

ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD
MEETING

AGENDA

ADRA Office
2013 LASACT Conference
Bossier City, LA 71111
July 28, 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 May 17, 2013 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) May 2013
 - b) June 2013
 - c) FY 14/15 Budget Amendment
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicants to be Credentialed
 - b) Board Re-Appointments
 - c) Revised Communications Policy
 - d) Pre/Post Approval Waiver Policy
 - e) NSF Policy
 - f) Approval of Consent Agreement for Lucille Tisby
 - g) Approval of Consent Agreement for Gloria Kern
 - h) Approval of Consent Agreement for Drauzin Kern
- VIII. Old Business
 - a) Third Party Background Checks
 - b) Chapter 7 Rule Change Update
 - c) ATI Guidelines Update
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, September 20, 2013; 10:00 a.m. @ the ADRA Office 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA 70808

Approved and Adopted: Roy Baas, Chairman

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Minutes

Regular Meeting of Addictive Disorder Regulatory Authority Board

Sunday, July 28, 2013, at 10:00 a.m.

Held at:
2013 LASACT Conference
Bossier City, LA 71111

I. Call to Order

The July 28, 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

III. Public Introductions

Guests:

Shaneeka Harrison
Denise Harrison
Bill Rose
Marolon Mangham

IV. Approval of May 17, 2013 Minutes (Attachment 2)

A draft of the May 17, 2013 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Bernadine Williams, LAC, CCGC, CCS and seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

V. Treasurer's Report (Attachment 3)

The May 2013 and June 2013 Treasurer's Reports were presented by LaMiesa Bonton, Executive Director and Jean Hartzog, CPP, Secretary/Treasurer; copy attached. A motion was made by Kevin James, RAC, CCS and seconded by Paul Schoen, LAC, CCGC to accept the report as given. The motion was approved after a unanimous vote in the affirmative.

FY 14/15 Budget Amendment - Board agreed to adjust presented line items as appropriate. Suggestion was to increase income reporting and increase travel budget to include funds for an annual trip to one of the IC&RC meetings once a year and any other additional staff travel for meetings and conferences.

VI. *Public Questions or Comments.*

a. Guests

No comments at this time.

A motion was made by Paul Schoen, LAC, CCGC to move the executive Director's Report and seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

VII. *Executive Director's Report: LaMiesa Bonton, Executive Director*

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

Operations Update

- a. Louisiana Property Assistance has confirmed that we are not responsible for BCSAC property (see handout) but we have to set-up for our own property, ADRA is in the process of setting up an account directly with LPA
- b. CPA Engagement request for this years' CARF was approved by legislative auditor's office. Mary Sue Stages will conduct again.
- c. IC&RC Meeting October 8-10 in Raleigh, NC
- d. IT suggested new computers; the board advised that we assess needs obtain quotes.
- e. L. Bonton requested is the board wants signage on the main board in the office parking lot, the board agreed to purchase signage. The quoted cost is \$125.

ADRA Communications

- f. Website/Newsletter: 4th ADRA Newsletter will be released November 2013, reduced to twice a year

Calendar – next board meeting will at the ADRA Office on Friday, Sept 20, 2013 at 10:00. Celia will not be present.

Renewal Status Report: See trend report

Required Report Submissions

- o 2013 Agency Litigation Report – 7.23.13
- o Submission to State Depository Program – 7.25.13
- o ORM Risk Exposure Report – 7.25.13

VIII. *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 JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

b. Board Re-Appointments

ADRA received letters from the Governor's office for the re-appointments of some board members. Dr. Ronald Taravella has been newly appointed to the ADRA board of directors for a three year term, effective July 1, 2013. Any expired members will continue to serve an extended term until the new appointment or re-appointment has been made.

