

**FINAL MINUTES - ND Board of Addiction Counseling Examiners
October 10, 2014
Quarterly Meeting**

Call to Order

Board Chair, Kristie Spooner, called the meeting to order at 10:08 am

Present

Board Members: Kristie Spooner, Deborah Davis (by phone), Patti Senn, Mary Tello- Pool, Laura Weishoff, Vicki Michels and David Schiably

Others: Jody McClendon

Absent

none

Meeting minutes from July 11 and 22 were presented.

Changes were noted on July 11, 2014: Other”, “Dickenson Training Program”- changed to read-
“*The Board discussed concerns received regarding training sites not being added. Davis will look into this on her site review*”.

A motion was made to approve the July 22 minutes as presented and approve the July 11 minutes, with noted changes. (Senn/ Michels carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y)

Finances

Financial presented by Project Solutions, discussions by group. Anna Stuard from Project Solutions was called to clarify Balance Sheet

A motion was made to approve the financials as presented. (Weishoff/ Michels carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y)

Discipline File Updates

- A. Wanzek: **A motion was made** that the terms of the settlement letter and have been met. (Michels/ Davis carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y). Schiably will send a letter stating to Wanzek
- B. Jones: **A motion was made** to approve CEU’s submitted, completing the probationary period. (Michels/ Tello-Pool carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y)
- C. Ewoniuk: No action or update
- D. Fetting: Settlement letter signed, needs to be scanned and sent to Schiably and Fetting
- E. Miller: No action or update

Complaint

- A. Pamela Quinn– **A motion made** to dismiss the complaint, (Senn/ Tello-Pool carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y). David Schiably will send a letter stating to Ms. Quinn
- B. “Brian”- Ethics concerns regarding complaint was discussed. Schiably will draft a letter that Michels will send urging the client to come forward and file a complaint.

Application and Practice Issues

- A. Cain: Appeared in person to appeal with the Board on decision to deny by reciprocity. Requirement differences between applying via reciprocity and initial license were discussed. **[Legal Counsel]**
- B. **A motion was made** to hold Board positions for one more year. (Weishoff/ Michels carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels

(y). A committee of 4 may be created to review transcripts. This will be led by Michels, as a non- Board member, who would train and rotate review of transcripts.

C. Initial Licensure

1. **A motion was made** to approve 200 hours for the Individual Training Plan for Brekke. (Michels/ Tello-Pool (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y).
2. Brossart, LAC application was not received
3. **A motion was made** to deny licensure to Moe by Reciprocity. (Michels/ Tello-Pool carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y). Schiably will send a letter stating such, and encouraging application for initial licensure.

D. Trainee Registration- discussion about letters to send to Trainee Applicants with a cc to Consortium, no action taken.

E. Clinical Supervision-

1. Creed- Discussion about location of facility and whether it is on federal land. Schiably will draft and Spooner will send an email requesting additional information, may attend the January meeting if additional information is needed.
2. Longie- He needs to prove that the supervisory credits were met under item 2 of the application. Board Manager will draft and send to Spooner for review.
3. McEwen- **A motion was made** for Clinical Supervision approval. (Tello-Pool/ Weishoff carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y).
4. Busch- **A motion was made** for Clinical Supervision approval. (Tello-Pool/ Michel carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y).

F. Reid- **A motion was made** for Private Practice approval. (Tello-Pool/ Michels carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y).

G. South Central HSC has applied and been approved for Provider Status.

H. Marsh- Discussion of ethics concerns in addition to HIPPA as cited in the letter. Schiably will send a letter.

Management Contract

- A. A motion was made** that the following should be added as signers to the North Dakota Board of Addiction Counseling Examiners (ND BACE) bank account(s): Patti Senn (Treasurer), Kristie Spooner (Board President), Sandra Burns (Project Solutions CEO) and Jody McClendon (Project Solutions ND BACE Board Manager). (Michels/ Weishoff carried) (Roll Call Vote –Spooner (y), Davis (y), Senn (y), Tello-Pool (y), Weishoff (y) and Michels (y).
- B. Discussion about preferred document distribution-** Financials and Action Items should be available, in hard copy form, on the day of meeting. Documents should continue to be emailed in advance. Certain documents for Ethics and Education committee(s) can be sent only to those members.
- C. Discussion on invoices for Board Management-** Project Solutions has authority to write a check for monthly contract amount from ND BACE checking to Project Solutions, Tello-Pool will have online banking access to monitor account. Anything over the monthly contract amount, should have Board approval, prior to payment. Current invoices for Project Solutions and APT are approved for payment.
- D. No action taken on audit, year 1 of a 2 year cycle completed.**
- E. Board Manager has authority to change logos, not using the ND State seal, and make web updates and modifications. Web updates will be sent for Board review prior to becoming publically available.**

Telephone meeting is scheduled for December 5, 2014 from 9:00- 11:00, Board Manager will set up call in.

2015 Meetings

January 16, 2015

April 17, 2015

July 17, 2015

October 16, 2015

Schiabley will schedule the January and April meetings in his office, due to Legislative Session. Meetings will start at 10:00 am CST.

Adjourn

The meeting was adjourned at 1:50 PM.

Respectfully submitted,

**Kristie Spooner
President
NDBACE**

**Deborah Davis
Vice President
NDBACE**

**Jody McClendon
Board Manager
NDBACE**