

KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS  
REGULAR BOARD MEETING MINUTES – September 8, 2023

A regular meeting of the Kentucky Board of Alcohol and Drug Counselors was conducted on Friday, September 8, 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  
Robert Durham  
Leon Heaton  
David Gearheart

DEPARTMENT OF PROFESSIONAL LICENSING

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

OTHERS IN ATTENDANCE

Britane Webb  
Jessica Sturdivant  
Kayla Halleran  
Cheyenne Hubbard

MEMBERS NOT PRESENT

CALL TO ORDER

Mr. Cesario called the meeting to order at 10:01 a.m.

MINUTES

Mrs. Hascal made a motion to approve August 4, 2023, regular board meeting minutes, August 18, 2023, and September 1, 2023, Reciprocity and Credentialing Committee meeting minutes, and Mr. Durham seconded, and the motion carried unanimously.

DPL REPORT

Commissioner Lawson informed the board that she provided the board members with a copy of the safe storage information document for their review.

LEGAL COUNSEL REPORT

No report.

FINANCIAL REPORT

Dr. Raglin made the motion to approve the July and August financial report. Mrs. Hascal seconded, and the motion carried unanimously.

OLD BUSINESS

- Mrs. Traylor informed the board that IC&RC had sent information regarding the CCS application that needed to be included. The board decided to have Lisa Traylor create a FAQ sheet to include IC&RC recommendations and present at the Reciprocity and Credentialing Committee meeting. Mrs. Hascal made a motion to delegate voting authority to the Reciprocity and Credentialing Committee to vote on behalf of the entire board for the FAQ sheet, Mr. Durham seconded, and the motion carried unanimously.
- Mrs. Hascal made a motion for the Reciprocity and Credential Committee meet again on September 27, 2023, Mr. Durham seconded, and the motion carried unanimously.

NEW BUSINESS

- Mrs. Traylor introduced new board administrator Nicollette Sharp.
- Mr. Heaton made a motion for the Reciprocity and Credentialing Committee to continue to explore the Certemy system and operations as well as other avenues, Mr. Durham seconded, and the motion carried unanimously.
- Dr. Raglin made a motion to allow Mrs. Hascal to attend the Fall IC&RC meeting instead of Mr. Heaton, Mr. Heaton seconded, and the motion carried unanimously.
- Mrs. Traylor put forward a question pertaining to reciprocal credentials and the ability to be a board approved supervisor. The board stated that reciprocal credentials that were board approved supervisors in previous state would have met IC&RC requirements which would meet them here.
- Mrs. Traylor addressed SMT testing expiration versus application expiration. The board discussed updating the testing approval letter for applicants but was not voted on.

#### APPLICATION REVIEW

- Mrs. Hascal made a motion for closed session pursuant to KRS 61.810(1)(j)(k) for application review. Motion seconded by Mr. Durham, and the motion carried unanimously. The Board entered closed session at 11:32 a.m.
- Mrs. Hascal made a motion to enter open session at 1:01 p.m. Mr. Durham seconded, and the motion carried unanimously.
- Mrs. Hascal made a motion to approve the credentialing applications that were submitted via mail, Mr. Durham seconded the motion and the motion carried unanimously.
- Mr. Heaton made a motion to approve the credentialing applications submitted via eServices as reviewed, Mr. Durham seconded the motion and the motion carried unanimously.

#### COMPLAINTS COMMITTEE

Mrs. Hascal made a motion to adopt the complaints committee's recommendations, Mr. Durham seconded the motion and the motion carried unanimously.

#### REVIEW COMMITTEE

Mr. Heaton made a motion to adopt the review committee's recommendations, Mr. Durham seconded, and the motion carried unanimously.

#### TRAVEL AND LODGING

- Mrs. Hascal made a motion to accept travel and lodging for the September 8<sup>th</sup>, 2023, meeting. Mr. Durham seconded the motion. The motion carried unanimously.
- Mrs. Hascal made a motion to accept travel for the September 20<sup>th</sup>, 2023, supervision training for Mr. Cesario, Mrs. Traylor, and Mrs., Sharp, Mr. Heaton seconded, and the motion carried unanimously.

#### NEXT MEETING

- Regular meeting, Friday, October 6, 2023

#### ADJOURN

Mrs. Hascal made a motion to adjourn at 1:03 p.m. and Mr. Heaton seconded the motion. The motion carried unanimously.