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c. Revised Communications Policy

A motion was made by Paul Schoen, LAC, CCGC to approve the revised Communications Policy and seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

d. Pre/Post Approval Waiver Policy

A motion was made by Paul Schoen, LAC, CCGC to approve the Pre/Post Approval Education Payment Policy and seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

e. NSF Policy

A motion was made by Paul Schoen, LAC, CCGC to approve the NSF Policy and seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

f. Approval of Consent Agreement for Lucille Tisby

Lucille Tisby is a Certified Addiction Counselor. Paul Schoen was the complaint investigative officer. Based on the complaint details and informal meeting with Ms. Tisby, Celia Cangelosi, Paul Schoen and LaMiesa Bonton, a consent agreement was offered. In summary:

1. Suspend CAC credential for a minimum period of 2 years.
2. Prior to requesting reinstatement, Ms. Tisby must:
 - a. Have maintained sobriety for 2 years;
 - b. Submit to comprehensive outpatient psychiatric, psychological, and addictive disease evaluation at Ms. Tisby's expense, at an ADRA approved evaluation center;
 - c. Authorize and cause a written report of the said evaluation to be submitted to the ADRA to include the entire evaluation report including diagnosis, course of treatment, prescribed or recommended treatment, prognosis, and professional opinion as to Ms. Tisby's capability of practicing as a CAC with reasonable skill and safety to clients;
 - d. Submit all pages of this Consent order to each evaluator prior to the start of the evaluations in order for the evaluation to be deemed valid;
 - e. Immediately submit all recommendations thereafter of the therapist, physician, or evaluation team, and cause to have submitted evidence of continued compliance with all recommendations by the respective professionals; and
 - f. If the evaluations give any treatment recommendations or findings to warrant concern for client safety, meet with ADRA Complaint Investigator and demonstrate, to the satisfaction of the ADRA that Ms. Tisby poses no danger to the practice as a CAC or to the public and that Respondent can safely and competently perform the duties of a CAC
3. Ms. Tisby agrees to pay an assessment of \$250.00 placed on CAC #1200

If the board agrees to this consent agreement then no charges will be filed or hearing held.

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

g. Approval of Consent Agreement for Gloria Kern

Gloria Kern is a Licensed Addiction Counselor. Bernadine Williams was the complaint investigative officer. Based on the complaint details and informal meeting with Ms. Kern, Celia Cangelosi, Bernadine Williams and LaMiesa Bonton, a consent agreement was offered. In summary:

1. Withdraw LAC #615 without opportunity for reinstatement

If the board agrees to this consent agreement then no charges will be filed or hearing held. A motion was made by Jean Hartzog, CPP to approve the consent agreement as proposed and seconded by JoAn Brown,

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LAC. Bernadine Williams, LAC, CCGC, CCS was recused from the vote. The motion was approved after a unanimous vote in the affirmative.

h. Approval of Consent Agreement for Drauzin Kern

Drauzin Kern is a Certified Clinical Supervisor. Bernadine Williams was the complaint investigative officer. Based on the complaint details and informal meeting with Mr. Kern, Celia Cangelosi, Bernadine Williams and LaMiesa Bonton, a consent agreement was offered. In summary:

1. Revoke CCS #136 without opportunity for reinstatement
2. Mr. Kern agrees to pay an assessment of \$250.00 placed on CCS #136

If the board agrees to this consent agreement then no charges will be filed or hearing held.

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

IX. *Old Business*

a. Third Party Background Checks

Last meeting, we were instructed to check with the nursing board and state police on whether they perform nation-wide checks and are they done internally. The Nursing board has an elaborate system that links directly to state police and state police is required by law to run checks on all of their applicants, because it's written in the Nursing Board statute. The State Police will not run background checks for ADRA directly on already licensed individuals; the individual will have to request on their own. Initial resolution was to have applicants submit local fingerprint with applications and ADRA would submit directly to state police for unlicensed individuals. However, we have since learned that state police now only accepts fingerprints that are obtained at headquarters in Baton Rouge otherwise they will only use name and demographics to run the check.

In order to mitigate the many issues that ADRA staff has in regards to applicants submitting their own state background checks, the Board recommends contracting with a company to request background checks for all new applications. LaMiesa Bonton, Executive Director, will draft a proposal and a revised fee schedule for board approval at the next board meeting.

A motion was made by Jean Hartzog, CPP to grant the ADRA staff permission to choose a company to perform the background checks and to adjust fees as necessary. The motion was seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

b. Chapter 7 Rule Change Update

Celia Cangelosi, Board Attorney, is preparing the notice of intent for the final publication of the new CIT rule in the state register on August 20, 2013. The rule will be effective as of that date.

c. ATI Guidelines Update

Deferred until next meeting.

Next meeting date: Friday, September 20, 2013; 10:00 a.m. @ ADRA Office, 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA 70808.

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

Respectfully Submitted,