

**TENNESSEE BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS
MINUTES**

DATE: January 17, 2014

TIME: 9:00 a.m., CST

LOCATION: Health Related Boards
Poplar Room
665 Mainstream Drive
Nashville TN 37243

BOARD MEMBERS

PRESENT: Sherry Butler, LADAC, Chair
Karen Dennis, LADAC
Susan Cunningham, LADAC
Richard Terry Kinnaman, LADAC

BOARD MEMBERS

ABSENT: Major McNeil, Citizen Member

STAFF PRESENT:

Melody Spitznas, Board Administrator
Teddy Wilkins, Unit Director
Caroline Tippens, Assistant General Counsel

Ms. Butler called the meeting to order at 9:10 a.m. and declared a quorum to be present.

Rulemaking Hearing

Ms. Tippens, Assistant General Counsel called the rulemaking hearing to order at 9:15 a.m. The Board members and staff introduced themselves for the record and Ms. Tippens declared a quorum to be present.

The Board reviewed amendments to Rules 1200-30-01.01 regarding Definitions; 1200-30-01.02 regarding Scope of Practice; 1200-30-01.04 regarding Qualifications for Licensure; 1200-30-01.06 regarding Fees; 1200-30-01.08 regarding Examinations; 1200-30-01.10 regarding Supervision; and 1200-30-01.12 regarding Continuing Education. After discussion of the rules, and hearing comments from the public, Ms. Cunningham made a motion, seconded by Mr. Kinnaman to approve the amendments to the rules incorporating the changes made by the board. The motion carried. The Board took into consideration the comments from the public and responded in kind. Such comments have been transmitted to the Attorney General's office, along with the rules for review for legality and constitutionality.

Chair Butler recognized Mr. Rod Bragg, Assistant Commissioner of the Department of Mental Health and Substance Abuse. Mr. Bragg stated that he recommends that the eight (8) domains curriculum be incorporated into the Board's rules. Ms. Tippens stated that the Board could do a Policy Statement to address this issue.

Minutes

Ms. Dennis made a motion, seconded by Ms. Cunningham, to approve the November 1, 2013 minutes as amended. The motion carried.

OGC Report

Ms. Tippens stated that there is one open case in the Office of General Counsel at this time.

Investigative Report

Denise Moran of the Office of Investigations stated that there is currently one (1) case currently open in the Office of Investigations.

Disciplinary Report

Ms. Moran stated there are two (2) practitioners currently being monitored and there have been no changes since the report from the last board meeting.

Administrative Report

Ms. Spitznas reviewed the administrator report with the Board and stated that there are currently four hundred sixteen (416) actively licensed, one hundred eighty-four (184) have retired, two hundred forty-two (242) are expired and eighty-six (86) deceased alcohol and drug abuse counselors.

From October 16, 2013 to January 6, 2014, one (1) new license was issued, two (2) new applications were received and three (3) licensees retired.

Thirteen (13) alcohol and drug abuse counselors renewed their license online between October 16, 2013 to January 6, 2014. Ms. Spitznas asked the Board to encourage its colleagues to utilize the online system as it helps reduce administrative costs and is an efficient way to renew their license.

Ms. Tippens presented a Policy Statement for the Board's consideration regarding oral examinations. The purpose of this statement is to protect the health and safety of the citizens of Tennessee and to establish additional locations and dates for those applicants taking the oral examination, pursuant to Rule 1200-30-01-.08. Board policy prior to November 2013 was that oral examinations would be coordinated by the Board's Administrator and only held at the Board's Administrative Office in Nashville, Tennessee. As oral examinations were coordinated by the Administrator, oral examinations could only be held on weekdays, which has in turn,

caused scheduling problems and a shortage of oral examiners available for weekday examinations. Kathy Benson has been working with the Board's Administrator and acting as site manager for oral examinations for some time.

The Board, in the interest of formalizing its relationship with Ms. Benson, providing additional dates to applicants, and to provide flexibility for weekend examinations, hereby delegates authority to Kathy Benson as the site manager for oral examinations. Oral examinations may be held at Ms. Benson's offices or at any location within the three (3) grand divisions of the State. All other requirements for oral examinations will remain the same, pursuant to Rule 1200-30-01-.08. Advance notice of oral examination dates and locations will be provided to the applicant thirty (30) days prior to the scheduled exam. Mr. Kinnaman made a motion, seconded by Ms. Cunningham to adopt the policy statement as written. The motion carried.

Newly Licensed

Mr. Kinnaman made a motion, seconded by Ms. Cunningham, to approve the following newly licensed Alcohol and Drug Abuse Counselor:

Andrea L. Young

The motion carried.

Reinstatements

Ms. Dennis made a motion seconded by Mr. Kinnaman to approve **Frances Patterson** for reinstatement. The motion carried.

NCAC (Written) Examination Results

During the December 2013 test period, three (3) candidates sat for the written examination and all three (3) candidates passed the exam. Mr. Kinnaman made a motion, seconded by Ms. Cunningham, to accept the exam results, permitting these applicants deemed eligible to sit for the oral examination. The motion carried.

Correspondence

The Board reviewed a letter from **Dr. Roger Penn** requesting the Board to accept 270 online hours he completed through the Net Institute of Florida to count toward his core hours for licensure. Mr. Kinnaman made a motion, seconded by Ms. Cunningham to deny Dr. Penn's request. The motion carried.

Continuing Education Requests for Approval

Ms. Cunningham made a motion, seconded by Ms. Dennis, to approve the continuing education request submitted by Lorie McCarter. The motion carried.

Application Review

Ms. Cunningham made a motion, seconded by Ms. Dennis, to approve **Meghan Burton** to sit for the written exam, pending receipt of a final transcript. The motion carried.

Mr. Kinnaman made a motion, seconded by Ms. Cunningham to approve **Rodney Brewer** to sit for the written exam, as Mr. Brewer sent in the items that were missing from his file from the last Board meeting. The motion carried.

Ms. Butler made a motion, seconded by Ms. Dennis to approve the file of **Roberta Sewell** by reciprocity. The motion carried.

Ms. Butler made a motion, seconded by Ms. Dennis, for Ms. Spitznas to send **Sheila Lyons** a letter stating her application was missing a Tennessee supervisor affidavit. The motion carried.

Other Board Business

With no other Board business to conduct, Ms. Cunningham made a motion, seconded by Mr. Dennis, to adjourn the meeting at 2:45 p.m. The motion carried.

Ratified by the Board of Alcohol and Drug Abuse Counselors on April 25, 2014