



**DRAFT MINUTES - ND Board of Addiction Counseling Examiners
January 16, 2015**

I. Call to Order

Board Chair, Kristie Spooner, called the meeting to order at 10:06 am

Present

Board Members: Kristie Spooner, Deborah Davis, Laura Weishoff, Tonya Sorenson and Stacie Dailey

Others: Jody McClendon and David Schiably

Absent: Vicki Michels, Mary Tello-Pool

II. Complaints

A. D. Anderson, number 2014-07:

After discussion and review **a motion was made** that there had been a violation of Ethics Code III –Confidentiality and IV-Professional Responsibility. (Davis motion/ Weishoff carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

After discussion **a motion was made** regarding discipline for a violation of Ethics Code III –Confidentiality and IV-Professional Responsibility. Discipline to include: An additional 25 credits of Continuing Education, above what is required for licensure. Of these credits, 5 should be related to ethics, 15 should be related to confidentiality and 5 should be related to data information storage. In addition, the ND BACE should receive quarterly reports from the licensee for the next 24 months with copies of any subsequent DHS review notices, 24 months' probation. (Spooner motion/ Davis carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

III. Review Meeting Minutes- December 19, 2014 meeting

A. A motion was made to approve the December 19, 2014 minutes with the following changes:

V.A.iv- “for renewal purposes, 8 continuing education credits are required for Clinical Supervisor licensing renewal”.

V.E- D. Davis has reviewed the Dickinson, Jamestown and Fargo sites and will bring reports to the January 2015 meeting”

(Davis motion/ Sorenson carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

IV. Financials

In a financial review it was found that the licensure rates were not updated after the July 1, 2014 rate changes. **A motion was made that** an audit will be done by McClendon and presented to Spooner to identify any short paid accounts that were processed in the Board office after July 1, 2014. Letters will be sent to individuals identified as having underpaid



to collect the full amount. (Weishoff motion/ Dailey carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

It was also found that some uncashed checks were being kept in the applicant files, and had not been submitted for pay after services were rendered. **A motion was made that** an audit will be done by McClendon and presented to Spooner to identify individuals in who had received services, but the check was not deposited. McClendon will report findings to Spooner and Schiably. Funds will attempt to be collected. Policy change- checks should be cashed when services are rendered. (Davis motion/ Weishoff carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

V. Complaints

- A. D. Anderson, number 2014-07, see above II.A
- B. "Brian", no additional information received, no action taken
- C. P. Quinn- Complaint dismissed at October 10, 2014 Board meeting. Complainant sent additional letters, no action taken

VI. Discipline File Updates

- A. R. Dimmer- Quarterly reports, July 1, 2014 report not received, October 1, 2014 report received December 31, 2014, January 1, 2015 report not received
A motion was made that Schiably will send a letter restating the settlement terms (Davis motion/ Dailey carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (abstained, direct supervisor) and Dailey (y)
- B. S. Ewoniuk- 5 credit hours required, submitted 16, probation ends May 2015
- C. B. Fetting- November 18 2014 quarterly report received on December 18, 2014. Next report due February 18, 2015.
- D. S. Meier- Quarterly reports have been received and on time, two reports remaining on February 1 and May 1 of 2015
- E. J. Miller- \$1000 civil penalty (not received), quarterly reports if working as LAC. Suspension of license was to end in February of 2015 if terms were met. Settlement agreement from January 22, 2014 was signed by Miller (correction to minutes).

VII. Application and Practice Issues

- A. M. Moore, ITP request approved by Presidential Authority
- B. E. Burl, Private Practice registration approved by Presidential Authority
- C. J. Traen, Clinical Supervisor registration approved by Presidential Authority
- D. J. Gruendler, application by reciprocity
A motion was made to deny Gruendler's application by reciprocity. (Spooner motion/ Davis carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

VIII. Other Issues

- A. Legislative update
- B. Consortium site reviews (Deb D.)
- C. Discussion of CEU programs under review



1. Human Trafficking, **A motion was made** to approve 4.5 hours of continuing education credits for this program. (Spooner motion. Sorenson carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)
 2. South Carolina Law Enforcement (FLETC) program, **A motion was made** to deny the FLETC program for continuing education credits. (Spooner motion. Sorenson carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)
- D. Board positions
1. Ethics Chair, change to minutes Committee listed previously
 2. Transcript review
 3. Training Oversight Reviewer
- E. Board Administration
1. Administrator Procedure Book
 2. Website and logo, approval needed to activate site, **A motion was made** to activate the new website with the following changes: 1. Move “file a complaint” to “forms” page. 2. Ensure that the Board meetings are always listed in a consistent color, that no other events are colored. 3. Create an “ethics” button on the left to link to NAADAC ethics site. 4. Modify the “Individual License Holder Continuing Education” form link to show red text after stating “for your records, do not submit”. (Weishoff motion/ Sorenson carried) Roll call vote- Spooner (y), Davis (y), Weishoff (y), Sorenson (y) and Dailey (y)

IX. Adjourn

The next meeting is scheduled for April 17, 2015. Location will be on the 17th floor conference room at the Capitol.

The meeting was adjourned at 1:45 pm

Respectfully submitted,

Kristie Spooner

President

NDBACE

Deborah Davis

Vice President

NDBACE

Jody McClendon

Board Manager

NDBACE