

**2010 IC&RC Spring Meeting  
Minutes  
San Diego, CA**

**April 6, 2010**

**Administrator's Meeting**

The meeting was called to order and chaired by Administrator's Representative, Roland Piper (MI).

Testing and proctor presentations were given by Gardner (TX) and Bradley (staff). New acronyms were discussed.

SMT has a listing of testing locations on their website. This is also available through the office. Candidates may choose the closest testing site to them, even if it is outside the boards' jurisdiction. McGarry stated that consequences of not filling in an answer sheet must be clearly defined. PowerPoint will be made available on the Member's Only section of the website.

Boards present were polled to find out who is still using the CPM: New Jersey, California, Georgia.

The 51% rule was discussed. It was determined that the policy will be tightened to include certification and testing. Freeland proposed new language; Business and Operations will take it into consideration for policy changes.

**Wednesday, April 7th**

Rosier presented the New Delegate Orientation.

Del Sesto (Secretary) performed Roll Call. Rosenberry (Vice President) called the meeting to order in Messamore's (President) absence.

Baier (PA) moved to approve the previous meeting's minutes. Schmiede (MI) seconded. Carried.

Mangham (LA) moved to approve the agenda. Winslow (MD Prevention) seconded. Carried.

Turpin (Nominations Chair) read the Nominations and Elections policies as per Policies & Procedures.

**Treasurer's Report – Scott Breedlove (Treasurer)**

Breedlove reviewed the year to date income and expense report, as well as the Statement of Financial Position and reported on investments.

**President's Report – Doug Rosenberry (Vice President)**

Rosenberry reported on behalf of Messamore. Reported on the last six months and the state of IC&RC. Rosenberry acknowledged the work of the Executive Committee as well as the staff. There was a moment of silence for the passing of Jim Becker, the Administrator of the Maryland Board. Rosenberry presented the Presidential Leadership Award to Stefan Johannsson who then addressed and thanked the audience.

### **Executive Director's Report - Mary Jo Mather**

Mather reported on all office and staff activities over the past six months. She provided a written report and spoke about the highlights. Exam totals were reported for 2009, as well as 2008. It was reported that in the past 12 months almost 20,000 international certificates have been processed, as well as 480 reciprocity applications. Glass reported on the status of the acronym changes. Implementation dates were discussed. Members expressed the need to have a letter from IC&RC to explain the changes, as well as an electronic template certificate. The question was raised for non-English speaking boards if the acronym has to be the same.

### **Government Relations/Advocacy Report - Andrew Kessler**

Kessler presented all activities to date. Discussion ensued on other endeavors. Delegates asked questions regarding Medicaid and other institutions for funding. Delegates discussed their specific states and who is acceptable for reimbursement through Medicaid. Kessler discussed meeting with ONDCP Deputy Director, Tom McClellan and workforce development. It was reported that the addiction field will need a minimum of 60,000 counselors in the coming years. Discussion ensued regarding physician and addiction education.

### **Executive Committee – “Ask the EC”**

Barlow (AR) asked for assurance that IC&RC will not co-produce a new therapeutic community's credential with NAADAC (EC Report #12). The EC answered that they would not. Rosier (CT) mentioned that B&O will be presenting a model regarding how IC&RC purchases new credentials. Discussions will cautiously continue with CACO at this time. Rodriguez (Puerto Rico) raised the issue of a group under the WFTC working in Puerto Rico and saying they are a member of IC&RC. IC&RC will send a statement explaining which board is affiliated with IC&RC. Gelormino (WFTC) will contact them again. If they continue they will be suspended from WFTC. Fangman (IA) inquired when IC&RC would be considered “well off.” Breedlove responded that much of our profit is from exams and much of our profit margin depends on the testing RFP process. Trundy (MA) expressed concerned that we become complacent with our current fiscal situation. If we are not careful we could be back where we were four years ago.

### **Prevention Meeting**

Stevens announced the Prevention Training Institute will be in San Antonio, May 10-12. IC&RC will be presenting. Stevens explained the severe weather that occurred during the CADCA conference. Next conferences IC&RC will exhibit at are the Prevention Institute and NPN.

The pass rate for the March exam was 65%, which is an increase from last year's pass rates.

