MINUTES FOR THE BOARD OF EXAMINERS FOR ALCOHOL, DRUG AND GAMBLING COUNSELORS

MEETING DATE: Friday, August 3, 2012 – Via teleconference
MEETING TIME: 9:00 AM
MEETING LOCATION: **Legislative Building**
Room 2134
401 South Carson Street
Carson City, Nevada

Grant Sawyer Building
Room 4412
555 E. Washington Street
Las Vegas, Nevada

Members present: Dianne Springborn, Steven Burt, Darlene Dufault, MaryAnn Potter, Jacquelin Wotherspoon, and Barbara Hunt.
Staff present: Agata Gawronski, Executive Director, Connie Corley, Executive Assistant, Saul Singer, Investigator, and Keith Marcher Dep. Attorney General
Members of the public present: Roberta Miranda, Colin Hodgen , Stephanie Robinson, Alese McKinney, Frank Parenti, Bob Paisano, Adrian Bravo.

Item 1: Welcome, Call to Order, Approval of the Minutes
Dianne Springborn called the meeting to order at 9:00 AM;

Item 2: Public comments
Dianne Springborn asked for public comments and Frank Parenti had spoken in Las Vegas, stating that he has two separate issues, and first one was LCADC , and LADC not being reimbursed by medicate and asked the Board to "look into it". The second issues presented by Mr. Parenti were the requirements for supervision, stating that standards in our state were so low that it was creating more problems. Dianne Springborn thanked Mr. Parenti for his suggestions, and informed him that the Board and subcommittee worked on changing the requirements at the Regulation re-write workshop, and it will be implemented soon. Darlene Dufault made a comment that the supervisors are the agenda item for this meeting. Mr. Parenti also pointed out that the regulations are being misinterpreted and the hours for the interns were supposed to be reduced by 1500, if the intern completed minor in addiction not reduced to 1500 hrs, which is currently being practice. Dianne Springborn stated that this topic will be discussed further under agenda item 11.

Item3: Approved Minutes
The minutes were approved by Steve Burt and Darlene Default; the motion carried.

Item 4: Financial Report.

Steve Burt asked the Board members to look at the budget, and suggested to vote on it and get it approved at next Board meeting, since it wasn't itemized on the agenda this time. Mr. Burt pointed out the fact, that significant changes had been made to the budget, and that we should not be "dipping into the savings anymore". Dianne Springborn asked to put it on the agenda for the next meeting.

Item 5: Colin Hodgen – termination of probation hearing.

Dianne Springborn asked Colin Hodgen to come to the stand, and summarized his probationary time over the past two years; stating that he had never missed a meeting and paid all his dues and it was time to terminate his probation. Darlene Dufault made a motion to terminate the probation, MaryAnn Potter second it. The Board voted, all in favor; motion carried. Mr. Hodgen thanked the Board for the support during this period. Dianne Springborn thanked Mr. Hodgen for being good role model and great example of good attitude.

Item 6: Interns: Adrian Bravo, Stephanie Robinson appearing before the Board after failing written exam for the third time.

Dianne Springborn called Mr. Bravo and asked how many time he has taken the test; Mr. Bravo stated that he has taken and failed Level II exam three times; Jackie Wotherspoon asked if he needed help and what he was straggling with, Mr. Bravo stated that his struggles where with the Counseling Practice section and that he is currently taking some on line courses to improve his skills, and is asking for permission to test again. Barbara Hunt made a motion to allow Adrian Bravo to re-test, MaryAnn Potter second the motion, the Board voted in favor and motion carried.
Darlene Dufault recues herself, because Ms. Robinson was her employee. Dianne Springborn asked what the struggle was that was preventing her from passing the written test. Ms. Robinson stated that her problem was "lack of clinical supervision" and that it is going much better now and she is part of study group and getting ready for a test. Jackie Wotherspoon made a motion to approve Stephanie Robinson for testing, Steve Burt second it. The Board voted in favor; motion carried.
Steve Burt suggested to Ms. Robinson to file the complaint against her prior supervisors.

Item 9: Application review of Curtis Elliot for intern certification. Discussion of cease and desist letter from the Board.

Curtis Elliot was not present at the Board meeting. Dianne Springborn stated that Mr. Elliot was not notified within statutory time limit about this meeting and did not show up, Ms. Springborn suggested tabling the agenda item and move it to the next meeting. Steve Burt made motion to move this item, Darlene Dufault second it, the Board voted in favor, motion carried.

Item 7: Community Counseling Center – settlement agreement.

Keith Marcher- Deputy Attorney General presented the case of the intern practicing without the certification for months at the Community Counseling Center, the owner of the agency and the practicing Certified Supervisor were served with 233b letters from the Board. Both individuals got the attorneys, and upon further investigation it has been established that it must have been a communication breakdown. Mr. Marcher stated that he did not think that" it rose to the level of disciplining anybody", however requested for the investigative cost to be covered by the agency. The Board received $500 check, and the case was closed. Barbara Hunt made motion to accept the settlement agreement, Darlene Dufault second it. Board voted in favor, motion carried.

Item 8: Frank Parenti -request to discuss the intern progress report process/changes; notification of changes; complaint process review; request to waive the late fee.

Mr. Parenti was present in Las Vegas location, and presented the copies of progress reports, and the difference between the two of them, one of which was asking for the verification of the CEU's and the other one for the copies of the CEU's. Mr. Parenti stated that the Board took time to send out the notifications about the fee changes, but did not notify the field about the new requirements as far as progress reports; Mr. Parenti presented the example of the interns that were charged late fees due to missing copies of their CEU's, and asked the Board to accommodate that.

