**tennessee board of alcohol and drug abuse counselors**

**January 16, 2015**

**MINUTES**

A regular meeting of the Tennessee Board of Alcohol and Drug Abuse Counselors was held in the Poplar Conference Room, at 665 Mainstream Drive, Poplar Conference Room, Nashville, TN 37243 on January 16, 2015.

Members Present: Sherry Butler, Board Chair

Susan Cunningham, Board Member

Major McNeil, Board Member

Hilde Phipps, Board Member

Absent Members: Karen Dennis, Board Member

Staff Present: LaTonya Shelton, Administrator

Teddy Wilkins, Administrative Director

Caroline Tippens, Advisory Attorney

The Board convened at 9:09 a.m. with Ms. Sherry Butler, Chair, presiding and determining a quorum was present to conduct the meeting.

**Minutes**

Ms. Cunningham made a motion to approve the minutes from the October 24, 2014 meeting with changes and Mr. McNeil seconded the motion. The motion carried.

**Applicant Review(s):**

Mr. McNeil made a motion to approve **Sharma Edwards** to sit for the written examination and Ms. Phipps seconded. This motion passed.

Mr. McNeil made a motion to approve **Cynthia Moody** licensure by reciprocity upon receipt of the $50.00 license fee, issue her certificate. Ms. Cunningham seconded. This motion passed.

Mr. McNeil made a motion to approve **Kristen Robinson** to take the oral examination and Ms. Cunningham seconded. This motion passed.

Ms. Phipps made a motion to approve **Matthew McUmber** licensure by reciprocity upon receipt of the

$50.00 license fee, issue his certificate. Mr. McNeil seconded. This motion passed.

**Oral Examination Results**

Mr. McNeil made a motion to ratify the pass/fail oral examination result score given on December 6, 2014 and Ms. Cunningham seconded the motion for the following:

Patty Brewer

Rodney Brewer

Betty Winningham

**Office of General Counsel**

**Litigation**-Ms. Caroline Tippens reported that there are no cases currently in the Office of General Counsel pertaining to a licensed alcohol and drug abuse counselors.

**Legislation**- Ms. Caroline Tippens reported at this time, there is no legislation currently affecting Licensed Alcohol and Drug Abuse Counselors. However, Legislative Session began on January 13, 2015, and legislation may still be submitted. The office of General Counsel will keep the Board updated on any pending legislation.

**Rules- Ms**. Caroline Tippens also reported the Attorney General’s Office has informed the Office of General Counsel that the rules are currently being reviewed. The formal revisions may be submitted to our office by the next meeting on April 17, 2015.

**Policies-** Ms. Caroline Tippens presented the following two policy statements to the Board for adoption. After a brief discussion the Board adopted the Oral examination scheduling and the revised Second failure of oral examination policy statements. The policies will read as follow:

***TENNESSEE BOARD OF ALCOHOL & DRUG ABUSE COUNSELORS***

**POLICY: ORAL EXAMINATION SCHEDULING**

**PURPOSE:** The purpose of this statement is to protect the health and safety of the citizens of Tennessee and to streamline the process for those applicants who have passed the written examination and need to be scheduled for the oral examination.

**POSITION:**

Board policy prior to July 2014 was that oral examinations could only be scheduled after the Board received notification from the NAADAC that the applicant had successfully completed the NAADAC exam. Thereafter, the list of applicants passing the NAADAC exam was presented to the Board at the next regularly scheduled board meeting. The Board then had to formally ratify the applicant’s passage of the exam and approve the applicant to sit for an oral exam. Since the Board only meets several times a year, this policy could lead to a delay in applicants being able to sit for their oral examinations.

**POLICY:**

The Board, in the interest of expediting the licensure process, hereby delegates its authority to the Board’s Administrator for the purpose of scheduling an applicant’s oral examination once a passing score from the NAADAC has been received.

***BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS POLICY STATEMENT REGARDING SECOND FAILURE OF ORAL EXAMINATION***

Pursuant to Rule 1200-30-01-.08(4)(b), the written examination results from the NAADAC are valid for a period of four (4) years. Therefore, the Board will waive the requirement that an applicant re-take the written examination for all applicants re-applying due to failure of a second oral examination.

