

**TENNESSEE BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS
MINUTES**

DATE: October 24, 2014
TIME: 9:00 a.m., CDT
LOCATION: Health Related Boards
Poplar Room
665 Mainstream Drive
Nashville TN 37243

BOARD MEMBERS

PRESENT: Sherry Butler, LADAC, Chair
Karen Dennis, LADAC
Susan Cunningham, LADAC
Hilde Phipps, LADAC
Major McNeil, Citizen Member

STAFF PRESENT: Etoyle Harris, Board Administrator
Teddy Wilkins, Unit Director
Caroline Tippens, Assistant General Counsel

Ms. Butler called the meeting to order at 9:15 a.m. and declared a quorum to be present. Hilde Phipps was welcomed as a new member of the Board.

Minutes

The minutes from the July 18, 2014 meeting were reviewed. A motion was made by Karen Dennis and seconded by Major McNeil to approve the minutes as corrected. The motion carried.

Office of General Counsel Report

Ms. Tippens reported that there were no active disciplinary cases in the Office of the General Council. There were no current legislation that is currently directly affecting Alcohol and Drug Abuse Counselors. Ms. Tippens stated that the rulemaking hearing and rules are being reviewed by Sue Sheldon, in the Attorney General's office; but have not yet been finalized and that there may be additional definitions which need to be added. Ms. Tippens hopes to hear back from Ms. Sheldon in a few weeks and present the changes to the board, if necessary. Ms. Tippens stated a special board meeting could be scheduled if necessary. A motion was made by Ms. Cunningham and seconded by Mr. McNeil to approve a special board meeting if necessary to have a rulemaking hearing on additional rule amendments. The motion carried.

Investigative Report

Nichelle Dorroh stated that there are currently three (3) cases opened in the Office of Investigations. There are currently two licensees being monitored and these two people are not in a currently monitored practitioner status, but they are in a licensure disciplinary status.

Administrator Report

Ms. Harris reviewed the administrator report with the Board and stated that there are currently four hundred ten (401) actively licensed, one hundred ninety-two (192) have retired, two hundred fifty-eight (258) are expired and eighty-six (86) deceased alcohol and drug abuse counselors.

From July 12, 2014 to October 17, 2014, six (6) new licenses were issued, four (4) new applications were received, four (4) licensees retired, seven (7) licensees expired and forty-four (44) licensees were renewed. There were twenty-four (24) online renewals during this time period.

Ms. Wilkins encouraged the board to encourage licensees to utilize the online renewal system as a more efficient way to renew their license as they can pay by debit or credit card.

Financial Report

The new financial report will be released in November, so there is no report today.

Discuss and Ratify or Deny New Licensees

Niccole F. Campbell
Brandon C. Davis
Janet Parrish
David M. Sappington
Ramie Siler
Teresa M. Worthington

A motion to approve the new licensees above was made by Ms. Cunningham and seconded by Ms. Dennis. The motion carried.

Oral exam results

Todd Davis – pass
Freddie Cobb – pass
Meghan Burton – pass
Travis Hupp - pass
Rodney Brewer - fail

A motion to ratify the results of the oral exam was made by Ms. Dennis seconded by Mr. McNeil. The motion carried. The next oral exam is scheduled for December 6, 2014.

Policy on written exam results

Ms. Tippens presented the new policy for the board's review. After much discussion of the proposed policy, it was decided to remove the rule portion of the policy. The policy states that after the written exam is taken and a passing score received, the applicant can be scheduled for the oral exam by the administrative office without prior approval from the board. A motion was made by Ms. Cunningham and seconded by Ms. Dennis to approve the amended new policy. The motion carried.

Correspondence

Buchanan - The board reviewed a letter from Charlotte Buchanan requesting the board to allow her extra time to complete her continuing education due to personal circumstances. Ms. Buchanan had not been audited, so there will be no penalty.

Snipes - The board reviewed the response from Ms. Tippens which stated there are no provisions in place for virtual classroom hours at this time. New rules have been drafted and are awaiting approval, but this type of training cannot be approved until the new rules are effective. A motion was made by Mr. McNeil seconded by Ms. Dennis to approve the letter with suggested changes of removing the last paragraph.

Broskey letter (answer from OGC) – 10C - How to become an approved provider for on-line education - The board reviewed the response from Ms. Tippens which gave the parameters for course approval pursuant to Rule 1200-39-01-.12. Ms. Wilkins stated the requested licensure list had already been sent. Mr. McNeil made a motion seconded by Ms. Dennis to approve the letter. Motion carried.

