

**Minutes of the
Chemical Dependency Professionals Board Meeting
January 5, 2004**

Members present:

Larry Anthony	Jerry Carter	Victoria Crews
Joe Gay, Chairman	Dana Harlow	Jessica Horne
Carolyn Ireland	Fred Karaffa	David Long, Secretary
Linda Swenson	J. Craig Wright, Vice-Chairman	

Members absent: Karen Moody-Bierly Diane Haller

Others present: Robert Field, Executive Director OCDPB
Amanda Ferguson, ODADAS Credentialing Unit
Michael Wise, AG Representative

The meeting of the Chemical Dependency Professionals Board convened at the Vern Riffe Center, Columbus, Ohio on 1/5/04 at 1:10 p.m.

Chairman J. Gay called the meeting to order. Approval of the 12/1/03 minutes motioned by D. Long, seconded by F. Karaffa passed by the board.

I. Executive Director Update

Bob Field distributed an updated transition task list to all board members. Field also updated board members on the status of the ODADAS rule change necessary for transition. At the Rules & Policy Committee meeting on Dec 16, Field provided the committee with a transition timeline and requested that they make every effort to complete rule recommendations by February. Field indicated he received a positive reaction from the members and Ed Hughes the co-chair pledged to work toward this goal. Their next meeting is set for January 20th. Field also has a meeting scheduled with ODADAS Assistant Director Carolyn Givens on January 6th to further discuss this issue.

Field reminded board members that transition must be completed by 12/23/04, but that he is planning for the end of the fiscal year for budgetary and appropriation authority reasons. At present, ODADAS is going to the controlling board to request additional appropriation authority to run through the end of the fiscal year. This meeting is set for 1/12/04. Field has also revised the board budget and distributed to members. The revisions eliminate most overlap between the board and ODADAS. When transition occurs, any Credentialing fund balance will be transferred to the board.

Field indicated he had begun preliminary discussions with ODADAS for the transfer of staff prior to the transition. This may happen as soon as February, with a transfer of authority not taking place until May – July.

Field updated the board on a recent database transfer meeting he and Amanda attended. The database looks very promising and he is working to set up a meeting this month with DAS to further discuss our specific set up needs.

Field reviewed a memo Credentialing Services had recently sent to all CPM evaluators regarding an upcoming refresher training. The board will be working in conjunction with ODADAS to both plan and fund this event. At present, ODADAS is waiting on the survey results to assist in the planning process. Board members discussed the potential conflict of interest in having board members participate as CPM evaluators and asked M. Wise to review.

Field updated the board on several meetings he has recently had including attendance at the Budget Coalition, OPEC, and meeting with members of ADAPO, OAADAC and several other entities. Field also reminded board members of the upcoming ICRC meeting May 4-7 in Arizona. Field will be contacting ICRC to discuss transition needs.

The board recessed from 2:35 pm to 2:50 pm.

II. AG Counsel Report

Mike Wise reported that he and Amanda had discussed CPM evaluators as board members during the break, and he sees no conflict of interest at this time.

Chairman Gay requested that the board appoint officers for 2004. J. Carter motioned that the board approve the current slate of officers for 2004. Motion was seconded by V. Crews and passed by the board.

Chairman Gay also requested that beginning in March board meetings be shifted from the first Monday of the month to the second Monday of the month.

The board also discussed the need and desire for board bylaws. Field and Wise will look into this further.

III. Old Business

Field reported that he had received a correspondence from Jim Heisel that included a more detailed outline for his upcoming DSM trainings. This outline clearly identifies the needed hours in AODA training.

Field indicated that this week he will be sending a letter to all CCDC exam applicants cautioning them that the March exam may be their last opportunity to become a CCDC I.

Field discussed re-appointment of board members and indicated that the Governor's office will be reviewing the board's submission within the next several weeks.

The board reviewed standing committees and possible committees to be added. J. Horne stressed the need to determine which committees are standing and which are ad hoc. The board bylaws should assist with this. L. Anthony requested that the Chairman compile a table of organization for the next board meeting. Chairman Gay appointed D. Long, L. Swenson, J. Carter and J. Horne to the Ad Hoc Bylaws Committee.

L. Anthony requested that Field follow up with OAADAC regarding utilization of board office space for meetings. D. Long inquired about the progress of an expense form that all board members could use when submitted expenses. Field will create.

IV. New Business

J. Horne stated that the field of prevention has many issues that need to be addressed by this board and she was unsure of how they could bring these matters to the board. Chairman Gay suggested that these individuals attend a board meeting, contact a board member or submit a written statement.

Motion to adjourn F. Karaffa, seconded by V. Crews. Adjourned at 3:50 pm