

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

**DATE:** January 18, 2013  
**TIME:** 9:00 a.m., CST  
**LOCATION:** Health Related Boards  
Poplar Room  
227 French Landing, Suite 150  
Nashville, TN 37243

**BOARD MEMBERS**

**PRESENT:** Richard Terry Kinnaman, LADAC, Chair  
Susan Cunningham, LADAC  
Sherry Butler, LADAC  
Karen Dennis, LADAC  
Major McNeil, Citizen Member

**STAFF PRESENT:** Melody Spitznas, Board Administrator  
Stacy Tarr, Interim Unit Director  
Anthony Czerniak, Assistant General Counsel

Mr. Kinnaman, Chair, called the meeting to order at 9:03 a.m. and declared a quorum to be present.

**Minutes**

Mr. McNeil made a motion, seconded by Ms. Cunningham, to approve the October 19, 2012 minutes as written. The motion carried.

**OGC Report**

Mr. Czerniak stated there is one (1) case currently open in the Office of General Counsel. Mr. Czerniak stated there is no pending legislation pertaining to the Board of Alcohol and Drug Abuse Counselors before the General Assembly. Mr. Czerniak stated the changes to the Board's rules were indicated at the last Board meeting.

**Investigative Report**

There are currently four (4) open complaints in the Office of Investigations. One (1) case is currently being investigated and three (3) cases are ready for review.

**Disciplinary Report**

Two (2) practitioners are currently being monitored.

### **Financial Report**

Lisa Tittle was present to review the financial report with the Board and stated the Board's expenditures for FY ending June 30, 2012. Ms. Tittle stated that the Board's total expenditures were \$65,192.90 and the cumulative carryover was \$57,994.97. Ms. Tittle cautioned the Board regarding lowering fees at this time, due to the upcoming move and new computer system. Ms. Tittle suggested tabling this issue until the close of 2013 to see where the Board is financially at that time. Ms. Tittle stated if the Board were to have a contested case, it could put a financial hardship on the Board and could possibly end with the Board operating in the red. Ms. Tittle stated that operating in the red two (2) consecutive years could result in the Board being under Legislature review.

Ms. Tittle stated she would be present at future meetings as financial updates become available.

### **Discussion of Rules**

Mr. Czerniak provided a copy of the proposed rule amendments for the Board's approval (copy attached to these minutes) and stated a Rulemaking Hearing will be held at the Board's next meeting, which is scheduled for April 19, 2013.

The Board amended Rule 1200-30-01-.01 regarding the definition of a Qualified Supervisor by removing the word "subsequently" in the last sentence. Mr. Brian Van Camp was recognized by Chair Kinnaman. Mr. Van Camp stated he recommends the tier approach for Licensed Qualified Supervisors. Ms. Butler stated that this rule process has taken so long regarding the tiered system that adding another license category would delay the process even further.

Mr. Czerniak stated that there is concern regarding an internship being added to the tiered system. Mr. Czerniak stated that the Attorney General's office found it to be problematic as the Board's statute states "licensed alcohol and drug abuse counselor" and adding an internship is creating a new entity that is not supported by the statute. Mr. Czerniak advised the Board to not go forward with this portion of the rule amendments.

Mr. Czerniak reviewed Rule 1200-30-01-.10 regarding Supervision and asked the Board if it wanted to keep the requirement for submitting 6,000 clinical experience hours. The Board wants to keep the 6,000 hour requirement.

The Board decided to not go forth at this time regarding the Rule amendment concerning fees per Ms. Tittle's advice.

The Board discussed Rule 1200-30-01-.04(1)(b)8 regarding Qualification for Licensure and grandfathering provision's estimated date of implementation.

The Board wants to add "qualified" before supervisor regarding Rule 1200-30-01-.10.

Ms. Butler made a motion, seconded by Ms. Dennis to approve the rules as amended. The motion carried.

### **Administrator Report**

Ms. Spitznas reviewed the administrator report with the Board and stated that there are currently 436 actively licensed alcohol and drug abuse counselors.

From October 13, 2012 to January 3, 2013, ten (10) new licenses were issued, two (2) new applications were received, four (4) licenses were retired, and three (3) became deceased.

Fifteen (15) licensees renewed their license online between October 13, 2012 and January 3, 2013.

As of November 2, 2012, six (6) licensees were audited with four (4) licensees being compliant and two (2) being non-compliant.

