

CCB Board of Directors Meeting

Board Meeting Minutes

May 12, 2022

Mission: “cultivating and maintaining the highest standards of professional practice within the recovery field”

Present: Christina Cipriani, Joanna Crowell, Teodoro Anderson Diaz, Tenesha Grant, Nicole Hampton, Jennifer Kolakowski, Art Mongillo, Stephen Randazzo, Amy Sedgwick, Jennifer Valva, Ebony Wilson

Not Present: John Hamilton

Staff Present: Jeffrey Quamme, Scott Schaefer

I. **Call to Order:** Board meeting called to order at 11:05 a.m. by Amy Sedgwick

II. **Approval of Minutes from March 2022**

MOTION: To approve the March 2022 meeting minutes

Motioned by: Tenesha Grant

Motion Seconded by Jennifer Kolakowski

Outcome: Approved

Abstentions: 0

Voting Record: 11

III. **Credentialing Reports – *written reports attached***

IV. **ED Report - *No motions, no agenda items and no action items submitted - written report attached***

V. **Committee Reports**

Executive Committee – no motions, 1 agenda item and no action items submitted

Discussion:

1. Joanna Crowell has resigned from the Board but will stay on until her replacement.

Finance Committee – 1 motion, no agenda items and no action items submitted – written reports attached

MOTION: To approve the Fiscal Year 2023 budget

Motioned by: Jennifer Kolakowski

Motion Seconded by Amy Sedgwick

Outcome: Approved

Abstentions: 0

Voting Record: 11

Ethics Committee – No motions, 3 agenda items and 1 action item submitted

Discussion:

2. No response from email to individual (SJ).
3. The individual (SJ) will be unable to apply for a credential.
4. There may be a new case soon.

Action items:

1. Close current ethics case.

Programs and Services Committee – No motions, no agenda items and 1 action item submitted - minutes attached

Action items:

1. Scott to create survey.

Nominations Committee – No motions and 2 agenda items submitted

Discussion:

- a. No nominations from the floor
- b. Joanna cast a vote on behalf of the entire Board
 1. Amy Sedgwick reelected to Board President
 2. Jennifer Kolakowski reelected to Board Secretary

VI. *Old Business*

None

VII. *New Business*

None

MOTION: To adjourn the May 2022 Board Meeting

Motioned by: Joanna Crowell

Motion Seconded by Nicole Hampton

Outcome: Approved

Abstentions: 0

Voting Record: 7

Meeting Adjourned: 11:43 a.m. by Amy Sedgwick

Board minutes taken by Scott Schaefer

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

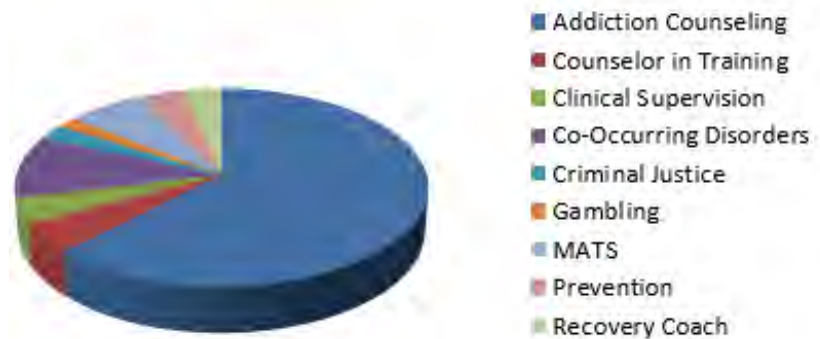
A total of 17 certifications were issued by the CCB this quarter in the following areas:

Addiction Counseling	10
Counselor in Training	3
Clinical Supervision	0
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	0
MATS	0
Prevention	4
Recovery Coach	0
Total	17



The CCB maintains 843 active certifications in the following areas:

Addiction Counseling	553
Counselor in Training	26
Clinical Supervision	35
Co-Occurring Disorders	65
Criminal Justice	17
Gambling	28
MATS	42
Prevention	42
Recovery Coach	35
Total	843



Compared with March 2021, there was a decrease of 43, which represents a 4.9% decrease in the number of certifications

As of March 2021, the CCB maintained 886 active certifications in the following areas:

Addiction Counseling	570
Counselor in Training	32
Clinical Supervision	36
Co-Occurring Disorders	75
Criminal Justice	20
Gambling	30
MATS	48
Prevention	45
Recovery Coach	30
Total	886

