

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

Crowne Plaza  
4728 Constitution Avenue  
Baton Rouge, LA 70808  
July 26, 2015  
11:00 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 May 15, 2015 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
  - a) May 2015
  - b) June 2015
- VI. Public Questions or Comments
- VII. New Business
  - a) Approval of Applicants to be Credentialed
  - b) AC Collections Quarterly Report
  - c) House Concurrent Resolution No. 74
  - d) House Bill 451
  - e) Background Check Company Evaluation
  - f) Felony Waiver Request for CIT Application: Samuel Johnson
  - g) Late Fee Waiver Request: Robin Toler
  - h) Request for cost reduction and/or extension of license period for those who hold more than one credential with the ADRA: Mike Fleming
  - i) CEU's for Independent Peer Review
- VIII. Old Business
  - a) Contracts Update
  - b) Capital One Certification of Deposit Cancellation
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, September 18, 2015; 10:00 a.m. @ the ADRA Office, 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA

## Minutes

### Regular Meeting of Addictive Disorder Regulatory Authority Board

Sunday, July 26, 2015, at 11:00 a.m.

Held at:

Crowne Plaza  
4728 Constitution Avenue  
Baton Rouge, LA 70808

#### *I. Call to Order*

The July 26, 2015, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 11:00 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:**

Roy Baas, LAC, CCGC, CCS, Chairman  
Paul Schoen, LAC, CCGC, Vice-Chairman  
Jean Hartzog, CPP, Secretary/Treasurer  
JoAn Brown, LAC  
Bernadine Williams, LAC, CCS  
Shaneeka Harrison, LAC, CCGC  
Kevin James, RAC, CCS  
Dr. Ken Roy

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

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

LaMiesa Bonton, Executive Director  
Lauren Lear, Assistant Director

#### *III. Public Introductions*

##### **Guests:**

Edward Lytle  
Herb Hickle  
Samuel Johnson  
Todd Juluke  
Christopher Collins

Dedric West  
Beau Laviolette

*IV. Approval of May 15, 2015 Minutes (Attachment 2)*

A draft of the May 15, 2015 board meeting minutes was presented for approval. A motion was made to approve the minutes by Bernadine Williams, LAC, CCS 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 Paul Schoen, LAC, CCGC and seconded by Kevin James, RAC, CCS to accept the report as given. The motion was approved after a unanimous vote in the affirmative.

*VI. Public Questions or Comments.*

a. Guests

Each guest expressed gratitude for having the opportunity to observe our board meeting.

*VII. New Business*

a. Approval of Applicants to be Credentialed

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

b. AG Collections Quarterly Report

LaMiesa Bonton, ADRA Executive Director, offered a brief update to the board and shared the quarterly report. The Signorelli case was recently added and we will be starting the process to add Clark to the AG Collections account.

c. House Concurrent Resolution No. 74

There was a brief explanation of House Concurrent Resolution No. 74. This is a statute that came out of the 2015 sessions that applies to all state agencies, boards and commissions. It gives the state agency or board the authority to issue a provisional practice credential to an active duty military member or military spouse until the official credential is processed.

d. House Bill 451

The Commission of Addictive Disorders has been abolished. Dr. Dunham is working on finding a way to have the members continue to participate in other OBH committee/advisory meetings. We will update the board as we receive new information.

e. Background Check Company Evaluation

The company that we use to pull our background checks, Southern Research, is raising their prices. We currently charge \$36 for each new application to cover the cost of the background check. On average, we were charged \$34.50 per background check. However, we have seen some cost as much as \$43. The new average cost for a background check from Southern Research will be \$38. We have looked into a few other companies to see if there are more cost effective options available. The board recommended that we contact Southern Research to get all the details about the price increase before we consider changing companies.

f. Felony Waiver Request for CIT Application: Samuel Johnson

Mr. Johnson applied for a felony waiver and was previously denied. Mr. Johnson opted to appeal the decision and bring his waiver request before the entire board. Mr. Johnson informed the board that he has applied for and submitted a request for a 1<sup>st</sup> offender pardon, but has not received a response. Based on Mr. Johnson's circumstances, the board agreed to defer making any decisions until more documentation has been acquired.

g. Late Fee Waiver Request: Robin Toler

The board does not have the authority to grant late fee waivers. The late fee is a requirement if the renewal application is submitted late and must be paid in order to be processed.

h. Request for cost reduction and/or extension of license period for those who hold more than one credential with the ADRA: Mike Fleming

Through his Quality Assurance Review form on his last renewal, Mr. Fleming proposed to offer a discount to counselors who hold more than one practice credential/specialty certificate through the ADRA. The board will consult with the attorney to see if this is within our authority to allow. Because the credentialing term is written into the law, the board does not have the authority to extend the credentialing period. The ADRA office staff will develop a proposal and present at the next board meeting for further discussion.

i. CEU's for Independent Peer Review

Can we offer CEU's for participating in the Independent Peer Review process? The board doesn't offer CEU's. However, if the organization were to partner with LASACT or another ADRA Approved Educational Provider, they can issue continuing education hours.

It is up to the educational provider to determine if there is any educational value to the peer review process. However, the board does not agree that per review processes count as education and would not support accepting CEU's for such.

*VIII. Old Business*

a) Contracts Update:

LaMiesa Bonton, Executive Director, gave a brief update on the upcoming contracts. The legal and CPA contract are in the new ProAct system are being processed.

b) Capital One Certificate of Deposit Cancellation

This CD matures on July 30, 2015. On the maturity date, we would like to consider moving the funds to a more accessible account given the financial activity of this fiscal year. The board supports withdrawing the funds and moving to readily accessible account and suggests considering a Money Market account. This will give us access to the funds in addition to continuing to earn interest.

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

- LaKeisha Franklin started with us on June 1 as our new Admin Asst and she has been great so far. She is on vacation with her family right now and will be back into town tomorrow. She will attend the conference with Lauren on Tuesday so you will have an opportunity to meet her at that time.
- A LASACT Conference Important meetings schedule has been included in your folders for your reference. Please use this to know where your presence has been requested.
- We have purchased an extended warranty for 3 years the large HP printer/scanner/copier.
- We have a plan in place, which Roy supports, for maternity leave. I will work from home the majority of the leave and come into the office when necessary. Reporting requirements that will be due during leave are being worked on now and will be prepared and submitted timely and all daily tasks will continue to be done. Staff will not assume the ED workload.
- Recommendation: Resizing Certificates to letter size eliminates the need for special printer and additional postage. The board declined resizing the certificates.
- Can DHH course report fees be paid in cash since they collect from course participants? The board agreed to allow DHH to pay course report fees in cash.
- Reminder: sign travel and provide hotel receipts.

**Minutes of ADRA Board Meeting of 7/26/15**

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Next meeting date: Friday, September 18, 2015; 10:00 a.m. @ the ADRA Office, 4919 Jamestown Avenue, Suite 203, Baton Rouge, LA.

A motion was made by Bernadine Williams, LAC, CCS and seconded by JoAn Brown, LAC 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