

ADDICTIVE DISORDER REGULATORY AUTHORITY

BOARD MEETING

AGENDA

ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70806
November 16, 2012
10:00 A.M.

- I. Call to Order: Roy Baas, Chairman
- II. Roll call; set quorum: Jean Hartzog, Secretary/Treasurer
- III. Public Introductions and Representation
- IV. Approval of September 21, 2012 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) September 2012
 - b) October 2012
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicant to be Credentialed
 - b) CIT Guidelines Review and Approval
 - c) CCS Guidelines Proposal
 - d) 2012-2013 Web Design Contract
 - e) ADRA Records Maintenance
 - f) Administrative Hearing – Shanta Barnes
 - g) Administrative Hearing – Lillie Lavan
- VIII. Old Business
 - a) ATI Guidelines Update
 - b) CLEAR Course for ED
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, January 16, 2013; 10:00 a.m. @ ADRA Office:
4919 Jamestown Avenue, Suite 203 Baton Rouge, LA 70808

Minutes

Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, November 16, 2012, at 10:00 a.m.

Held at:

4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70806
November 16, 2012

I. Call to Order

The November 16, 2012, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 10:00 a.m. The meeting was held pursuant to public notice, each member received notice, and notice was properly posted via the ADRA website and at the ADRA Office.

II. Roll Call (Attachment 1)

Members Present:

Roy Baas, LAC, CCGC, CCS, Chairman
Paul Schoen, LAC, CCGC, Vice-Chairman
Marilyn Smith, LAC
Bernadine Williams, LAC, CCGC, CCS
JoAn Brown, LAC
Jean Hartzog, CPP, Secretary/Treasurer

Members Absent:

Kevin James, RAC, CCS
Dr. Louis Cataldie, M.D.

ADRA Staff Present:

LaMiesa Bonton, Executive Director
Lauren Lear, Assistant Director
Pamela Richards, Administrative Assistant
Celia Cangelosi, Board Attorney

III. Public Introductions

Guests:

Marolon Mangham

IV. Approval of September 21, 2012 Minutes (Attachment 2)

A draft of the September 21, 2012 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Paul Schoen, LAC, CCGC and seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

V. Treasurer's Report (Attachment 3)

The September and October Treasurer's Reports were presented by LaMiesa Bonton, Executive Director and Jean Hartzog, CPP, Secretary/Treasurer; copy attached. A motion was made by Paul Schoen, LAC, CCGC and seconded by Marilyn Smith, LAC to accept the report as given. The motion was approved after a unanimous vote in the affirmative.

VI. *Public Questions or Comments.*

a. Guests

No comment.

VII. *New Business*

a. Approval of Applicant to be Credentialed

A motion was made by Bernadine Williams, LAC, CCGC, CCS to approve the applicants listed as credentialed and seconded by Jean Hartzog, CPP. The motion was approved after a unanimous vote in the affirmative.

b. CIT Guidelines Review and Approval

In October, the board met to review the comments that were received regarding the changes in the CIT Guidelines. During that meeting, some revisions were suggested and included in the new proposed CIT Guidelines for the Board's approval.

In accordance with these proposed guidelines Celia Cangelosi and LaMiesa Bonton will propose a draft of the rule amendment for final board vote.

c. CCS Guidelines Proposal

Based on the meeting that was held in October, the ADRA board suggested that guidelines need to be created outlining the expectations and duties/responsibilities of a CCS. A very rough draft was presented to the board for review and discussion.

d. 2012-2013 Web Design Contract

The previous contract with Kesler Designs focused on website development. While Lauren worked alongside Ms. Kesler throughout the duration of the contract, the contract amount did not leave room for adequate training. The ADRA would like to renew the website contract with Kesler Designs to comprehensively train ADRA staff on how to maintain and administer the website to include regular CMS (Content Management System) updates. The Board also suggests keeping Kesler Designs under contract for regularly scheduled website maintenance or other issues that might arise in the future.

A motion was made by Jean Hartzog, CPP and seconded by Marilyn Smith, LAC to approve LaMiesa Bonton, Executive Director to enter into a contract with Elizabeth Kesler for the purpose of CMS updating and staff training not to exceed \$ 2,000.00. The motion was approved after a unanimous vote in the affirmative.

e. ADRA Records Maintenance

LaMiesa Bonton, Executive Director gave a brief explanation of our experience with State Archives and DHH/OBH staff regarding old BCSAC files. The BCSAC files are have been relocated to DHH, but there is some discrepancy as to which department the files belong to. DHH and State Archives (Carrie Fager) is currently looking into the matter.

In regards to the current/expired counselor boxes of files we are thinking through several options on how to organize and/or archive them.

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f. Administrative Hearing – Shanta Barnes

A motion was made by Jean Hartzog, CPP and seconded by JoAn Brown, LAC to accept the findings of fact, conclusions of law and orders as proposed by the prosecutor and Board order as attached. The motion was approved after a unanimous vote in the affirmative.

g. Administrative Hearing – Lille Lavan

A motion was made by Paul Schoen, LAC, CCGC and seconded by Marilyn Smith, LAC to accept the findings of fact, conclusions of law and orders as proposed by the prosecutor and Board order as attached. The motion was approved after a unanimous vote in the affirmative.

VIII. Old Business

a. ATI Guidelines Update

LaMiesa Bonton, Executive Director reminded the board that the ATI Guidelines need to be developed. Bernadine Williams and JoAn Brown will work on this.

b. CLEAR Course for ED

LaMiesa Bonton, Executive Director informed the board that a new CLEAR training course will be held in Austin, TX in April of 2013. On October 21, 2011, a motion was made by Bernadine Williams, LAC, CCGC, CCS and seconded by JoAn Brown to allow LaMiesa Bonton to attend the CLEAR Ethics Training when available. The motion was approved after a unanimous vote in the affirmative.

IX. Executive Director's Report: LaMiesa Bonton, Executive Director

ADRA Executive Director, LaMiesa Bonton, provided the following report:

a. General Operations Update

Security System

Obtaining quotes and weighing options.

Staff Retreat

New ED facilitated a retreat in August of 2011. ED is planning another for December to analyze progress and to set new strategic goals.

Website Disciplinary Format

By law, we have to post the disciplinary actions on our website. The board would like disciplinary actions posted in a summary/chart format.

Complaints

There are some issues and inconsistencies in the definition of a client/former client. As our rules are currently written, we cannot address complaints about relationships between a counselor and a "former" client. Board confirmed.

General Update

All contracts have been approved. ED is working to develop the website contract. The second newsletter will be sent out next week.

Year-End Report

Lauren Lear, Assistant Director provided a year-end report to included numbers on new applicants testing versus re-testers, new counselors that were credentialed, and new in-training status members. The goal is

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to provide this to the board at the end of every calendar year. In the future, the number of people renewing vs. not renewing will also be included.

Board and Commissions Non-Compliance

There was a news broadcast about some of Louisiana boards being reprimanded for non-compliance. We are not included in this list. The ADRA Boards and Commissions Report was completed and submitted by the deadline of October 31, 2012.

Works in Progress include:

Records Management
Credentialing program guidelines
Operations manual and SOP
Health Standards review
Review all of the past minutes

Next meeting date: Friday, January 18, 2012; 10:00 a.m. @ ADRA Office

A motion was made by Paul Schoen, LAC, CCGC and seconded by Marilyn Smith, LAC to adjourn the meeting. The motion was approved after a unanimous vote in the affirmative.

Respectfully Submitted,

Jean Hartzog, CPP, Secretary/Treasurer