

**MINUTES**

**UTAH  
SUBSTANCE ABUSE COUNSELORS  
BOARD MEETING**

**January 9, 2008**

**Room 464 – 4<sup>th</sup> Floor – 9:00 A.M.  
Heber Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 9:13 A.M.

**ADJOURNED:** 4:30 P.M.

**Bureau Manager:**  
**Board Secretary:**

Noel Taxin  
Karen McCall

**Board Members Present:**

Shawn M. McMillen, Chairperson  
Linda Cornaby  
Joel Millard, DSW  
Ronald K. Wilkey  
Kelly J. Lundberg, Ph.D.  
Stephen R. Sheppard, Ph.D.

**Board Members Absent:**

Vacant Position

**Guests:**

Dave Felt  
Gloria Boberg, Association President

**DOPL Staff Present:**

Ray Walker, Regulation and Compliance Officer  
Lee Avery, Board Secretary  
Linda Mitchell, Licensing Specialist

**TOPICS FOR DISCUSSION**

**DECISIONS AND RECOMMENDATIONS**

**ADMINISTRATIVE BUSINESS:**

**MINUTES:**

The minutes from the November 7, 2007 Board meeting were read.

Dr. Lundberg made a motion to approve the minutes as read. Mr. Wilkey seconded the motion. **The Board vote was unanimous.**

## **APPOINTMENTS:**

### **9:30 A.M.**

Michael Julian, Probationary Interview

Mr. Julian met for his probationary interview.

Board members and Division staff were introduced.

Mr. Wilkey conducted the interview.

**Mr. Wilkey requested Mr. Julian to share with the Board his background and what brought him before the Board.**

Mr. Julian responded that he would like to be licensed as a Substance Abuse counselor. He stated that he has a CDL license and is working with a towing company at this time. Mr. Julian stated that the reason for the Memorandum of Understanding and Order is to protect the public from anything he might do that would be harmful. He explained that in his past he had several legal issues, he completed drug and alcohol court and completed a substance abuse program at a treatment center.

**Mr. Wilkey asked how Mr. Julian was able to retain the CDL license with legal issues.**

Mr. Julian responded that he obtained the CDL license after he completed the substance abuse program.

**Dr. Lundberg asked Mr. Julian the dates he was in the drug court program.**

Mr. Julian responded that the dates were from February 2005 through March 2007, when he graduated. He stated that he has had almost 3 years of being clean. He explained that he lives in Orem and was approved to do the inpatient treatment in Salt Lake with the outpatient treatment in Orem.

**Dr. Lundberg asked if Mr. Julian has documentation of his UA's.**

Mr. Julian responded that he does have the

documentation. He stated that since he graduated from the program there has only been one UA when he applied for his CDL license

**Dr. Lundberg asked Mr. Julian to explain what he type of support system he has established.**

Mr. Julian responded that he is taking courses at Utah Valley Community College, at the University of Utah and he attends 2 or 3 alumni meetings a month at the center where he graduated. He stated that he had been living with his sister and now lives with his girlfriend on his own. He stated that he has paid off his outstanding bills and has money in the bank. He stated that he is happy with where his life is going.

**Dr. Lundberg asked if Mr. Julian's girlfriend has had drug abuse problems or legal issues.**

Mr. Julian responded that she has not had any drug abuse problems or legal issues.

**Dr. Lundberg asked what type of drug was his drug of choice.**

Mr. Julian responded that he did not have a specific drug of choice. He stated that he would change from one to another and also did alcohol. Mr. Julian stated that since he has completed the drug and alcohol program he is no longer using drugs, has quit drinking any alcoholic drinks and has quit smoking. He stated that he is now working on getting off caffeine drinks.

**Dr. Millard asked Mr. Julian to explain why he wants to be a Substance Abuse Counselor.**

Mr. Julian responded that he enjoys counseling with others who are dealing with drug abuse problems. He stated that the University of Utah Alcohol and Drug program was not long enough as there was so much information given in a short period of time. He stated that he wanted more time with Dr. Millard and the instructor, Tracy. Mr. Julian stated that he plans to go back to school and further his education.

**Mr. McMillen commented that Mr. Julian brought**

**a book with him. He asked if the book is for the Board.**

Mr. Julian responded that he did bring a book but it was for him to read while waiting to meet with the Board. He stated that he has interviewed with Cirque Lodge for a position and it appears that he may be going to work there and has given his 2 week notice to the tow truck position he now has. Mr. Julian stated that Cirque Lodge would have him working 40 hours a week and he plans to go back to the tow truck position part-time if he finds he is comfortable in his substance abuse counselor position.

**Dr. Lundberg cautioned Mr. Julian to be careful as he is starting a new career and will be working 40 hours a week. She stated that it will be difficult for him while learning.**

**Ms. Taxin reminded Mr. Julian that when he is employed as a substance abuse counselor he will be required to submit the name of his supervisor and employer and each will need to read the MOU and write letters with their resume's that they have read the MOU and are willing to work with Mr. Julian to be successful in his probation. She stated that each will also be required to submit monthly reports. Ms. Taxin stated that Lee Avery, Board Secretary, will check with the UA people to get him set up on the drug testing today. She reminded him that he will be required to call in each day and go for testing if he is on the list. She stated that if Mr. Julian has any difficulty with the drug testing agency or PIR people to call Debbie or Susan here at the Division as they should be able to assist him. Ms. Taxin introduced Lee Avery and informed Mr. Julian that Ms. Avery will be the Board Secretary in April for his next appointment.**

Mr. Julian responded that he understood.

