

Oklahoma Board of Licensed Alcohol and Drug Counselors

Minutes of the Special Board Meeting

Monday, March 4, 2019 at 9:15 A.M.

The Oklahoma Board of Licensed Alcohol and Drug Counselors met for a Special Board Meeting on March 4, 2019 in accordance with the Administrative Procedures Act and Open Meetings Act. The meeting was held at 101 N.E. 51st Street, Oklahoma City, Oklahoma.

Determination of Quorum, call to order and opening remarks.

Dr. Judith Adams, Chair, called the meeting to order. Mr. Pierson announced that Board members Maureen Guerrero and James Patterson notified the Board office that they would not be able to attend today's meeting. A quorum remained present.

Members present were:

Bill Sharp
Cathy Christensen
Judith Adams
Rita Maxwell

Others present were Ric Pierson, Executive Director of the Board of Licensed Alcohol and Drug Counselors, and Sandra Balzer, Assistant Attorney General and Counsel for the Board.

Statement of Compliance with Open Meetings Act and Mission Statement

Dr. Adams presented the Statement of Compliance with the Open Meetings Act and the Mission Statement of the Board. Advance notice of this special meeting was transmitted to the Oklahoma Secretary of State on February 22, 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. 51st Street, Oklahoma City, Oklahoma on March 1, 2019 at 9:00

A. Review of Financial Status.

Mr. Pierson, Executive Director, gave an update on the current financial situation of the Board. The Board discussed the projected revenue from license renewals in June, the pending current Board expenditures, and projected future expenditures. Based on income received in January and February; projected income for March and April; and the decrease in payroll expenses beginning March 1 due to the elimination of the Administrative Assistant position, the Board will likely have sufficient funds to cover expenses for the remainder of FY 19. No action was taken.

B. Options Concerning Cash Flow.

Based on the financial information Mr. Pierson presented, and the fact that the Board will receive the bulk of its annual revenue from renewals in May, June, and July, the short-term cash flow problem appears to be remedied. The Board discussed contacting legislators to find out if any action could be taken this legislative session to assist with the Board's financial situation. The Board discussed pursuing a statutory change in the 2020 legislative session to increase the Board's

statutory fee limits such that the fees would generate sufficient revenue to sustain the Board's operations. The Board directed Mr. Pierson to continue to explore options for long-term solutions, and to place the item regarding the statutory fee limit on the July board meeting agenda. No action was taken.

C. Proposed Loan and Payment Plan Agreement.

Ms. Balzer discussed some concerns regarding the offer of a loan from the Medical Licensure Board. The Board members took no action and may revisit the offer again in a subsequent meeting.

D. Options for Staffing the Office.

The Board discussed possible options for short-term and long-term staffing. For the short term, the Board considered options for operating the office during Mr. Pierson's upcoming necessary two week medical leave at the end of March. Cathy Christensen made a motion to offer the former administrative assistant the opportunity to return to work temporarily to cover Mr. Pierson's medical leave. If she does not accept the offer, Mr. Pierson is authorized to employ another temporary employee, with the Board's preference being the applicant who was the Board's second choice when it previously filled the administrative assistant position. Bill Sharp seconded the motion and a roll call vote was taken and recorded as follows:

| | |
|-------------------|-----|
| Bill Sharp | Yes |
| Judith Adams | Yes |
| Cathy Christensen | Yes |
| Rita Maxwell | Yes |

Mr. Pierson informed the Board that he is investigating the possibility of retiring effective either May 1 or June 1. He would have to file notice of retirement today, March 4, for a May 1 effective date. Cathy Christensen made a motion for Mr. Pierson to give notice to retire effective either May 1 or June 1, 2019. Bill Sharp seconded the motion. A roll call vote was taken and recorded as follows:

| | |
|-------------------|-----|
| Bill Sharp | Yes |
| Judith Adams | Yes |
| Cathy Christensen | Yes |
| Rita Maxwell | Yes |

The Board discussed the option of consolidation, and directed Mr. Pierson to make further inquiries. No action was taken.

Consideration of a Motion and vote to hold an Executive Session pursuant to 25 O.S. § 307 (B)(1) to discuss the terms of employment of the Executive Director and the Administrative Assistant and Possible Action and vote on Matters discussed in Executive Session.

No executive session was convened. No action was taken.

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

