the agenda.

**Oath of Office:** Wood administered the board member oath to Angie Banther.

**Oath of Office:** Wood administered the oaths of office to Vice President Veach and Treasurer Bass.

**Approval of Previous Meeting Minutes:** Gordon, Turpin, and Ramos asked that she be included as absent. Lee motioned to approve minutes. Gordon seconded and the minutes were approved.

**Treasurer's Report:** Bass presented the end of FY report for 16-17. Ramos asked about anomalies for the year. Lee motioned to approve the report. Turpin seconded and the report was approved unanimously.

Bass summarized the Finance Committee's interviews with six investment firms. Robert Baird and Company was selected, and Bass introduced Emily Finch from that firm to speak on the Board's new investment account.

**Farewell and Recognition of Ann Christian, Board Counsel:** Christian has been the board's attorney since 1994. Heartfelt thanks were given to her for her commitment to the growth of the Board, and she received a set of framed art pieces.



**Recess:** Board recessed at 9:10 to receive guests, enjoy cake and fellowship.

Board recognized Jim McDougle, Board investigator, and Helen Wolstenholme, former Ethics Chair in attendance for Ann's Farewell and Recognition.

Reconvene: The Board resumed normal business at 9:25.

**Government and Policy Update:** Cloud provided an update on the NC General Assembly and Governor's office. He updated the Board on HB615, an update to the Professional Practice Act.

Cloud reported Flo Stein's recent retirement.

**Administrators Report:** Culbreth described the upcoming Periodic Review of Administrative Rules process. Scott Robbins, Hoffman, and Wood spoke about their experience with Rule-Making. Culbreth presented the Rules ([21 NCAC 68](#)) for consideration by Board as the first step to the Periodic Review process.

***Turpin motioned to categorize all Rules as "necessary with public comment." Peck seconded. Discussion followed and the motion passed unanimously.***

Gilmore announced that she would not be attending the IC&RC meeting in Omaha.

Gilmore announced recent changes to the IC&RC Examination and office procedures.

Turpin announced that he was running for re-election for President of IC&RC.

**Executive Committee Report:** Veach provided the committee recommendation of Nelson Harris of Harris and Hilton, LLC for Board Counsel. She emphasized the Committee's intention to review the Board's needs of legal counsel. Lee asked if the Executive Committee would be reviewing the contract after 12 months. Discussion followed. Board voted unanimously to approve the Committee's recommendation.

Wood appointed Veach, Turpin, and Crabtree to a committee to evaluate the legal needs of the Board. Banther asked about performance deliverables to be included in any contract between counsel and the Board. Harris addressed the Board and thanked them for their confidence. Gordon volunteered to join the committee and was thereby appointed.

**Standards Committee Report:** Saxon Greene provided an update on cooperation between the Board and Criteria C schools. She presented the quarterly exam scores.

Ethics Committee Report: Crabtree thanked Christian for all her work with the committee. He provided an activity report for the quarter. Crabtree added Peck to the Self Report Committee.

**Quality Assurance Committee Report:** McGill presented recommendations from the committee including supervision best practices Task Force, development of LCAS application procedures for persons without a clinical internship, and review of test passage rates. Banther is the newest member.

**Nominations and Elections Committee Report:** Willetts reported that 1 application for the NCFADS Winter School scholarship was received. This scholarship was awarded to Lewis Carter.

Willets reported on Annual Training format discussion. The Committee is recommending discontinuing the training, and using those resources to support existing training, increasing scholarships, and providing free webinars. Discussion followed.

Wood reminded members of the recommendation on the floor.

The Committee recommendation to end the free Annual Training Event passed unanimously.

McGill asked that the Board office send out a Board Buzz letting the field know that there would not be an Annual Training Event.

Lee asked that these funds be allocated for board member travel to advertise the Board scholarships at existing conferences in the state.

Hicks reported that the Psychology Board used a process for new member recruitment that the Board could examine and emulate.

**Old Business:** None.

**New Business:** None.

Next meeting December 7th and 8<sup>th</sup>, Sheraton Imperial, Durham North, Carolina.

**Adjourn**



**North Carolina Substance Abuse Professional Practice Board  
December 8th, 2017  
Durham, NC**

**Members Present:** Bert Wood, Laura Veach, Carol Hoffman, Mark Crabtree, Dale Willetts, Starleen Scott Robbins, Jane Peck, Richard Hicks, Kate Gomes, Fran Gordon, Mary Jane McGill, Cheryl Gentile, Elizabeth Ramos, John Sanders, Joe Leblanc, Smith Worth, Flay Lee, Johnny Bass, David Turpin, Al Mooney, Geri Miller

**Members Absent:** Dottie Saxon Greene, Brenda Smith-Williams, Angie Banther

**Staff:** Barden Culbreth, Katie Gilmore, Marcie Blevins, Nelson Harris

**Call to Order and Welcome:** President Wood called the meeting to order at 8:40am.

**Ethics Awareness Statement:** Wood asked for conflicts or appearances of conflict from Board members pertaining to the stated business. Hearing no conflicts or appearances of conflicts, the meeting continued.