**An appointment was made for Mr. Julian to meet again April 9, 2008.**

**10:00 A.M.**  
Joanie Jones, Probationary Interview

Ms. Jones met for her probationary interview.

Dr. Sheppard conducted the interview.

**Dr. Sheppard asked Ms. Jones to update the Board regarding her employment and supervision.**

Ms. Jones responded that her employment and supervision are great. She stated that she thought this meeting would be February like it was last year so she did not get her forms submitted early.

**Ms. Taxin stated that the supervisor and employer forms were received. She explained that sometimes Board meetings are called for additional Board business and probationers are then requested to meet and sometimes meetings are canceled as there is no Board business to conduct. She explained that if Ms. Jones met in February last year it does not mean that the Board will meet in February each year.**

**Dr. Sheppard asked Ms. Jones to address how her counseling is proceeding.**

Ms. Jones responded that the counseling is not going as well as she had hoped. She stated that she has learned about herself through the counseling.

**Dr. Sheppard asked Ms. Jones what type of support she has.**

Ms. Jones responded that she meet regularly with her sponsor and stays in close contact with her family and friends.

**Dr. Sheppard asked Ms. Jones if she had any concerns that the Board should be aware of or if the Board can be of any help to her.**

Ms. Jones responded that she cannot think of any concerns or anything she may need from the Board. She stated that she has a little more than a year of her education to complete and has continued to maintain a 4.0 grade point average. She stated that she has enjoyed her classes.

**The Board congratulated her on continuing her education and holding a 4.0 grade point average.**

**Ms. Taxin asked if Ms. Jones husband supports her in the recovery changes she has made.**

Ms. Jones responded that Ms. Taxin was correct.

**Ms. Taxin commented that at the last meeting with Ms. Jones the Board recommended the reports be submitted quarterly. She stated that the reports have been received and Ms. Jones is in compliance with her Stipulation and Order.**

**An appointment was made for Ms. Jones to meet again April 9, 2008.**

**10:20 A.M.**

Melissa Zahn, Probationary Interview

Ms. Zahn met for her probationary interview.

Dr. Lundberg conducted the interview.

**Dr. Lundberg requested Ms. Zahn to update the Board regarding her employment and supervision.**

Ms. Zahn responded that everything is the same as it was when she last met with the Board.

**Dr. Lundberg asked Ms. Zahn if Will Dredge was now supervising her.**

Ms. Zahn responded that Mr. Dredge has given the agency his resignation as he wants to work more independently. She stated that the agency is now interviewing for another clinical director.

**Dr. Lundberg commented that the Board is aware that Ms. Zahn has had some difficulty getting Mr. Scheffries to get his reports submitted. She informed Ms. Zahn that Mr. Scheffries submitted a report on the form provided and then the last report was again on his own form where he just checked off information but did not include anything additional. She asked Ms. Zahn to request Mr. Scheffries to throw out his form and use the form provided from the Division as it gives**

**more information.**

**Ms. Taxin commented that a report that states Ms. Zahn is dependable or to just check a box does not give the Board information regarding how many clients she is currently seeing, what specific issues have been discussed and she is working on or any issues identified when reviewing her documentation. She stated that these are the things the Board wants addressed on the form.**

**Dr. Lundberg asked if the agency has someone in mind for the clinical director position.**

Ms. Zahn responded that there are 2 possible candidates that the agency is interviewing.

**Dr. Lundberg stated that Ms. Zahn had informed the Board that she would be looking for employment with another agency. She asked Ms. Zahn to explain her job search.**

Ms. Zahn responded that she has not been diligently seeking other employment as the holidays came. She stated that the agency where she is currently employed has recognized that there are areas of concern that need to be addressed. She stated that she believes the agency is being more responsible, becoming stronger and is now in a better place.

**Dr. Lundberg asked Ms. Zahn to address her therapy and what it is doing for her.**

Ms. Zahn responded that the therapy has been beneficial to her. She stated that the therapist gives her feedback, pushes her into facing areas she has not wanted to face and does not let her coast along. She stated that he has given her readings on boundaries and then they discuss boundaries. She stated that she applies what she has learned in her work and in her interactions with family and friends. She stated that she is glad now that it was a requirement of her probation.

**Mr. McMillen asked where Ms. Zahn is employed.**

Ms. Zahn responded that she is still at the Institute of Change.

**Dr. Lundberg asked Ms. Zahn if she had any questions for the Board.**

Ms. Zahn responded that she noticed there are some changes in the LSAC scope of practice. She stated that she did not want to work outside the guidelines and asked the Board to assist her in understanding what she may and may not be doing.

