

NOTICE OF REGULAR MEETING
OKLAHOMA BOARD OF LICENSED ALCOHOL AND DRUG COUNSELORS

101 N.E. 51st Street
Oklahoma City, OK 73105

Monday, March 18, 2019 at 9:00 a.m.

AGENDA

- I. Determination of Quorum, call to order and opening remarks.
- II. Statement of compliance with Open Meetings Act and Mission Statement.
- III. Introduction of Board members and others present for today's meeting.
- IV. Review/Action - Approval of the Board Meeting minutes.
 - A. Minutes for January 28, 2019
 - B. Minutes for March 4, 2019. Special Board Meeting.
- V. Discussion and possible action on licensure issues.
 - A. Alex Danylle Atkinson, LADC/MH #1257. Request to complete 20 hours of online CEUs required for renewal.
- VI. Discussion and possible action on candidate and application issues.
 - A. Steven Ellsworth, LADC Candidate. Request for an extension of time to complete requirements.
 - B. Emmanuel Hammond, LADC Candidate. Response to Letter of Caution regarding confidentiality.
- VII. Discussion and Final Adoption of Proposed Permanent Rules, Title 38, Chapter 10.
 - A. Subchapter 7. Application [AMENDED]
 - B. Subchapter 9. Supervision [AMENDED]
 - C. Subchapter 11. Fees [AMENDED]
 - D. Subchapter 13. Continuing Education Requirements [AMENDED]

VIII. Discussion and possible action on recommendations on Financial Reports and Other Financial Issues.

- A. Update on Current Financial Status and Review of Financial Reports.
- B. Approval of Medical Board invoices for support services.
- C. Proposed Loan and Payment Plan Agreement with the Medical Board.
- D. Approval to pay invoice to Oklahoma Ethics Commission for fine assessed for late filing of report.

IX. Discussion and possible action on Employment Matters.

- A. Review of candidates and appointment of a temporary employee to staff the office during the Executive Director's upcoming leave, including work hours, duties and hourly rate.
- B. The terms of employment for the Executive Director, including work hours, duties, compensation and possible retirement.
- C. Discussion of possible re-appointment of the former Administrative Assistant to staff the Board office upon the retirement of the Executive Director, including work hours, duties and compensation.

Pursuant to 25 O. S. § 307 (B) (1), the Board may convene in Executive Session to discuss the matters described in subsections A, B, and C.

- D. Possible action on matters discussed in Executive Session.
- E. Other options for interim and permanent staffing for the Board office upon the Executive Director's retirement.

X. Executive Director's Report.

XI. Approval of Candidates that have completed all requirements for licensure since January 28, 2019.

CANDIDATES WHO HAVE PASSED BOTH THE WRITTEN AND ORAL EXAMS AS OF THE BOARD MEETING HELD ON 01/28/2019.

Michael Degan

LADC

Ponca City

Cherry Dienz
Lauren Stover

LADC
LADC

Oklahoma City
Edmond

**CANDIDATES WHO HAVE APPLIED FOR AND MET REQUIREMENTS FOR LADC/MH
SINCE THE BOARD MEETING HELD ON 01/28/2019**

Sarah Schubarth
Charles Eckart
Karla Welsh

LADC# 1235
LADC# 1314
LADC# 1168

Oklahoma City
Midwest City
McAlester

Lauren Stover

Edmond

- XII. New Business. Any matter not known about or which could not have been reasonably foreseen prior to time of posting of the agenda. (Ric Pierson).