Sharon Dais, the California NPN representative, is at the IC&RC meeting. Ruth Satterfield will take Tommie Waters position. NPN will be represented at IC&RC at one meeting per year. Fran Harding, CSAP Director, wants a representative from NPN to participate in the CPS Supervisor credential.

CPS Supervisor will be the first item of business with a new testing company. More items are needed for the CPS exam. The new credential may take about a year once the process is started. Frank Margourilos volunteered to serve as chair of the CPS Supervisor Task Force.

Hestand reported on Prevention Marketing initiatives. The first newsletter was sent out to Boards. Glass will report on the most popular stories. All are welcome to submit ideas for articles. They are still working on awards, website and fact sheets.

There is \$5,000 in the Prevention budget for the next fiscal year. The committee will be a little more reserved on spending their money this coming year. The committee may need another representative to the Finance Committee.

There is also a need for a representative to the Compliance Review Committee.

Discussion ensued regarding CEUs. Questions were raised regarding fees for CEUs, trainers, provider status, approval and events. A survey will be sent out to all prevention boards. The committee requested to see a rough draft before it was sent out.

Del Sesto reported on an expert panel she participated in which was called by Fran Harding. Harding talked about the future of Prevention which will be tied to health reform. Del Sesto referred questions to Andrew Kessler. Del Sesto has concerns that prevention and treatment are confused and prevention will be left out. CADCA is the main group for prevention in DC. Kessler assured the group that prevention is a big part of the strategy; it is just not as glamorous as treatment. CSAP strategies are concerned with overall health reform. SAMHSA has three priorities: treatment, mental health and prevention, with prevention getting the least money.

## **Thursday April 8**

### **ADC Committee – Jessica Hayes (IL), Lizz Toledo (GA)**

Hayes asked Gardner (TX) to report on the final 13 question on the ADC exam. It was reported that the last 13 questions were discriminating well. The report will be made available to the body. There was discussion regarding score reports being sent out in hard copy or the continuation of electronic only. Most boards supported all electronic. Hard copy reports will be discussed with the testing company to determine if hard copies can be sent to boards that request this service.

Hayes reported that they are seeking someone to help with reference review/selection. Judson (US Navy), and York (IN) will help with this process. AADC will join this session as well. Item writing will be held the first weekend in June in conjunction with the AADC credential. Discussion ensued over CBT and how it is going with various boards. Reports were favorable. Furtner (GA) requested help navigating the portal for CBT. IN, MO, PA, NY and DE have had great experiences with CBT. Davis (TX) inquired if the pass rates for CBT seemed higher than paper and pencil. Bradley reported that initial statistics seem to indicate that CBT scores are higher. However with only three administrations, there is not enough data. We have heard that candidates seem to prefer it to paper/pencil.

Rylands (RI), Parker (Bermuda), Polansky (IN) and Foster (US Navy) agreed to participate on monthly conference calls for the ADC credential to review all aspects of the credential.

### **AADC – Marv Fangman (IA), Alan Bobbett (IN)**

Reported that item writing is scheduled in conjunction with ADC the first weekend of June, 2010. Test results were discussed. A reference review committee has been set up with the intent that cross over domains will make it possible for credentials to use the same references. Fangman linked many items directly to the Strategic Plan. They are in the process of developing a formal resource list for trainings.

### **CS – Ted Judson (US Navy)**

Reported that in the last four testing cycles, 137 tests have been administered with a 71% pass rate. A second form of the CS exam has been completed. There are no item writings scheduled at this time. The committee

is currently working on a CS Code of Ethics. The committee will also be looking at distance supervision guidelines. There will also be further discussion on whether CS should be a stand alone credential or an endorsement. There are no set time frames for making this decision. Baier (PA) volunteered to be the co-chair of the committee.

**CCJP – Donna Johnson (GA), Inge Tracy (VA)**

Reported that proposals have been submitted for the CCJP endorsement in the last six months. ICCA has endorsed the CCJP credential. Federal Bureau of Prisons endorsement is forthcoming. Tracy reported that the first CCJP class has finished and can use that credential in lieu of state licensure to practice in Virginia. There is a 51% pass rate on the exam. Davis (TX), Obrentz (GA), Doherty (MO), Freeman (MD), and Attansi (OK) volunteered to participate on the committee.

