



**BOARD MEETING**

**Wednesday November 16, 2022 10:00 am– 4:00 pm Riffe Board Room 31<sup>st</sup> Floor  
MINUTES**

**MISSION: To cultivate, certify and license quality prevention and addiction professionals.**

**VISION: A network of competent, ethical professionals practicing evidence-informed services that promote healthy lifestyles and communities.**

**Members Present:** Andrew Moss (Chair), Phil Atkins, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager, Rick Massatti, ex-officio member (OMHAS)

**Members Absent:** Sheri Bowyer, Ray Mounts

**Others Present:** Jill Smock- Executive Director, Lisa Haywood- Assistant Attorney General, Stephanie Funkhouser- Board Investigator, Kris Quinn- Administrative Staff

**I. Chairperson A. Moss called the meeting to order at 10:11am.**

- a) Vice Chair Phil Atkins completed Roll Call. And a quorum was established.
- b) **Motion:** Approval of 8.17.2022 minutes  
J.Lisy/W.Doolittle **Passed**
- c) Welcome and Introduction of Gae Cox, newest board member  
10:13 Lisa Haywood entered the meeting
- d) Rick Massatti provided an OMHAS update the State received significant federal funding that will be provided through grants; details can be found on the OMHAS website on the Funding page . Also, there was an announcement regarding ASAM training which at least twenty live and virtual trainings will be provided. CME/CEU's are available, and the training will be ongoing throughout 2023.

**II. Public Comment – No public in attendance**

**III. Ethics Cases for Board Action:** Chairperson A.Moss motioned that the board members and invited persons prepare to go into Executive Session for the purpose of matters required to be kept confidential (quasi-judicial).

**Invited Persons:** Jill Smock- Executive Director, Lisa Haywood- Assistant Attorney General, Stephanie Funkhouser- Board Investigator, Kris Quinn -Administrative Staff, Rick Massatti (OMHAS)

**Motion to exit Open Session and enter Executive Session**  
W.Doolittle/S.Morris

**Time 10:19 am**  
**Passed**

**Roll Call Out:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager

**Roll Call In:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager

P. Atkins out 11:21 am/ P. Atkins in 11:26 am

**Roll Call Out** of Executive Session: (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager

**Roll Call In:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager. A quorum was established. **Time 11:29am**

**Board Actions**

Name	License	Motion to Approve	In Favor	Opposed	Abstain	Comments
Leslie Lambert Case 22044	CDCA.177006	G.Burton/ K.Yeager	8			1 year suspension
Angela Maupin Case 22130	CDCAPre.177791	G.Burton/ K.Yeager	8			Written reprimand
Jindra Samuels Case 22115	CDCA.179977	G.Burton/ K.Yeager	7		W. Doolittle	1 year suspension
Carol Stewart Case 21162	CDCA.162275	G.Burton/ K.Yeager	8			Written reprimand
Zachary Barney Case 22114	CDCA.177244	G.Burton/ K.Yeager	7		W. Doolittle	Written reprimand
Brandon Clevenger Case 22118	CDCA.172658	G.Burton/ K.Yeager	7		W. Doolittle	Suspension for length of community control
Lorrie Tipton Case 19111	CDCA.165364	G.Burton/ K.Yeager	8			1 month suspension
Autumn Brewer Case 22134	CDCA.176762	G.Burton/ K.Yeager	8			6 months suspension
Zachary Roth Case 22141	CDCA.177086	G.Burton/ K.Yeager	7		W. Doolittle	9 months suspension retroactive to 9/8/21 through end of probation 6/22/22
Hollie Maund Case 22063	CDCA.176225	G.Burton/ K.Yeager	8			1 year suspension retroactive to 4/13/22
Jereese Wilson Case 22014	LICDC.162049	G.Burton/ K.Yeager	7		W. Doolittle	2-year suspension

Savannah Clipner Case 22078	CDCA.172990	G.Burton/ K.Yeager	8			Written reprimand
Andrea McDaniel Case 22099	CDCAPre.181019	G.Burton/ K.Yeager	8			Written reprimand
Tonja Catron Case 22131	CDCA.174120	G.Burton/ K.Yeager	7		W. Doolittle	Written reprimand
Matthew Sturtsman Case 22100	CDCAPre.176800	G.Burton/ K.Yeager	8			Revoked
Brett Knott Case 22065	LICDC-CS.111060	G.Burton/ K.Yeager	8			2-year suspension retroactive to 6/9/21
Kara Ross Case 22147	CDCA.175012	G.Burton/ K.Yeager	8			Written reprimand
Ashley Sharp Case 21077	CDCA.177238	G.Burton/ K.Yeager	8			1 month suspension
Lacey Steele Case 22069	CDCAPre.179316	G.Burton/ K.Yeager	7		W. Doolittle	6 months suspension
Samuel Richmeier Case 22149	CDCA.169321	G.Burton/ K.Yeager	7		W. Doolittle	6 months suspension
Michael Hostler Case 22117	CDCA.177275	G.Burton/ K.Yeager	7		W. Doolittle	3 months suspension
Helen Thomas Case 22046	CDCA.172853	G.Burton/ K.Yeager	8			Written reprimand
Jerry Carroll Case 22119	LCDCIII.162190	G.Burton/ K.Yeager	7		W. Doolittle	6 months suspension
Summer Browning Case 22139	CDCA.180227	G.Burton/ K.Yeager	8			Written reprimand
Ashley Bookwalter Case 22097	LICDC-CS.151240	G.Burton/ K.Yeager	7		W. Doolittle	3 months suspension

