

**OKLAHOMA BOARD OF LICENSED ALCOHOL AND DRUG COUNSELORS  
MINUTES OF THE MEETING  
October 10, 2005**

The Board of Licensed Alcohol and Drug Counselors met on October 10, 2005 at the office of the Board of Medical Licensure and Supervision, 5104 North Francis Avenue, Suite C, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

**Members present:**

Patty Gail Patten, Chair  
Jane Lepak  
Robert Stevens  
Londa Johnson  
Evelyn Phyffer  
Art Christie (arrived 3:35 p.m.)

**Others present:**

Tricia Everest – Assistant Attorney General  
Linda Winton – ODMHSAS Policy Analyst and Rules Liaison  
Jan Ewing – Deputy Director of the Medical Board  
Reji Varghese – Business Manager of the Medical Board  
Lyle Kelsey – Executive Director of the Medical Board  
Dennis Auld– ODAPCA

Noting that a quorum was present, Ms. Patten called the meeting to order at 1:40 p.m.

The minutes of the September 12, 2005 meeting were reviewed. Ms. Lepak moved to accept the minutes as presented. Mr. Stevens seconded the motion and the vote was recorded as follows:

Patty Gail Patten	Yes
Jane Lepak	Yes
Robert Stevens	Yes
Londa Johnson	Yes
Evelyn Phyffer	Yes

Motion carried.

Ms. Winton reported that the emergency rules were signed by the Governor on October 3, 2005 and were currently in effect. The emergency rules will expire in July 2006, therefore, permanent rules will need to be adopted. Ms. Winton distributed a booklet of the law and rules

that she had prepared. Ms. Patten acknowledged what a great job she had done and thanked her for her assistance to the Board.

Ms. Everest, AAG presented a Complaint that she had served on Tim Flanagan, LADC and a Consent Order that had been agreed upon by Ms. Everest and Mr. Flanagan. Mr. Flanagan was present at the meeting. Ms. Patten recused herself from the proceeding. After reviewing the information presented, Ms. Lepak moved to enter into Executive Session. Mr. Stevens seconded the motion and the vote was recorded as follows:

Jane Lepak	Yes
Robert Stevens	Yes
Londa Johnson	Yes
Evelyn Phyffer	Yes

Motion carried.

Mr. Stevens moved to return to Open Session. Ms. Phyffer seconded the motion and the vote was recorded as follows:

Jane Lepak	Yes
Robert Stevens	Yes
Londa Johnson	Yes
Evelyn Phyffer	Yes

Motion carried.

Mr. Stevens moved to accept the Consent Order. Ms. Lepak seconded the motion and the vote was recorded as follows:

Jane Lepak	Yes
Robert Stevens	Yes
Londa Johnson	Yes
Evelyn Phyffer	Yes

Motion carried. (**Attachment 1**) Mr. Flanagan addressed the Board, saying he was proud to have been a Board member and that he takes responsibility for his actions. Ms. Patten commended him on a great job as a Board member.

The following have been assigned to the Peer Assistance Committee – Laura Clarkson who also serves on the Nursing Board Peer Assistance Committee, Art Christie and Jane Lepak. Ms. Lepak will arrange the first Committee meeting.

Mr. Kelsey presented a progress report on tasks completed since the last meeting. Judy Brink has moved into the proposed space and we are waiting for approval of the cost from John Richard, Director of Central Services. The network and telephone wiring have been completed, letterhead stationary and envelopes have been ordered, a new desktop computer has been

installed and the website template is in place. Mr. Kelsey acknowledge Ms. Brink and the great job she was doing. Mr. Varghese presented the website template and asked for any suggestions. The financial report was also presented. (**Attachment 2**)

The Board discussed appointing members to the Advisory Committee. Ms. Everest noted the committee should be made up of peers and not Board members, as the Board members need to remain neutral and not be involved with the investigation of complaints. Ms. Gail reported the members selected to date are Linda Winton, Kyle McGraw and Trisha Everest. She asked the Board members to submit the names of persons for appointment to this Committee.

Ms. Gail reported that she and Ms. Everest attended a Medical Board meeting during a disciplinary hearing and felt that watching the process was very helpful. She recommended the other Board members attend a hearing.

Ms. Everest talked to the Board about scheduling training for the Board on the Open Meetings Act, Administrative Procedures Act and Open Records Act. Mr. Kelsey suggested starting one of the regularly scheduled meetings early. After discussion, the Board decided to start the December 12, 2005 meeting at 11:30 a.m. for the orientation.

Mr. Stevens brought up the discussion of giving Lydia Norie license number 1 rather than Patty Gail Patten, as was decided at the last meeting. Ms. Norie is considered by many the founding mother of this profession in Oklahoma. Mr. Auld reported that she would not apply for a license as she cannot find all of her educational records. At the current time Ms. Norie is living in a Nursing Home. Since she will not be applying for a license, the Board discussed an honorary license that would not have a license number. Ms. Lepak moved to present Lydia Norie with an honorary license. Mr. Stevens seconded the motion and the vote was recorded as follows:

Patty Gail Patten	Yes
Jane Lepak	Yes
Robert Stevens	Yes
Londa Johnson	Yes
Evelyn Phyffer	Yes

Motion carried.

Mr. Stevens had been asked by a CADC about an inactive status and fee for such status. Ms. Everest stated if they have been certified by the Board, they may apply for an inactive license for a two-year period. The fee is \$25.00.

Ms. Patten brought up a discussion for Mr. Christie who was not present. Mr. Christie wanted to know if students could receive Letters of Intent to begin their practicum as they did from the ODAPCA prior to the law being enacted. After discussion, it was noted that the law does not allow Letters of Intent to be issued prior to obtaining their degree. The students can work as technicians and the practicum would count toward licensure. Ms. Winton stated it was her belief that the Department of Mental Health dropped the requirement of a Letter of Intent.

She will verify this information. The rules mandate the Board send a letter within 30 days confirming that the application has been received. Ms. Everest suggested the students use this letter.

The Board reviewed three application files that had exceptions. The first applicant had been a DUI assessor, had a B.S. degree in Business Administration, had not passed an examination and was never certified as a CADC. Ms. Everest stated this person was not eligible for a license.

The next applicant had a masters in addiction counseling and worked criminal justice addiction. The Board agreed this applicant is eligible for the bachelors level and could apply for the CADC.

Mr. Christie arrived.

The third applicant had a masters degree in Criminal Justice/Management and is wanting to be grandfathered in as a LADC. After reviewing his application and transcripts, it was determined that he could apply for the CADC but not the LADC.

The Board relayed to Mr. Christie the earlier discussion on students receiving a Letter of Intent.

Mr. Stevens left the meeting.

Mr. Christie stated he had some students that did not receive an application and was thinking they had to file by October 31. Ms. Patten stated they did not have to apply by October 31 and she would send him the application electronically.

Ms. Patten reported that she had heard from most colleges stating their intent to upgrade their degree program to meet the requirements in the licensing law. She had not heard from Langston.

Ms. Patten reminded the members they were a small Board with one position unfilled and asked that everyone participate as much as possible. Mr. Christie stated that next semester he will be available on Monday afternoons and able to attend the full meetings.

The next discussion was on the Department of Mental Health having five years to merge two fields, substance abuse and mental health. Ms. Patten is on the committee and feels there is a need to define co-occurring treatment.

It was noted the next meeting will be November 14. There being no further business, the meeting was adjourned at 4:40 p.m.