TENNESSEE BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS
MINUTES

DATE:	July 27, 2007
TIME:	9:00 a.m., CST
LOCATION:	Health Related Boards Poplar Room 227 French Landing, Suite 150 Nashville, TN 37243
BOARD MEMBERS PRESENT:	Michael Jackson, A & D Counselor, Chair Sharon Trammell, A & D Counselor Jacques Tate, A & D Counselor Janice Higgins, Citizen Member
BOARD MEMBERS ABSENT:	Garner Cagle, A & D counselor
STAFF PRESENT:	Melody Spitznas, Board Administrator Barbara Maxwell, Administrative Director Juanita Presley, Advisory Attorney Jerry Kosten, Division Rules Coordinator Lakita Taylor, AARB1

Mr. Jackson, chair, called the meeting to order at 9:06 a.m. A roll call vote was conducted and a sufficient amount of members were present to constitute a quorum.

Conflict of Interest Policy Statement

Ms. Presley reviewed the Conflict of Interest Policy with the board asking the board members to disclose any conflict of interest they may have prior to contested cases, legal proceedings, or other matters that come before the Board to determine if there is a conflict of interest.
Ms. Presley stated if a board member does have a conflict of interest they must recuse him/herself and leave the hearing room during the proceeding. Ms. Presley stated if any board member had a question, please let her know.

Review/Approve April 27, 2007 Minutes

Upon review of the April 27, 2007 minutes, Ms. Trammell made a motion, seconded by Mr. Tate, to approve the minutes as written. The motion carried.

Office of General Counsel Report

Ms. Presley reviewed the OGC Report stating there are no rules pending at OGC for review and approval by the Board.

Ms. Presley said rule amendments pertaining to the application process, continuing education provider process, advertising, and screening panels were submitted to the Attorney General's office May 11, 2006 and will be effective August 1, 2007.

Ms. Presley said rule amendments pertaining to reciprocity requirements, continuing education course approval deadline and petition for stays and reconsiderations were submitted to Attorney General's office February 22, 2007 and will be effective September 16, 2007.

Ms. Presley said there are currently no contested cases, letters of reprimand, consent orders, or agreed orders before the Board at this time.

Discuss Board Business

The Board discussed having consultants review application files prior to Board meetings; consideration of authorizing the board administrator to initially approve reinstatement applications pending ratification by the Board; and, developing a policy regarding criminal background checks that are rejected because of illegible fingerprints.

Ms. Spitznas said if a consultant reviewed application files it would speed up the application process for applicants who have met all licensure requirements. Ms. Spitznas said when an application file has met all requirements for licensure a letter will be issued to the applicant giving him/her the right to work pending ratification by the Board.

Upon discussion, Ms. Trammell made a motion, seconded by Mr. Jackson, to approve the use of a consultant to review files prior to board meetings. The motion carried.

Upon discussion, Ms. Trammell made a motion, seconded by Mr. Tate, to approve the initial approval of reinstatements by the board administrator. The motion carried.

Upon discussion, Ms. Trammell made a motion, seconded by Mr. Tate, to adopt the following policy regarding illegible fingerprints:

The board shall accept a FBI criminal background check on an applicant's name, social security number and other vital statistics when an individual has unreadable prints.

The motion carried.

Disciplinary Report

Ms. Spitznas reviewed the Disciplinary Report which gives the name of the disciplined practitioners, their license number, date of action, expiration date, civil penalty costs, continuing education requirements, reporting, peer assistance, and comments.

Ms. Spitznas said if a disciplined practitioner does not comply with the terms of the order they will come before the board in a contested case hearing for non-compliance.

Investigative Report

Ms. Spitznas reviewed the Investigative Report stating there are four (4) complaints year to date against alcohol and drug abuse counselors with two (2) being referred to OGC.

Ms. Spitznas stated there are currently two (2) alcohol and drug abuses counselors being monitored.

Financial Report

Ms. Spitznas reviewed the Financial Report stating the board has a cumulative carryover of $79,640.27 as of June 30, 2007. Ms. Spitznas stated the cost of the move is included in the report and costs are lower than anticipated.

Administrative Report

Ms. Spitznas reviewed the Administrative Report stating there are currently 472 active, 131 retired, 200 failed to renew and 25 deceased alcohol and drug abuse counselors.

Ms. Maxwell stated a report pertaining to failed to renew licensees will be available at the next meeting.

Ms. Presley suggested the use of articles and/or newsletters as a means of communicating to licensees about renewing their licenses and the option of retiring licenses.

Ms. Spitznas said the benchmark for renewal processing is ten (10) days, with alcohol and drug abuse counselors averaging 7.16 days.

Ms. Spitznas said the benchmark for application processing is one hundred (100) days with alcohol and drug abuse counselors averaging 342.3 days. Ms. Spitznas said the benchmark for application processing is not being met due to missing documentation and applicants failing to pass the NAADAC examination.

Ms. Spitznas stated between April 16, 2007 and July 16, 2007, fifty-eight (58) alcohol and drug abuse counselors renewed their license, of which fifteen (15) renewed online.