**PS – Julie Stevens (TX), Del Sesto (RI)**

Stevens introduced the NPN guest Sharon Dais. Stevens reported that TN is expected to apply by the October 2010 meeting. There has been no commitment from Colorado, and Nevada has had to put the process on hold due to hard economic times. Schmiede (MI) moved to accept PS application from Puerto Rico pending all suggested changes. Perry (GA) seconded. Carried.

Margoulis will serve as the Prevention Specialist Supervisor Task Force Chair. Mather will contact him regarding this.

Stevens reported that there was a 57% pass rate for the exam in March. There is only one form of the exam, but questions are scrambled each time. There will be an item writing session when a new testing company is selected.

Prevention has been working on their own marketing initiatives. They are working on developing a Prevention Award. They are also looking at the website and fact sheets. They were the focus of the first IC&RC Newsletter.

Discussion ensued over expanding the prevention exam to other topics in addition to substance abuse. This would require an update to the JTA. It was suggested a Task Force look at this.

Prevention will be conducting a survey about how boards approve prevention providers, charges and CEUs.

**CCDP/CCDPD -- Marshall Rosier (CT)**

Rosier asked for committee members as well as a new Chair of the committee. Schmiede (MI) moved to approve Singapore for the CCDP and CCDPD credentials. Mangham (LA) seconded. Carried. Trundy (MA) asked if there could possibly be an entry level of this credential. There have not been many people testing as this is a new credential. The testing numbers should increase within the next year or two. No item writings are schedule as there are over 700 items in the bank.

**Business Plan – Doug Rosenberry (Vice President)**

Rosenberry discussed the Business Plan as a finished document. Gardner (TX) added that we will be looking for new ways to strengthen and help out our existing boards. Winslow (MD) moved to accept the Business Plan. Rosier (CT) seconded. Carried.

**Products – Phyllis Gardner (TX)**

Gardner reported that Schmiede (MI) has agreed to Chair the Endorsements Task Force.

Gardner and Bradley conducted a Proctor Training during the Administrator's Meeting and it will be available for download on IC&RC's website. Issues with SMT are being worked out as evidence from the March Administration which went extremely well with quick turnaround on test results to boards. Testing RFP is being reviewed currently.

It was reported that there was a compromise of the prevention exam with one exam missing from the shipment of a board. EC will meet to discuss this issue. Item writing will be a priority with a new testing company. SMT is comfortable that the test has not been exposed.

English speaking conferences outside the US were mentioned and delegates were encouraged to attend any non-US conference they could. They include: IACC World Conference- held once a year. Also delegates should consider subscribing to Addiction Today magazine, UKESAD - [info@ukesad.org](mailto:info@ukesad.org) [www.ukesad.org](http://www.ukesad.org)

#### **Distance Learning Task Force – Doug Rosenberry (Vice President)**

The goals of the task force were discussed. Rosenberry thanked the members of the task force for their work. Rosenberry shared survey results. There was general consensus to move forward with the process.

#### **Professional Services – Flay Lee (NC)**

Lee will present at the fall 2010 meeting and discuss more details of the work of this task force.

### **Friday, April 9th**

#### **Marketing Committee – Debbie Gilbert (IA), Kay Glass (Marketing Director)**

Gilbert and Glass presented the Marketing Plan. A new mission statement was presented. After discussion of different language, Fangman (IA) moved to approve the new mission statement of "IC&RC protects the public by establishing standards and facilitating reciprocity for the credentialing of addiction-related professionals." Furtner seconded. Carried. Rosenzweig (AL) and Mangham (LA) abstained.

A new vision statement was presented. After discussion of different language, Furtner (GA) moved to accept the new vision statement of "IC&RC will continue to be the global resource for the highest standards in addiction-related behavioral healthcare credentialing." Barlow (AR) seconded. Carried.

Recommendations for the organizations name were discussed. It is recommended that the full name of IC&RC only be used in formal documents. It is also recommended to not use "the" in front of IC&RC as much as possible. The committee will also begin the use of the following tagline, "Setting Global Standards for Addiction Professionals."

Elevator speech was also developed and will be included in marketing materials. The purpose, situation, and key concepts were discussed as they relate to the elevator speech.

Marketing has many materials that will begin to be released including: toolkits, factsheets, updated website and calls from Glass regarding how and what materials are needed by each board.