**Dr. Lundberg asked her who was doing the psychosocial assessments.**

Ms. Zahn responded that either Mr. Scheffries or Dr. Anderson do the diagnosing. She stated that the LSAC staff conducts the initial assessment of gathering the demographic and personal information.

**Dr. Lundberg asked if someone else completes the assessment part later.**

Ms. Zahn responded that Dr. Lundberg is correct, someone else does the assessment part later with the client.

**Ms. Taxin explained that in the past people could work and collect their hours without being licensed and without the substance abuse education program. She stated that now everyone working in the field must be licensed and hours will not count for experience unless the person is licensed. Ms. Taxin stated that the supervision requirements may affect Ms. Zahn as the Law now allows for a mental health therapist or an LSAC to supervise the day to day supervision but under the supervision of a mental health therapist.**

Ms. Zahn commented that their facility was approved to supervise interns. She explained that if an intern is in the outpatient program she and another licensee would be the only 2 LSAC's who could supervise. She stated that her Stipulation will not allow her to supervise while she is on probation so the other LSAC would have to be the supervisor. Ms. Zahn stated that

those being supervised are students in the substance abuse program.

**Dr. Lundberg stated that an LCSC may supervise those students.**

**Ms. Taxin added that all LSAC's are also under the supervision of a licensed mental health therapist.**

**Dr. Lundberg asked if Ms. Taxin was talking about the practicum student.**

**Ms. Taxin responded that a practicum student cannot use the term intern as it is a license type.**

Ms. Zahn explained that she cannot be at the agency alone with these students as she cannot supervise.

**Ms. Taxin confirmed that Ms. Zahn cannot supervise while on probation.**

**Dr. Lundberg responded that Ms. Zahn may be with the students but cannot provide direct supervision.**

Ms. Zahn asked if she could provide some of the training and education.

**Dr. Lundberg responded that she could provide some of the training and education as long as she is training on the intake form but not clinical duties.**

Ms. Zahn asked if she could train on the 12 step program.

**Dr. Lundberg responded that the 12 step program would need to be under supervision as it is clinical.**

**Ms. Taxin responded that if a student is at the agency and needs assistance Ms. Zahn should help them but she cannot be the supervisor. She asked if Ms. Zahn and the student are at the agency alone would it be considered supervision.**

**Dr. Lundberg responded that it would not be**

**supervision as Ms. Zahn would not be the supervisor. It would be the staff personnel in charge. She stated that if there were an emergency Ms. Zahn would be the person to locate appropriate assistance.**

**Dr. Millard commented that there should always be an on-call person.**

Ms. Zahn responded that there is always an on-call person.

**Dr. Lundberg asked approximately how many clients are at the agency when Ms. Zahn and a student are there alone.**

Ms. Zahn responded there are always 2 staff members and 5 to 10 clients.

**Dr. Lundberg commented that if Ms. Zahn worked on her staff there would be a higher ratio of staff and a lower ratio of clients. She asked Ms. Zahn if she had any other questions.**

Ms. Zahn responded that a client came in who had been at Odyssey House who reported that she was hired at Odyssey House the day she graduated from their program and is now managing 4 to 8 clients. Ms. Zahn stated that she believes it is not right to put a client graduate in charge of so many clients. She stated that this person claimed to be a substance abuse case manager. Ms. Zahn stated that when she started asking specific questions then the client changed her comments.

**Dr. Lundberg asked Ms. Zahn to explain her understanding of how to handle a situation when something does not sound right or feel right.**

Ms. Zahn responded that she believes she should ask more questions and get more information.

**Dr. Lundberg asked Ms. Zahn what her ethics tell her.**

Ms. Zahn responded that ethically she believes she

should report the information.

**Ms. Taxin commented that Ms. Zahn may contact investigations and let them investigate.**

**Dr. Lundberg explained that reporting information to the Board is not appropriate but if Ms. Zahn is uncomfortable with the situation she should report the information to investigations.**

**An appointment was made for Ms. Zahn to meet again April 9, 2008.**

**Ms. Taxin informed Ms. Zahn that Lee Avery, Board Secretary, would be replacing Karen due to some internal changes that will be taking place. She stated that a new Bureau Manager has not yet been hired to replace her.**

**Mr. McMillen commented that Ms. Zahn brought up a good point regarding an agency using new graduates to help bring new clients along in their recovery program. He stated that if everything the new graduate does is case management then investigations should look into DCFS, the drug courts and many other agencies.**

**Ms. Taxin responded that the scope of practice for the substance abuse counselors should be very clear and she would stay away from using the term case manager. Ms. Taxin stated that the term case manager is used in many arenas and used by licensed and unlicensed individuals. Ms. Taxin stated that she has received many calls reporting SSW's performing substance abuse counseling and has informed them that they have to meet the requirements and be licensed to conduct substance abuse counseling.**

**Mr. McMillen stated that in his agency he stays away from the term case manager and does not use them.**

**Mr. Wilkey responded that the agencies should be reported to his office to investigate.**

## **APPLICATIONS:**

FYI

Ms. Taxin informed the Board that Bureau 3 issued 45 Substance Abuse Counselor licenses in December and most were from December 15, 2007 through today. She stated that she would like the Board to be aware of some of the questions she and her staff have had.

