

Oklahoma Board of Licensed Alcohol and Drug Counselors

Minutes of the Board Meeting

Monday, March 18, 2019 at 9:00 A.M.

The Oklahoma Board of Licensed Alcohol and Drug Counselors met for a Board Meeting on March 18, 2019 in accordance with the Administrative Procedures Act and Open Meetings Act. The meeting was held at 101 N.E. 51st Street, Oklahoma City, Oklahoma.

Judith Adams, Board Chair, 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 October 10, 2018, 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 March 15, 2019 at 9:00 A.M.

Members present were:

Judith Adams
Bill Sharp
Cathy Christensen
Rita Maxwell.

Maureen Guerrero and James Patterson notified the Executive Director that they were running late this morning, but are in route to the meeting.

Others present were Ric Pierson, Executive Director of the Board of Licensed Alcohol and Drug Counselors, Mark Attanasi, Executive Director for ODAPCA, Sandra Balzer, Assistant Attorney General and Counsel for the Board, Steven Ellsworth, LADC Candidate, Stephanie Stuckert, LADC, Jake Buchanan, Raylee Rushing, Likkia Mathenia, Jordan Smith, Deralin Ritter, Silhirat-Iyanda, Penny Mitchell, Janae Rhodes, Victoria Holland, and Ashley Jackson, students from UCO.

Cathy Christensen made a motion to approve the January 28, 2019 Board Meeting minutes. Bill Sharp seconded the motion and a roll call vote was taken. The results were as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes

Bill Sharp made a motion to approve the Special Board Meeting minutes from March 4, 2019. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
--------------	-----

Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes.

Mr. Patterson entered the meeting.

Alex Danylle Atkinson provided documents requesting she be allowed to complete all 20 hours of her renewal CEUs online due to being in the Peace Corps. Cathy Christensen made a motion to approve Ms. Atkinson be allowed to complete her CEUs online pending receipt of documents demonstrating her involvement in the Peace Corps for two years. Bill Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes

Steven Ellsworth, LADC Candidate is requesting an extension of time to complete his requirements and testing. The Board asked Mr. Ellsworth to return in July and give an update on progress of completing requirements. No further action was taken.

Emmanuel Hammond, LADC Candidate submitted written documents in response to a Letter of Caution issued to him by the Board. Ms. Christensen made a motion to accept the documentation as satisfying the Board's requirements. Ms. Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes

Ms. Guerrero arrived at the meeting.

Proposed Rules:

- A. Subchapter 7. Application. Motion to adopt as presented by Mr. Patterson. Seconded by Bill Sharp. A roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes
Maureen Guerrero	Yes

B. Subchapter 9. Supervision. Ms. Guerrero made a motion to adopt as presented. Ms. Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes
Maureen Guerrero	Yes

C. Subchapter 11. Fees. Ms. Christensen made a motion to adopt the rule as proposed. Bill Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes
Maureen Guerrero	Yes

D. Subchapter 13. Continuing Education Requirements. Mr. Patterson made a motion to adopt the rule as proposed. Ms. Christensen seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes
Maureen Guerrero	Yes

Mr. Pierson gave an overview of the Board's current financial standing. The Medical Board did not present any invoices for approval for today's meeting. The Board did not take any action on a proposed loan or payment plan agreement with the Medical Board at this time.

Mr. Pierson presented an invoice for \$100.00 to pay a fine to the Oklahoma Ethics Commission for late filing of a legislative liaison report. Bill Sharp made a motion to pay the invoice, seconded by Cathy Christensen and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes
Maureen Guerrero	Yes

Mr Pierson gave a summary of the Board's current financial status and stated that with previous cost saving measures now in effect, the Board will have sufficient funds to cover monthly expenses until more income would become available when renewals open in May.

The board discussed hiring a temporary employee for up to five hours per day at a rate of \$14.00 per hour to cover the office while Mr. Pierson is on Medical leave. Cathy Christensen made a motion to have Mr. Pierson hire temporary staff at a rate of \$14.00 per hour and not to exceed \$1,000.00 maximum total to cover the office while Mr. Pierson is out. Bill Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Maureen Guerrero	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes.

Cathy Christensen made a motion to enter an Executive Session for the purpose of discussion of employment matters pursuant to 25 O.S. 307 (B) (1) regarding terms of employment for the Executive Director, including work hours, duties, compensation and possible retirement and the terms of employment for the past Administrative Assistant, including re-employment, work hours, duties and compensation. Maureen Guerrero seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Maureen Guerrero	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes.

James Patterson made a motion to exit executive session stating no votes were taken and no matters other than employment issues were discussed. Maureen Guerrero seconded the motion and a roll call vote was taken to exit Executive Session and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Maureen Guerrero	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes.

No action was taken on the employment of the Executive Director.

Mr. Pierson presented the Executive Director's report.

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 Deinz	LADC	Oklahoma City
Lauren Stover	LADC	Edmond

Maureen Guerrero made a motion to accept and license the candidates presented. Bill Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Maureen Guerrero	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes.

CANDIDATES WHO HAVE APPLIED FOR AND MET REQUIREMENTS FOR LADC/MH
SINCE THE BOARD MEETING OF 01/28/2019.

Sarah Schubarth	LADC# 1235	Oklahoma City
Charles Eckart	LADC# 1314	Midwest City
Karla Welsh	LADC# 1168	McAlester
Lauren Stover		Edmond

Bill Sharp made a motion to approve the candidates for LADC/MH. Maureen Guerrero seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Maureen Guerrero	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes.

Under New Business to come before the Board, Mr. Pierson reported that Oral Exam Scores from March 15, 2019 were received on March 17, 2019 at 9:32 A.M. from Mr. Attanasi at ODAPCA. The following candidates have completed all requirements for licensure:

Andrew Frederick	CADC	Midwest City
Stela McCullough	LADC	Edmond
Kendra Morgan	LADC	Oklahoma City
Cassie Ransom	LADC	Choctaw

Bill Sharp made a motion to approve candidates for certification and licensure pending any fees and/or paperwork due at this time. Maureen Guerrero seconded the motion and a roll call vote was taken and recorded as follows:

Judith Adams	Yes
Bill Sharp	Yes
Maureen Guerrero	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
James Patterson	Yes.

There being no further business to come before the Board the meeting was adjourned.