

Oklahoma Board of Licensed Alcohol and Drug Counselors

Minutes
May 18, 2006

The Oklahoma Board Of Licensed Alcohol And Drug Counselors met on May 18, 2006, in accordance with the Open Meeting Act. The meeting was held at 5104 N. Francis, Suite C, Oklahoma City, Oklahoma. Members present were:

*Patty Gail Patten, Chairwoman
Robert Stevens, Vice Chair
Jane Lepak
Evelyn Phyffer
Rhonda Cochran

Members absent were:

Londa Johnson
Art Christie

Others present included:

Tricia Everest, Assistant Attorney General for the Board
Lyle Kelsey, Executive Director of the Board of Medical Licensure &
Supervision
Jan Ewing, Deputy Director for the Medical Board
Kathy Plant, Executive Secretary for the Medical Board
Reji Varghese, Business Manager for the Medical Board
Linda Winton, Complaint Committee Member

Mr. Stevens called the meeting to order at 9:07 in the absence of the Chair. The Board welcomed new Board Member Rhonda Cochran.

The minutes of the April 10th, 2006 meeting were reviewed. Ms. Phyffer moved to approve the minutes. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative.

Tammy Fangman appeared in support of her application for licensure. Ms. Fangman had missed the deadline for the Grandfather Clause and did not possess the required degree to meet full requirements. *Ms. Patten joined the meeting. Ms. Everest advised the Board that it was an unfortunate situation but the law does not provide for licensure without the required degree. Ms. Everest warned Ms. Fangman against practicing without a license or holding herself out as a certified alcohol and drug counselor. Ms. Fangman testified that she was no longer working at Valley Hope but that she has an opportunity to work for the Cushing School System as the middle school/high school counselor if she can be licensed. She testified regarding her experience and training. Ms. Everest advised Ms. Fangman that working for the school may fall under an exception in the law that does not require licensure for persons working for the state or federal government.

She offered to help Ms. Fangman review the situation to see if it would qualify for the exemption.

The Board heard a report from representatives of the Complaint Review Committee. Kyle McGraw and Linda Winton presented the updated draft of the Complaint Review Committee policy. The Board discussed requiring complaints in writing and whether to follow-up on anonymous complaints. Ms. Winton suggested developing a written complaint form to be available on the web site. After further discussion, Ms. Lepak moved to adopt the policy. Ms. Phyffer seconded the motion. The Board asked about staff training on the policy and Ms. Winton said it would be done. The vote was called and was unanimous in the affirmative. (See Attachment #1 – CRC Policy)

Ms. Everest advised the Board of a complaint about licensee who had left his job suddenly. The files were up to date but the complaint alleged that the counselor left without ensuring continuing treatment of his clients. No relapses occurred in his clients and all were accounted for. Kyle McGraw briefed on his investigation into the matter. He said the counselor showed no remorse or regret but that the licensee had felt there was something in the business aspect of the outpatient facility that required him to get out immediately. Ms. Everest asked the Board about sending the counselor a Letter of Concern or requiring him to make a personal appearance. The Board directed the Complaint Review Committee to develop a letter with Ms. Everest's input to present at the next meeting.

Ms. Everest reported that a rule dealing with sanctions, **OAC 38:1-1-4. Sanctions**, was inadvertently left out of the permanent rulemaking so it needed to be looked at again before the permanent rules become effective July 1, 2006.

Ms. Patten reported that she had not yet received the resignation of Board member Art Christie. She had, however, contacted the Association and asked them to provide a list of names to the Governor's office for a replacement. Mr. Christie's request for resignation would be effective July 1, 2006.

The Board reviewed candidates petitioning the Board to have prior supervision accepted. Documentation submitted by **Nancy Hurley** showing her supervision by Mary Klenda was reviewed and accepted.

A request from **Ryan West** for approval of prior supervision by Paul West, Helen Stricklin and Kay Roberts was reviewed. The request was tabled for additional information from Paul West, Beth West, Helen Stricklin and Kay Roberts documenting that they had worked with him.

