

**MINUTES**

**UTAH  
SUBSTANCE USE DISORDER COUNSELOR  
LICENSING BOARD MEETING**

**October 14, 2015**

**Room 474, 4th Floor – 9:00 A.M.  
Heber M. Wells Building  
Salt Lake City, UT 84111**

**CONVENED: 9:11 A.M.**

**ADJOURNED: 12:05 P.M.**

**Bureau Manager:  
Board Secretary:**

Dane Ishihara  
Lee Avery

**Board Members Present:**

Santiago Cortez, Chairperson  
Michael Dulle  
David Felt  
Bruce Chandler  
Lori Buhler  
Valerie Fritz

**Board Members Excused:**

Leslie Woodfall

**DOPL Staff Present:**

Susan Higgs, Compliance Specialist  
Sharon Bennett, Compliance Specialist  
Dave Taylor, Operations Manager

**Guests:**

None

**TOPICS FOR DISCUSSION**

**DECISIONS AND RECOMMENDATIONS**

**ADMINISTRATIVE BUSINESS:**

Minutes:

The Board reviewed the minutes from the July 8, 2015 Board meeting. Mr. Dulle made a motion to accept the minutes. Mr. Felt seconded the motion. The motion carried unanimously.

**COMPLIANCE REPORT:**

Susan Higgs, Compliance Specialist

#1. Ms. Chelsie Durden is not in compliance with her stipulation. She submitted supervisor reports for July and August. She has not submitted any therapy reports.

#2. Ms. Tiffanie Kelsch is in compliance with her stipulation. She submitted supervisor reports. She is not working in the field.

**Discussion:**

The Board discussed not meeting with Ms. Kelsch until she starts working in the field. The Board decided to give her the option of not meeting with the Board until she starts working in the field.

#3. Ms. Lindsay Titus is not in compliance with her stipulation. She has not submitted supervisor reports since she last met with the Board. She has not submitted support group attendance reports. She has not submitted self reports since June. She missed checking in 66 times since she started. She stopped calling 09/17/2015 and has not been in touch with Ms. Higgs since then.

**APPOINTMENTS:**

#1. Ms. Chelsie Durden, probation interview

Ms. Durden met with the Board. Mr. Felt conducted the interview. Ms. Durden stated things are going well. She is asking the Boards direction regarding CEs for the transference class and ethical issues course the Board wants her to complete. She has been unable to find one that would allow her to attend in person. Ms. Durden stated she is in therapy and has changed therapist. The Board noted that Ms. Durden has not submitted therapy reports; and is out of compliance with her stipulation. Ms. Durden stated she continues working at Crystal Recovery. She is a program director and provides counseling. Mr. Felt motioned to close the Board meeting at 9:20 A.M. to discuss the character, professional competence, or physical or mental health of an individual. Mr. Dulle seconded the motion. The motion carried unanimously. A recording was not made. There were no written notes taken. The Board meeting opened at 9:38 A.M. The Board asked Ms. Durden to submit her therapy reports and CV for her new supervisor the Board will consider approving her new supervisor at the Board meeting January 13, 2016. The Board asked to see Ms. Durden January 13, 2016. **Ms. Durden is not in compliance.**

#2. Ms. Tiffany Kelsch, probation interview

Ms. Kelsch met with the Board for her probation. Mr. Dulle conducted the interview. Ms. Kelsch stated things are going well. She continues looking for

employment in the field. The Board noted that Ms. Kelsch has done a good job with her probation at this time; however, the hours do not count until she starts working in the field. Ms. Kelsh stated she enjoys meeting with the Board and has found the Boards input very helpful. Ms. Kelsh stated she would like to continue meeting with the Board. The Board encouraged her to continue with therapy. The Board asked to see Ms. Kelsch January 13, 2016. **Ms. Kelsch is in compliance.**

#3. Ms. Lindsay Titus, probation interview

Ms. Titus failed to keep her appointment with the Board.

Judy Berrocal SUDC Intern, review extensive CH.

Mr. Chandler and Mr. Dulle noted they had a working relationship with Ms. Berrocal in previous years. Mr. Felt motioned to close the Board meeting at 9:41 A.M. to discuss the character, professional competence, or physical or mental health of an individual. Ms. Buhler seconded the motion. The motion carried unanimously. A recording was not made. There were no written notes taken. The Board meeting opened at 10:16 A.M.