Ms. Taxin stated that a few agency employees have called the Division and been rude to the staff. She stated that some applicants have just submitted a piece of paper with their name and address and a statement that this is the type of license they want. Ms. Taxin stated that a group from one agency have made numerous calls and are upset that they may lose their jobs but they are not qualified to be licensed. She stated that one Psychologist wrote a letter to Dave Felt, Mr. Stanley and the Governor which stated “unfortunately, every time the employees contact AUSAP and DOPL, they get a different story as to what the qualifications are and what they need to do. The information ranges all the way from: They are qualified to be certified interns while they work towards being licensed substance counselors to there is no way to qualify and they might as well look for other occupations because they will be laid off on January 1.” Ms. Taxin stated that the Director of the facility informed her staff of the new Laws and Rules and that the agency would abide by them which upset the staff. Ms. Taxin stated that she talked with the Director and then left for her vacation thinking the situation had been handled. She stated that when she returned from her vacation she had a letter from the Governor and had to respond to him. Ms. Taxin stated that the agency did not support the views of the Psychologist even though he wrote the letter on their letterhead. Ms. Taxin stated that one application came in with a white paper copy of the letter attached to the application. She stated that this applicant also has been telling other applicants that the Division approves recovery hours and volunteer hours to count toward licensure, when, in fact, the staff have consistently informed applicants that recovery hours and volunteer hours will not count. Ms. Taxin stated that the agency is supportive but there are some agencies who are confused and may have counted

recovery hours or volunteer hours and we would not be aware of who those people are.

**Dr. Lundberg suggested the applications have information regarding recovery, treatment, therapy, volunteer hours will not counting.**

Ms. Taxin responded that she would consider Dr. Lundberg's suggestions. She stated that there are some applicants who have stated they do not understand the Laws and Rules as they only have a High School diploma. She stated that she asked one applicant to explain why they should be licensed when they do not meet requirements. Ms. Taxin stated that the applicant responded that they should be licensed because they care more than other people. She stated that she turned the situation around and asked how the applicant would feel if she went to a Doctor who did not meet licensing requirements but treated her anyway because he cared. She stated that the applicant could then see the importance of meeting requirements. Ms. Taxin stated that she believes there are many people who have not yet applied. She stated that she does not believe the Association understood the scope of how many people were out there working who will not meet licensing requirements. Ms. Taxin stated that she gave people until January 1, 2008 to be licensed and then started getting phone calls asking her to extend the time to January 5, or January 8, etc. She stated that after thinking about the time people have had from July 1, 2007 to January 1, 2008, she responded that the time could not be extended. Ms. Taxin stated that she does not believe it is intentional that people waited to be licensed or have not submitted their applications yet but these people just do not understand the requirements.

**Dr. Lundberg responded that she believes the Division will continue to have questions and calls for awhile.**

Ms. Taxin stated that it is not a good idea for these people to be contacting the Governor's office without providing accurate and complete information regarding their application. She stated that she has explained that the Division will accept applications

and review them but these people are blaming the Division for their not being able to meet requirements for licensure.

**Mr. McMillen stated that he has attended 2 meetings with regional authorities from all over the State in the last year and people at both meetings were aware of the licensing requirement and the deadline.**

Ms. Taxin again stated that she contacted the Executive Director of the one agency and they understand that the substance abuse counselors must be licensed to continue practicing. She stated that a staff member of the agency called and informed her that a co-worker was requiring her to sign off on the supervision hours for another employee. Ms. Taxin stated that this staff member stated that she had never supervised the co-worker and is unaware of what kind of worker she was and she was uncomfortable signing off on hours. Ms. Taxin stated that she explained that by signing the form she is saying that she knows the applicant is qualified to practice. Ms. Taxin stated that she referred this staff person to her Director.

**Dr. Millard stated that he knows that the regional representatives understand and agree with the deadlines and with the licensing.**

Ms. Taxin stated that there have been different opinions between the new Association administration and the old administration. She stated that both administrations have distributed information to people and the information differs with each other. She stated that she has informed all parties that they should not answer questions but should refer applicants and questions to the website to review the Law and Rules and to the Division to answer their questions. She stated that she has also informed callers that they should get legal counsel if they do not understand and need interpretation. Ms. Taxin stated that she then received an e-mail from Dave Felt that he had answered some additional questions. She stated that one applicant contacted her and said Dave Felt is the one that runs everything and knows everything. She stated that she believes the Association understands

that applicants need to read the Law and Rules and then call the Division if they have specific questions.

**Dr. Sheppard asked if Ms. Taxin had a number of how many understood and submitted correct documentation in their applications.**

Ms. Taxin responded that 13 applications were questionable and need to be reviewed by the Board.

Ms. McCall responded that there are currently 42 applications in pending which includes the 13 the Board will review today.

Ms. Taxin concluded that she believes there are about 2 programs that have had problems but most understand the requirements. She stated that the people who have had problems have called the Division up to 8 times a day for clarification and to shop around the staff to try for different answers.

