

# *Oklahoma Board of Licensed Alcohol and Drug Counselors*

## **Minutes of the Board Meeting**

**Monday, January 27, 2020 at 9:00 A.M.**

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The Oklahoma Board of Licensed Alcohol and Drug Counselors met for a Board Meeting on January 27, 2020 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. Judith Adams 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 September 20, 2019, 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 January 24, 2020 at 9:00 a.m.

Members present at roll call were:

Dr. Judith Adams  
Dr. Bill Sharp  
Steven Fritz  
Rita Maxwell  
Cathy Christensen  
Don Burk

James Patterson notified the Board office in advance that he would not be able to attend today.

Others present were Ric Pierson, Executive Director of the Board of Licensed Alcohol and Drug Counselors, Elexis Tyler, Executive Assistant of ODAPCA, Sandra Balzer, Assistant Attorney General and Counsel for the Board, Eric Adkins, Lynett Cram, Annette Haben, Danielle Williams, Ashton Lascano, Donna \_\_\_\_\_, Penny Mitchell, Holli Witherington, and Monica Hinkley.

Cathy Christensen made a motion to approve the minutes for the November 4, 2019 meeting. Dr. Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Princz Jones was not present to discuss consideration of his application for LADC/MH. The Board considered a Voluntary Agreement for Additional Licensure Requirements that was proposed. After lengthy discussion, Mr. Fritz made a motion to accept proposed conditions and Mr. Jones' application. Ms. Christensen seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	No
Dr. Judith Adams	No
Rita Maxwell	Yes
Cathy Christensen	No
Don Burk	No

Monica Hinkley, LADC/MH candidate was present to request an extension of time to complete testing requirements. Following questions from the Board to Ms. Hinkley and discussion of the matter, Don Burk made a motion to grant an extension of 6 months to Ms. Hinkley to complete requirements. Ms. Christensen seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Mr. Pierson lead a discussion on how to proceed with approximately 750 candidate files that did not pay the Application Maintenance Fee last December as well as other missing documents that are required. Mr. Fritz made a motion to void all applications if they do not contain supervision logs dated within the last 12 months and if the application maintenance fee for 2018 and/or 2019 has not been paid. Mr. Pierson is to send a letter via regular mail and site the statues relating to the missing documents and fees. Mr. Burk seconded the motion. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Mr. Fritz made a motion, seconded by Ms. Maxwell, to have the Board Chairperson, Dr. Judith Adams approve the "Application Void" letter before it is mailed. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Mr. Pierson reported that Proposed Permanent Rules that were misfiled last spring have been properly filed and are awaiting legislative action at this time.

Mr. Pierson reported that he is still waiting for an appointment time for the Board's Sunset Review by the House of Representative Rules committee.

Mr. Pierson requested some personal leave for the month of February. He asked the Board to allow him to take personal leave on February 6 & 7 and February 20 & 21, and that the Board office be closed on those days. Ms. Christensen made a motion to allow Mr. Pierson's request and Dr. Sharp seconded the motion. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Mr. Pierson gave a financial report and stated that all invoices due to the Medical Board have been approved have been paid. Also, one-half of the contract for FY-19 with the Attorney General's Office has now been paid. Mr. Pierson presented invoices for October, November and December 2019 for the Medical Board and asked that they be approved. Dr. Sharp made a motion to approve and pay the Medical Board Invoices for October, November and December 2019. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Dr. Sharp made a motion to accept the financial report as presented. Ms. Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

The Complaint Review Committee made the following recommendations:

- Complaint #562-0919. Advertising an expired license. No action necessary and close complaint.
- Complaint #563-0919. Misrepresentation. No action taken and close complaint.
- Complaint # 570-1019. Impaired at work. Find no probable cause and close complaint.

Ms. Christensen made a motion to accept the Complaint Review Committee recommendations and the motion was seconded by Mr. Fritz. A roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Recuse
Don Burk	Yes

Mr. Pierson presented the Executive Director’s report. Mr. Pierson was asked to explore the feasibility of adding links to the website for various payments for services requiring fees and report back to the Board.

Candidates who have passed both the Written and Oral Exams After November 4, 2019 and are eligible for licensure include:

Kristin Mackey (CADC# 434)	LADC	Tulsa
Nathaniel Hudson	LADC	Oklahoma City
Sharon McDaniel	LADC	Broken Arrow
Misty Shortt	LADC	Stillwater
Bernard Manyibe	LADC	Edmond
Dianna Warren	LADC	Edmond

Mr. Fritz made a motion to approve all eligible candidates for LADC. Dr. Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

Candidates that have applied for and qualify for LADC/MH since November 4, 2019 are:

Kristin Mackey	LADC/MH	Tulsa
Cheria Littlejohn	LADC/MH	Edmond
Sharon McDaniel	LADC/MH	Broken Arrow
Misty Shortt	LADC/MH	Stillwater

Dr. Sharp made a motion to approve all eligible candidates for LADC/MH. Ms. Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Cathy Christensen	Yes
Rita Maxwell	Yes
Don Burk	Yes

There was no new business to come before the Board today and the meeting adjourned.