

ADDICTIVE DISORDER REGULATORY AUTHORITY BOARD
MEETING

LASACT Conference
Astor Crowne Plaza Hotel
New Orleans, LA 70130
August 3, 2014
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 16, 2014 Minutes: Jean Hartzog, Secretary/Treasurer
- V. Treasurer's Report: Jean Hartzog, Secretary/Treasurer
 - a) May 2014
 - b) June 2014
- VI. Public Questions or Comments
- VII. New Business
 - a) Approval of Applicants to be Credentialed
 - b) Approval of FY15/FY16 Court Reporter Contract
 - c) Banking Update: ProDeposit Check Scanner
 - d) Statute Change Strategic Planning
 - e) Letter to the Board – Joseph McCarty
- VIII. Old Business
 - a) DOJ Collections Update
 - b) Board Appointment Update
 - c) Draft Prevention Rule Change
- IX. Executive Director's Report: LaMiesa Bonton, Executive Director

Adjourn Meeting: Next meeting date: Friday, September 19, 2014; 10:00 a.m. @ the ADRA Office, Baton Rouge, Louisiana

Approved and Adopted: Roy Baas, Chairman X

Minutes of ADRA Board Meeting of 8/3/14

Minutes**Regular Meeting of Addictive Disorder Regulatory Authority Board**

Sunday, August 3, 2014, at 11:00 a.m.

Held at:
LASACT Conference
Astor Crowne Plaza Hotel
New Orleans, LA 70130

I. Call to Order

The August 3, 2014, regular meeting of the Addictive Disorder Regulatory Authority Board was called to order to by Roy Baas, LAC, CCGC, CCS, Chairman, at approximately 11:01a.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, CCGC, CCS
Kevin James, RAC, CCS

Members Absent:**ADRA Staff Present:**

LaMiesa Bonton, Executive Director
Lauren Lear, Assistant Director
Pamela Richards, Administrative Assistant

III. Public Introductions**Guests:**

Tracy Perry

IV. Approval of May 16, 2014 Minutes (Attachment 2)

A draft of the May 16, 2014 Board meeting minutes was presented for approval. A motion was made to approve the minutes by Paul Schoen, LAC, CCGC and seconded by Kevin James, RAC, CCS. The motion was approved after a unanimous vote in the affirmative.

V. Treasurer's Report (Attachment 3)

The May and June 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 Bernadine Williams, LAC, CCGC, 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**

No comments at this time.

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VII. New Business

a. Approval of Applicants to be Credentialed

A motion was made by Bernadine Williams, LAC, CCGC, CCS to approve the applicants listed as credentialed. The motion was seconded by JoAn Brown, LAC. The motion was approved after a unanimous vote in the affirmative.

b. Approval of FY15/FY16 Court Reporter Contract

A motion was made by Kevin James, RAC, CCS to approve the Court Reporter Contract at the same terms as previously agreed. The motion was seconded by Bernadine Williams, LAC, CCGC, CCS. The motion was approved after a unanimous vote in the affirmative.

c. Banking Update: ProDeposit Check Scanner

LaMiesa Bonton, Executive Director has been in contact with a representative of Capital One bank in an effort to resolve some of our banking issues. Because of the influx of payments made by money order, cashier's checks, and company checks, she has been researching a check scanning device, a machine that requires a monthly fee of \$50.00 for onsite check scanning. The funds are deposited directly into the ADRA Capital One bank account. This would save countless hours spent making deposits allowing for increased work productivity.

The board agrees to rent the scanner. No board action was necessary.

d. Statute Change Strategic Planning

The board agrees that LASACT should coordinate and assemble a committee to begin working on a statute change as well as find a lobbyist who will support our needs.

e. Letter to the Board – Joseph McCarty

There are many issues that we have worked to address in regards to the CIT process. The Board feels the pain of those who are struggling to meet the needs to maintain the status. Rural areas do lack CCS supervision. We are encouraging all who can, please consider becoming a CCS so we can help train the next generation of Addiction Counselors.

VIII. Old Business

a. DOJ Collections Update

We will transfer A. Santestivan to the DOJ for non-compliance of repayment. Last payment was received September of 2013.

b. Board Appointment Update

There has been no update from the Governor's office for Marilyn's replacement. We have heard from the Boards and Commissions on the medical doctor, but no official appointment yet.

c. Draft Prevention Rule Change

This has become more than what we had originally thought it would be. When we began looking at adding the Prevention piece, we had to adjust other areas of the Rule to accommodate the changes. Once we started that, we began making language more concise and consistent as well as taking out any repeated language from the statute. We are making progress and moving in the right direction.

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

- New computers and printers are installed and came in at a total cost of \$5067.83 with labor. We have a few loose ends to tie up but we are up and running and it was a seamless transition.
- First draft of records retention schedule is being revised by State Archives. In parallel, I am working on Imaging Exception Application which includes a Disaster Recovery Plan. Waiting to hear back from State Archives on moving forward. She also provided us with some names for quotes on shredding.
- Making travel arrangements for the IC&RC Meeting to be held Oct 14-16 in Dallas, TX
- Comprehensive Annual Financial Report Due 8/31/14: Mary Sue is compiling
- Planning for Lunch and Learn in October of this year
- All contracts are set to expire June of 2015. Will have board resolutions drafted and ready to sign for the next meeting.

Next meeting date: Sunday, September 19, 2014; 10:00 a.m. @ the ADRA Office.

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

Respectfully Submitted,

Jean Hartzog, CPP, Secretary/Treasurer