Ms. Taxin stated that she has a sheet outlining the requirements to assist the Board with their review of the applications.

Alifeleti Fakaosi, CSAC Extern

Ms. Taxin explained that Mr. Fakaosi applied for the CSAC Extern license but she believes he meets requirements for the Intern license as his application documents the following:

1. He has completed 2,418 hours of the required 4,000 hours.
2. He completed the alcohol and drug program on August 7, 2007.
3. He has not taken and passed the examination.
4. The supervisor will need to redo the supervision form as Mr. Fakaosi filled out the form and the supervisor signed it.

**The Board recommended Ms. Taxin contact Mr. Fakaosi and ask him to write a letter requesting the type of license be changed from and Extern to an Intern license. The Board recommended the Intern license be issued for Mr. Fakaosi to take and pass the examination and to continue to collect his supervised hours. The Board stated that if the**

**hours are not completed by the time he completes the examination, Mr. Fakaosi would apply for the CSAC license to complete his hours and then apply for the LSAC license.**

Ms. Taxin reminded the Board that the Intern license is for 6 months only and Mr. Fakaosi would have 6 months to complete the examination and then apply to become licensed as a CSAC to complete his hours.

**The Board recommended Mr. Fakaosi be given credit for the 2418 hours he has already completed and he would then need to complete 1,582 hours for the required 4,000 hours.**

Edward G. Van Zweden, LSAC

Ms. Taxin explained that Mr. Van Zweden's application documents the following:

1. Mr. Van Zweden has not paid the \$85.00 application fee.
2. He did not identify the type of license for which he was applying. Ms. Taxin stated that Ms. McStotts may have contacted him to ascertain that he was applying for the LSAC license.
3. He has not submitted transcripts to document his BS degree in Psychology from Weber State University.
4. He has not submitted transcripts to document his MSW from the University of Utah.
5. He says in the application that he worked at the University of Utah Medical Center from June 1971 to April 1974.
6. He did not submit a verification of his supervised hours.
7. The application does not indicate if he has taken the examination.
8. The application does not indicate if he has taken and completed the Substance Abuse program.
9. He graduated from Ogden High School in 1961.
10. He was licensed as a CSW from January 1984 to December 1985 but did not renew the license.
11. He is currently employed at Professional

Services in Ogden.

**Following the review, the Board recommended Mr. Van Zweden be sent an Incomplete Application letter and request he submit the \$85.00 fee, identify the type of license he is applying for, submit a verification of the supervised hours, submit a verification of the examination score, submit a Certificate of Completion to verify completion of the Substance Abuse program, etc. The Board recommended the application be denied if the information is not submitted.**

Rosa Carter, CSAC Intern

Ms. Taxin explained that Ms. Carter's application documents the following:

1. Ms. Carter submitted documentation of graduation from High School with a copy of her Spanish diploma.
2. The supervision form was signed by an LSAC and the LSAC completed the form.
3. The supervision form does not have the total number of hours documented. Ms. Taxin stated that Ms. Carter worked from August 1, 2006 to December 15, 2007 and by calculating the time, if Ms. Carter worked fulltime, she would have been able to complete 2400 hours of supervised experience.
4. Ms. Carter submitted documentation of criminal history. Ms. Taxin explained that she has already reviewed the criminal history.
5. Ms. Carter does not have the Substance Abuse education program.
6. Ms. Carter has stated that she attended Dixie College and Utah Valley State College but did not include transcripts documenting a degree.

**Following the review, the Board recommended Ms. Carter's application be denied as she would not have time to complete the required 6,000 hours of supervised experience before January 1, 2009. The Board determined Ms. Carter must complete the Substance Abuse education program, take and pass the required examination prior to submitting an application for CSAC.**

Gary Lee Cross, CSAC Intern

Ms. Taxin explained that Mr. Cross's application documents the following:

1. He has completed 687 hours of supervised experience.
2. Mr. Cross has not taken and passed the examination.
3. Mr. Cross has not taken the Substance Abuse education program.
4. It appears that Mr. Cross completed High School while in the military in 1971.
5. Mr. Cross notes that he has taken courses at the University of Utah from 2004 to 2007 but does not have a degree.

**Following the review, the Board recommended Mr. Cross's application for CSAC Intern be denied as he will meet the requirements for the CSAC license if he submits a copy of the certificate to document completion of the Substance abuse education program and documentation of taking and passing the required examination.**

Alex Hansen, CSAC Intern

Ms. Taxin explained that Mr. Hansen's application documents the following:

1. Mr. Hansen is currently licensed as a Certified Professional Counselor Intern (CPCI).
2. Mr. Hansen has a College/University education which includes a Dependency and Addictions course for 3 credit hours.
3. Mr. Hansen has not completed the Substance Abuse education program.
4. Has not taken and passed the required examination.
5. Mr. Hansen as completed 1,200 hours and does not have enough hours for licensure.
6. Mr. Hansen was supervised by a Marriage and Family Therapist (MFT).

Mr. Felt asked why Mr. Hansen would apply for the LSAC license when he has the CPCI license and may do everything the LSAC does without having the LSAC license.

