

Oklahoma Board of Licensed Alcohol and Drug Counselors

Minutes of the Board Meeting

Monday, March 16, 2020 at 9:00 A.M.

The Oklahoma Board of Licensed Alcohol and Drug Counselors met for a Board Meeting on March 16, 2020 in accordance with the Administrative Procedures Act and Open Meetings Act. The meeting was held at 101 N.E. 51st Street, Oklahoma City, Oklahoma.

Dr. Judith Adams presented the Statement of Compliance with the Open Meetings Act and the Mission Statement of the Board. Advance notice of this scheduled meeting was transmitted to the Oklahoma Secretary of State on September 20, 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 13, 2020 at 9:00 a.m.

Members present at roll call were:

Dr. Judith Adams
Dr. Bill Sharp
Steven Fritz
Rita Maxwell

Others present were Ric Pierson, Executive Director of the Board of Licensed Alcohol and Drug Counselors, Elexis Tyler, Executive Assistant of ODAPCA, Sandra Balzer, Assistant Attorney General and Counsel for the Board, Eric Adkins, Ashton Lascano, Quanysha _____, Andrew Thompson, Lindsey Cardone.

Dr. Sharp made a motion to approve the minutes for the January 27, 2020 meeting. Rita Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

Mr. Pierson gave a report on the progress of reviewing 700 charts that are non-compliant with requirements. He also gave a cost estimate to print, stuff envelopes and mail the letters. Dr. Sharp made a motion to take action and send the letter. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
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Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

The Board directed Mr. Pierson to find out what the duration of retention of inactive files and records is as other well as other archived information and to begin to develop a policy to destroy records.

Discussion was held regarding an approved provider of continuing education using an online non-approved provider as a presenter under their provider number. After much discussion, Mr. Fritz made a motion to deny approved providers use of non-approved online courses as presenters. Dr. Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

The Board made a statement that the intent of the Approved Provider rules is that an approved provider may contract with an individual to be a presenter for the approved provider, but not an entire company.

Mr. Pierson presented the financial report and stated that the revenue for this year is adequate and that the Board will be able to continue to pay down debt. Mr. Pierson recommended that the Board pay the balance due on the Attorney General's contract for FY-19 at this time. Ms. Maxwell made a motion to pay the balance on the FY-19 AG contract. Dr. Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

Mr. Pierson recommended that the Board approve and pay the January 2020 and February 2020 invoices due the Medical Board at this time. Mr. Fritz made a motion to approve and pay January and February Medical Board invoices. Ms. Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

Mr. Fritz made a motion to accept the financial report. Dr. Sharp seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

Mr. Pierson discussed the possibility of hiring a person to help in the office during this upcoming renewal season. Mr. Pierson discussed pros and cons of hiring and the struggle it is to try to train someone during such a busy time. Mrs. Kathy Pierson volunteered her time last summer to help out and the Board discussed the possibility of hiring her at a rate of \$14.00 per hour not to exceed \$4,000.00 for May, June and July since she is already essentially trained. This would be pending clearance of nepotism rules by the OMES and Ethics Commission. Dr. Sharp made a motion to hire Mrs. Pierson pending clearance. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

The Board further stated that should Mrs. Pierson not be eligible to accept the position, a special meeting would be called to consider applications and look at hiring someone.

Mr. Pierson presented the Executive Director's report.

Candidates who have passed the written and oral exam after January 27, 2020 and qualify for licensure are:

Brian Coulson	LADC	Yukon
Destinee Hunt	LADC	Norman
Wanda White	LADC	Oklahoma City

Dr. Sharp made a motion to approve these candidates for licensure. Mr. Fritz seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

Candidates who have applied for and qualify for the LADC/MH include:

Brian Coulson	LADC/MH	Yukon
Destinee Hunt	LADC/MH	Norman

Kori Zibell
Dianne Warren

LADC/MH
LADC/MH

Newcastle
Edmond

Dr. Sharp made a motion to accept the applicants that have completed requirements for the LADC/MH and grant licensure. Mr. Fritz seconded the motion and a roll call vote was taken as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

Under new business, Mr. Pierson stated that test results were received after the agenda was posted for the following candidate:

Sierra Wade

LADC/MH

Broken Arrow

Ms. Wade qualifies for the LADC and LADC/MH. Mr. Fritz made a motion to approve LADC and LADC/MH licensure for Ms. Wade. Ms. Maxwell seconded the motion and a roll call vote was taken and recorded as follows:

Steven Fritz	Yes
Dr. Bill Sharp	Yes
Dr. Judith Adams	Yes
Rita Maxwell	Yes

There was no further business to come before the Board and the meeting was adjourned at 10:45am.