**Roll Call Out for lunch:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager **Time 11:40 am**

Chairperson A.Moss reconvened after break

**Roll Call in:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager. A quorum was established. **Time 12:18 pm**

A member of the public, Aimee Shadwick from the Governor's office joined the meeting. **Time 12:18 pm**

#### IV. General Business

- a) **Treasurer's Report** – S.Morris provided the Quarter One report and noted that revenue is on track for the year. She also gave feedback on the auditor's report which stated that policies and procedures need to be updated. Jill will be working on this and bringing to the

Treasurer for review and to the full Board at the next meeting. Lastly, the final FY24/25 budget request amounts were shared with the increase in staffing needed to improve efficient and expedient processing of services, and to secure a needed second Investigator due to the number of ethical grievances and time to investigate cases.

Lisa Haywood out 12:20 pm/ Lisa Haywood in 12:23 pm

- b) **Executive Director Report** – J. Smock was happy to report that a new hire has been made for administrative position in the office and she will start on November 21. This will allow for our Education Coordinator to move out of that position and into the new role. Updates were given on the license applications and ethics case numbers. Annual report for FY22 is available on the website under Resources. Update was given on the House Bill 452 and hopeful amendment to HB509 to incorporate the language of the proposed HB 452. Meanwhile, the Senate has sent a report proposing HB509 remove the two-year grace period for treatment licenses and eliminating the gambling endorsement. The Board discussed the need for a grace period and to maintain the gambling endorsement.

**Motion** to suggest a one-year grace period for a lapsed certificate/license to renew before expiration to be proposed as part of HB509.

K.Yeager/L.Lisy

**Passed**

Elicense update: Change was made in October 21 that made expiration dates move with the date of renewal. J. Smock shared some of the issues and complaints from that change. J. Smock discussed fee to elicense to revert to keeping renewal date the same regardless of when one renews. Also, looking at adding the option to “bank” up to 12 hours of CEU’s into the next renewal cycle. Also, CeBroker discussed adding a soft stop within elicense by adding an alert to let a licensee know they may not have all the hours they need to renew.

**Motion** to revert to keeping the original expiration date when renewing if finances allow.

J.Lisy/W.Doolittle

**Passed**

CeBroker recently made a visit to our office. They are going to provide demos for the new website. Our Investigative Assistant has continued with a regular quarterly CEU audit. J. Smock continued with an overview of the IC&RC October fall meeting. More information to follow regarding the meeting. All Board members are invited to attend the virtual spring meeting on April 3, 23. The new ADC exam is completed as well as the new Prevention Specialist (PS) Exam and the new exams will be administered beginning February 2023.

**Motion** to approve Executive Director report and all actions on the report.

G.Burton/W.Doolittle

**Passed**

c) **Executive Director Performance Review**

**Motion** that board members and invited persons exit open session and go into executive session for purposes of personnel review. **Invited Persons:** Rick Massatti (OMHAS), Lisa Haywood – Assistant Attorney General

G.Burton/G.Cox

**Passed**

**Roll Call Out:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager

**Roll Call in Open Session:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris, Ken Yeager. A quorum was established. **Time 1:30 pm**

**Motion** to approve the Executive Director annual evaluation as reviewed in Executive session.  
K.Yeager/P.Atkins **Passed**

V. **Committee Reports**

- a) **Ethics Committee-** W.Doolittle presented a draft of the supervision log that the committee agreed would be required to be used going forward in the case of an ethics violation required supervision logs to be provided to the board. W.Doolittle also reported the updates to the list of disqualifying offenses including misdemeanors and other felony offenses.

**Motion** to add the additional offenses to the DQ list to be better aligned with the state Medicaid disqualifying offenses  
W.Doolittle/L.Linn **Passed**

W.Doolittle reported the committees' decision to add the BCI to all initial licensure application if:

1. The applicant has not maintained a continuous license or
2. They hold another behavioral health in the State of Ohio where the licensee can supervise a CDP certificate/license and
3. Has not been convicted of any charges since acquiring the license
4. This includes Peer Supporter if they have had a BCI done within 2 years

**Motion** to add the BCI protocol as written.  
J.Lisy/G.Burton **Passed**

Lastly, W.Doolittle reported on the plan to have our own Ethics course created and offered on Ebased Academy with the help of OHMHAS. An overview of the one-hour training was presented.