**Mr. McMillen responded that he believes dual**

**licensing is a benefit when applying for employment positions.**

Ms. Taxin suggested that she contact Mr. Hansen to inform him that he is not required to obtain the LSAC license as he has the CPCI license. She informed the Board that Mr. Hansen does have a Dependency and Addictions course for 3 credit hours.

**Following discussion, the Board recommended Ms. Taxin contact Mr. Hansen to give him the choice of meeting the Substance Abuse Counselor requirements or using his CPCI license.**

Ms. Boberg suggested Ms. Taxin also inform Mr. Hansen that he may meet NADAC certification and to contact NADAC regarding the requirements.

Russell R. Jones, CSAC Intern

Ms. Taxin explained that Mr. Jones's application documents the following:

1. Mr. Jones has not taken the Substance Abuse education program.
2. The supervision form does not have the total number of hours documented. Ms. Taxin stated that Mr. Jones has completed 1,996 hours that will count and will not have time to complete the required 6,000 hours by January 1, 2009.
3. Mr. Jones supervisor for 4,100 hours was an Intern and all the hours will not count. The Intern supervisor was not eligible to supervise until December 7, 2005. There are 4 months of hours that would count. The supervisor would have to recalculate the hours.
4. Mr. Jones does not have a criminal history.
5. Mr. Jones supervisor was an Intern

**Following discussion, the Board requested Ms. Taxin to contact Cirque Lodge and talk with the MFT supervisor. The Board recommended that the CSAC Intern license be issued if Mr. Jones has the appropriate number of hours for licensure or the application be denied if Mr. Jones does not meet the requirements.**

Justin Makin, CSAC Intern

Ms. Taxin explained that Mr. Makin's application documented the following:

1. Mr. Makin has completed 640 hours.
2. Mr. Makin has not taken the Substance Abuse education program.
3. Mr. Makin has not taken the examination.
4. Mr. Makin did not submit a copy of his High School Diploma.
5. Mr. Makin did not submit transcripts to document a College/University degree in a behavior or social science.

**Following discussion, the Board recommended Mr. Makin be sent an Incomplete Application letter and request him to submit a copy of his High School Diploma, official Transcripts to document his College/University degree in a behavior or social science and a copy of the Substance Abuse education certificate and then approve Mr. Makin to be licensed as a CSAC Intern. If Mr. Makin cannot document the above, the Board recommended the application be denied and Mr. Makin would be required to complete the Substance Abuse education program, take and pass the required examination and apply for the CSAC license to obtain the required experience hours.**

Kaylum Paletta, CSAC Intern

Ms. Taxin explained that Mr. Paletta's application documented the following:

1. Mr. Paletta has a High School diploma.
2. Mr. Paletta has taken the required examination but has not yet received his score report.
3. Mr. Paletta has not taken the Substance Abuse education program.
4. Mr. Paletta has a criminal history.
5. Mr. Paletta has completed 3,200 hours of supervised experience and is short 720 hours.

Ms. Taxin explained that Mr. Paletta contacted Ms. McStotts, Licensing Specialist, to ask if his volunteer hours and recovery hours would count toward the supervised experience. She stated that Ms. McStotts informed Mr. Paletta that the volunteer hours and recovery hours would not count toward the supervised

experience.

**Following discussion, the Board recommended the application be denied. The Board requested Ms. Taxin contact Mr. Paletta and notify him that he may apply for the CSAC Extern license to complete the Substance Abuse education program within 6**

**months and complete 800 hours of supervised experience prior to December 31, 2008 and apply for the LSAC license.**

Ray Walker, Regulation and Compliance  
Officer

The Board requested Mr. Walker be invited to meet to clarify some questions regarding the new Law and new Rules.

Ms. Taxin asked Mr. Walker to meet and he came into the Board meeting.

**Dr. Sheppard read a section of the Law and Rules to Mr. Walker and commented that it appears that the education must be completed before the applicant may apply for the Extern license.**

Mr. Walker responded that Mr. Sheppard is correct. He stated that the Board could clarify the difference between the Intern and Extern licenses as he believes they did not want 2 levels of licensure with the same requirements.

**Ms. Taxin asked if it would be ok for the Division and Board to process the applications and then start the process of clarification in the Rules.**

Mr. Walker responded that the Rules do need to be changed and should be changed prior to issuing licenses but Ms. Taxin may make a management choice in the interim. He stated that if the Board does not agree regarding the language and intent of a section then there is an ambiguity and others reading the Rules may also have different opinions. He stated that the Board and Ms. Taxin should review all sections of the Rules and be sure they read correctly.

Additional discussion occurred regarding inconsistencies between the Law and Rules.

**Ms. Taxin stated that there is a section that requires a supervisor to be licensed one year before supervising and it should be 2 years. She asked if she could use the management choice on that until the Law is changed.**

Mr. Walker responded that she could not as there is no ambiguity in that section.

**The Board requested clarification regarding the next step to be taken.**

Mr. Walker responded that the Law will need to be changed before the Rules because of the inconsistencies.