This Policy Statement was initially adopted by the Board of Alcohol and Drug Abuse Counselors on the 27th day of January, 2012 and revised on 16th day of January, 2015.

**Office of Investigations**

Nichelle Dorroh informed the Board that there are four (4) open complaints against alcohol and drug abuse counselors and two (2) are being monitored in the Office of Investigations. Ms. Dorroh introduced the Office of Investigations’ new Complaints Officer: Ms. Lillian Wilson.

**Review and Ratification of Licenses**

Ms. Cunningham made a motion to ratify all new, reinstatements and expired licensees for Alcohol and Drug Abuse Counselors. Mr. McNeil seconded the motion. The motion carried. Please see attached list.

.**Manager’s Report**

Ms. LaTonya Shelton provided the following statistical information: Between October 18, 2014 and December 31, 2014 there were four (4) new alcohol and drug abuse counselors applications received, 7 new licenses issued and 2 retired. Of the 39 renewals processed during that time, 20 were completed online, bringing the online renewal to 47% for the Board. The total number of active alcohol and drug abuse counselor licensees at the end of December 31, 2014 was 403.

**Financial Report**

Ms. Teddy Wilkins went over the Council’s Revenue and Expenditures for Fiscal Year ending June 30, 2014. Based upon the report, the Council ended the year with a cumulative carryover of $83,221.58 and is self-sufficient.

**Other Board Business and Discussions**

The Board held a brief discussion regarding the application process and Board approval of test results. After the discussion it was decided that the administrative office would notify the applicant of their test result and or licensure approval letter.

The Board discussed organizing a task force for to work on current and revised rule. After a brief discussion the Board decided that a task force was not needed at this moment.

**Continuing Education Courses**

The Board reviewed Casey and Wilson Consulting training courses regarding Addiction Counseling Theories (Series 1), Clinical Supervision and Professional Development for the addiction counselor and Ethics for addiction counselor. After a brief discussion, Ms. Cunningham made a motion to approve Casey and Wilson Consulting training courses and Ms. Phipps seconded. This motion passed.

The Board reviewed Anita Bradford, LADAC continuing education courses regarding Counseling Ethics and HIV/AIDS: Issues in treatment settings. After a brief discussion, Mr. McNeil made a motion to approve Ms. Anita Bradford, LADAC continuing education courses and Ms. Phipps seconded. This motion passed.

The Board reviewed Lori McCarter, LADAC, QCS request for approval of continuing education courses regarding Domain/Core Functions training sessions. After a brief discussion, Ms. Cunningham made a motion to approve Ms. Lori McCarter, LADAC continuing education courses and Mr. McNeil seconded. This motion passed.

**Correspondence**

The Board received a notification letter from NCC AP letter dated January 5, 2015 regarding the increase in examination fee. The exam fee will increase by $20.00 effective July 1, 2015. All test applications received prior to June 30, 2015 will be accepted at the current pricing schedule.

The Board reviewed and discussed Ms. Lynda Loftis letter dated November 5, 2014 regarding her concerns for inconsistencies of her oral examination taken on May 31, 2014. After a lengthy discussion and reviewing Ms. Loftis oral examination materials the Board decided to go off record and administer the ethics portion of the oral examination themselves. After the examination and discussion, the Board determined that Ms. Loftis passed the ethics portion of the oral exam. Ms. Cunningham made a motion to approve Ms. Loftis for licensure and Ms. Phipps seconded the motion. Mr. McNeil abstained.

The Board reviewed and discussed a letter from Mr. Rene C. Nunez dated December 23, 2014 regarding the status of online education rule change. After a brief discussion, Mr. McNeil made a motion authorizing the Board attorney Ms. Caroline Tippens to respond to Mr. Nunez’s letter. Ms. Cunningham seconded the motion. This motion carried.

**The meeting adjourned at 1:55 p.m.**

**These minutes were ratified by the Board of Alcohol and Drug Abuse Counselors on April, 17, 2015.**