The next issue brought up by Mr. Parenti, was the" missing check", he stated that he had sent the renewal application with the check for his supervisor certificate renewal, and was told by the Board staff that it was never received and charged the late fee; Mr. Parenti stated that it happened multiple times in the past, that the checks went missing along with letters of reference and other documents and was not satisfied with that. Frank Parenti made a suggestion to his interns and supervisors to keep the copies of everything that's being mailed out to the board.

Dianne Springborn asked for the comments, and Agata Gawronski made statement, that the copies of the CEU's were always required, and had an example of the letter dated in 2006 stating that. Dianne Springborn confirmed that since the beginning of the Board – starting with Sharon Atkinson as the Executive Director, the copies were always required, and that Wendy Lay was probably not executing that, but nothing was ever changed in the requirements. Dianne also mentioned, that being supervisor herself, she enforces the copies to be made before sending out the originals; and stated that if we have major changes coming in the future the mass mailing will take place.

Agata Gawronski stated that out of over 200 interns renewing their certificates, only 23 did not attach the copies of their CEU's. Barbara Hunt commented, that the suggestion to notify the public about the changes, was great idea and we could possibly announce it on the website. Mr. Parenti spoke again, and asked for the late fees to be waived at this time, because it wasn't made clear to them, that this was again required.

Steve Burt made motion to wave the fee for Mr. Parenti, but nobody second it; Ms. Wotherspoon stated, that she did not know enough about the case to make the decision; Mr. Parenti stated that he was asking for the waver of the fees for the interns not his own, but was informed by Keith Marcher, that the Board cannot vote on it, without the names of the people and their knowledge and presence. Mr. Parenti stated that he was informed by Agata, that if he can show proof of the check he sent to the Board along with his renewal application, his late fee will be waived; he presented the carbon copy to Darlene Dufault, and she stated that it was impossible to read it and that we did not have enough information. Connie Corley presented all the dates and facts about the missing check to the Board, stating that we did not receive it and that he was informed in advance and had enough time to re-send his check and not being charged the late fee.
Frank Parenti asked" what about the interns?" Barbara Hunt stated that they need to request individually to appear before the Board, and attend the next meeting in person in order for their cases to be heard and considered.
Next Mr. Parenti asked what the complaint process was if there was no response from the Executive Director and the Board President. Keith Marcher stated that the option would be to complain to the Governor's office against specific individual, and ask for the member to be removed, but there was no actual complaint process in place.
Dianne Springborn moved on to the next agenda item.

Item 10: Executive Director Report; finger printing process review; oral board panel review.

Agata Gawronski presented to the Board a new solution to the finger printing fees; stating that from now, the applicants will be sending separate money order to the Department of Public Safety, and the Board will not carry this item in the budget anymore. The next issue presented by the Executive Director was the selection of the oral board panel; Ms. Gawronski suggested that the Board would conduct the examination after every Board meeting. Darlene Dufault commented that she may not necessarily agree with that, but would like the members of the oral panel to be interviewed by the Board to ensure good representation, and for at least one Board member to be present at the exam. Steve Burt confirmed that this is being currently practice in Reno, and also that we have been doing rotation due to repetitive candidates. Steve Burt stated that we do not have policies and procedures in place. Dianne Springborn suggested creating subcommittee to work on policies and procedures. Barbara Hunt, Darlene Dufault and Steve Burt volunteered.
Dianne Springborn asked for the five minute break.

Item 11: Supervisors for certified alcohol and drug counselor interns-certification process review.

Darlene Dufault opened the discussion, stating that she is hearing allot of complaints from different interns about the lack of supervision.

Agata Gawronski joined the discussion and stated that she was currently working with the CASAT to build the training more suitable for the perspective supervisors and to expend the requirements, because the 6 hours currently accepted does not seem enough. Agata Gawronski also reported that the letter will be sent out to all the certified supervisors in the field to highlight their responsibilities. MaryAnn Potter asked if the extended training would be required for the existing supervisors, and pointed out that there isn't many in person classes offered right now. Steve Burt stated that we should hold the existing supervisors more accountable. Dianne Springborn asked to put the supervisor training item on the next agenda.

Item 12: Public Comments.

Roberta Miranda was present in Las Vegas; she is a supervisor and stated that she had an opportunity to work with interns in at least five different agencies; Ms. Miranda stated that she supports the idea of sending out the letter to the supervisor with the outlines and making them aware of policies and procedures, also she stated that she was being sponsored by CASAT to complete TOT training, and would be willing to become part of the subcommittee. Next issue was the late fees recently charged to her interns, and she stated that she was supporting Frank Parenti, and that it would be extremely helpful to receive the notifications of any future changes. Ms. Miranda made suggestion to send out notification to over 20 interns whom where recently charged the late fees, and make them aware of the complaint process etc, also she suggested for the Board to make it clear weather the post mark was being honored, and if so to keep the copies of the envelopes with the postmarks, as a proof of the progress reports being sent within the time limits. Frank Parenti made a public comment, stating that the Board is going the right direction with the changes that are happening; he also reported that it seems comment that some people are being forced to become supervisors at some agencies; also another concern was that the interns are frightened to make complaints against their supervisors, and suggested that the Board would consider creating some kind of safe complaint process for the interns. Mr. Parenti also made comments and suggestions about the oral board panels.

Item 12: Adjournment

Dianne Springborn made the motion to adjourn the meeting. The meeting adjourned at 11.00 am.