

Oklahoma Board of Licensed Alcohol and Drug Counselors

Minutes of the Special Board Meeting

Thursday, June 1, 2017 at 9:00 A.M.

The Oklahoma Board of Licensed Alcohol and Drug Counselors met for a Special Board Meeting on June 1, 2017 in accordance with the Administrative Procedures Act and Open Meetings Act. The meeting was held at 101 N.E. 51st Street, Oklahoma City, Oklahoma.

Dr. Judith Adams notified the Board office in advance that she would not be present for today's meeting.

Holli Witherington, Chairman, presented the Statement of Compliance with the Open Meetings Act and the Mission Statement of the Board. Advance notice of this scheduled meeting was transmitted to the Oklahoma Secretary of State on May 2, 2017, and posted on the OBLADC website. The notice and agenda were posted in prominent public view on the front doors of the Oklahoma Board of Medical Licensure and Supervision building located at 101 N.E. 51st Street, Oklahoma City, Oklahoma on May 31, 2017 at 9:00 A.M.

Members present were:

Bill Sharp
Maureen Guerrero
Jane Lepak
Holli Witherington
James Patterson
Cathy Christensen

Others present were Lyle Kelsey, Executive Director, Oklahoma State Board of Medical Licensure and Supervision, Ric Pierson, Executive Director of the Board of Licensed Alcohol and Drug Counselors, Sabrina Neal, Administrative Assistant for OBLADC and Sandra Balzer, Assistant Attorney General and Counsel for the Board.

Review of Current Financial Status.

Mr. Pierson, Executive Director, gave an update on the current financial situation of the Board. The Board discussed the projected revenue from license renewals in June, the pending current Board expenditures, and projected future expenditures.

Discussion and Possible Action to Reduce or Eliminate Expenditures.

A lengthy discussion was held on ways to reduce expenditures. Options included reducing or eliminating staff and the contract for legal services with the Attorney General's Office and reducing various other operational expenses such as out of state travel, advertising, and costs of board provided training. Other options discussed included eliminating lunches for the Board and mileage.

A motion was made by Ms. Witherington and seconded by Ms. Lepak to set up a meeting with the Attorney General's office to discuss reduction of the contract with the Attorney General's office. Ms. Christensen will contact the AG's office to arrange a meeting. A roll call vote was taken and recorded as follows:

Bill Sharp	-	Yes
Maureen Guerrero	-	Yes
Jane Lepak	-	Yes
Holli Witherington	-	Yes
James Patterson	-	Yes
Cathy Christensen	-	Yes

Discussion and Possible Action to Approve Short Term Loan.

A motion was made by Ms. Christensen and seconded by Ms. Lepak to explore options and legalities of the Board to borrow money from the Oklahoma Medical Board and/or the Oklahoma Developmental Finance Authority (ODFA). Mr. Kelsey will contact Preston Doerflinger and discuss the Board of Licensed Alcohol and Drug Counselors' proposal to borrow money from the Oklahoma Medical Board. Ms. Balzer will explore options with the ODFA. A roll call vote was taken and recorded as follows:

Bill Sharp	-	Yes
Maureen Guerrero	-	Yes
Jane Lepak	-	Yes
Holli Witherington	-	Yes
James Patterson	-	Yes
Cathy Christensen	-	Yes

Discussion and Possible Action to Increase Revenue, short-term and long-term.

Discussion was held on ways to increase revenue. Options to increase revenue in the short-term included a loan from the Oklahoma Medical Licensure Board or the Oklahoma Development Finance Authority. Options to increase revenue in the long-term included six distinctive items of (1) recouping costs of investigations/attorney fees by charging fees to individuals as appropriate. This is not a revenue source, but simply a recouping of monies expended, (2) increase the number of CEU trainings, (3) increase training fees, (both (2) and (3) here will be developed by a continuing education committee), (4) create a fee for CEU providers, (5) increase licensing fees, and, (6) check into a one-time appropriation from the legislature. After discussion and re-reading of these six items, Ms. Christensen made a motion to approve these methods of increasing revenue. Mr. Patterson seconded the motion a roll call vote was taken and recorded as follows:

Bill Sharp	-	Yes
Maureen Guerrero	-	Yes
Jane Lepak	-	Yes
Holli Witherington	-	Yes
James Patterson	-	Yes
Cathy Christensen	-	Yes

A motion was made by Ms. Christensen and seconded by Mr. Patterson to establish a committee to develop ideas for more Board sponsored continuing education events. The committee would be comprised of Dr. Sharp, Ms. Guerrero and Mr. Pierson. A roll call vote was taken and recorded as follows:

Bill Sharp	-	Yes
Maureen Guerrero	-	Yes
Jane Lepak	-	Yes
Holli Witherington	-	Yes

James Patterson - Yes
Cathy Christensen - Yes

A motion was made by Ms. Christensen and seconded by Ms. Guerrero to begin the process to obtain the necessary statutory or regulatory authority to increase fees or establish new fees. A roll call vote was taken and recorded as follows:

Bill Sharp - Yes
Maureen Guerrero - Yes
Jane Lepak - Yes
Holli Witherington - Yes
James Patterson - Yes
Cathy Christensen - Yes

Discussion and possible action to appoint a budget committee.

A motion was made by Ms. Christensen and seconded by Ms. Guerrero to form a Budget Committee to review the Board's budget and make recommendations to the Board regarding reduction or elimination of expenditures, and projected revenue. The committee will be comprised of Ms. Witherington, Ms. Christensen and Mr. Pierson. A roll call vote was taken and recorded as follows:

Bill Sharp - Yes
Maureen Guerrero - Yes
Jane Lepak - Yes
Holli Witherington - Yes
James Patterson - Yes
Cathy Christensen - Yes

The meeting was adjourned at 12:10 P.M.