

Oklahoma Board of Licensed Alcohol and Drug Counselors

Minutes of the Meeting

Monday, November 5, 2007 at 10:00 a.m.

The Oklahoma Board of Licensed Alcohol and Drug Counselors met on November 5, 2007, in accordance with the Administrative Procedures Act and Open Meeting Act. The meeting was held at 5104 North Francis Avenue, Suite C, and Oklahoma City, Oklahoma. Members present were:

Patty Gail Patten
Robert Stevens
Evelyn Phyffer
Kyle McGraw
Rhonda Cochran

Terry Wallace called the office on Friday and stated he will not be able to attend today's meeting. Jane Lepak had reported previously that she would be out of town today and would be unable to attend.

Patty Gail Patten, Board Chair, determined a quorum was present and called the meeting to order at 10:03 A.M. Ms. Patten asked that others present please introduce themselves. Others present included:

Sandra Balzer, Assistant Attorney General
Ric Pierson, Executive Director
Stori Johnson-Mahan, Executive Director, ODAPCA
Julie Snow
Robert L Brown
Brent Brookshire
David Drew Marchant
Cheryl L. Waite
Glenn Lane, OHCA.

Minutes of September 10, 2007 were reviewed and discussed. Mr. McGraw moved to approve the minutes after grammatical corrections are made. Ms. Phyffer seconded the motion. The minutes for the September 10, 2007 meeting were approved unanimously.

Mr. Brent Brookshire, applicant for CADC, appeared before the Board to discuss his probation status and application status with OBLADC. Mr. Brookshire has a deferred sentence and is now on unsupervised probation for an alcohol related DUI charge received in December

2005. After lengthy discussion, the Board and Mr. Brookshire agreed in principle to terms and conditions that Mr. Brookshire must complete to remain an active candidate for CADC. Mr. Robert Stevens made a motion to enter into the agreement with Mr. Brookshire. Ms. Phyffer seconded the motion. The motion passed by roll call vote recorded as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Mr. Steve Lewis, Attorney, entered the Boardroom at 11:15 A.M.

Julie Snow appeared before the Board requesting permission to have an active and approved application for CADC. Ms. Snow is back before the Board as per the Board's request from the September meeting. Ms. Snow has completed her practicum as per the Board's suggestion. Mr. Robert Stevens made the motion to accept the practicum of Ms. Snow and allow her to continue with the application process. Ms. Phyffer seconded the motion. A roll call vote was unanimous in the affirmative to accept the motion, recorded as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Mr. Steve Lewis appeared before the Board to present a Sole Source Contract to help the Board with legislative language and changes that need to be made this legislative session. Mr. Lewis offered to volunteer his services to help the Board in this cause. Mr. McGraw made a motion to accept Mr. Lewis' offer to help the Board and the Board will determine the level of remuneration for Mr. Lewis, up to \$10,000.00, based on the Board's ability to pay. Ms. Phyffer seconded the motion. A voice vote was called and the motion passed with none opposed. The Board appointed a committee of Kyle McGraw, Evelyn Phyffer, Patty Gail Patten, and Ric Pierson to meet with Mr. Lewis to work on legislative issues.

At 1206 the Board went into recess for lunch. The Board was called back to order at 1306.

Dr. Donald Mbosowo submitted his Master's and Doctorate degrees in Sociology for consideration of application for LADC. Mr. McGraw made the motion to ask Mr. Mbosowo to have his universities document course content so the Board could determine the degree or degrees are appropriate for LADC application. Ms. Phyffer seconded the motion. The motion passed with a roll call vote as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes

Patty Gail Patten: Yes
Robert Stevens: No.