Ethics Committee requested to add to the Appendix A of by-laws the authority of the ED to send out Option 2 letters for first offense and only offense of 4758-8-01 (B)(1)(n).

**Motion** to allow J.Smock the authority to deem cases of violation of 4758-8-01 (B)(1)(n). Option Two's when case load abandonment is the only sanction and first offense.  
W.Doolittle/G.Burton **Passed**

- b) **Executive Committee** – A. Moss gave an update on the workplan, and the committees focus on increasing access to licensure and working with the Education and Training Committee on that. A reminder that the Board will hold a vote to confirm officers at the first meeting of the new calendar year. Our new board member, G. Cox has shown interest in joining the Treatment committee.

- c) **Prevention Committee** – G. Burton brought the committees’ Charter including revisions/amendments presented for review. Removing the mission to reflect the purpose of Prevention. Changing from eight to ten members to help with attendance. Members can serve consecutive terms. Committee chair may contact member in the case of two missed meetings. Members to attend 50% of meetings within two years.

**Motion** for all committees to adopt the same language regarding attendance over a two-year period as well allowing up to 10 non-board members.

W.Doolittle/L.Linn

**Passed**

- d) **Treatment Committee** J.Lisy, no report as last meeting cancelled due to low ability to attend
- e) **ED & TRN Committee** K. Yeager shared minutes of the committees last meeting discussing its work on CEU providers and guidelines; Full minutes available on the website.

P. Atkins out 2:20 pm/ A. Shadwick out 2:20 pm

J. Smock proposed the 2023 Calendar of Board and Committee meetings. J. Smock suggested the summer meeting of the Treatment Committee and Education and Training Committee meetings be combined. All agreed.

P. Atkins in 2:23 pm/ K. Yeager out 2:23 pm

- VI. **Report on CLEAR conference and IC & RC Fall Meeting-** J. Smock reported on the Clear conference she and attended with S.Funkhouser in October. Stephanie mainly went to sessions around compliance, discipline, and enforcement while Jill mainly went to regulation, administration, and governance. It was a valuable conference with good information. Workshop on enforcement shared Score sheets used for discipline will be shared with the Ethics Committee for possible adaptation.

A.Moss out 2:30 pm

**IC&RC Meeting** – J. Smock shared that compliance reviews for member boards of IC &RC will return. Exam data was presented, and Ohio is above the national average in passing rates for all three exams offered. The ADC and PS exams will begin in February. The IC &RC Spring meeting will be virtually and held on April 3, 2023.

A.Moss in 2:32 pm

- VII. **Peer Supporter** -A. Moss reported that we continue to meet with OHMHAS regarding Peer Supporter certification.

**Motion** to give the Executive Committee the authority to approve any agreements/contracts with OHMHAS prior to the next Board meeting.

G.Burton/J.Lisy

**Passed**

VIII. **Conversion Fees-** J. Smock reported lost revenue from licensees who converted to a higher license thus did not have to renew. The discussion led to the plan for a \$50 conversion fee to mirror the application fee, and the next higher license expiration date remains the same as the license they are converting from.

**Motion** to change conversion fee to \$50 and the licensee’s expiration date remains the same.  
S.Morris/L.Linn

**Passed**

L. Haywood out 2:45 pm/ L. Haywood in 2:50 pm

IX. **Workforce Development idea for LCDCII -A.** Moss shared about a recent discussion he had with others in the field regarding an agency-based education project for providing education and experience to those CDCA’s who want to advance to the LCDCII allowing a pathway for people to obtain the LCDCII without a degree. An idea of community colleges with certificate programs partnering with agencies emerged. Board decided to have the Education & Training Committee discuss this idea further, gather more ideas and information and bring back to the Board for further discussion.

X. **Other Business**

- a. 2023 Calendar of Meetings – Board Meeting moving to Fridays
- b. Annual Ethics Training – Due as soon as possible, no later than Dec 15<sup>th</sup>.
- c. Timesheets due Friday

**Motion: Chairperson A.Moss motioned to adjourn meeting**

**Time 3:35 pm**

**Roll Call Out:** (P.Atkins) Andrew Moss, Georden Burton, Gae Cox, Wendy Doolittle, Lesley Linn, John Lisy, Staci Morris

**Next Meeting is FRIDAY, FEBRUARY 10, 2023**

K.Q.

Philip W. Atkins PhD, LICDC-CS, ODR  
Board Vice Chair

2/10/2023  
Date

Andrew R. Moss  
Board Chair

2/10/2023  
Date

