**Tennessee Board of ALCOHOL and drug abuse counselors**

**Teleconference Meeting**

**March 16, 2015**

**MINUTES**

A telephonic meeting of the Tennessee Board of Alcohol and Drug Abuse Counselors was held in the Poplar Conference Room, at 665 Mainstream Drive, Poplar Conference Room, Nashville, TN 37243 on March 5, 2015.

Members Present: Susan Cunningham, Board Member

Members Present Telephonically: Sherry Butler, Board Chair

Major McNeil, Board Member

Hilde Phipps, Board Member

Karen Dennis, Board Member

Staff Present: LaTonya Shelton, Administrator

Teddy Wilkins, Administrative Director

Caroline Tippens, Advisory Attorney

A roll call was held to determine if each participant could hear the response of the others. Ms. Wilkins stated the meeting was being held to review the application file of Ms. Meghan Newton as well as discuss legislation which could affect the board and receive the Attorney Generals suggested changes on the amended rules. Mr. Major McNeil made the motion to proceed to conduct the meeting electronically and Ms. Sherry Butler seconded the motion. A roll call vote was held to accept the motion and the motion passed unanimously.

A motion was made by Mr. Major McNeil to proceed to conduct the meeting by determining the matters to be discussed met the following requirements: The subject matter requires timely action, the physical presence of all members was not possible considering the period of time required for action, and the participation by some or all of the members of the Committee by electronic or other means is necessary. Ms. Sherry Butler seconded the motion. A roll call vote was held to accept the motion and the motion passed unanimously.

Members were advised to identify themselves before they spoke. The teleconference was then turned over Ms. Sherry Butler, Chairman of the Board. While reviewing Ms. Newton’s application file the Board found that Ms. Newton does meet the requirements for licensure. However, discrepancies were found with her self-reported hours and her supervisors reported hours. The Board voted to deny Ms. Newton to take the written examination until all discrepancies regarding her worked supervised hours are reported correctly. Ms. Newton must have all corrected supervised hours submitted directly from the reporting supervisors to the administrative office. Once all corrected documents have been received the application file will be reviewed at the April 17, 2015 meeting.

The Board accepted the Attorney General’s suggested changes on the amended rules.

The teleconference meeting was adjourned.

*Ratified by the Board of Alcohol and Drug Abuse Counselors on April 17, 2015*