Mr. David Umbarger submitted a M.A. degree in Criminal Justice Management and Administration for consideration for LADC application. Ms. Phyffer made the motion to deny the degree. Mr. McGraw seconded the motion. The degree was denied unanimously by roll call vote as follows:

Kyle McGraw: Yes.
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Alicia Price submitted application with a B.A. degree. The transcript was reviewed and Mr. Stevens made a motion to accept the degree. Ms. Cochran seconded the motion. The motion was approved by unanimous roll call vote as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Thomas Griffin submitted an application for CADC with a B.A. degree in Cultural Studies. The transcript was reviewed and Ms. Cochran made the motion to deny the B.A. degree. Ms. Phyffer seconded the motion. The motion to deny was approved by roll call vote as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Parrish White submitted an application for CADC with a B.A. degree in Psychology. The transcript was reviewed and Mr. Stevens made the motion to accept the degree and the application. Mr. McGraw seconded the motion. The motion to approve the application was unanimously approved by roll call vote as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Jeff Yanchick submitted a degree in pharmacy for consideration as applicable for application for LADC. The transcript was reviewed and a motion was made by Ms. Phyffer to deny the transcript due to only having 12 hours acceptable for application, leaving 8 hours to be obtained. Mr. McGraw seconded the motion. The motion to deny the transcript was approved by roll call vote as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Discussion was held regarding the employment of Cheryl Waite as part-time administrative assistant. Mr. Stevens made to motion to hire Ms. Waite. Mr. McGraw seconded the motion. A voice vote was held and Ms. Waite was approved for hire with none opposed.

Documentation of supervision was reviewed for Beverly Pittman, Dan Stevens, Cory James, and Michelle Hickox. All were being supervised by Mr. Bob Rodgers, LADC (deceased). Supervision logs and other material previously requested by the Board were submitted by Mr. Rodgers agency. There were no supervision logs submitted for Ms. Hickox. Mr. McGraw made the motion to accept supervision by Mr. Rodgers as submitted for Ms. Beverly Pittman, Mr. Dan Stevens, and Mr. Cory James. Ms. Phyffer seconded the motion. A roll call vote was unanimous to accept supervision hours for Ms. Pittman, Mr. Stevens, and Mr. James as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Mr. McGraw made the motion to accept supervision hours for Michelle Hickox upon submission of her supervision logs from Mr. Rodgers. Ms. Phyffer seconded the motion. A roll call vote was unanimous to accept Ms. Hickox supervision hours upon receipt of proper paperwork and was recorded as follows:

Kyle McGraw: Yes
Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Material and documentation was presented to approve the Multicultural Seminar and Event/Native American Pow-Wow, held the evening of the ODAPCA conference, for two (2) continuing education units. Ms. Phyffer made the motion to approve the request for two (2) continuing education units. Mr. McGraw seconded the motion. The motion was unanimously approved by voice vote with none opposed.

At 1440 hours, Mr. McGraw had to leave the Board meeting due to a scheduling conflict.

Ms. Stephanie Willner has requested her CADC certification in Oklahoma through reciprocity from Georgia. Georgia allows certification with the fulfillment of requirements by NAADAC or IC&RC. Ms. Willner has completed the requirements through NAADAC. She meets all other requirements other than she has not taken the IC&RC written and oral exams. Mr. Stevens made the motion to deny reciprocity due to Ms. Willner not meeting requirements of Oklahoma law requiring an applicant must pass the IC&RC written and oral exams. Ms. Phyffer seconded the motion. Ms. Willner is to be notified that she may sit for the IC&RC written and oral exams and reapply for certification upon successful completion of these exams. Ms. Phyffer seconded the motion. The motion to deny the reciprocity at this time was unanimous by roll call vote as follows:

Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Reviews of applications for reciprocity were reviewed for Nancy McReynolds and Dixie Roden. Mr. Stevens made the motion to approve reciprocity for Ms. McReynolds, LADC and Ms. Roden, CADC. Ms. Phyffer seconded the motion. A roll call vote to approve reciprocity was unanimous to accept reciprocity as follows:

Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Review of application for reciprocity was reviewed for Eilene Jones. Ms. Jones was originally certified in Oklahoma, reciprocated to Texas several years ago and now wants to move back to Oklahoma and is seeking reciprocity. Ms. Jones does not have a bachelor's degree and, therefore, does not meet requirements under Oklahoma law. Ms. Phyffer made the motion to deny reciprocity and Ms. Cochran seconded the motion. A roll call vote was unanimous to deny reciprocity and was recorded as follows:

Rhonda Cochran: Yes.
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

Candidates for licensure/certification that have completed all requirements and are eligible for licensure/certification were presented to the Board. Mr. Stevens made a motion to accept all candidates presented. Ms. Phyffer seconded the motion. A roll call vote was unanimous to approve all candidates, pending payment of applicable fees, and was recorded as follows:

Rhonda Cochran: Yes
Evelyn Phyffer: Yes
Patty Gail Patten: Yes
Robert Stevens: Yes.

