A regular meeting of the Kentucky Board of Alcohol and Drug Counselors was conducted on Friday, December 7, 2018 at 10:00 A.M. at the Department of Professional Licensing, 911 Leawood Drive, Frankfort, Kentucky 40601.

**MEMBERS PRESENT**
- Tim Cesario, Chair
- Livinus Uba, Vice Chair
- Sandra Kelley
- Kristi Elrod
- Leon Heaton
- Bernie Perconti

**DEPARTMENT OF PROFESSIONAL LICENSING**
- Isaac VanHoose, Commissioner
- Aubrey Vaughan, Interim Board Administrator
- Robin Vick

**OTHERS IN ATTENDANCE**
- Bryan Morrow, Public Protection Cabinet, Legal Services

**CALL TO ORDER**
Mr. Cesario called the meeting to order at 10:04 AM.

**GUEST PRESENTATION**
Katie Gabhart, the Executive Director of the Executive Branch Ethics Commission, trained the Board on ethical guidelines for members of executive branch boards and commissions. Specifically, she trained the Board on three provisions: the prohibition against self-dealing, the obligation to disclose and abstain, and the rules and prohibitions on acceptance of gifts.

**MINUTES**
Mr. Perconti made a motion to approve the November meeting minutes. Mr. Heaton seconded the motion, and the motion carried unanimously.

**FINANCIAL REPORT**
The Board reviewed the November statements.

**DEPARTMENT OF PROFESSIONAL LICENSING REPORT**
- Ms. Vaughan introduced herself to the Board as the Interim Board Administrator.
- Ms. Vick discussed the possibility of hiring temporary employees to scan in the Board’s paper files. According to Ms. Vick, the Board has about thirty boxes of files that include active files, complaints, record requests, and expired or terminated files.
  - Ms. Kelley made a motion to pay for the file scanning capped at a cost of $20,000. Mr. Perconti seconded, and the motion carried unanimously.

**OLD BUSINESS**
A previous board member, Geoff Wilson, has long taught the Initial Supervisory Training course. He will be teaching it again in January. Mr. Perconti made a motion to pay Mr. Wilson an honorarium of $100 for teaching the course. Ms. Elrod seconded the motion, and it carried unanimously.

**NEW BUSINESS**
- The Board discussed questions from the Department regarding how the online licensure system should operate.
- The Board reviewed the licensure status report.
- The Board discussed questions received via email.
- The Board reviewed Ms. Kelley’s discussions with IC&RC.

**COMPLAINTS COMMITTEE**
• **Complaint #17-06.** The Committee made a motion recommending dismissal of the complaint as the respondent’s registration had expired. Ms. Kelley seconded and the motion carried unanimously.

• **Complaint #17-12.** Ms. Kelley made a motion to appoint Mr. Perconti as board liaison between the board and the appointed supervisor. Mr. Heaton seconded, and the motion carried unanimously.

• **Complaint #17-13.** No action taken by the Board.

• **18ADC00006.** No action taken by the Board.

• **18ADC00008.** The Committee made a motion recommending suspension of Respondent’s registration until 12/8/20. Mr. Perconti seconded, and the motion carried unanimously.

**LEGAL COUNSEL REPORT**
Mr. Morrow motioned for the meeting to go into closed session at 11:23 A.M. under KRS 61.810(1)(c) to discuss proposed or pending litigation regarding Eliana Brunner v. Kentucky Board of Alcohol and Drug Counselors, Administrative Action No. 2018-ADC-00002. Mr. Perconti seconded, and the motion carried unanimously. Ms. Kelley motioned for the Board to come out of closed session at 11:30 A.M. Mr. Heaton seconded, and the motion carried unanimously. No final action was taken during the closed session.

**TEMPORARY RADPSS APPLICATION REVIEW**
Ms. Elrod made a motion to accept the application recommendations as specified. Mr. Heaton seconded the motion, and the motion carried unanimously.

**APPROVED**
- James Davis
- Keith Butler

**DEFERRED**

**TEMPORARY CADC APPLICATION REVIEW**
Mr. Perconti made a motion to accept the application recommendations as specified. Ms. Elrod seconded the motion, and the motion carried unanimously.

**APPROVED**
- Melissa Ellis
- Darren Garland
- Hakeem Mohammed
- Stephanie Thompson
- Jacob Albanese
- Stephanie Combs
- Chasity Robinson
- Kimberly Robinson
- Elaine Ratliff
- Tomeika Brock
- Rebecca Dollarhide
- Amber Wise-Duty
- Andrew Bradley
- Brookley Lowe
- Laura Cooper
- Heather Oldham
- Brandon Lewis
- Angela Null
- Scott Jeffries
- Hannah Galloway
- Jennifer Causey
- Robin Levi
- Dakota Maynard
- William Stephens

**DEFERRED**
- Linda Neil
**CADC APPLICATION REVIEW**
Ms. Elrod made a motion to accept the application recommendations as specified. Ms. Kelley seconded the motion, and the motion carried unanimously.

**APPROVED**
Ms. Elrod made a motion to accept the application recommendations as specified. Ms. Kelley seconded the motion, and the motion carried unanimously.

**DEFERRED**
Daniel Schake

**LCADCA APPLICATION REVIEW**
Ms. Elrod made a motion to accept the application recommendations as specified. Ms. Kelley seconded the motion, and the motion carried unanimously.

**APPROVED**
Melissa Suttles

**DEFERRED**

**LCADC APPLICATION REVIEW**
Mr. Perconti made a motion to accept the application recommendations as specified. Ms. Elrod seconded the motion, and the motion carried unanimously.

**APPROVED**
Diane Shafer

**DEFERRED**
Shane Sheriff

**REQUEST TO PROVIDE SUPERVISION REVIEW**
Ms. Kelley made a motion to accept the application recommendations as specified. Mr. Heaton seconded the motion, and the motion carried unanimously.

**APPROVED**
Michael Eiden
Debora Reeves
Jimmy Farley
Julene Hopper
Karyn Hascal
Melody Scott

**DEFERRED**

**ONLINE & PAPER SUBMISSIONS FOR SUPERVISORY AGREEMENTS AND ANNUAL REPORTS**
Ms. Kelley made a motion to accept the application recommendations as specified. Mr. Heaton seconded the motion, and the motion carried unanimously.

**CONTINUING EDUCATION APPLICATION REVIEW**
Ms. Kelley made a motion to accept the application recommendations as specified. Mr. Heaton seconded the motion, and the motion carried unanimously.

<p>| Carver School of Social Work – Campbellsville | Ethics For KY Drug &amp; Alcohol Counselors | 3 | Various | Approved |</p>
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**TRAVEL**

Mr. Uba made a motion to approve payment of travel expenses for eligible members. Mr. Perconti seconded the motion, and the motion carried unanimously.

**NEXT MEETING**

Friday, January 4, 2019 at 10:00 A.M. Department of Professional Licensing, Frankfort, KY.

**ADJOURN**

Mr. Cesario made a motion to adjourn at 1:26 P.M. Ms. Elrod seconded the motion, and the motion carried unanimously.

*Kentucky Board of Alcohol and Drug Counselors – Tim Cesario, Board Chair*

Minutes prepared by Aubrey Vaughan, Interim Board Administrator