A request from **Nolanda Sobel** for approval of prior supervision by Karen Walker was reviewed. Additionally, Ms. Sobel's request indicated that she currently was under the supervision of Michelle Parker. The request was tabled for additional information from the supervisors documenting supervision.

A request from **Levi Keehler** for approval of prior supervision by Steve Sumner was reviewed. The request was tabled for additional information on what has been completed and what is left to do.

Requests from **Paula Lau** and **Jonette Coquat** to have Joseph Yosten approved as their supervisor was reviewed. The request was tabled for further information.

A request from **Deadra Watkins** for approval of prior supervision by Deborah Morrow was reviewed and approved.

A request for approval of prior supervision submitted by **Laura Densmore** was approved.

Lisa Williams had submitted a request to take the licensure exam without further supervisory experience. The Board tabled the request and asked for documentation of direct supervision from the supervisors.

The educational credentials of **Betty Colclazier** were reviewed at her request and found to be acceptable. The Board directed staff to notify her that she needed to apply and start the process towards licensure.

The educational credentials of **Clarese Amandi** was reviewed. The Board found that she had an acceptable degree but noted that her proposed supervisor, Tiffany Couch, was not an approved supervisor.

The educational credentials of **Frank Coolbroth** were reviewed and not accepted.

The educational credentials of **Ann Allen** were reviewed. The Board requested additional information on the types of her undergraduate and graduate degrees.

A letter was reviewed from Sherrie Davis-Bennett, Director of Operations at Tri-City Youth and Family directed to the Department of Mental Health and Substance Abuse with copies to Board members. Ms. Winton offered to talk with Ben Brown at the Department of Mental Health regarding the matter. (See Attachment #2 – Tri-City Youth letter)

A letter from **Darrell Smithers** was reviewed. The Board advised that this request had been reviewed previously and Mr. Smithers was advised that he could obtain some of the courses on-line.

The Board heard a report from Lyle Kelsey and Reji Varghese on administrative issues. The Board discussed ODAPCA examination contracts and the methods for receiving funds from **applicants for testing**. Mr. Stevens moved to separate the exam process from the licensure process, have applicants apply through ODAPCA for the exam, and have scores sent to the Board. Ms. Phyffer seconded the motion and the vote was unanimous in the affirmative.

The following applications for licensure through reciprocity were reviewed and approved

RHONDA WINTERS

LYNDA CHEW

Board reviewed candidates who had passed the written and oral testing. Mr. Stevens moved to approve the following applicants for licensure. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative.

**BELINDA CROSIER
SCOTT HAMMONDS
CLAUDETTE THOR
GARY WILSON**

**PAULA DOMINGUEZ
GAYLA NORMAN
PATSY WHITMORE**

Mr. Stevens moved to deny the application of Tammy Fangman based on her failure to demonstrate that she had met the necessary requirements for licensure. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative.

The transcript of **Willie Shannon** was reviewed and denied, as the hours were not acceptable.

A request from **Regina Knell** to be a supervisor was considered. Ms. Everest requested that the matter be tabled until the next meeting.

The Board reviewed additional information regarding **James Dodd**. Information from the Forensic Board on Certification of Certified Pastoral Addictions Counselor was reviewed and approve for grandfathering.

The Board discussed the number of hours in a behavioral science or related field acceptable for qualification. The Board determined to approve the hours on case-by-case basis.

The Board discussed applicants changing from a Certified Alcohol and Drug Counselor (CADC) to a Licensed Alcohol and Drug Counselor (LADC). Discussed was whether the candidates would have to retest or simply supply an official transcript and pay the cost of the new license. A time limit for allowing the change without examination was debated. Mr. Stevens moved to allow those CADC's who obtain their Master's degree by December 31, 2006 to apply for the LADC without examination and after that date, applicants must take the Master's Level exam. Ms. Phyffer seconded the motion and the vote was unanimous in the affirmative.

