

KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS  
REGULAR BOARD MEETING MINUTES – December 1, 2023

A regular meeting of the Kentucky Board of Alcohol and Drug Counselors was conducted on Friday, December 1, 2023, at 10:00 a.m. online via Zoom video communication platform and at 500 Mero Street, Frankfort, Kentucky.

MEMBERS PRESENT

Tim Cesario, Chair  
Karyn Hascal, Vice Chair  
Dr. Stephanie Raglin  
Leon Heaton  
David Gearheart  
Robert Durham

DEPARTMENT OF PROFESSIONAL LICENSING

Kristen Lawson, Commissioner  
Daniel Leffel, Board Attorney  
Lyndsay Sipple, Section Supervisor  
Lisa Traylor, Board Administrator  
Nicolette Sharp, Board Administrator

OTHERS IN ATTENDANCE

Dennis Hall  
Richard Woods  
Sandra Dean  
Melissa Miller  
Melinda Thompson

MEMBERS NOT PRESENT

CALL TO ORDER

Mr. Cesario called the meeting to order at 10:03 a.m.

MINUTES

- Mrs. Hascal made a motion to approve November 14, 2023, regular board meeting minutes. Motion was seconded by Dr. Raglin, and the motion carried unanimously.
- Dr. Raglin made a motion to approve the November 28, 2023, Reciprocity and Credentialing Committee meeting minutes. Motion was seconded by Mrs. Hascal, and the motion carried unanimously.

DPL REPORT

No Report.

OLD BUSINESS

- Mrs. Traylor informed the board the board sponsored supervision training was set for December 8<sup>th</sup> and had over eighty participants rsvp'd.
- Mr. Cesario asked the board if there were any changes that needed to be made for the training, the board decided not to make any changes.

NEW BUSINESS

- Mrs. Hascal made a motion to set the 2024 board meeting dates as followed:
  - First Friday of every month.
    - Exception for May and July to move to second Friday.
- Dr. Raglin seconded the motion, and the motion carried unanimously.
- Dr. Raglin made a motion to set the 2024 board sponsored training as followed:
  - March 5<sup>th</sup>, 2024, in Louisa at the Millard College.
  - June 21<sup>st</sup>, 2024, in Somerset.
  - September 2024 at the KAAP conference (TBD)
  - December 13<sup>th</sup>, 2024, in bowling green.
- Mr. Heaton seconded the motion, and the motion carried unanimously.
- Mrs. Hascal informed the board that the reciprocity and credentialing committee discussed the idea of a hybrid application process by recommending applicants to use paper applications when applying for credentialing.
- Mrs. Hascal made a motion for legal to draft a letter with appropriate language for recommendations of paper applications for the website and supervision training going forward. Dr. Raglin seconded the motion, and the motion carried unanimously.

COMPLAINTS COMMITTEE

- Mr. Leffel informed the board that all recommendations from prior meeting are moving forward.

#### REVIEW COMMITTEE

- Mrs. Hascal made a motion to adopt the review committee's recommendations. Motion was seconded by Dr. Hascal, and the motion carried unanimously.

#### APPLICATION REVIEW

- Mr. Durham made a motion for closed session pursuant to KRS 61.810(1)(j)(k) for application review. Motion seconded by Dr. Raglin, and the motion carried unanimously. The Board entered closed session at 10:45 a.m.
- Mrs. Hascal made a motion to enter open session at 11:37 a.m. Motion was seconded by Dr. Raglin, and the motion carried unanimously.
- Dr. Raglin made a motion to approve the credentialing applications that were submitted via mail. Motion was seconded by Mr. Durham, and the motion carried unanimously.
- Mr. Durham made a motion to approve the credentialing applications submitted via eService's as reviewed. Motion was seconded by Dr. Raglin, and the motion carried unanimously.

#### LEGAL COUNSEL REPORT

- No report

#### TRAVEL AND LODGING

- Mrs. Hascal made a motion to accept travel and lodging for the December 1, 2023, meeting. Motion was seconded by Dr. Raglin, and the motion carried unanimously.
- Mrs. Hascal made a motion to approve travel and lodging for Timothy Cesario and Lisa Traylor for the initial supervision training on December 8<sup>th</sup>, 2024. Dr. Raglin seconded the motion, and the motion carried unanimously.

#### NEXT MEETING

- Regular meeting, Friday, January 5, 2023 @ 10:00 a.m.

#### ADJOURN

- Mrs. Hascal made a motion to adjourn at 11:39 a.m. Motion was seconded by Dr. Raglin, and the motion carried unanimously.