

**Minutes of the
Chemical Dependency Professionals Board Meeting
March 8, 2004**

Members present:

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

Member absent:

Karen Moody-Bierly

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

The meeting of the Chemical Dependency Professionals Board convened at the Vern Riffe Center, Columbus, Ohio on 2/4/04 at 1:00 p.m.

Chairman J. Gay called the meeting to order. Approval of the 2/2/04 minutes motioned by D. Haller, seconded by V. Crews passed by the board.

I. Bylaws Ad-Hoc Committee Report

Linda Swenson presented to the board a draft of proposed key elements to be included in the board Bylaws. She reported that they had used a number of bylaw examples and the board's code to establish the different elements. The board reviewed the key components of the draft and J. Gay indicated he was pleased with the results thus far.

II. Education & Training Committee Report

Larry Anthony reported that the committee is in the process of formulating processes for accreditation and feels an urgency to move on this issue as institutions begin to inquire about this topic. His goal is to use much of the process developed by OCB and work to re-establish relationships with formerly approved institutions. This committee also discussed guidelines for diagnostic training, which included the development of specific content areas and an accountability process. It was suggested that each content area receive a trainer/presenter sign-off.

J. Gay questioned this suggested in terms of trainings already completed. He agrees that the board must have a pre-approval process but finds the sign-off piece to be overly cumbersome and somewhat unfair considering the time and money individuals will be or already have invested into these courses. F. Karaffa remarked that it seems difficult to verify attendance accurately. D. Long stated that he didn't see why the process couldn't be implemented for all future trainings with a set start date. J. Carter commented that he felt the discussion was premature and suggested the board wait on a proposal from the committee which they could then further review, comments on and debate. He recommended that we make the process easy on the field while still holding them to a solid standard.

III. Transition Committee Report

Bob Field reported that ODADAS is still working diligently on their rule changes and believes that they may be submitted to JCARR as soon as this week. ODADAS Credentialing Staff are scheduled to move to the board office starting 3/15/04. Networking of the office has been completed and final office furniture pieces are due to arrive tomorrow. Bob reported that he and Amanda have been meeting weekly to stay abreast of task items to be completed. Some upcoming issues they will be working on include CPM trainings and Policy & Procedure Manuals.

J. Wright asked Bob to explain the reason for several past due task dates and indicate what new due dates would be. Bob reviewed those items with the board and indicated that most items with a 3/1/04 date would be completed by the end of the month.

J. Wright asked whether or not Bob felt that there was a need for an executive committee. J. Carter stated that the bylaws committee could discuss this.

IV. Executive Director Update

Bob Field reviewed the updated income expense report with the board members and indicated that he had purchased accounting software for better reporting. He also reported that the board's legislative changes have been incorporated in SB 189: Capital Re-appropriations bill. Two items have been modified to further their success. The Counselor Association has asked the LICDC's only teach courses specific to AODA DSM and that they have a master's degree. Additionally, the supervision of RA's has been revised to be more inclusive of what is proposed for ODADAS program rules. Bob also indicated that he had received a letter from ICRC regarding the board's AODA application. The reviewer pointed out three items that need to be clarified. Bob plans to contact her to discuss and has not yet heard from the Prevention or Clinical Supervision committees.

V. AG Counsel Report

M. Wise reminded board members that they should discuss and plan how they wish to handle ethics issues, investigations and hearings. He indicated he was willing to assist with this planning.

The Board took a recess from 2:08 pm to 2:20 pm.

VI. Old Business

The board discussed current committees and future committees. J. Gay asked that V. Crews, J. Horne and K. Moody-Bierly participate in the Prevention committee. He also indicated that this could be a committee that accepted outside participation.

J. Gay discussed the idea of a Quality Assurance Committee that would focus on the monitoring of administrative processes, personnel and finance issues. J. Carter suggested this may be a good merger of the Bylaws committee and the Transition committee once their tasks are complete. F. Karaffa commented that these were the function of an executive committee. J. Horne stated that she felt the executive director should have an established QA process. He would then prepare a report regarding these matters for each board meeting. J. Carter remarked that this topic would be better discussed in the bylaws committee. They could then present a proposal to the board.

L. Anthony asked of the need to continue the personnel committee. B. Field stated that they could still assist in the review of the position descriptions and policies and procedures manual. J. Gay also asked the personnel committee to begin looking at criteria for the Executive Directors probationary review.

VII. New Business

B. Field reported on the upcoming ICRC Spring Meeting and requested that the board determine who would be in attendance. Most needed is a prevention representative. J. Gay indicated that he hoped this person would be willing to commit for the next 1-2 years. V. Crews volunteered to be the prevention delegate.

MOTION: J. Wright, seconded L. Anthony To allow for the travel and attendance of Bob Field and Joe Gay at the May 4-7, 2004 ICRC meeting in Phoenix, AZ.

J. Carter requested an amendment to the motion to include a prevention delegate. J. Wright then withdrew his motion.

MOTION: L. Anthony, seconded C. Ireland To allow for the travel and attendance of Bob Field, Joe Gay and a prevention delegate at the May 4-7, 2004 ICRC meeting in Phoenix, AZ.

Discussion followed as to whether the board needed to approve travel of executive director or just board members. Determined only board members necessary.

Motion Passed by Board

Bob Field requested that the board determine whether or not they wanted to count inactive status towards the eight consecutive years of certification needed for grandparenting of LICDC's without a master's degree. J. Wright stated that this needed to be recommended to a committee that could then develop a proposal and present to the board. F. Karaffa responded that the ethics committee would address the issue.

Bob Field submitted drafts of the grandparenting application and newsletter for board comment. Board remarked that both were well done. The newsletter will be distributed quarterly and Bob and Mike Wise will look into whether or not a state agency can charge for advertising in a publication such as this. Future newsletters will eventually be electronic and sent to email addresses or accessed from the board website.

MOTION: to Adjourn 3:20 pm J. Wright, seconded J. Carter **PASSED By Board**