**Ms. Taxin and the Board thanked Mr. Walker for his comments.**

The Board continued with the review of applications.

Karen A. Royall, CSAC Intern

Ms. Taxin explained that Ms. Royall's application documented the following:

1. The application states that Ms. Royall has a family science degree. Transcripts to document the degree have not been received.
2. Ms. Royall has completed 1,307 hours and will not have time to complete the required number of hours by January 1, 2009.
3. Ms. Royall wants to count recovery hours as part of her supervised experience.
4. Ms. Royall has legal issues and was in recovery.
5. Ms. Royall has not taken the required examination.

Ms. Taxin read Ms. Royall's letter to the Board.

**Following discussion, the Board recommended the application be denied. The Board stated that Ms. Royall will be required to complete the Substance Abuse education program, take and pass the required examination and the apply for the CSAC**

**license to complete the required 4,000 hours of supervised experience.**

Sandra Sheikh, CSAC Intern

Ms. Taxin explained that Ms. Sheikh's application documented the following:

1. Ms. Sheikh has completed 2,554 supervised hours and needs 4,000 with the High School diploma to qualify for the CSAC Intern license.
2. Ms. Sheikh has submitted a copy of her High School Diploma.
3. Ms. Sheikh has not taken the required examination.
4. Ms. Sheikh has not taken the Substance Abuse education program.

Ms. Sheikh has written a letter requesting she be allotted time to complete the requirements. Ms. Taxin read the letter to the Board.

**Following discussion, the Board recommended the application be denied. The Board stated that Ms. Sheikh will be required to complete the Substance Abuse education program, take and pass the required examination and then apply for the CSAC license to complete the required 4,000 hours of supervised experience.**

Mr. Felt suggested Ms. Taxin inform Ms. Sheikh that the University of Utah has a program and University of Nevada, Reno has an on-line program with registration for both through the University of Utah.

Julie D. Wendel, CSAC Intern

Ms. Taxin explained that Ms. Wendel's application documented the following:

1. Ms. Wendel has a High School diploma.
2. Ms. Wendel has completed 3,780 supervised hours that will count. There were additional hours submitted but will not count as they were under the supervision of an Intern.
3. The application did not indicate whether Ms. Wendel has taken the required examination.

Ms. Taxin stated that the application indicates that Ms. Wendel has not worked from December 1, 2006 through December 12, 2007.

**Following discussion, the Board recommended Ms. Taxin contact Ms. Wendel and ask if she has any hours obtained in 2007 and if a mental health therapist can verify those hours as Ms. Wendel would then meet the requirements for the LSAC license.**

Ms. Taxin agreed to contact Ms. Wendel.

Christy Miller, CSAC Extern

Ms. Taxin explained that Ms. Miller's application documented the following:

1. Ms. Miller has a Bachelor degree in Psychology.
2. Ms. Miller has not taken the Substance Abuse education program.
3. Ms. Miller has taken the required examination but does not yet have the score report.
4. Ms. Miller has completed 1,232 supervised hours.

**Following discussion, the Board recommended the Division issue the CSAC Extern license to Ms. Miller as she has met the requirements. The Board noted that Ms. Miller will have until 2010 to complete the Substance Abuse education program and the remaining hours.**

Devon C. Nanton, CSAC Extern

Ms. Taxin explained that Mr. Nanton's application documented the following:

1. Mr. Nanton's transcripts indicate that he has completed an Emergency Medical Technician course and has a certificate but does not have a degree.
2. Mr. Nanton has not taken the Substance Abuse education program.
3. Mr. Nanton has taken the required examination but has not yet received the score report.
4. Mr. Nanton has not completed any hours of supervised experience.

**Following discussion, the Board recommended the application be denied and Mr. Nanton be notified to take the Substance Abuse education program, and submit a complete application, including a copy of his High School diploma, for the CSAC license to obtain the required 4,000 hours of supervised experience. The Board recommended the examination be accepted if Mr. Nanton passed.**

Nathanial R. Anderson, CSAC Intern

Ms. Taxin explained that Mr. Anderson's application documented the following:

1. Mr. Anderson has legal issues.
2. Mr. Anderson has not taken the required examination.
3. Mr. Anderson has a High School diploma.
4. Mr. Anderson is currently enrolled at Southern University in the Psychology and Biology program.
5. Mr. Anderson has completed 306 hours of supervised experience. There are an additional 1,800 hours that will not count as they were supervised by a CPC Intern.

**Following discussion, the Board recommended the application be denied and Mr. Anderson be notified that he will need to take the Substance Abuse education program, take and pass the required examination and submit his application, including his High School diploma, for the CSAC license to obtain the required supervised hours.**

Ms. Taxin informed that the Board that Mr. Anderson may be issued a probationary license based on his legal issues and upon his re-application the legal issues will be reviewed at that time.

