

ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD
MEETING

AGENDA

ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70806
March 15, 2013
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 January 18, 2013 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) January 2013
 - b) February 2013
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicants to be Credentialed
 - b) Vickie Simon – Impaired Professionals Program Release
 - c) CIT Background Check Review – Lisa Fuselier
 - d) CIT Application: Points for Clarification
 - e) LSA R.S. 37:2951
 - f) New Policy Proposals
 - a. Copies Request
 - b. Self-Reporting
- VIII. Old Business
 - a) Third Party Background Checks – Bill Rose
 - b) Appointment of Investigative Officer
 - c) Appointment of non-voting member
 - d) Use of ADRA website to post upcoming AEP classes
 - e) ATI Guidelines Update
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, May 17, 2013; 10:00 a.m. @ ADRA Office: 4919 Jamestown Avenue, Suite 203 Baton Rouge, LA 70808

Approved and Adopted: Roy Baas, Chairman

X

Minutes

Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, March 15, 2013, at 10:00 a.m.

Held at:

4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70806

I. Call to Order

The March 15, 2013, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 10:05 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:

Roy Baas, LAC, CCGC, CCS, Chairman
Paul Schoen, LAC, CCGC, Vice-Chairman
Marilyn Smith, LAC
Bernadine Williams, LAC, CCGC, CCS
JoAn Brown, LAC

Members Absent:

Jean Hartzog, CPP, Secretary/Treasurer
Kevin James, RAC, CCS

ADRA Staff Present:

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

III. Public Introductions

Guests:

Marolon Mangham
Bill Rose

IV. Approval of January 18, 2013 Minutes (Attachment 2)

A draft of the January 18, 2013 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Paul Schoen, LAC, CCGC 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 January and February 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 JoAn Brown, 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 comments at this time.

Minutes of ADRA Board Meeting of 3/15/13

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 Marilyn Smith, LAC. The motion was approved after a unanimous vote in the affirmative.

b. Vickie Simon – Impaired Professionals Program Release

A motion was made by Paul Schoen, LAC, CCGC to approve the release of Vickie Simon from Impaired Professional supervision and seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

c. CIT Background Check Review – Lisa Fuselier

The Board denied Ms. Fuselier's CIT application based on the lack of sufficient information supporting the disposition of her felony charge.

d. CIT Application: Points for Clarification

Processing CIT applications – operating under current guidelines – ADRA staff has some points that need clarification.

- Does one have to be registered as a CIT in order to gain experience/prepare to test?
No – However, the experience must be documented and proper verification of the experience obtained in the 12 Core Functions.
- Does one have to be a CIT to counsel?
According to state regulations, you must be a qualified mental health professional or holding a status, regulated by a board, and under the supervision of a qualified mental health professional in order to counsel.
- Should we require that the facility verify that CIT's applying are not counseling?
This responsibility falls under DHH-Health Standards.
- Can previous work experience gained while not a CIT be applied towards testing requirements?
Yes – As long as the experience is properly documented and verified by the qualifying supervisor.
- Does it have to be obtained under a qualified mental health professional? Licensed?
The required supervised work experience must be verified by a qualified mental health professional.
- Does the 300 direct supervision hours have to be obtained under a CCS as a CIT?
No, the individual does not have to be a CIT to gain the 300 hours of direct supervision under a CCS – Unless this poses as a direct violation of DHH-Health Standards' regulations.
- What determines approval of the waiver to supervise more than 4 CIT's? Who approves this?
The CIT's must be located at the same facility. The ADRA Staff reserves the right to approve or deny the waiver based on the information provided by the CCS's request to supervise more CITs.
- What is the maximum number of CIT's that a CCS can supervise beyond 4?
No more than 10 CITs as long as the CCS is strictly administrative and is not seeing clients/patients.

Minutes of ADRA Board Meeting of 3/15/13

- e. LSA R.S. 37:2951

Based on Board discussion in regards to the Student Loan Default Status law, ADRA will consider adding language to the credentialing applications and renewals inquiring about the individual's student loan status.

- f. New Policy Proposals
 - a. Copies Request
 - b. Self-Reporting

The Board approved the proposed policies. ADRA will make these policies available on the website.

VIII. Old Business

- a. Third Party Background Checks – Bill Rose

Bill Rose, Director of Counsel on Alcoholism for NWLA, asked the board to continue to research the option of ADRA obtaining the background check through a third party. His particular organization contracts with Southern Research Company. These particular background checks are all encompassing; local, state, federal, sex offender registry and credential checks. Since his experience with using this particular method of obtaining background checks on his applicants, he has found the information more inclusive than anything that a state background check would never pick up.

We will continue to explore the option of ADRA requesting this information.

- b. Appointment of Investigative Officer

Paul Schoen, LAC, CCGC, Bernadine Williams, LAC, CCGC, CCS and JoAn Brown, LAC volunteer to intermittently serve as the investigative officer.

- c. Appointment of non-voting member

This appointment must come from the Medical Board.

- d. Use of ADRA Website to post upcoming AEP classes

The AEP can submit a web address to post on our website.

- e. ATI Guidelines Update

No new information at this time.

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

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

- a. General Operations Update
 - 1. Open House – Tomorrow from 8:30am-11:30am
 - 2. Security system was installed
 - 3. IT Issues – Still on DHH mainframe/server. We need the Admin password to unlock and we've had no luck obtaining it. The end result will be to purchase new CPUs or wipe existing computers and purchase new software. The estimated cost would be \$4200 versus \$1200.
 - 4. Handouts
 - Commission for Addictive Disorders Elimination
 - Sequestrion Impact -
 - Medicaid Exp. Advocacy Hearing

Minutes of ADRA Board Meeting of 3/15/13

- IC&RC Memo
5. Dr. Dunham concerns and collaboration with Jodie Briscoe
 6. Communications:
 - 3rd Newsletter to be released this month
 - Website progress: all forms have been updated

 7. Calendar:

Upcoming:

 1. CLEAR Training: 4/7-4/10
 2. Prevention Systems Meeting: 3/20
 3. SAMHSA Site Visit: 3/26
 4. Lunch & Learn: 5/16
 5. Next Board Meeting: 5/17
 8. Renewal Numbers: See handout
 9. Reports:
 - a. Taxible/non-taxible fringe benefits: 3/13
 - b. Board member per diem
 - c. ORM 2nd quarter report: 2/4

Next meeting date: Friday, May 17, 2013; 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