

**ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD**  
**MEETING**

ADRA Office  
4919 Jamestown Avenue, Suite 203  
Baton Rouge, LA 70808  
November 15, 2013  
10:00 A.M.

- I. Call to Order: Paul Schoen, Vice Chairman for Roy Baas, Chairman
- II. Roll call; set quorum: Jean Hartzog, Secretary/Treasurer
- III. Public Introductions and Representation
- IV. Approval of September 20, 2013 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
  - a) September 2013
  - b) October 2013
- VI. Public Questions or Comments
- VII. New Business
  - a) Approval of Applicants to be Credentialed
  - b) Prevention Rule Change - Dr. Muriel Harrison
  - c) LPC/LCSW Addiction Experience Clarification – Bernadine Williams
  - d) IC&RC Meeting Update – Marolon Mangham/LaMiesa Bonton
  - e) Substance Abuse Hours Policy
  - f) Communications Policy Addendum
- VIII. Old Business
  - a) RAC/CAC Scope of Work
  - b) ATI Guidelines Update – Bernadine Williams
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, January 17, 2014; 10:00 a.m. @ the ADRA Office  
4919 Jamestown Avenue, Suite 203, Baton Rouge, LA 70808

Approved and Adopted: Paul Schoen, Vice Chairman for Roy Baas, Chairman

## Minutes

### Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, November 15, 2013, at 10:00 a.m.

Held at:

4919 Jamestown Avenue, Suite 203  
Baton Rouge, LA 70808

#### *I. Call to Order*

The November 15, 2013, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Paul Schoen, LAC, CCGC, CCS, Vice-Chairman, at approximately 10:00 a.m. The meeting was held pursuant to public notice, each member received notice, and notice was properly posted.

#### *II. Roll Call (Attachment 1)*

##### **Members Present:**

Paul Schoen, LAC, CCGC, Vice-Chairman  
Jean Hartzog, CPP, Secretary/Treasurer  
JoAn Brown, LAC  
Kevin James, RAC, CCS  
Bernadine Williams, LAC, CCGC, CCS

##### **Members Absent:**

Roy Baas, LAC, CCGC, CCS, Chairman  
Marilyn Smith, LAC  
Ronald Taravella, M.D.

##### **ADRA Staff Present:**

LaMiesa Bonton, Executive Director  
Lauren Lear, Assistant Director  
Pamela Richards, Administrative Assistant  
Celia Cangelosi, Board Attorney

#### *III. Public Introductions*

##### **Guests:**

Marolon Mangham  
Murelle Harrison  
Dawn Diez  
Rachel Davis

#### *IV. Approval of September 20, 2013 Minutes (Attachment 2)*

A draft of the September 20, 2013 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Kevin James, RAC, CCS and seconded by Jean Hartzog, CPP. The motion was approved after a unanimous vote in the affirmative.

#### *V. Treasurer's Report (Attachment 3)*

The September and October Treasurer's Reports were presented by LaMiesa Bonton, Executive Director and Jean Hartzog, CPP, Secretary/Treasurer; copy attached. A motion was made by Bernadine Williams, LAC, CCGC, CCS and seconded by Kevin James, RAC, CCS to accept the report as given. The motion was approved after a unanimous vote in the affirmative.

## Minutes of ADRA Board Meeting of 11/15/13

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VI. *Public Questions or Comments.*

a. Guests

No comments at this time.

VII. *New Business*

a. Approval of Applicants to be Credentialed

A motion was made by Jean Hartzog, CPP to approve the applicants listed as credentialed and seconded by Kevin James, RAC, CCS. The motion was approved after a unanimous vote in the affirmative.

b. Prevention Rule Change – Dr. Murelle Harrison

In September 2012, the prevention group attended our board meeting and discussed a rule change to include new promulgated rules. Dr. Harrison presented some documents for the board to review. The documents break down the tiered credentialing system for prevention like our rule does for addiction counselors. Our current code of ethics does not reflect prevention nor does some of the content apply to prevention practices. We are limited to how we can modify the code of ethics because it must reflect what is written in the statute.

