

ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD
MEETING

AGENDA

ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70806
January 18, 2013
10:00 A.M.

- I. Call to Order: Paul Schoen for Roy Baas, Vice Chairman
- II. Roll call; set quorum: Jean Hartzog, Secretary/Treasurer
- III. Public Introductions and Representation
- IV. Approval of November 16, 2012 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) November 2012
 - b) December 2012
 - c) FY 2012-2013 Budget Amendment
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicants to be Credentialed
 - b) Louis Cataldie Resignation
 - c) New Policy Proposals
 - a. Direct Communications
 - b. Records Maintenance
 - d) Ethics Training Status
 - e) CIT Rule Change Proposal
- VIII. Old Business
 - a) Degree Waiver Request to Test for CSC – Thomas Rowan
 - b) Revised CCS Guidelines Discussion
 - c) ATI Guidelines Update
 - d) CLEAR Course for ED Update
 - e) ADRA Records Maintenance Update
 - f) ADRA Fund Abolishment Update
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, March 15, 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, January 18, 2013, at 10:00 a.m.

Held at:

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

I. Call to Order

The January 18, 2013, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Paul Schoen, LAC, CCGC, Vice-Chairman for 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.

II. Roll Call (Attachment 1)

Members Present:

Paul Schoen, LAC, CCGC, Vice-Chairman
Marilyn Smith, LAC
Bernadine Williams, LAC, CCGC, CCS
Jean Hartzog, CPP, Secretary/Treasurer
Kevin James, RAC, CCS

Members Absent:

Roy Baas, LAC, CCGC, CCS, Chairman
JoAn Brown, LAC

ADRA Staff Present:

LaMiesa Bonton, Executive Director
Lauren Lear, Assistant Director
Pamela Richards, Administrative Assistant

III. Public Introductions

Guests:

Marolon Mangham

IV. Approval of November 16, 2012 Minutes (Attachment 2)

A draft of the November 16, 2012 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Marilyn Smith, LAC and seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

V. Treasurer's Report (Attachment 3)

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

An amendment to the fiscal year 2012-2013 budget was presented to the board by LaMiesa Bonton, Executive Director. A motion was made by Marilyn Smith, LAC and seconded by Kevin James, RAC, CCS to accept the proposed amendment.

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VI. Public Questions or Comments.

a. Guests

Marolon Mangham gave a brief update about a Junior college in Ascension parish offering addiction courses. She will be meeting with Chase Romer to discuss some of the details soon.

VII. New Business

a. Approval of Applicant to be Credentialed

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

b. Dr. Cataldie Resignation

The board reviewed the process for replacing Dr. Cataldie. There will be three names submitted from the Louisiana Medical Society to the Governor's office to fill the appointment.

c. New Policy Proposals

1. Direct Communications
2. Records Maintenance

A motion was made by Jean Hartzog, CPP to approved proposed policies and seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

d. Ethics Training Status

All board members, staff, and contractors completed the Ethics Training course before the specified deadline.

e. CIT Rule Change Proposal

The proposed CIT rule change was presented to the board for final approval before being submitted for final rule change. A motion was made by Kevin James, RAC, CCS to approve the proposed CIT rule change and seconded by Jean Hartzog, CPP. The motion was approved after a unanimous vote in the affirmative.

VIII. Old Business

a. Degree Waiver Request to test for CAC – Thomas Rowan

Based on credentialing guidelines, the board will allow Thomas Rowan to be credentialed as a CAC upon receiving a passing score on the ADC exam.

b. Revised CCS Guidelines

These will parallel the CIT guidelines. ADRA board and staff will continue to revise and have the new CCS guidelines ready for distribution once the CIT rule change goes into effect.

c. ATI Guidelines Update

Bernadine Williams stated that they will be dedicating some time at the end of the month to work on the ATI guidelines.

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d. CLEAR Course for ED Update

LaMiesa Bonton is scheduled to attend in April 2013. The course will be held in Austin, TX.

e. ADRA Records Maintenance Update

LaMiesa Bonton, Executive Director gave a brief update about her communications between the Office of Behavioral Health and State Archives regarding records. Communications will continue until a resolution is found.

f. ADRA Fund Abolishment Update

LaMiesa Bonton, Executive Director informed the board that the old fund in State Treasury was abolished per law passed last session.

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

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

a. General Operations Update

Security System: Customs Security is scheduled to install, the down payment is \$560.00 and the monthly fee under a 3 year contract is \$21.50.

BCSAC files were transferred to OBH last month but they have requested that we come get them. Awaiting final word from archives on what to do, but if we get these files back ADRA desperately needs a plan for records storage and maintenance. Proposed records maintenance policy was reviewed and approved by the Board to proceed.

Staff Retreat was held Dec. 10 – comparison in SWOT analysis in August 2011 for review

L. Bonton addressed complaints and survey feedback

Civil Service Error- position number was never assigned to ED position, maybe the position before was classified, but that has since been corrected

Louisiana Property Assistance is requesting that we designate a property manager now that we have moved, but there is a discrepancy to research, Cindy Rives has been submitting property reports on behalf of the substance abuse board as recent as December 2012.

Contracts Update: Website contract has been approved and Beth has begun the content management system update

ADRA Communications: Website/Newsletter: 2nd ADRA Newsletter -released November 20, 2012, next one to be released March 2013

Calendar: Contracts Training attended by L. Bonton 12/11/12; next board meeting to be held at the ADRA Office on Friday, March 15, 2013 at 10:00, open house tentatively scheduled for March 16 same date as LASACT meeting

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Renewal Status Report: December 31, 2012 Renewal Cycle

Credential Type	Total Expected	Processed to date
Addiction Counselors	168	135
Prevention Professionals	15	8
Gambling Counselors	16	10
Clinical Supervisors	22	18
Total	221	171

50 not renewed

Required Report Submissions

- Secretary of State Contact Information Update –Submitted 12.13.12
- Board and Commissions Information Update to Senate and Governmental Affairs Committee – Submitted 1/81/13
- ORM Risk Exposure Report – Due Feb 4th
- Updating ISIS HR Employee List to remove Cataldie

Next meeting date: Friday, March 15, 2013; 10:00 a.m. @ ADRA Office

A motion was made by Marilyn Smith, LAC and seconded by Kevin James, RAC, CCS to adjourn the meeting. The motion was approved after a unanimous vote in the affirmative.

Respectfully Submitted,

Jean Hartzog, CPP, Secretary/Treasurer