Continuing Education

The Rutherford County Suicide Prevention Coalition

A flyer with a continuing education presentation of Emerging Issues in Suicide Prevention was presented for review. Discussion was held about whether this would be acceptable for CE. It was not known whether TDMHSAS has approved this or not. A motion was made by Ms. Phipps seconded by Ms. Cunningham to have Ms. Wilkins was to contact the organization with the proper paperwork for approval. The motion carried.

Task Force Discussion

A lengthy discussion was held concerning creation of a new task force and the task forces already in place. Mr. Terry Kinnaman addressed the board to discuss the creation of a task force to review the rules that have not been changed in the current rulemaking document. Ms. Dennis

remarked she thought this would be a good idea to get a head start on revisions so the board would not be behind. Mr. Kinnaman stated the task force would consist of various organizations and practitioners across the state to give a broad perspective of rule items to be addressed. Mr. Kinnaman stated there are already two task forces in effect, and this would be a third task force. Ms. Tippens suggested it may be better to wait until the new rules are in effect before proposed changes are discussed. Ms. Dennis stated there are many areas that could be reviewed, such as hours for eight (8) domains training, as well as the code of ethics. Ms. Kathy Benson addressed the board commenting there already is a task force in place to look at the curriculum training for the eight (8) domains. This task force is still working on these issues at this time and would be willing to reconvene to further discuss training. Mr. Charlie Hyatt addressed the board on behalf of TAADAC and stated TAADAC would like to have representation with other organizations in the state on any task force, and asked the board if additional members could be appointed to Ms. Benson's task force. Ms. Benson questioned whether the board wanted class hours for the eight (8) domains to be 120 hours with 6 hours of ethics, or the entire 270 hours of classroom training. Discussion was held among the board members regarding the issues of the educational courses. Ms. Tippens reiterated her feelings that discussion of rule changes wait until the new rules are in effect. Mr. Hyatt stated his feelings that the board be as pro-active as possible. Mr. Kinnaman explained how the two task forces were created in the past. Ms. Phipps suggested the task force issue could be brought up if a special meeting was held in December, as the board most likely would have more information at that time. Mr. Kinnaman again addressed the board stating his request of having a new, third task force to cover issues not covered by the current task forces. Ms. Tippens suggested the board take this under advisement and table this discussion until the next meeting. Ms. Cunningham asked Ms. Benson if her committee would be willing to add the discussion of the new code of ethics to her committee. Ms. Cunningham made a motion to address the next steps with the task force for current rules and any revisions that may need to be made at the next meeting seconded by Mr. McNeil. The motion carried.

Fee Reduction

Projections were presented for fee reductions. A new financial report was not available for the year ending 2014, so discussion of fee reductions did not formally take place. Ms. Butler stated the Government Operations Committee was concerned about the surplus so the board is being proactive discussing a reduction in fees.

Discussion of Oral Exam

The oral exam cannot be changed at this time since the new rules are not in effect yet. Ms. Kathy Benson addressed the board and stated the process has already begun to change the questions to reflect the eight (8) domains. Ms. Benson mentioned some of the forms will have to be changed by the administrative office to reflect the eight (8) domains when the exam is changed. Ms. Benson related the process the administrative office goes through to schedule the exam and work with the candidates and Ms. Benson in this regard. The next oral exam will be given on December 6, 2014. Rule 1200-30-01-.08(4)3 was discussed regarding retaking the written examination if the oral examination has been failed twice. A new policy statement was discussed clarifying the policy statement. Ms. Tippens will present this at the next board meeting. A motion was made by Ms. Dennis and seconded by Ms. Cunningham to approve the proposed policy statement “[p]ursuant to Rule 1200-30-01-.08(4)(b), the written examination results from the NAADAC are valid for a period of four (4) years. Therefore, the Board will

waive the requirement that an applicant re-take the written examination for all applicants re-applying due to failure of a second oral examination” as stated by Ms. Tippens. The motion carried.

Application Files

Berry Peterson – A motion was made by Ms. Cunningham and seconded by Ms. Dennis to approve Mr. Peterson’s application for reciprocity. The motion carried.

William Holden - A motion was made by Ms. Dennis and seconded by Mr. McNeil to approve Mr. Holden’s application to sit for the written examination. The motion carried.

Mary F. Rogers – A motion was made by Mr. McNeil and seconded by Ms. Dennis to approve Ms. Rogers’s application to sit for the written exam. The motion carried.

Adjournment

A motion to adjourn was made by Mr. McNeil and seconded by Ms. Dennis. The motion carried. The meeting was adjourned at 12:39 pm.

Ratified by the Board of Alcohol and Drug Abuse Counselors on January 16, 2015