

# *Oklahoma Board of Licensed Alcohol and Drug Counselors*

## **Minutes of the Board Meeting**

**Monday, July 15, 2019 at 9:00 A.M.**

---

The Oklahoma Board of Licensed Alcohol and Drug Counselors met for a Board Meeting on July 15, 2019 in accordance with the Administrative Procedures Act and Open Meetings Act. The meeting was held at 101 N.E. 51<sup>st</sup> Street, Oklahoma City, Oklahoma.

Dr. Bill Sharp 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. 51<sup>st</sup> Street, Oklahoma City, Oklahoma on July 12, 2019 at 9:00 A.M.

Members present were:

Bill Sharp  
Rita Maxwell  
Cathy Christensen  
Steven Fritz

James Patterson notified the Executive Director that he would be unable to attend today's meeting. Dr. Judith Adams and Don Burk were absent.

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, and Corina Ramirez, LADC candidate.

Cathy Christensen made a motion to approve the minutes for May 20, 2019 meeting. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Joe Smela, LADC #267 (RETIRED) requested a refund of his renewal fees due to deciding to retire after he had renewed. Cathy Christensen made a motion to refund Mr. Smela his renewal fee and Steve Fritz seconded the motion. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes

Rita Maxwell	Yes
Cathy Christensen	Yes

Richard Ross, CADC #224, requested he be allowed to receive the LADC. Due to a clerical error when he originally applied, he was issued a CADC rather than the LADC, although he met the qualifications for LADC. Steven Fritz made a motion to grant Mr. Ross the LADC. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Corina Ramirez, LADC candidate, requested she be allowed extra time to complete her requirements for licensure. After discussion, The Board determined that her request could not be considered because it was not filed ninety days prior to the expiration of her application. Nevertheless, she lacks only the written exam to qualify for licensure and she is scheduled to take the exam before her application expires. If she fails the exam, she must reapply, but all previously completed requirements, including the passing score on the oral exam will carry forward to the new application. No action was taken in this matter.

The Board elected officers for the 2020 fiscal year. Rita Maxwell made a motion to re-elect Dr. Judith Adams as Chairperson and Dr. Bill Sharp as Vice-Chair. Steven Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Cathy Christensen made a motion to appoint Rita Maxwell to the Complaint Review Committee, replacing Maureen Guerrero, and Steven Fritz seconded the motion. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Mr. Pierson presented the financial report and asked for approval of the Medical Board invoice for May 2019 and June 2019. Cathy Christensen made a motion to approve the Medical Board invoice for May 2019. Steven Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Cathy Christensen made a motion to approve the Medical Board invoice for June 2019. Steven Fritz seconded and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Steven Fritz made a motion to pay the Medical Board invoices for May 2018 and June 2018, totaling \$1859.60. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Steven Fritz made a motion to pay all invoices going forward for FY-20, including the Attorney General's invoices and the Medical Board's invoices. After lengthy discussion, Mr. Pierson suggested that we begin paying older invoices first and work forward due to being on the state fiscal year and not a calendar year, confusion over which invoices are paid if we pay out of sequence, and problems that could arise with older invoices if payments are further delayed. Cathy Christensen made a motion to rescind the vote to pay the Medical Board invoices for May 2018 and June 2018 and pay older invoices first as per Mr. Pierson's recommendation. Mr. Fritz agreed and Ms. Maxwell seconded the motion as amended to begin paying all invoices for FY-2020 as they come due and to begin paying past invoices, as cash flow allows, starting with the oldest invoices first. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

The Complaint Review Committee made the following recommendations:

- A. The Complaint Review Committee recommends finding **NO PROBABLE CAUSE** of the following complaints:

Complaint #542-0218. Unprofessional conduct.  
Complaint #549-0119. Confidentiality.

No action was taken due to a lack of a quorum to vote on these two complaints.

- B. The Complaint Review Committee recommends a **LETTER OF CAUTION** of the following complaints:

Complaint #532-0618. Unprofessional conduct. Ms. Christensen made a motion to send a letter of caution. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Complaint #545-1018. Falsifying documents. Mr. Fritz made a motion to send a letter of caution. Ms. Christensen seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Complaint #546-1018. Falsifying documents. Mr. Fritz made a motion to send a letter of caution. Ms. Christensen seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

- C. The Complaint Review Committee recommends **DISMISSAL** of the following complaints:

Complaint #537-0718. Unprofessional conduct. Ms. Christensen made a motion to dismiss this complaint. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

Complaint #553-0519. Dual relationship. Ms. Christensen made a motion to dismiss this complaint. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

**CANDIDATES WHO HAVE PASSED BOTH THE WRITTEN AND ORAL EXAM AS OF THE BOARD MEETING HELD ON 05/20/2019.**

Stephanie Marshall	CADC	Lawton
Samantha McGee	CADC	Gore

Steven Fritz made a motion to approve these candidates for licensure. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

**CANDIDATES WHO HAVE PASSED THE ADVANCED WRITTEN EXAM AND QUALIFY FOR LADC AS OF THE BOARD MEETING HELD ON 05/20/2019.**

Patricia Maltby	LADC	Owasso
Brandi Rice McDaniel	LADC	Luther
Robert White, Jr.	LADC	Durant

Steven Fritz made a motion to approve these candidates for licensure. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

**CANDIDATES WHO HAVE APPLIED FOR AND MET REQUIREMENTS FOR LADC/MH SINCE THE BOARD MEETING HELD ON 05/20/2019.**

Barbara Countz	LADC/MH	Indianola
Patricia Maltby	LADC/MH	Owasso
Connie Ray	LADC/MH	Heavener

Steven Fritz made a motion to approve these candidates for licensure. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Bill Sharp	Yes
Rita Maxwell	Yes
Cathy Christensen	Yes

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