Review/Ratify Newly Licensed and Reinstated Alcohol and Drug Abuse Counselors

Upon review, Ms. Trammell made a motion, seconded by Mr. Tate, to approve the following newly licensed alcohol and drug abuse counselors:

Jon S. Jackson

The motion carried.

Upon review, Mr. Tate made a motion, seconded by Ms. Trammell, to approve the following reinstated alcohol and drug abuse counselors:

Karen S. Dennis

The motion carried.

Correspondence

Upon review of a letter from **John D. Rollins, LADAC**, requesting a waiver of continuing education hours for the year of 2007, due to health issues, Ms. Trammell made a motion, seconded by Ms. Higgins, to deny the request for waiver and have administration send a letter to Mr. Rollins suggesting alternative ways of obtaining the required continuing education. The motion carried.

Review/Ratify Abandoned/Incomplete Files

Upon review of abandoned/incomplete files, Ms. Trammell made a motion, seconded by Mr. Tate, to close the following files:

Terry E. Lewis
Sherry K. Moore-Gant
Tonya H. Sherman
Wesley D. Smith
Mary A. Stringham
Coleman Thompson
Mildred L. Nygren
Roxanne Claude
Carolyn Hamlet
Mark J. Hofheins
Deborah A. Nash
Susan M. Nelson
James Peavyhouse
Gwendolyn L. Hunter
Camille Horton

The motion carried.

Review/Ratify Oral Examination Results

Upon review of oral examination results, Ms. Trammell made a motion, seconded by Ms. Higgins, to approve the following candidates with passing scores:

Gary Cooley
Lynn Manderson
Stanley Worthington

The motion carried.

Review/Ratify Continuing Education

Upon review of continuing education, Ms. Trammell made a motion, seconded by Ms. Higgins, to approve the following courses:

Cumberland Heights
Workshop #1: ***Screening, Intake, Orientation***
Workshop #2: ***Treatment Planning, Crisis Intervention, Client Education***
Workshop #3: ***Report and Record Keeping, Consultation, Case Management***

EAGALA
Fundamentals of EAGALA Part I
Fundamentals of EAGALA Part II

CCJP.com
Ongoing online education courses

The motion carried.

Review/Ratify Files

Upon review of the application of **Kenneth P. Baker**, Ms. Trammell made a motion, seconded by Mr. Tate, to approve Mr. Baker to sit for the NAADAC written exam. The motion carried.

Upon review of the application of **Holly E. Dunn**, Ms. Higgins made a motion, seconded by Ms. Trammell, to approve Ms. Dunn to sit for the NAADAC written exam. The motion carried.

Upon review of the application of **Claudia H. Garrett**, Ms. Trammell made a motion, seconded by Mr. Tate, to approve Ms. Garrett to take the oral examination. The motion carried.

Upon review of the application of **Veralyn Martin**, Ms. Trammell made a motion, seconded by Mr. Tate, to approve Ms. Martin to take the oral examination. The motion carried.

Upon review of the application of **Louis R. Miranda**, Mr. Tate made a motion, seconded by Ms. Higgins, to approve Mr. Miranda to sit for the NAADAC written exam. The motion carried.

Upon review of the application of **Levi Robinson, Jr.**, Ms. Trammell made a motion, seconded by Ms. Higgins, to delay approval pending completion and passing of the Ethics and Jurisprudence exam. The motion carried.

Upon review of the application of **Jeffrey A. Shaw**, Mr. Tate made a motion, seconded by Ms. Trammell, to approve Mr. Shaw to sit for the NAADAC written exam. The motion carried.

Upon review of the reinstatement application of **Carla Bell**, Ms. Trammell made a motion, seconded by Ms. Higgins, to approve Ms. Bell for reinstatement of licensure. The motion carried.

Upon review of the reinstatement application of **Jackie Scott**, Ms. Trammell made a motion, seconded by Ms. Higgins, to approve Ms. Scott for reinstatement of licensure. The motion carried.

Upon review of the application of **Jonathan Head**, Ms. Trammell made a motion, seconded by Mr. Tate, to approve Mr. Head for reinstatement of licensure. The motion carried.

Upon review of the reinstatement application of **Dianne Hand**, indicating incompletion of the written examination and proof of required continuing education, Ms. Trammell made a motion, seconded by Ms. Higgins, to delay approval pending receipt of documents showing proof of passing the written examination and completion of the required continuing education. The motion carried.

The board discussed **David N. Burnett**, who states he retired his certification for alcohol and drug abuse counseling in 1995. Ms. Trammell stated in October 1996, licensure to practice alcohol and drug abuse counseling became available and all persons whose certification were in an active status were granted licensure by grandfathering; however, because Mr. Burnett was in a retired status his certification was not upgraded to licensure.

Upon discussion, Ms. Presley said this matter should be referred to the OGC and will be discussed at the next board meeting.

With no other board business to conduct, Ms. Trammell made a motion, seconded by Mr. Tate, to adjourn the meeting at 11:11 a.m. The motion carried.

Ratified by the Board of Alcohol and Drug Abuse Counselors on October 19, 2007.