KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS
REGULAR BOARD MEETING MINUTES

A regular meeting of the Kentucky Board of Alcohol and Drug Counselors was conducted on Friday, July 11, 2025, at 10:00 a.m. online via Zoom video communication platform and at 500 Mero Street, Frankfort, Kentucky.

MEMBERS PRESENT
Karyn Hascal, Chair
Leon Heaton
Danielle Matlock
Dr. Stephanie Raglin, Vice Chair
David Gearheart

DEPARTMENT OF PROFESSIONAL LICENSING
April Alsabrook, Section Supervisor
Kristen Lawson, Commissioner
Lisa Traylor, Board Administrator
Daniel Leffel, Board Attorney
Chasity Wray, Fiscal

OTHERS IN ATTENDENCE
Brett Spears
Christopher Diamond
Kathleen Ritchie
Mary Holstin
Megan Cox
Jeffrey Parker

MEMBERS NOT PRESENT

CALL TO ORDER
- Mrs. Hascal called the meeting to order at 10:00 a.m.

MINUTES
- Mrs. Matlock made a motion to approve June 4, regular board meeting minutes. Motion was seconded by Mr. Heaton, and the motion carried unanimously.

DPL REPORT

- Commissioner Lawson informed the board that she will begin looking at a budget analysis to add additional staff member for DPL due to incoming increase in applicants due to HB 505.
- Mr. Heaton made a motion to allow DPL to hire a temporary position for administrative duties for ADC. Motion was seconded by Mrs. Matlock, and the motion carried unanimously.

OLD BUSINESS
- Mrs. Hascal informed the board that there will be a meeting on July 16th to discuss HB505 with the Cabinet for Health and Family Services.

NEW BUSINESS
- Mrs. Matlock made a motion to allow DPL to order a service recognition plaque for retired board member Robert Durham. Motion was seconded by Mr. Heaton, and the motion carried unanimously.
- The board discussed meeting to work on updating ADC applications.
- Mr. Heaton made a motion to allow disciplinary actions to be on the ADC website for a period of 5 years. Motion was seconded by Mrs. Matlock, and the motion carried unanimously.
- Dr. Raglin made a motion to allow DPL staff to send notification to ADC credential holders pertaining to Counselor of the Year and Peer Support of the Year nominations. Motion was seconded by Mr. Heaton, and the motion carried unanimously.
- Mrs. Matlock made a motion to accept the 30 hour training approved by CHFS for Peer Support applications until January 1st, 2026. Motion was seconded by Mr. Heaton, and the motion carried unanimously.

LEGAL COUNSEL REPORT
- Mr. Leffel informed the board that CCS regulation is still currently in the review process.

APPLICATION REVIEW
- Mr. Heaton made a motion for closed session pursuant to KRS 61.810(1)(j)(k) for application review. Motion was seconded by Mrs. Matlock, and the motion carried unanimously. The Board entered closed session at 10:29 a.m.
- Dr. Raglin made a motion to enter open session at 12:03 p.m. Motion was seconded by Mr. Heaton, and the motion carried unanimously.

- Mr. Heaton made a motion to approve the credentialing applications that were submitted via mail. Motion was seconded by Dr. Raglin, and the motion carried unanimously.
- Mr. Heaton made a motion to approve the credentialing applications submitted via eService's as reviewed. Motion was seconded by Mrs. Matlock, and the motion carried unanimously.

REVIEW COMMITTEE

- The review committee made a motion to accept the review committee's recommendations. Motion was seconded by Dr. Raglin, and the motion carried unanimously.

COMPLAINTS COMMITTEE

- Mr. Heaton made a motion to allow DPL staff to send out 2nd complaint notice if no response is received after 20 days. Motion was seconded by Dr. Raglin, and the motion carried unanimously.

TRAVEL AND LODGING

- Mr. Heaton made a motion to accept travel, Per Diem for the July 11, 2025, regular meeting. Motion was seconded by Dr. Raglin, and the motion carried unanimously.
- Dr. Raglin made a motion to accept per diem for the June 13th, Clinical supervision training for Leon Heaton to present. Motion was seconded by Mrs. Matlock, and the motion carried unanimously.

NEXT MEETING

- August 1, 2025 @ 10:00 a.m.

ADJOURN

- Mr. Heaton made a motion to adjourn at 12:07 p.m. Motion was seconded by Mrs. Matlock, and the motion carried unanimously.