The board will review the proposed changes and discuss at our next board meeting.

c. LPC/LCSW Addiction Experience Clarification – Bernadine Williams

Bernadine had some questions about how the requirements compare to someone who already holds a practice credential. The applicant will still need the 300 hours from a CCS, the remaining addiction specific work experience, and all other educational requirements to qualify for testing.

d. IC&RC Meeting Update – Marolon Mangham/LaMiesa Bonton

The credentialing services committee is discussing that the CCS credential become an endorsement. The suggested plan is that once the CCS exam sunsets, they will do away with the exam. However, we would still need to maintain certain standards. We will know more in April at the next IC&RC meeting.

JoAn Brown mentioned a need for methadone assisted treatment education and certification. Discussions realized that a lay change might be required. Discussions will continue moving forward.

e. Substance Abuse Education Hours Policy

This policy explains what constitutes as “Substance Abuse/Addiction Specific” education hours. We have put a policy together defining what qualifies as “Substance Abuse/Addiction Specific education so there is more clarification as to what the board expects from applicants.

f. Communications Policy Addendum

The addendum to this policy includes language about how to contact board members. We have created email addresses for each board member and included your new email address on our website.

A motion was made by Jean Hartzog, CPP to approve the proposed policies and seconded by Kevin James, RAC, CCS. The motion was approved after a unanimous vote in the affirmative. ADRA will make this policy available on the website.

**Minutes of ADRA Board Meeting of 11/15/13**

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*VIII. Old Business*

a. RAC/CAC Scope of Work

Re-visit rule change for the CAC/RAC scope of work.

b. ATI Guidelines Update – Bernadine Williams

The board would like an opportunity to read over the guidelines document and discuss at the next meeting. L. Bonton requested that board members send feedback to be incorporated prior to the next board meeting.

*X. Executive Director's Report: LaMiesa Bonton*

- Memo sent regarding fee change and internal background checks went out on October 1<sup>st</sup>. We have begun pulling checks and working well.
- Email was sent the board regarding the ethics training that's to be completed before the end of the year. The requirement is for it to be taken once per year. The link is active and can be taken anytime between now and Dec. 31<sup>st</sup>
- Email was sent regarding your board email account and instructions for accessing it.
- CARF report was submitted by Mary Sue Stages, copy included in the board packets
- Received quotes for computers on state contract, desktops with laptop docking stations are running about \$1500 a piece which is expensive to me but now the problem is no one knows how I would actually order through the state contract without a IT rep or agency number. Other options may be to get new CPUs and a small laptop for field use from office depot.
- Staff Retreat planned for Friday Dec. 13th will shut down the office to focus on next year's goals and objectives and standard operating procedures. Master calendar is included in your folders for you to keep and refer to regarding next year's activities and due dates
- Lunch and Learn for CITs held yesterday. Pamela reported information regarding the meeting.
- Quality Assurance Reviews were reviewed
- All contracts are current
- Debt collection contract active. Invoices re-sent October 15<sup>th</sup> with AG language added. Preparing documents to submit to AG's office next week to move forwards with collections.
- Website contract ends Dec. 31 2013, website updates have been made accordingly and she will produce a training manual for us by the close of the year. She agrees to conduct monthly updates and bill accordingly.
- 4th ADRA Newsletter will be released November 22, 2013
- Renewal Status Report included for your review

Next meeting date: Friday, January 17, 2014; 10:00 a.m. @ the ADRA Office 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA 70808.

A motion was made by Jean Hartzog, CPP and seconded by Bernadine Williams, LAC, CCGC, CCS to adjourn the meeting. The motion was approved after a unanimous vote in the affirmative.

Respectfully Submitted,

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Jean Hartzog, CPP, Secretary/Treasurer