

**OKLAHOMA BOARD OF LICENSED ALCOHOL AND DRUG COUNSELORS  
MINUTES OF THE MEETING  
November 14, 2005**

The Board of Licensed Alcohol and Drug Counselors met on November 14, 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

**Others present:**

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

Noting that a quorum was present, Ms. Patten called the meeting to order at 1:45 p.m. Ms. Johnson made a statement that Patty Gail did a great job at the Conference and Ms. Lepak agreed. Ms. Patten announced that she was working on getting a Women's and Children's Treatment Center in Oklahoma City, Oklahoma.

The minutes of the October 10, 2005 meeting were reviewed. Ms. Johnson 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. Patten announced that the Board has hired a temporary employee, Stori Johnson to assist Ms. Brink with the data entry of applications. Ms. Patten also reported that time extensions on ODAPCA certifications were being honored. Letters were sent to all that might be affected requesting the extension until December 1, 2005 at which time the licenses and certificates will be issued.

Ms. Brink presented the procedure for those applying to take the oral and written test but had questions on payment. After discussion, the Board decided that applicants would send payment for the test to the Board office. The Board will then let ODAPCA know how many tests to order and send them one payment for all of the tests.

Ms. Patten brought up the need to have a list of approved supervisors. Licensees with a masters degree and two years of experience after CADA certification could be approved as supervisors. Ms. Brink stated that within two weeks the information will be in the database and a list would be available on the web-site. Ms. Patten brought up the need for a list that could be mailed or faxed for those that did not have access to the internet.

Ms. Everest, A.A.G. announced that the Attorney General's office was conducting a training session on the Open Meeting Act and Open Records Act on December 7<sup>th</sup> at the Metro Tech. There is no fee or advance registration to attend. Ms. Everest felt this would provide a more extensive orientation than the one she had planned for the December meeting. The Board agreed to attend the AG's meeting and meet at the regular time, 1:30 p.m. on December 12<sup>th</sup>.

Mr. Kelsey presented the financial report, pending charges, and a proposal for accepting credit cards and the charges involved (**Attachment 1**). Art Christie arrived. After discussion, Mr. Stevens moved to accept the credit card setup and usage. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative. The Board discussed paying off the monies advanced by the Medical Board. Mr. Kelsey stated the amount on the financial report was only an estimate. Mr. Stevens moved to pay the monies owed to the Medical Board up to \$50,000. Ms. Johnson seconded the motion. There was discussion on what charges would continue to accrue with the Medical Board. Mr. Kelsey responded that the monthly administrative fee, postage would be paid to the Medical Board; however, supplies could be paid for directly by the Alcohol and Drug Counselors Board. The vote on the motion is recorded as follows:

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

Motion carried.

Ms. Patten asked about the office space. Mr. Varghese, Business Manager reported that the space had been approved and the rent has been paid.

The Board reviewed a Food Policy that would allow the Board to purchase food and supplies if needed during an open meeting (**Attachment 2**). Mr. Christie moved to approve. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative.

The Board discussed questions the Board had received regarding licensure. Ms. Brink has had several calls on counselors that did not recertify and wanted to know if they could apply. Ms. Everest, A.A.G. stated those previously certified have nothing to do with this license. When they apply for a license, they must meet the qualifications in our law. The Board discussed looking at applications and exceptions case by case or setting time limits on how long ago a test was taken that would be acceptable. Mr. Kelsey stated being specific in setting limits would be less trouble than making exceptions. Mr. Stevens suggested the Board members send comments to Ms. Patten and adopt criteria at the next meeting. In the meantime, individuals should proceed with the application process.

Ms. Patten had another question on whether individuals not previously certified could count their past work experience. Ms. Johnson stated the work must have been in the alcohol and drug/substance abuse field and not mental health. Mr. Auld reported to become certified by ODAPCA they could count experience during the last five years. Ms. Lepak suggested making a decision today rather than waiting for the next meeting.

Another question was could a psychologist sit for the written and oral exam and not have to complete the supervision. It was noted by Ms. Winton that a psychologist can perform alcohol and drug counseling as a psychologist, however, they could not present themselves as a Licensed Alcohol and Drug Counselor. The Board agreed they would need to meet all of the requirements to obtain licensure.

The Board discussed setting the following criteria for counselors whose certification had lapsed over two years:

- Make up continuing education;
- Obtain 1000 hours of provisional supervision by a LADC;
- Consider test scores and work experience within the last five years prior to application;
- Obtain verification of work experience

Ms. Johnson moved to adopt the above noted criteria into a policy and possible permanent rulemaking. Ms. Lepak seconded the motion and the vote is recorded as follows:

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

Ms. Lepak reported on the Peer Assistant Program. She spoke with June Bailey, Chair of the ODAPCA. They have been putting aside part of the certification fee for a peer assistant program and would be glad to help the Board financially in setting up a program. Ms. Lepak will set up a meeting and include Laura Clarkson and will report back to the Board.

Ms. Patten reported on the Advisory Board and that another complaint has been received. Kyle McGraw has accepted the Chair position. Other members include Linda Winton and Joel Rutledge. Bill Sharp's name was submitted and Ms. Patten will be in touch with him. The Advisory Board will need three members at a time.

Ms. Patten presented Licenses and Certificates to the Board members and Honorary Certificates to Tricia Everest, Evelyn Phyffer and Linda Winton.

Ms. Winton reported that the Department of Mental Health is not accepting Letters of Intent. They will be responsible for adjusting any rules/mandates to comply with the Alcohol and Drug Counselors licensure law.

The Board discussed Section 1876 C and 1876 F.1. of the law and what was actually required to apply for a license or certificate. Ms. Brink noted that Section 1876 F.1. of the law states that each applicant for a certificate to practice shall have at a minimum, a bachelor's degree. Therefore, there was a question as to whether an individual could apply before they have graduated. Ms. Everest stated an individual would have to have everything except the exam when they apply. The Board noted this was not the intention when the law was written. In order to introduce a bill for a law change, the deadline is December 15. Ms. Everest said she would ask the Attorney General's office for an unofficial opinion of that section. Ms. Patten suggested the Board continue on as they have been and accept applications until we received the unofficial opinion from the Attorney General's office.

Ms. Patten brought up the issue of setting a time limit to complete the application process. This will be added to the next agenda for further discussion.

There being no further business, the meeting was adjourned at 5:00 p.m.