Mr. Kelsey updated the Board on his plans for a Board member orientation session to discuss Open Meeting regulations and other relevant issues. The Board reviewed financial statements and discussed the contract with the Board of Medical Licensure and Supervision. Mr. Kelsey encouraged the Board to start thinking about reducing duties contracted out to the Medical Board, although the Medical Board would be available for continued support in the areas of computers, Internet access, phones, some accounting and other specialty services. Mr. Kelsey said he would meet with Board staff and Ms. Patton to discuss the plans. (See Attachment #3 – Financial Statement)

Mr. Stevens moved to enter into Executive Session in order to discuss personnel issues. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative. Ms.

Cochran made the motion to return to open session. Mr. Stevens seconded the motion and the vote was unanimous in the affirmative.

*Ms. Phyffer left the meeting.

The Board discussed salary increases and re-affirmed their decision to raise Judy Brink's salary 5% as voted on at the previous meeting, with an effective date of June 1, 2006.

An E-mail was reviewed from **Roberta Gilbert** suggesting that the Board add another certification for those treating co-occurring disorders. The Board directed staff to send a reply thanking her for her input.

The OFMQ Health Care Authorities had requested that a representative from the Board speak at one of their meetings. Ms. Patten advised that she would be speaking to them about the Board, standards for licensure and methods for dealing with problems.

The Board discussed the criteria for reporting ethical violations and whether failing to report to the Board an ethics violation by another individual was in itself an ethics violation. Ms. Patten advised the Board that OSASA was asking for guidance. Discussed was the fact that violations could be reported anonymously and the Board could initiate an investigation on its own but, if a licensee is aware of a violation, they have a duty to report it to the Board. Ms. Patten asked about having someone tell her about a violation, as a Board member. Ms. Everest recommended referring them to Complaint Review Committee and, if something comes up at a Board meeting, then the Board member would recuse from the hearing.

Requests for approval of continuing education hours were considered. The Board discussed requirements for In-House Training, such as OSASA. It was determined they must meet the requirements set out in the rules.

A request from Becky Smith petitioning the Board for consideration of continuing education hours for time spent as a member of the Peer Assistance Committee. The request was denied.

The following requests for continuing education hours were approved:

Children's Justice Center: Challenges to Drug Testing As A Therapeutic Tool
Brookhaven: Neurobehavioral Correlates of Mood Disorder
St John Medical Center: Happiness and Wellness
Oklahoma Families First: Building a Brighter Future
Indian Health - Traditional Healing
Parkside - But I was only trying to help
Brookside - Against the True Self
American Airlines Employees Assistance Program

A request for approval of college coursework from Northwestern State University was reviewed. The request was tabled to allow time for a complete review of submitted materials.

A request for a variation on methods of supervision in rural areas was reviewed. The request asked about the possibility of combining the required one-hour per week into two hours bi-monthly or four hours monthly or providing part of the time by way of conference call. The request came from a small agency with difficulty in having a staff person be absent for the time required to drive a distance to a supervision session and provide the required hour of supervision. The Board rules, **OAC 38:10-9-4. Approved Supervisor Status**, require live, interactive and visual supervision for an average of one hour each week. Ms. Everest advised that the Board could consider petitions for exception for hardship reasons.

The Board discussed the type of supervision required for individuals waiting to take their exam after completing the required supervision hours. The Board stated the individual must be under supervision but not direct supervision once they complete the required supervision hours. The supervisor must maintain knowledge of the supervisee.

Ms. Lepak gave an update on Peer Assistance Committee. She reported that Laura Clarkson would be available as a consultant when the Board is ready to put the Committee together. Ms. Clarkson had advised Ms. Patten that they would be willing to enter into a contract to do the Board's peer supervision.

Discussion of purchase of office furniture and equipment was tabled until the next meeting.

The next meeting of the Board will be held on June 12, 2006. Mr. Stevens moved to adjourn the meeting. Ms. Lepak seconded the motion and the vote was unanimous in the affirmative. The time was 2:17 pm.