The Board reviewed Public Chapter 952 regarding licensees having an option of being notified via electronic mail of information pertaining to their license renewal, fee increases, changes in state law, rules, policies and guidelines that impact the license holder and any meeting where changes in rules or fees are on the agenda. This Public Chapter became effective January 1, 2013. Ms. Tarr stated that we are in the process of mailing out postcards notifying licensees if they would like to opt in or opt out. Ms. Tarr stated that this information will also be put on the application so that new licensees can opt in or out as well. Ms. Tarr stated that the various Board associations are also being contacted in an effort to help get the word out regarding the opt in/opt out choice.

### **Task Force – Brian Van Camp**

Mr. Van Camp stated that his committee had a meeting on December 14, 2012 with the following in attendance: Brian Van Camp, Nan Casey, Mary Linden, Teresa Fuqua, Shirley Marks, Pat Marks, Kim Burchett and Anita Wilson regarding the Qualified Clinical Supervisors. Mr. Van Camp stated that an update would be given in the January meeting, but final recommendations would not be available until spring. The committee had following recommendations regarding grandfathering: Independent License, five (5) years' experience doing alcohol and drug counseling with five (5) years' independently licensed; Three (3) years giving clinical supervision of an alcohol and drug abuse counselor; Two hundred (200) hours face to face supervision; thirty (30) hours of didactic training, specific to clinical supervision; three (3) letters of reference of clinical supervision of people from the work as a clinical supervisor and one (1) of the three (3) must have been supervised; NAADAC Supervision CCS Test; and to keep the Qualified Clinical Supervisor status, each year there needs to be six (6) hours of continuing education (also the areas that the 30 hours of didactic training will be in) – specific to clinical supervision or must be in the following areas: Assessment/Evaluation, Counselor Development, Management/Administration and Professional Responsibilities. Courses should be specific to enhancing skills as a clinical supervisor. Mr. Kinnaman thanked Mr. Van Camp for the committee update.

### **Newly Licensed**

Ms. Cunningham made a motion, seconded by Ms. Butler to approve the following newly licensed Alcohol and Drug Abuse Counselors:

**Mufid Abdullah**  
**Geneva Dunlap**  
**Elaine Grant**  
**Lorie Gretzinger**  
**Patricia James**  
**Sherrie McKinney**  
**Nancy Routh**  
**Josie Darlene West**

The motion carried.

### **Reinstatements**

Ms. Dennis made a motion; seconded by Ms. Cunningham to approve the following reinstated Alcohol and Drug Abuse Counselors:

**Wade Bryant**  
**Robert Garrett**

The motion carried.

### **NCAC (Written) Examination Results**

During the December 2012 test period, seven (7) candidates sat for the written examination. Five (5) of the seven (7) candidates passed the exam. Ms. Butler made a motion, seconded by Ms. Cunningham, to approve the exam results, permitting those who passed deemed eligible to sit for the oral examination. The motion carried.

### **Oral Examination Results**

On October 26, 2012, the oral exam team examined nine (9) candidates. Out of the nine (9) examined, six (6) candidates passed and three (3) candidates failed. Ms. Cunningham made a motion, seconded by Ms. Butler, to approve the candidates that passed deemed eligible for licensure. The motion carried.

Ms. Benson informed the Board that she will be holding oral examiner training on March 1, 2013 from 1:00 p.m. to 4:00 p.m. at her facility.

### **Continuing Education Requests for Approval**

Alex Leonard submitted a request for continuing education approval for a workshop for 6 continuing education hours (in assessment to be held on January 19, 2013 in Nashville, TN. Ms. Butler made a motion, seconded by Mr. McNiel, to approve the workshop, but send Mr. Leonard a letter that states his next continuing education request should be a bit more detailed as to what tools he is utilizing in his course. The motion carried.

### **Application Review**

Ms. Dennis made a motion, seconded by Ms. Butler, to approve **Whitney Balliett** for licensure as he meets the reciprocity requirement. Pending receipt of the \$50.00 license fee, Mr. Balliett will be sent his certificates. The motion carried.

Mr. McNiel made a motion, seconded by Ms. Butler, to approve **Marvell Cox** to sit for the written examination. Ms. Dennis recused herself. The motion carried.

Ms. Butler made a motion, seconded by Ms. Cunningham, to approve **Jeannie Callaway Crocco's** application by reciprocity, pending receipt of a passing score on the ethics and jurisprudence exam and \$50.00 for the license fee. The motion carried.

Ms. Cunningham made a motion, seconded by Ms. Butler, to approve **Beth Easter** for reinstatement pending receipt of her employee status on the Board's reinstatement application. The motion carried.

### **Other Board Business**

With no other Board business to conduct, Ms. Dennis made a motion, seconded by Ms. Butler, to adjourn the meeting at 12:34 p.m. The motion carried.

*Ratified by the Board on April 19, 2013.*