

KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS
BOARD MEETING MINUTES
December 3, 2021

A regular meeting of the Kentucky Board of Alcohol and Drug Counselors was conducted on Friday, December 3, 2021 at 10:00 A.M. at the Department of Professional Licensing located at 500 Mero Street, Frankfort, KY 40601 and online via Zoom video communication platform.

MEMBERS PRESENT

Tim Cesario, Chair
Kristi Elrod, Vice-Chair
Bruce Dudley
Stephanie Raglin

MEMBERS ABSENT

David Gearheart
Karyn Hascal
Leon Heaton

DEPARTMENT OF PROFESSIONAL LICENSING

Kevin R. Winstead, Commissioner
Chessica Nation, Administrative Section Supervisor
Miranda Guarnieri, Board Administrator
Tasha Stewart, Board Administrator
Kyle Ruschell, Board Attorney

OTHERS IN ATTENDANCE

Emily Holt
Monique Marshall

CALL TO ORDER

Mr. Cesario called the meeting to order at 10:13 A.M.

MINUTES

Mr. Dudley made a motion to approve the November 5, 2021 meeting minutes. Ms. Raglin seconded the motion, and the motion carried unanimously.

Mr. Dudley made a motion to approve the October 1, 2021 corrected meeting minutes. Ms. Raglin seconded the motion, and the motion carried unanimously.

FINANCIAL REPORT

The Board reviewed the October financial statements.

DEPARTMENT OF PROFESSIONAL LICENSING REPORT

Commissioner Winstead stated that on the first of January an annual report must be sent to the Governor and LRC listing hearings and decisions. The Board reviewed a draft of that report. Ms. Raglin made a Motion to authorize the report to be filed. Motion seconded by Ms. Elrod, carried.

OLD BUSINESS

- The Board reviewed suggested changes to 201 KAR 35:070 as presented by Mr. Pozgay. The Board defined “observation” as a period of discussion to critique the observed session, accompanied by a written explanation which include strengths and deficiencies observed by the supervisor and develops goals for the supervisee. In Section 4(3), Board will leave the term “or”. In Section 14, the Board will include forms by reference. Finally, the Board set a time limit for Certified Clinical Supervisor (CCS) grandfathering as one year from the date the regulations go into effect. The suggested changes will go to the Regulations Committee who will review and then send it back for Board review
- The Board discussed the removal of any reference to telephone conference for Verification of Clinical Supervision, Form 13. The Board agreed that the removal was necessary, and Commissioner Winstead and Mr. Ruschell would edit the form and bring it back for Board review.
- The Board discussed the grandparenting form for CCS. Mr. Dudley made a motion to incorporate changes as discussed, send to regulations committee for final review, and let the regulations committee give final authority for wording of regulation and filing. Ms. Elrod seconded, carried.

A motion to take a recess at 11:29am was made by Mr. Cesario and was seconded by Ms. Raglin, and the motion carried unanimously. The meeting resumed at 11:41am

NEW BUSINESS

- The Board authorized the Board administrator to respond to CCS grandfather requests as follows: Administrative regulations are being promulgated. We will send out an email blast when the regulations have been approved.
- The Board reviewed the grandparenting form for LADC. Ms. Raglin made a motion to send the form to the regulations committee for final review and let the regulations committee give final authority for wording of regulation and filing. Mr. Dudley seconded, carried.
- The board reviewed a request asking if a specific graduate degree would qualify an individual for the LCADC credential. The board will only review said request once an application has been submitted. The board reviewed a licensee's notice that they will be absent from supervision for personal reasons. The board determined that four weeks or less of absence from supervision does not warrant notification to the board.
- The board reviewed a reciprocal applicant's statement that the supervisor of record failed to keep adequate supervision logs. The board determined the licensee should contact his supervisor of record and have all available documents sent to the applicant.
- The board reviewed a question about out of state telehealth and supervision. The board advised the licensee to check with the other state's licensing board(s).
- The board granted a 30-day extension for a licensee to submit their annual supervision documents. The board determined that substance abuse interns in the Department of Corrections must adhere to the Department of Corrections policies and procedures.
- The board reviewed potential supervision training dates for 2022. No action taken.

COMPLAINTS COMMITTEE – The Board moved into a closed session at 11:50am to discuss a specific complaint. A motion was made to move to a closed session by Ms. Elrod and seconded by Mr. Dudley, and the Motion carried unanimously.

A motion was made at 11:56am to exit the closed meeting and return to the regular meeting. Motion made by Ms. Raglin and seconded by Mr Cesario, and the motion carried unanimously.

A motion was made by Mr. Cesario to approve the below complaints committee recommendation. The motion was seconded by Mr. Dudley and carried unanimously.

20 19 -7, 20 19 -12, 20 20 -10 – ONGOING.

20 19 -13 – 20 20 -11 – ONGOING.

20 19 -25 – ONGOING.

20 20 -4 – ONGOING.

20 20 -9 – ONGOING.

20 20 -11 – ONGOING.

20 20 -12 – ONGOING.

20 2 1-1 – ONGOING.

20 2 1-2 – ONGOING.

20 2 1-3 – ONGOING.

20 21-4 – ONGOING.

20 21-5 – ONGOING

20 21-7 – ONGOING.

20 21-8 – Issued a Private Admonishment with ethics training.

20 2 1-12- ONGOING.

20 2 1-9 – ONGOING.

20 2 1-10 – ONGOING.

20 2 1-11 – ONGOING.

20 2 1-13 – ONGOING.

Motion was made by Mr. Dudley at 2:00p to leave the closed session and Ms. Elrod seconded the motion, and the motion carried unanimously. Ms. Raglin motioned a recess until quorum was reached in the regular meeting. Ms. Elrod seconded the motion, and the motion carried unanimously.

APPLICATION REVIEW

Ms. Raglin made a motion to enter closed session at 12:47 pm to review applications. Mr. Dudley seconded the motion, and the motion carried unanimously.

Ms. Elrod made a motion to exit the closed session at 3:02p. and Ms. Raglin seconded the motion and the motion carried unanimously.

Motion to go into a closed session was made at 3:07pm by Ms. Raglin and Ms. Elrod seconded the motion and the motion carried unanimously.

Motion to exit the closed session was made at 4:28pm by Ms. Raglin and Mr. Dudley seconded the motion. Motion carried unanimously.

TEMPORARY RADPSS APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

RADPSS APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

TEMPORARY CADC APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

CADCA1 APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

CADC APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

LCADCA APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

LCADC APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

REQUEST TO PROVIDE SUPERVISION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

ONLINE & PAPER SUBMISSIONS FOR SUPERVISORY AGREEMENTS AND ANNUAL REPORTS

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

PAPER RENEWALS

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

RE-EXAMINATION APPLICATION REVIEW

Ms. Elrod made a motion to accept the paper & online application recommendations as presented. Mr. Dudley seconded the motion, and the motion carried unanimously.

CONTINUING EDUCATION APPLICATION REVIEW

Mr. Dudley made a motion to accept the application recommendations as presented. Ms. Raglin seconded the motion, and the motion carried unanimously.

TRAVEL

Mr. Dudley made a motion to approve travel for Mr. Cesario and Mr. Cesario seconded the motion, and the motion carried unanimously.

NEXT MEETINGS

Regular Meeting – Friday, January 7, 2021 at 10:00 A.M., Department of Professional Licensing, Frankfort, KY.

ASJOURN

Ms. Elrod made a motion to adjourn at 4:30 P.M. Ms. Raglin seconded the motion, and the motion carried unanimously.

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

Minutes prepared by Miranda Guarnieri, Board Administrator