



**Ohio Chemical Dependency Professionals Board  
Executive Committee Meeting Minutes  
State Library of Ohio Conference Room D  
July 19, 2019**

Members Present: W. Haynes-Britton, A. Moss

Staff Present : J. Smock

Absent: A. Bishara unable to attend

Motion to call the meeting to order: W. Haynes-Britton, (A. Moss second)

Motion approved at 1:54 PM

Motion to approve 4.19.19 minutes at next meeting

W. Haynes-Britton stated that it would be helpful to send email reminder to committee (all) members with the agenda, minutes from last meeting for review, work plan and other materials as needed. W. Haynes-Britton stated that the process for Committee Meetings is the ED should email the chairs 2 weeks prior to the meeting, prompt them to provide agenda items, and then form the agenda. J. Smock said she believes that the workplan is maintained by the committee chair; W. Haynes-Britton clarified that the Executive Committee should monitor the workplans. Things aren't being dated on some workplans making it difficult to confirm the latest version

**A. IC& RC**

- a. IC&RC contract is no longer in Pennsylvania, Exec resigned, bylaws have been sent out for Board's feedback. Wendy asked Jill send J. Lisy's feedback response to IC&RC.
- b. IC& RC Fall Meeting- Decision at this time not to attend the October Mtg. in GA, esp. with/out an agenda being published.
- c. Survey questions: what is the number one barrier that your board experiences in doing business questions asked: discussed and decided not to complete as it is not a high priority at this time.

**B. COMMITTEES**

- a. If you have board members on a committee, do you have to have a quorum of board members on each committee? W. Haynes-Britton to contact the AAG L. Haywood to find out about clarification

- b. Before next full Board meeting, W. Haynes-Britton to work on getting clarification on committee parameters, reviewing board member assignments for the next Board meeting
- c. Committee chair to review “applications” for new committee members, expected participation, put up on the website; J. Smock to find existing sample application for committee members, to bring sample application to next Board meeting
- d. W. Haynes-Britton thought we might give a certificate or recognition of committee members after so many years of service . J. Smock recommended adding committee names and possibly bios to our website

**C. OTHER BUSINESSES**

- a. A doctorate student from Kent State is inquiring on getting research participants from our licensees either with access to our listserv, or the Board sending out a request for research participants.
- b. Investigator and interviews: (Jeff Corbin, retired Police Officer could start as soon as August 5<sup>th</sup>

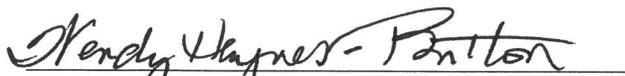
**D. Full Board Agenda Meeting**

- a. Tabled. W. Haynes-Britton will set up a time to come to Columbus to meet the first week in August

**The next scheduled meeting is 10/18/19 State Library Conference Rm D 1- 2:30 pm**

The July 19, 2019 meeting of the Executive Committee adjourned at 2:35 pm

J.S.

  
Wendy Haynes Britton, Board Chair