Laura Lynn Boberg, CSAC Extern

**Ms. Taxin explained that Laura Boberg submitted an application for the Extern license. She stated that Laura Boberg was under the supervision of her mother, Ms. Boberg. She explained that Laura Boberg will be working with her mother, father and brother in the family business when she is licensed. Ms. Taxin asked the Board if they believed it is a conflict of interest to supervise a**

**family member but there. Ms. Taxin stated that she reviewed the Utah Laws and Rules and the NAADAC Code of Ethics and could not find anything specific pertaining to supervision of a family member but there was one Code that came close to addressing the issue. Ms. Taxin referred the Board to the Ethical Standards for counselors by the NAACAC, The Association for Addiction Professionals, Principle 9: Client Relationships, b. The NAADAC member shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship. Ms. Taxin stated that the Extern license was issued to Laura Boberg but she has brought it to the attention of the Board as the issue should be addressed at some point. She stated that she believes it is not a good idea to supervise a family member.**

Ms. Boberg responded that Laura Boberg's practicum hours were obtained in a different facility, under a different supervisor.

**Mr. McMillen commented that Ms. Taxin is bringing the information to the attention of the Board as the hours were signed off by Ms. Boberg and that is the concern.**

**Ms. Taxin responded that she believes it is a conflict as it could put Laura Boberg, Ms. Boberg, the agency and potentially the client in an uncomfortable position.**

Ms. Boberg informed the Board and Ms. Taxin that ARC is not a family business even though there she has family members working there. She explained that Laura Boberg is a nurse who wanted to get her LSAC license and she will be working at the agency. Ms. Boberg stated that the agency is owned and administered by a Board of Directors and they work for that Board.

**Mr. McMillen stated that he works for First Step House. He stated that his wife and he went to their Board of Directors and outlined the nepotism issue.**

**He stated that he directs the program but did not have the authority to hire his wife but does have the authority to terminate her employment. He stated that she works in a different section of the agency and is supervised by Sabine Weil, a Professional Counselor.**

**Ms. Taxin stated that Laura Boberg has taken the examination but has not yet received her score report. She stated that the Extern license is the appropriate license for Laura Boberg and that Laura Boberg provided a complete application which qualifies for the Extern license. Ms. Taxin stated that this application was complete and in order with the High School diploma, the certification of the Substance Abuse education program and 5,185 hours of supervised experience. Ms. Taxin stated that Laura Boberg is lacking 800 hours but is in school and when she completes the education she will need only 4,000 hours, which she has met. Ms. Taxin stated that a MFT co-signed for the supervised hours.**

**Ms. Taxin stated that the more the profession develops, the more the Board will find dual relationships and should address the issue in the Laws and Rules as a violation. Ms. Taxin stated that she does not believe there is a conflict in Laura Boberg's application but if Ms. Boberg were the direct supervisor of Laura Boberg there could be a conflict and the Laws and Rules do not address that issue. Ms. Taxin stated that she presented this to the Board only for their consideration for a change in the Law as supervision is hard to investigate at this time.**

#### **DISCUSSION ITEMS:**

Ms. Taxin comments

Ms. Taxin commented that there are currently some applications that require additional information to complete their review and some of those may have to come to the Board in April. She stated that after January 1, 2008 all applicants must meet requirements for the CSAC licensing and be licensed as a CSAC in order for any of their supervised hours to count. She stated that if someone has been practicing without a

license the hours will not count. She stated that she is hoping to be able to work with the new Bureau Manager regarding the Substance Abuse Counselors application issues.

**Board members requested Ms. Taxin to summarize the requirements to assist them in their reviews in the future.**

Teresa Lloyd Update

Ms. Taxin informed the Board that Ms. Lloyd has submitted a letter documenting that she is still not employed in the field of Substance Abuse. She stated Ms. Lloyd is still employed at Red Rock School. Ms. Taxin stated that the Board should address the issue of Ms. Lloyd not working in the field at renewal time.

Discuss Laws and Rules Questions regarding Issues with Licensing

Ms. Taxin reviewed some of the questions the Division has received regarding the new Laws and Rules. She stated that it appears that there are many agencies that are confused and the applicants are confused. Ms. Taxin stated that January 1, 2009 should make reviewing applications much easier as the requirements that indicate prior to January 1, 2009 will no longer be in effect.

FYI

Ms. Taxin notified the Board that Patrick Ryan Fisk was requested to surrender his license. She stated that Mr. Fisk did not respond to the formal request which caused the license to go to a default revocation.

**Dr. Lundberg asked if Mr. Fisk was working in the field of Substance Abuse at the time.**

Ms. Taxin responded that she could not remember but he did have an active license and would work if he wanted to. She stated that she did not want to take the risk that he might work in the field so started the formal process of requesting him to surrender based on the criminal history.

2008 Board Meeting Schedule

**The Board noted the following dates for the 2008 Board meeting schedule: April 9, July 9 and October 15, 2008.**

**NEXT MEETING SCHEDULED FOR:**

April 9, 2008

**ADJOURN:**

The time is 4:30 pm and the Board meeting is adjourned.

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

April 9, 2008  
Date Approved

Shawn M. McMillen  
Chairperson, Utah Substance Abuse Counselors  
Licensing Board

January 21, 2008  
Date Approved

(ss) Noel Taxin  
Bureau Manager, Division of Occupational &  
Professional Licensing