

ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD
MEETING

ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70808
March 28, 2014
10:00 A.M.

- I. Call to Order: Roy Baas, Chairman
- II. Roll call; set quorum: Jean Hartzog, Secretary/Treasurer
- III. Public Introductions and Representation
- IV. Approval of January 17, 2014 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) January 2014
 - b) February 2014
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicants to be Credentialed
 - b) SB438 – Suicide Treatment Training Update
 - c) LASACT Conference Planning Update
 - d) Certified Prevention Supervisor credential consideration
 - e) Layoff Avoidance Measures-Performance Measures Plan
 - f) Late Fee Waiver Request – Jo Cohen
 - g) Addiction Add-on requirement waiver for CCS - Ava Solomon-Mazzanti
 - h) Renewal Application and Late Fee Refund Request – Catherine Clark
 - i) Roles and Responsibilities of the ATA
 - j) Approve CEU's/Waive Pre-post Fees for dually licensed counselors
- VIII. Old Business
 - a) RAC/CAC Scope of Work Rule Change Update
 - b) Computer/Software/Labor Quote
 - c) Draft Prevention Rule Change
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, May 16, 2014; 10:00 a.m. @ the ADRA Office 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA 70808

Approved and Adopted: Roy Baas, Chairman X

Minutes

Regular Meeting of Addictive Disorder Regulatory Authority Board

Friday, March 28, 2014 at 10:00 a.m.

Held at:

4919 Jamestown Avenue, Suite 203
Baton Rouge, LA 70808

I. Call to Order

The March 28, 2014, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 10:15 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:

Roy Baas, LAC, CCGC, CCS, Chairman
Paul Schoen, LAC, CCGC, Vice-Chairman
Jean Hartzog, CPP, Secretary/Treasurer
Marilyn Smith, LAC
Bernadine Williams, LAC, CCGC, CCS
Kevin James, RAC, CCS

Members Absent:

Ronald Taravella, M.D.
JoAn Brown, LAC

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
Traci Perry
Shaneeeka Harrison

IV. Approval of January 17, 2014 Minutes (Attachment 2)

A draft of the January 17, 2014 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Marilyn Smith, LAC and seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

V. Treasurer's Report (Attachment 3)

The January and February 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 Marilyn Smith, LAC to accept the report as given. The motion was approved after a unanimous vote in the affirmative.

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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. The motion was seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

b. SB438 – Suicide Treatment Training Update

The author of this bill wants us to add Suicide Treatment Training to our continuing education requirements. In drafting for ADRA the fiscal note, the only financial impact that we could foresee of was the rule change cost which would be minimal and whatever labor cost for changing the renewal applications and putting systems in place to be able to monitor and capture that the requirements have been met. SB 438 states that there should be a requirement of 6 clock hours of suicide treatment education in a 6 year period. If this is implemented and passed, the easiest way for us to monitor this is to include it as a requirement in our renewals. Marolon Mangham, Executive Director of LASACT is on the committee discussing this bill. There is a possibility of a mandate being created, but there may not be a need to change our rule just yet.

c. LASACT Conference Planning Update

At the Addiction Commission meeting, we were approached by a CCS that was confused about their new role in the CIT process. Therefore, the ADRA would like to collaborate with one of our CCS's to co-present on the new CIT requirements and experiences associated with the guidelines and supervision.

As a cost savings measure, only two of the ADRA staff will be staying for the conference. Additionally, the ADRA board meeting will be held at the LASACT Conference on Sunday, August 3rd at 11am.

d. Certified Prevention Supervisor credential consideration

The board is in agreement with adding the Certified Prevention Supervisor credential in the overall prevention rule change. The board suggests that we also include CPP's and RPP's as eligible for the CPS credential. Before we finalize, we will accept comments from other prevention professionals for review and additional input.

e. Layoff Avoidance Measures-Performance Measures Plan

Our office was contacted by Civil Service about filing a Layoff Avoidance Plan. We submitted the report declining raises due to budgetary constraints and it on the agenda for approval at the April 2nd civil service commission meeting. Our next report is due June 2014. The board requested that the ED research one-time lump sum payment in lieu of a salary increase.

f. Late Fee Waiver Request – Jo Cohen

A motion was made by Paul Schoen, LAC, CCGC to deny the late fee waiver request. The motion was seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

- g. Addiction Add-on Requirement waiver for CCS – Ava Solomon-Mazzanti

A motion was made by Bernadine Williams, LAC, CCGC, CCS to deny the addiction add-on waiver request for the CCS application requirement. The motion was seconded by Paul Schoen, LAC, CCGC. The motion was approved after a unanimous vote in the affirmative.

- h. Renewal Application and Late Fee Refund Request – Catherine Clark

A motion was made by Bernadine Williams, LAC, CCGC, CCS to deny the refund request. The motion was seconded by Kevin James, RAC, CCS. The motion was approved after a unanimous vote in the affirmative.

- i. Roles and Responsibilities of the ATA

In an effort to further clarify the roles and responsibilities of the ATA, the ATA can train but cannot work in the twelve core functions. Meaning, they can work one on one with their CCS and begin accumulating their 300 hours of direct supervision. They can sit in on groups and observe other areas of work in the twelve core functions. However, the ATA is strictly defined as an administrative/supportive role.

- j. Approve CEU's/Waive Pre/Post Fees for dually licensed counselors

The board denied the waiver of Pre/Post approval fees for dually licensed education hours.

VIII. Old Business

- a. RAC/CAC Scope of Work Rule Change Update

The rule change has been submitted to correct the language in regards to the consulting relationship. We expect the final publishing to be May 20th.

- b. Computer/Software/Labor Quote

A motion was made by Jean Hartzog, CPP to allow LaMiesa Bonton, Executive Director, to make the most appropriate decision for the ADRA office's needs and approve the allocated expense amount up to \$6,000. The motion was seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

- c. Draft Prevention Rule Change

Language proposed by Dr. Murielle Harrison was compared it with the statute and rules. The new prevention standards from IC&RC for prevention were incorporated into the proposed rule change. Inaccurate/out of place language was removed and missing language was added to be in line with the statute. A significant change we made was to add a prevention specific code of ethics.

Currently ATA's are required to have CPR and First Aid training. This requirement will be removed. The board is in agreement.

The ADRA staff will email the draft of the rule change to all counselors and stakeholders to request feedback and comments. We will present any comments at the next board meeting for review.

IX. Executive Director's Report: LaMiesa Bonton

Operations Update: a request was made to the board to purchase a dedicated scanner for the admin's desk so that applications can be scanned as a part of the processing of the application. The cost of the desktop scanner is 332.00 as opposed to paying someone to scan outstanding files at a cost of \$9600-\$11200. The

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Board suggested looking for a printer/scanner combo option and advised that the costs should be within the approved \$6000 allotment.

Contracts Update: all contracts are current

Next meeting date: Friday, May 16, 2014; 10:00 a.m. @ the ADRA Office 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA 70808

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

Respectfully Submitted,

Jean Hartzog, CPP, Secretary/Treasurer