Ms. Berrocal met with the Board. Mr. Cortez conducted the interview. Mr. Cortez reviewed the Division and Board's responsibility to the applicant and public. Ms. Berrocal reviewed her history with the Board. She is currently a case manager at STEPS Recovery Center and continues attending support group meetings for her personal recovery. In December 2015, she will have four years in recovery. Her support systems consists of her family and friends. She is also involved in exercising and Athletes in Recovery. The Board noted that Ms. Berrocal is involved in a lot of peer support and once she receives her license she will transition to being a counselor and her responsibilities to herself and her clients will change. Mr. Felt made a motion to grant Ms. Berrocal a probation license for two years. UA required at the Boards discretion. Ms. Fritz seconded the motion. The motion carried unanimously. Mr. Ishihara will draft a stipulation and email it to her. He encouraged her to review this very carefully before signing it. **The Board asked to see Ms. Berrocal January 13, 2016 if she agrees to and has signed the stipulation.**

Karen Burton, review application, nurse license on probation.

Mr. Felt motioned to close the Board meeting at 10:56 A.M. to discuss the character, professional

competence, or physical or mental health of an individual. Mr. Dulle seconded the motion. The motion carried unanimously. A recording was not made. There were no notes taken. The Board meeting opened at 11:06 A.M.

Ms. Burton met with the Board. Mr. Chandler conducted the interview. The Board reviewed Ms. Burton's letter to the Board regarding her criminal charges. She went through the Diversion program with her nursing license. She has been in either Diversion or her RN license has been on probation for nine years. She would consider surrendering her RN license if her SUDC license is approved.

The Board noted that Ms. is not in compliance with her current probation. Changing professions would not change anything. If she were issued a SUDC license, she would still be on probation.

Mr. Dulle made a motion for Ms. Burton to come into compliance with her current stipulation with the Nursing Board and show a history of being in compliance. Ms. Fritz seconded the motion. The motion carried unanimously. Ms. Burton was advised that if the nursing Board recommends it, she can reapply and this Board would then consider a CSUDC license.

Michael Haws, review CSUDC application and background

Mr. Chandler motioned to close the Board meeting at 11:26 A.M. to discuss the character, professional competence, or physical or mental health of an individual. Ms. Fritz seconded the motion. The motion carried unanimously. A recording was not made. There were no notes taken. The Board meeting opened at 11:32 A.M. Mr. Cortez and Mr. Felt advised the Board they know Mr. Haws. Mr. Haws met with the Board. Mr. Cortez conducted the interview. Mr. Haws reviewed his background with the Board. He is on criminal probation that will end in six months. He just received his driver license back. He is aware of the importance of keeping his recovery and support separate from his client's recovery and support. He enjoys attending Addict to Athletic meetings. He continues attending several support meetings and when a client comes to this meeting, he will leave. Ms. Fritz made a motion to approve a probation license, for two years, with random drug screens at the Boards discretion. Mr. Chandler seconded the motion. The motion carried unanimously. Mr. Ishihara stated he will send Mr. Haws a stipulation and encouraged

him to read the stipulation closely. Contact Mr. Ishihara with any questions. The Board asked to see **Mr. Haws January 13, 2016 if he agrees to and signed the stipulation.**

Zachary Scott, application review

Ms. Fritz motioned to close the Board meeting at 11:45 A.M. to discuss the character, professional competence, or physical or mental health of an individual. Mr. Chandler seconded the motion. The motion carried unanimously. A recording was not made. There were no written notes taken. The Board meeting opened at 12:05 P.M. Because Mr. Scott was not present to meet with the Board, the Board meeting adjourned.

**DISCUSSION ITEMS:**

None at this time

Next Board Meeting:

2016 Board meetings have been tentatively scheduled:  
January 13, April 20, July 13, October 12

**ADJOURN:**

The meeting adjourned: 12:06 P.M.

*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.*

Jan 13, 2016  
Date Approved

(ss) [Signature]  
Chairperson, Utah Substance Use Disorder Counselor  
Licensing Board

January 13, 2016  
Date Approved

(ss) [Signature]  
Bureau Manager, Division of Occupational &  
Professional Licensing