

**Ohio Chemical Dependency Professionals Board
Executive Committee Meeting Minutes
April 20, 2018**

Members Present: W. Haynes-Britton, G. Hogg, A. Clark
Guests Present:

The meeting convened at the State Library in Columbus, OH at 1:15 pm.

Motion: G. Hog moved to approve the 1/19/18 minutes. W. Haynes second the motion. The 1/19/18 minutes were approved.

Alisia C. presented the Executive Director's Update. Alisia informed the committee there has been an additional layer added to the rules change process (Anti-Trust). The Board has officially has increased the staffing ceiling to accommodate a new full-time employee. The board approves close to 85% of all applications, however, 60 to 70% of applications are returned to the applicant for additional information. The committee agreed to implement more education, webinar opportunities on how to properly apply, and the documentation needed. The board is currently averaging approximately 400 applications per month.

The office redesign is complete.

A. Clark provided a brief rule update. She stated the CDCA Clinical Supervision rule was filed with JCARR. The Volunteer rule and the Examination Remediation rules will be presented at the next board meeting. She stated the next five-year rule review will be May 6, 2018. The board is finalizing the rules for the five-year rule review to be presented at the next upcoming board meeting.

A. Clark is working with Tammy Sullivan to begin developing a marketing plan. G. Hogg offered to assist with the marketing project

Alisia C. shared the FY18 budget. The board is currently working with the Office of Budget Management to complete the SFY 17/18 audit. The committee reviewed the budget.

The committee discussed the following 2017 work plan items:

- **Board Member Appointments:** The Board now has 3 new appointees, leaving one vacant seat, the physician seat.
- **Officer Elections:** Officer Elections will occur at the February Board Meeting. Gregg Hogg has agreed to run for Chair for a second term. Wendy Haynes-Britton has agreed to run for Vice-Chair for a second term. The committee discussed filling of the Treasurer position. A. Clark will reach out to a couple board members to see if they are interested in running for that position.

- **Annual Bylaws Review:** The committee reviewed the board Bylaws and suggested changes to the quorum statement. This will be discussed at the upcoming board meeting.

The CDP Board discussed the impairment application questions and ways to improve the wording. A. Clark will continue to review other licensee board's impairment questions and bring her recommendations back to the committee.

The meeting adjourned at 3:15 pm.

The next scheduled meeting is 7/20/18