The candidates approved were as follows:

1. Amy Morrison, CADC, Cushing;
2. Ross Atkinson, LADC, Terlton;
3. Dianne Basile, LADC, Tulsa;
4. Kimberly Cox, LADC, Rush Springs;
5. David Cunningham, LADC, Norman;
6. Betty Dixon, LADC, Hugo;
7. Kimberly Durham, LADC, Ozark, Mo.;
8. Kathryn Hayden, LADC, Edmond;
9. Alicia Henthorne, LADC, Warr Acres;
10. Mark Ingram, LADC, Tulsa;
11. Sidney Pilkinton, LADC, Bluejacket;
12. Andrean Pittman, LADC, Ardmore;
13. Terri Slack, LADC, Norman; and
14. David Swope, LADC, Oklahoma City.

Lyle Kelsey and Reji Varghese of the Medical Board presented the Administrative and Financial report. Mr. Stevens made a motion to pay the Medical Board \$24,590.44 that is due for past services provided including creation and implementation of on-line renewal services. Ms. Phyffer seconded the motion. The motion was passed by a voice vote with none opposed.

Mr. Stevens made a motion to approve invoices due the medical board for August, September, and October 2007 and the financial report as presented. Ms. Phyffer seconded the motion. A voice vote approved the invoices and financial report as presented with none opposed.

Patty Gail Patten, Chairwoman, cancelled the Board meeting for December 10, 2007.

The Board set Board Meeting Dates for calendar year 2008. The Board will meet every other month on the following dates:

1. January 14, 2008;
2. March 10, 2008;
3. May 12, 2008;
4. July 14, 2008;
5. September 8, 2008; and
6. November 3, 2008.

Mr. Pierson will notify the Secretary of State of meeting dates for 2008 as well as Board members that were absent today.

Mr. Pierson gave the Executive Director's report with the following activities and events reported:

- Board members, Board committee members, and Mr. Pierson made personal contributions to the Lydia Norie Institute in the amount of \$140.00 in memory of Lydia Norie, long time executive director of ODAPCA, who passed away in September.
- Mr. Pierson attended the Zarrow Mental Health Symposium in Tulsa where he set up the Board's conference display.
- Mr. Pierson attended the ODAPCA conference and set up the Board's display. He and Patty Gail Patten were presenters on Thursday and Friday. They did a workshop on Spirituality and Codependency on Thursday and a presentation on the Oklahoma Licensing Laws on Friday. Very positive feedback was received on both workshops.
- Mr. Pierson attended the IC&RC conference in San Diego. The conference was cancelled after Mr. Pierson arrived due to numerous wildfires in the San Diego area. The Naval Base where the conference was being held was declared an evacuation site.
- Presentations on the licensure process will be made to classes at Northwestern Oklahoma State University (Enid Campus) on November 12 and the University of Oklahoma, Norman, School of Human Relations on November 14, 2007.
- Mr. Pierson noted that we have received 5 or 6 late renewals since the last Board meeting.

Under New Business, a Master's degree transcript submitted by Mr. Larry French was reviewed and discussed for appropriateness for application for LADC. It was determined that Mr. French needs to complete 11 more hours of counseling related courses for this transcript to meet requirements for LADC. Ms. Cochran made a motion to deny the transcript and application for LADC. Mr. Stevens seconded the motion. The motion to deny was approved by voice vote with none opposed.

Being no further business to come before the Board, the meeting was adjourned at 1555 hours.