**General Announcements:** Wood recognized Geri Miller. Miller presented a recently published book by fellow Board member Dr. Laura Veach and passed it around for the Board's review during the meeting. Veach thanked the Board.

Wood presented agenda for approval. Hearing no additions or objections, the agenda was approved.

**Approval of the Minutes:** Wood noted a correction in the presented minutes which read that he "called the question." Wood stated this was outside of parliamentary procedure and recommended the phrase "restated the motion." Gentile motioned to approve with Wood's correction. Scott Robbins seconded, and the minutes were approved.

**Treasurer's Report:** Treasurer Bass presented the Treasurer's Report, including an update on the Board's recent Investments with Baird Company. The Board's investments grew approximately \$13,000 in the last quarter.

Gordon motioned to approve report. Gentile seconded, and the Treasurer's Report was approved.

**Government and Policy Update:** Executive Director Culbreth distributed report from Randolph Cloud who was not able to attend the meeting. Culbreth provided a brief overview of recent actions at the NC General Assembly.

**Administrators Report:** Associate Director Gilmore informed the Board that the Board's previous Executive Director Anna Misenheimer had approached Randolph Cloud and Associates and offered to serve as a contract management consultant while Associate Director Gilmore was

on maternity leave. Randolph Cloud and Associates welcomed the idea and hoped the Board would approve. Board member response was enthusiastic and members hoped Misenheimer would be able to attend the March 2018 meeting.

Gordon motioned to approve payment of Anna Misenheimer from the Consultant Line Item in the Board's budget. Turpin seconded, and the motion passed.

Culbreth reported the Board office was developing new brochures for each credential. He also presented new NCSAPPB-branded materials being developed for workshops and conferences.

Gilmore reported on changes at IC&RC, including changes to the CCJP exam and the elimination of the Spanish language CSAC (ADC) exam.

Lee reported that Turpin was re-elected as president of IC&RC.

Gilmore thanked the Board for the baby shower they threw on Thursday night.

Miller asked the delegates to IC&RC if the organization could re-evaluate its position on examinations in languages other than English.

**Periodic Review of Rules:** Secretary Hoffman presented the public comments and summary of proposed changes to our Administrative Rules. Culbreth spoke to the procedures of the Periodic Review Rules process. Miller asked about opportunity to public comment on Rule Changes, and expressed reservations about potential fee increases that could come in amendments to Rules.

Ramos and Peck asked questions about future steps. Scott Robbins clarified some mischaracterizations represented in the Public Comments that did not relate to Rules.

Willetts motioned to accept the Public Comments as read and to keep all the Board's Administrative Rules as "Necessary with Public Comment". McGill seconded, and the motion carried.

**Appointment of Officers Nomination and Election Committee:** Wood described the procedures for nominating and electing officers. Wood asked that Turpin again serve as Chair of the Officer's Nominations and Election Committee. Turpin accepted and would begin meeting with the chairs of the committees.

Executive Director Culbreth left the meeting to take a phone call from Rules Review Commission. When he returned, Culbreth reported that the RRC did not post the public comments on the website, and would be opening another comment period until February 2018.

The Board would review the public comments for Rules again in March 2018.

**Executive Committee:** No Report.

**Standards Committee:** Vice President Veach presented an application for Criteria C for approval, the Addiction Research & Clinical Health M.S. Program at Wake Forest. The Committee approved the school on a preliminary trial period of 1 year.

Scott Robbins asked the Board office to prepare information on Criteria C schools' graduation rate and LCAS exam passage rate.

**Ethics Committee:** Ethics Chair Crabtree thanked the Board members for their help holding informal panels to resolve Ethics Cases. The Committee has closed more cases in the quarter than they have opened. Board Legal Counsel Harris was recognized and he addressed common issues found in cases. Harris recommended the Board hold or support training on social media and dual relationships.

Gentile asked the Board office and Board members to consider moving the Board's name away from including "Substance Abuse" in its title. She reported being approached by several professionals and supervisees about this concern.

**Quality Assurance Committee:** QA Chair McGill reported that committee was working on curricula development in community colleges and supervision best practices. Hoffman is researching a national addictions certification for the Board's credentials. Sanders has been asked to research avenues to licensure for persons without clinical internships in their Master's Degrees. Culbreth reported this requirement was in the Board's statute. McGill spoke to a new survey that will be distributed to licensees that will guide their Supervision Task Force.

**Nominations and Elections Committee:** N&E Chair Willetts reported that Cindy Hoyle was awarded the McLeod Institute Scholarship. Willetts reported on the upcoming 2018 election season and ask the Board to help recruit candidates. Willetts reported that an RFP would be sent out shortly for presenters for Board sponsored webinars.

McGill reported that she had received complaints from professionals about the Board discontinuing its annual training Event.

Worth reported that a request had been received at the Division of MH/DD/SAS from the Legislature for data and recommendations to reduce scarcity and regional disparities in MH and SUD providers. She reported that she would send to all Board members and asked for a response by close of business Monday.

Discussion followed. Several members agreed to meet after the adjournment to help the Division of MH/DD/SAS respond to this request.

**Old Business:** None

**New business:** None

**Adjourn:** Turpin motioned to adjourn, and the meeting ended.