

MINUTES

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

January 13, 2016

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

CONVENED: 9:04 A.M.

ADJOURNED: 11:17 A.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

Guests:

None

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Minutes:

The Board reviewed the minutes from the October 14, 2015 Board meeting. Mr. Felt made a motion to accept the minutes. Ms. Fritz seconded the motion. The motion carried unanimously.

Elect a Chairperson

Mr. Felt nominated Mr. Cortez as the Chairperson. Ms. Buhler seconded the motion. The motion carried unanimously.

Elect a Vice-Chairperson

Mr. Chandler nominated Ms. Fritz as the Vice-Chairperson. Ms. Buhler seconded the nomination. The motion carried unanimously.

COMPLIANCE REPORT:

Susan Higgs, Compliance Specialist

#1. Ms. Judy Berrocal, new probation. She applied for licensure in July 2015. The Board reviewed her criminal history. She is working at First Step Recovery. She submitted her probation plan, a letter from her supervisor and a list of the 12 step meetings she attended. Her probation is for two years.

Discussion

Mr. Chandler stated he knows Ms. Berrocal when she was a student and did an internship within his facility.

#2. Ms. Tiffanie Kelsch license expired on probation. She is requesting that her license be reinstated. She is not working in the field.

#3. Michael Haws, new probation. Mr. Felt motioned that the Board would not require drug screens at this time. Mr. Chandler seconded the motion. The motion carried unanimously.

#4. Tawna Fencil submitted an application for reinstatement of her probation license. She was mailed a surrender of license form and did not complete it. She has not met with the Board in the past and has not submitted any information required in her stipulation.

#3. Ms. Lindsay Titus continues to miss checking in with Ms. Higgs and the Affinity program. She has not submitted supervisor reports. She emailed Ms. Higgs regarding surrendering her license, however, she has not followed through.

APPOINTMENTS:

Ms. Judy Berrocal, new probation interview

Ms. Berrocal met with the Board. Mr. Felt conducted the interview. The Board noted that the practice plan she submitted looks good. Her stipulation does not require a therapist. The Board advised Ms. Berrocal that she does not have to do UAs at this time. Ms. Berrocal stated she is active in Addicts to Athletes. She is in school full time and works full time. She advised the Board that she meets with her supervisor, Chris Wilkins, in groups. The Board indicated that she should also meet with him individually too. It is okay for her to attend online support meetings as long as these are not the only meetings she attends. Ms. Berrocal stated she is starting ASUDC classes. The

Board advised her she needs 40 CE hours during each renewal cycle. The Board asked to see Ms. Berrocal April 20, 2016.

Ms. Tiffany Kelsch, probation interview.

Ms. Kelsch met with the Board for her probation. Mr. Dulle conducted the interview. Ms. Kelsch stated that things are going well. Her supervisor is willing to sign off on her supervised hours and plans to submit her application for full licensure soon. She is still having problems finding employment in the field. The Board advised Ms. Kelsch that sometimes volunteering might help open doors to employment for her. The Board encouraged her to get her supervisor to sign off on her hours and submit her application. Having the full license might help her employment issues. The Board asked to see Ms. Kelsch in July, unless she starts working in the field.

Mr. Michael Haws, new probation interview

Mr. Haws met with the Board. Mr. Cortez conducted the interview. Mr. Haws stated that things are going well. He is working as a case manager with Davis Behavioral Health – Red Barn, a residential subsection. The Board advised Mr. Haws that he would not be required to do UAs at this time. However, the Board may require it in the future. Mr. Haws stated he advised his employer of his probationary status; and will follow up with them regarding the letters and forms required in his stipulation. Mr. Haws stated he is active in 12 step support groups and meets with his sponsor. He is also a sponsor. The Board asked to see him April 20, 2016.

Mr. Zachary Scott, SUDC application review

Discussion:

The Board reviewed Mr. Scott's application and emails.

Mr. Scott met with the Board. Mr. Scott stated that he was unable to keep his appointment with the Board in October because he just started working at a new job and had to finish a review before he left. Mr. Scott reviewed his history and the circumstances that kept him from applying for his license in 2014. He stated that he did not know there was a two-year deadline to submit an application. After much discussion, Mr. Felt made a motion to accept Mr. Scott's circumstances as extenuating and approve his application. Mr. Chandler seconded the motion. The

motion carried unanimously.

Ms. Lisa Stevens, SUDC application review

Discussion:

The Board reviewed Ms. Stevens' application. She is having problems passing the exam. Her associate license is expired and she cannot get an extension. She completed her program in 2003. She applied for LSAC in 2006, but did not have the supervision hours and was denied. She then obtained the ACMHC. Mr. Cortez stated that he knows Ms. Stevens and is recusing himself from her interview. The Board noted that she passed the NAADC exam in 2003 and she continues working in the field.

Ms. Stevens failed to keep her appointment with the Board. Mr. Felt made a motion that if Ms. Stevens has not contacted the Division in 30 days to deny her request for the SUDC license. Ms. Fritz seconded the motion. The motion carried unanimously.

Ms. Tawna Fencil, reinstatement of probation license

Ms. Fencil failed to keep her appointment with the Board. Mr. Felt made a motion to deny her application for reinstatement because of her inability to comply with her current probation stipulation. Mr. Chandler seconded the motion. The motion carried unanimously.

Ms. Lindsay Titus, probation interview

Ms. Titus failed to keep her appointment with the Board. Mr. Dulle made a motion to recommend the Division revoke her license. Mr. Chandler seconded the motion. The motion carried unanimously.

DISCUSSION ITEMS:

Mr. Todd Ash, probation update

The Board reviewed the information Mr. Ash submitted and requested to meet with Mr. Ash April 20, 2016.

Next Board Meeting:

April 20, 2016

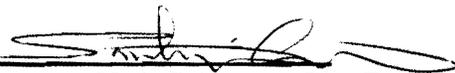
2016 Board meetings have been tentatively scheduled:
April 20, July 13, October 12

ADJOURN:

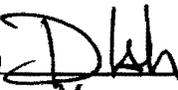
The meeting adjourned: 11:17 A.M.

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.

April 20, 2016
Date Approved

(SS) 
Chairperson, Utah Substance Use Disorder Counselor
Licensing Board

April 20, 2016
Date Approved

(SS) 
Bureau Manager, Division of Occupational &
Professional Licensing