

**Minutes of the
Chemical Dependency Professionals Board Meeting
December 1, 2003**

Members present:

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

Members absent: Karen Moody-Bierly Victoria Wilder-Crews

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 12/1/03 at 1:05 p.m.

Chairman J. Gay called the meeting to order. Approval of the 10/20/03 minutes with corrections motioned by J. Carter, seconded by J. Wright passed by the board.

I. Executive Director Update

R. Field discussed the success of a recent Advisory Council Rules and Policy Committee meeting he attended. The committee made positive headway on ODADAS rule changes and requested that Bob produce a timeline of authority transfer for their review. Their next meeting is scheduled for December 16, 2003. Bob is hopeful that if the committee is able to push rules through by Feb 1st, the board should be able to transition in May 2004. Bob has a meeting with Ohio Council representative, Pat Bridgman next week to further discuss this rule review.

R. Field requested that the board enter executive session to discuss personnel/employment issues. Executive session began at 1:20 pm and ended at 1:37 pm.

R. Field discussed the progress of office set-up. Construction has been completed, computers are in, office furnishings are on order. Bob's phone number at the new office is 614-387-1113, fax 614-387-7978. His temporary email address is exdir_ocdp_board@yahoo.com. Postal service has been set-up and networking requests are in to DAS. The Collision Repair Board has agreed to share the networking costs with the board.

L. Anthony discussed a desire by OAADAC President George Wharten to use new board facilities for future association meetings. R. Field indicated that he would welcome that and would touch base with OAADAC.

J. Carter requested that R. Field revise the current transitioning task list to reflect the accomplished tasks and any adjusted due dates for future tasks.

R. Field reported that he met with OBM Analysts on December 9th to discuss appropriation issues and the potential need for ODADAS to go to the controlling board for additional funds. Bob also reported that he received a letter indicating that the board has been charged around \$16,000 to pay into the GRF. This is the board's portion of a two million dollar charge to all state boards and was passed as part of the recent budget bill. Bob stressed the board's need to stay abreast of future budget bills.

R. Field requested the approval of a draft seal for the board. Motioned by J. Wright, seconded by J. Carter and approved by the board.

The board discussed the meeting schedule for the 2004 calendar year. Motion by J. Wright to meet the first Monday of each month at 1pm through the month of June. Thereafter, meetings will be bi-monthly on the first Monday of the month at 1pm. Motion seconded by F. Karaffa and passed by the board. R. Field will secure room reservations for meetings and notify the board.

Board adjourned for a 5 minute break from 2:15 pm to 2:20 pm.

R. Field submitted to the board a draft budget for 2003/2004. L. Anthony asked what would happen if we exceeded our appropriation authority. Bob indicated that the board would need to go to the controlling board to request additional funds that would then be drawn from the 4k9 fund we share with all boards. L. Swenson suggested that the board consider increasing the monies allotted for staff training. J. Carter requested that the budget report be a standing item on the agenda and that the chair consider appointing a finance committee to review and address in greater detail.

R. Field discussed payroll and expenses of board members. Expenses previously submitted to J. Cunningham should be copied and sent to Bob so that Bob may retain a complete record. Please make a note indicating that they are a copy rather than a new submission. Also, send all new reimbursement requests to Bob for processing. D. Long requested that a form be created on which members can record their expenses at each meeting and submit immediately following that meeting.

R. Field indicated that he would begin sending the board via email or fax a bi-weekly update of his activities. He also reminded members of the Dec 2 ethics training location and time.

II. AG Counsel Report

Attorney General representative M. Wise distributed an opinion on board member term limits and CCDC I renewals. Board members can serve two full terms (3 years each) plus any additional partial terms. CCDC Is who become certified by ODADAS after the effective date of HB496 but before transition will be awarded the ability to renew for the six year period until CCDC Is are phased out. J. Gay recommended that the board send a correspondence to all applicants eligible to test for the CCDC I and remind them that the March 2004 exam may be their last chance to achieve CCDC I status.

III. Old Business

The prevention ethics rule has been approved by JCARR and now waits with all other board rules for an effective date to be established.

The DSM training memo was sent last week to all CCDC II, III, and III-Es as well as certified programs, boards and various associations. The memo was also included in ODADAS's e-update.

R. Field distributed a report of necessary statutory changes for the boards review. L. Anthony corrected "RA" to "RC" in the second bulleted item. A. Ferguson advised the board to remove the "eight consecutive years" clause from the fourth bulleted item. J. Gay asked for the addition of a fifth bullet discussing the acceptance of a "master's degree or higher".

IV. New Business

Board members discussed the current standing committees (Finance, Personnel, and Transition) and potentially new standing committees (Ethics, Credentialing, Prevention, Education/Accreditation/Training). J. Gay asked all members to consider committees they would like to see added. This will be further discussed at the next board meeting.

J. Gay discussed a DSM training he had been notified of and his concern regarding its content. The training is being conducted by Heisel & Associates and claims to meet the full 40 hour requirements of the board. J. Gay has reviewed the agenda he received and does not believe the full 12 hour CD specific requirement is being met. He has advised R. Field to draft a letter to this organization requesting that they re-review their content and potentially add additional hours in this topic area or clarify existing hours.

V. Other

L. Anthony requested that all board members receive any future mailings to the field.

The next board meeting is scheduled for Jan 5, 2004 at 1pm at the Vern Riffe Center room number TBA.

Motion to adjourn: J. Wright, seconded L. Anthony passed by members. Adjourned at 3:35 pm.