

**Minutes of the  
Chemical Dependency Professionals Board Meeting  
April 12, 2004**

**Members present:**

Larry Anthony	Victoria Crews	Joe Gay, Chairman
Diane Haller	Dana Harlow	Jessica Horne
Carolyn Ireland	Fred Karaffa	David Long, Secretary
Karen Moody-Bierly	J. Craig Wright, Vice Chair	

**Members absent:**

Jerry Carter	Linda Swenson
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**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 4/12/04 at 1:00 p.m.

Chairman J. Gay called the meeting to order. Approval of the 3/8/04 minutes motioned by J. Wright, seconded by V. Crews passed by the board.

**I. Bylaws Committee Report**

Jessica Horne reported that the Bylaws committee has met several times and are close to producing a completed document for the board's review. They will be meeting next Friday for further discussions.

**II. Education & Training Committee Report**

Larry Anthony reported that the Education & Training Committee met last Friday. Their goal was to establish more specific criteria for diagnostic training content as well as an approval process. Larry reviewed with the board the six categories the committee has suggested for these trainings. They are: DSM, Dual Diagnosis, Assessment & Diagnosis, Diagnostic & Assessment Tools, Substance Related Disorders, Awareness of Mental & Emotional Disorders. Several board members made suggestions to add to the definition sections of these criteria. Larry indicated that the committee will modify the definitions to include those items suggested.

Additionally, Larry presented a summary document detailing how the committee would like to review and approve diagnostic training hours. The board also discussed the potential for retroactively approving trainings completed prior to the establishment of the criteria.

**Motion: D. Long, seconded F. Karaffa**

The board accepts the documents the Educational Committee has produced thus far for diagnostic training criteria and approval processes and asks that the committee move forward with these ideas.

**MOTION PASSED**

III. Executive Director Update

Bob Field reported that the ODADAS Credentialing Services staff moved into the board offices on March 15, 2004. He also reported that grand-parenting applications were sent earlier this month to individuals scheduled to renew in July of 2004. Bob stated that the board's network is operational, the website is up and running and being updated with information as it is available. The website address is [www.ocdp.ohio.gov](http://www.ocdp.ohio.gov).

Bob reported that the board and ODADAS have received many positive comments in regards to the board's first newsletter. Bob anticipates publishing one or two additional newsletters in printed form before moving to an e-based or web-based newsletter. Bob is working on networking for the board's copier and is investigating costs of scanning files for added storage space.

Bob reminded the board that ODADAS will be holding the public hearing for their rule revisions on April 19<sup>th</sup>. He also indicated that the board's legislative changes had been approved, and he will work on relevant rule changes to have them in effect by 7/1/04. Bob will begin discussions with ODADAS as to effective date for transitioning. He hopes to final file the board's rules as soon as possible and amend them to reflect the necessary changes from the new statute amendments. The actual transition date may be as soon as mid June due to fiscal concerns but no later than 7/1/04.

Bob reviewed the transition task list and the updated budget report with the board. He indicated that he is still working on board policy and procedure manuals.

L. Anthony asked if the board was going to appoint a finance committee. He hopes to see internal controls established regarding fiscal matters, such as spending authority. Bob responded that he plans to recommend that the board adopt an Admin. Operations Committee. This committee would include HR functions, fiscal functions and QA functions. Bob indicated that many fiscal policies are already established by state guidelines but additional controls could be established by the board. The bylaws committee will continue to look at this issue in their process.

Bob distributed a memo and survey from SCATTC. In conjunction with boards in FL and IL, the SCATTC is working to establish an associate certification exam for AOD professionals. SCATTC has already received a mailing list of RCs and CCDC Is and now requests that the board allow SCATTC to list the board's name in their correspondence to the field. Bob felt this survey may provide pertinent workforce development information and encouraged the board to allow that their name be used.

**MOTION: F. Karaffa, seconded J. Wright**

The board will participate in the SCATTC survey process and will allow their name to be used in the memo with no future obligations to support or endorse the credential or exam.

L. Anthony made note that the board is in no way endorsing or favoring the certification process over the licensure process.

**MOTION PASSED**

The board took a 10 minute recess at 2:15 pm and reconvened at 2:25 pm.

IV. AG Counsel Report

Mike Wise reported that he is working to assist the Bylaws committee and the Ethics committee as needed.

Bob reported that he planned to contract with the same hearing officer which ODADAS uses for ethics hearings. He is also looking into hiring either a full time investigator or a quality assurance staffer to handle ethics and quality issues. His hope is that the board could consider hiring an AOD certified person for this position.

V. Old Business

None reported

VI. New Business

None reported

VII. Other Business

Joe Gay reported that he, Jessica Horne, Bob Field and Amanda Ferguson will be attending the Spring ICRC Meeting May 4-7 in Arizona.

Bob reported that he and Amanda had recently attended the ICRC Midwest Regional Meeting in Chicago. The region's goal is to begin working together to establish a leadership presence at ICRC, to harmonize their message and to address workforce development issues. They will be meeting again while in Arizona in May.

Larry thanked Bob for his recent presentation at a UC Forum. He also asked where things stood with the ADAPAO workgroup recommendations. Bob indicated that ADAPAO had submitted recommendations to the board and that he would disseminate these to the board. He suggested that the prevention committee discuss the items further. Joe Gay appointed Victoria Crews as the chair of the prevention committee and requested that the committee meet to discuss this topic.

Joe Gay indicated that the board may move to less frequent meetings after transition. Bob suggested that they meet monthly through July and then begin an every other month schedule. It was also suggested that an Executive Committee could meet more frequently to address immediate concerns.

#### VIII. Public Comment

Clydell Thomas, a student at Columbus State, expressed his interest in becoming certified and his confusion with the changes to licensure. Bob Field offered to meet with him to answer his questions.

#### IX. Adjournment 3:00 pm

Moved by F. Karaffa, seconded by D. Long and approved by the board.