IC&RC will be at the following upcoming conferences: NIDA, NAATAP and UKESAD.

#### **Finance Committee – Warren Daniels (CA)**

Daniels presented the budget for the upcoming fiscal year. Daniels explained that the Executive Committee wanted to see a balanced budget. Wray, Breedlove, and Daniels worked to create a balanced budget from a

large deficit. The need to find new revenue sources is important. Test fees were discussed. The testing RFP will determine costs. However, they are not expecting to pass on cost changes if it is possible not to do so. HCI was discussed. Mather will be checking with HCI to see if people can be tracked by board to see who has signed up for the online newsletter. Phillips (AR) moved to approve the budget. Rylands (RI) seconded. Carried.

### **Business & Operations – Marshal Rosier (CT)**

Rosier presented a new policy entitled “New Credential Procedure.” This defines the procedure for purchasing new credentials/endorsements. Policy for new credentials to be developed will be presented at the fall meeting. Farrell (CT) moved to accept New Credential Procedures policy. Winslow (MD) seconded. Carried.

Rosier presented changes to the Bylaws. Changes include: timeline for existing member board to decide to offer a new credential was changed from three years to six months, all references to the Public Director were removed, ex-officio members will be considered by the EC not the body, notice of waiver will be done electronically, compensation language is updated – there is no salary for directors, language regarding when officers take over was changed to at the end of the meeting during which the election was held, all term limits for non-elected committee members were removed, and International & Cultural Concerns is now a standing committee. Mangham (LA) moved to approve all Bylaw changes. Johnson (GA) seconded. Carried.

Rosier presented changes and updates to the Policies and Procedures manual. The following changes and/or updates were discussed: all term limits were removed in all effected policies for all non-elected committee members, removal of Order of Business at Board Meetings policy, removal of Change in Order of Business policy, Voting on Motions policy was changed to reflect how business is currently conducted, removal of all references to the Public Director, changing the name of the International & Cultural Concerns Committee to the International & Cultural Affairs Committee, changing the name of the Products Committee to the Credentialing Services Committee, removal of the Scholarships policy, Accounting and Reporting was changed to let the ED sign checks under \$5,000 without approval of the Treasurer or President, as well as reporting each specific check that was written (the rationale was that the Treasurer reviews the bank statement each month, and Treasurer and President still have to approve checks over \$5,000), language was added to the Invoicing and Late Payments policy regarding when the Treasurer will notify the EC for action on late payments, the 51% rule was clarified, clarification of processing new board credential applications, Submission of Data Elements policy was removed, International Certificate Policy was removed, Exam Administration Policy and Written Exam Administration Procedures polices were combined eliminating the needs for Written Exam Administration Procedures policy, and Guidelines for all Standards policy was added, and all credential policies were edited to remove repeated general standards.

Furtner (GA) moved to accept all policy additions, deletions, and changes. Davis (TX) seconded. Carried.

Rosier presented name changes for two committees. Stevens (TX) moved to change the name of the Products Committee to Credentialing Services Committee. Johnson (GA) seconded. Carried. Freeman (MD) moved to change the name of the International & Cultural Concerns Committee to International & Cultural Affairs Committee. Butterfield (Bermuda) seconded. Carried.

### **International Cultural & Affairs Committee – Sandra Butterfield (Bermuda)**

A new policy for Associated Certification Boards (ACBs) was presented. The concept of the policy was to bring in new boards that were not ready for full membership into IC&RC. Discussion ensued regarding details of the policy. It was stated that an ACB could not be in the same jurisdiction of an existing IC&RC Member Board. Rueda (Mexico) stated that it seems like these boards would have lower standards. Davis (TX) moved to

accept the ACB policy. Piper (MI) seconded. Failed. Barlow (AR) moved to table the discussion on ACBs until the next meeting. Parker (Bermuda) seconded. Carried.

Johannsson presented on the Nordic/Baltic region and their progress towards forming a Regional Prevention Board.

**Compliance Review Committee – Roland Piper (MI)**

Piper reported that nine boards were reviewed. The non-compliance issues were: not posting the 51% rule, referencing a national exam instead of the IC&RC exam, and reciprocity forms on websites. There will be three new members recommended for membership on this committee.

There was no Unfinished Business or New Business. Winslow (MD) moved to adjourn. Piper (MI) seconded. Carried.