

**ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD**  
**MEETING**

*AGENDA*

ADRA Office  
4919 Jamestown Avenue, Suite 203  
Baton Rouge, LA 70806  
May 17, 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 March 15, 2013 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
  - a) March 2013
  - b) April 2013
- VI. Public Questions or Comments
- VII. New Business
  - a) Approval of Applicants to be Credentialed
  - b) Appointment of non-voting LSMS ADRA Board Member
  - c) Approval of Consent Agreement for Jessica Slaughter
  - d) LASACT Conference Planning
  - e) CAC Scope of Practice
  - f) CAC/RAC Consulting Relationship
- VIII. Old Business
  - a) Third Party Background Checks
  - b) ATI Guidelines Update
  - c) LSA R.S. 37:2951 Update
  - d) BCSAC File Status
  - e) Chapter 7 Rule Change Status
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Sunday, July 28, 2013; 10:00 a.m. @ LASACT Conference, Bossier, LA 71111

**Minutes**

Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, May 17, 2013 at 10:00 a.m.

Held at:

4919 Jamestown Avenue, Suite 203  
Baton Rouge, LA 70806

*I. Call to Order*

The May 17, 2013, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 10:00 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:**

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

**Members Absent:**

**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 January 18, 2013 Minutes (Attachment 2)*

A draft of the March 15, 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 March and April 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.

*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. Appointment of non-voting LSMS ADRA Board Member

Per a conversation with Boards and Commissions, starting July 1, 2013 Dr. Ronald Taravella will be appointed to the ADRA board of directors for a three year term.

c. Approval of Consent Agreement for Jessica Slaughter

Jessica Slaughter is a current Counselor in Training. Paul Schoen was the investigative officer in the ethics violation against Ms. Slaughter. Based on the complaint details and informal hearing held Ms. Slaughter, facilitated by Paul Schoen (attendees also included Celia Cangelosi and LaMiesa Bonton) a consent agreement was offered to Ms. Slaughter. Ms. Slaughter accepted the proposed consent agreement on April 15, 2013. The signed consent agreement was presented to the board for approval.

A motion was made by Jean Hartzog, CPP to approve the consent agreement as proposed and seconded by Bernadine Williams, LAC, CCGC, CCS. Paul Schoen, LAC, CCGC was recused from the vote as the investigative officer. The motion was approved after a unanimous vote in the affirmative.

d. LASACT Conference Planning

Proposed changes for this year's LASACT conference are as follows: a new board meeting day and/or time and new presentation content and format. The newly proposed board meeting time is Sunday, July 28 from 10am-12 pm. The new presentation will be a more comprehensive one that would target all attendees as opposed to just CIT/PSITs. The proposed presentation day and time is Sunday, July 28<sup>th</sup> at 4:00pm. In addition, we are requesting that a board panel for audience questions.

e. CAC Scope of Practice

It was brought to the board's attention that there is a discrepancy in the language regarding CSC scope of practice in the statute and rules. As the law, the law supersedes the rule; a rule change will need to be implemented in order to remove correct the discrepancy.

A motion was made by Bernadine Williams, LAC, CCGC, CCS to change the CAC scope in the Rules to reflect the language in the statute and seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

f. CAC/RAC Consulting Relationship

There is a statement in the Rules that says that a CAC/RAC must maintain a consulting relationship with an LAC. As a result the vagueness of this language, the ADRA office gets numerous requests to clarify and/or define the "consulting relationship." ADRA staff asked the board if we need to create standards and determine a method to enforce/verify this consulting relationship. A suggestion was made by Roy Baas, to add language to the Renewal Application that asks for their consulting LAC's signature and a copy of their individual consulting agreement.

Discussions continued. No final resolution was made.

## Minutes of ADRA Board Meeting of 5/17/13

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### VIII. *Old Business*

#### a. Third Party Background Checks

At the last board meeting, it was determined that it would be beneficial for the board to directly run national background checks on all applicants for credentialing in an effort to avoid falsified or modified background checks. It was also determined that it would be beneficial to run professional checks to obtain documentation on licensing/credentialing disciplinary actions. ADRA staff presented 3 quotes for national background check services.

As an alternative option, we will also check with the nursing board to see what process they use to obtain background checks in state.

#### b. ATI Guidelines Update

Deferred until next meeting.

#### c. LSA R. S. 37:2951 Update

Received further clarification from Sallie Mae to see how we need to proceed in checking for defaulted student loans. We will develop a procedure for submitting the names to Sallie Mae for verification.

#### d. BCSAC File Status

OBH has agreed to accept the old BCSAC files and prepare them for archives.

#### e. Chapter 7 Rule Change Status

The CIT Rules are being changed. Before they are changed, we had to do a fiscal economic impact statement. This was completed and submitted. We are waiting to see if we receive any notices to request a public hearing once the change has been published. If no one requests a public hearing, then we can publish the final register on August 20, 2013.

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

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

#### Operations Update

- a. Scanning: An option includes hiring staff through LASACT as we have done before but we have some concerns about confidential information. We have calculated a cost of about \$5700 for the personnel to scan everything on-site and it would take approx. 3-3.5 months. A scanning company would be licensed and insured and would cost \$13,000.
- b. Attended Clear Training beginning of April, now CLEAR certified.
- c. OBH has requested that we takeover property with Louisiana Property Assistance, I have contacted LPAA for further direction and awaiting a response.
- d. Addiction Commission remains intact per HB 156
- e. HB 281 only defines what a behavioral health services license is it does not create a new license
- f. ADRA is in compliance and current with the LA State Depository Program

#### Contracts Update

- g. Website contract has been approved and Beth has begun the content management system update

## Minutes of ADRA Board Meeting of 5/17/13

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### ADRA Communications

- h. Website/Newsletter: 2<sup>nd</sup> ADRA Newsletter -released November 20, 2012, next one due March 2013

Calendar – Past Events: Prevention workshop with Dr. Harrison-4.30.12 Upcoming events: next board meeting will at the ADRA Office on Sunday, July 28, 2013 at 10:00

Renewal Status Report: See trend report

### Required Report Submissions

- ORM Property Exposure Report – 4.23.13
- OSRAP Accounts Receivables Report – 4.25.13
- ORM Risk Exposure Report – 4.25.13
- Civil Service Contact Information Update –Submitted 5.9.13

### Works in Progress

- Records Management/State Archives
- ADRA Operations Manual with SOPS and Forms
- In depth review of Past Minutes

Next meeting date: Sunday, July 28, 2013; 10:00 a.m. @ LASACT Conference, Bossier City, LA 71111.

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

Respectfully Submitted,

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Jean Hartzog, CPP, Secretary/Treasurer