Number of Certified Professionals – March 2022

As of March 2022, the CCB certifies 695 professionals

Females	461
Males	234
Total	695

African American	108
Caucasian	511
Hispanic	61
Other	15
Total	695

Non-Reciprocal Professionals:

CAC	7
Co-Occurring Disorders	5
Total	12

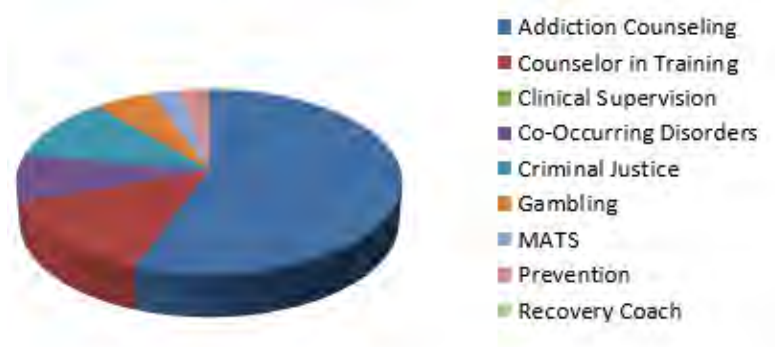
CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

36 certifications expired this quarter in the following areas:

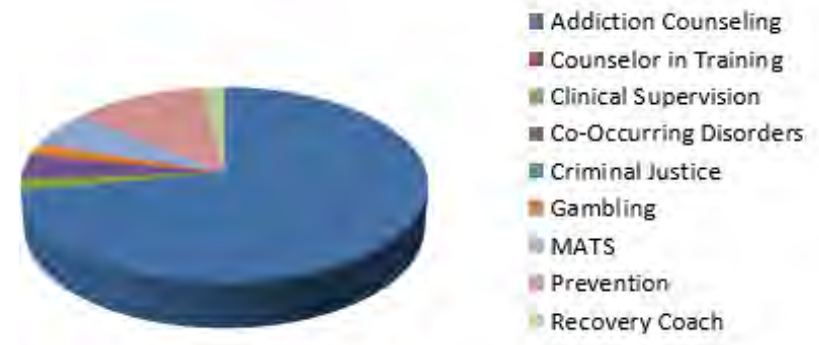
Addiction Counseling	20
Counselor in Training	5
Clinical Supervision	0
Co-Occurring Disorders	3
Criminal Justice	4
Gambling	2
MATS	1
Prevention	1
Recovery Coach	0
Total	36



Expired certifications were due to renew
from January 2022 – March 2022

50 certifications lapsed this quarter in the following areas:

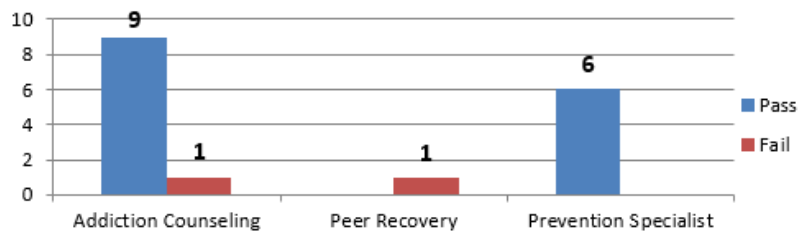
Addiction Counseling	36
Counselor in Training	0
Clinical Supervision	1
Co-Occurring Disorders	2
Criminal Justice	0
Gambling	1
MATS	3
Prevention	6
Recovery Coach	1
Total	50



Exam Results – Third Quarter 2022

A total of 17 exams were administered by the CCB this quarter in the following areas:

Addiction Counseling	10
Counselor in Training	0
Clinical Supervision	0
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	0
MATS	0
Prevention	6
Recovery Coach	1
Total	17



Pass Rate =
90%

Pass Rate =
0%

Pass Rate =
100%

All exams are computer-based (CBT)

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

COMPARATIVE DATA OF CURRENT AND PREVIOUS FOUR QUARTERS

CERTIFICATIONS

Total Issued	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Addiction Counseling	9	12	13	20	10
Counselor in Training		2	6	2	3
Clinical Supervision	1	2	1	1	
Co-Occurring Disorders					
Criminal Justice					
Gambling		1	1	1	
MATS				1	
Prevention	1	1	1		4
Recovery Coach	11	5	1	1	
<i>Total Certifications Issued</i>	22	23	23	26	17

Active	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Addiction Counseling	570	567	570	573	553
Counselor in Training	32	28	32	28	26
Clinical Supervision	36	38	37	36	35
Co-Occurring Disorders	75	73	68	65	65
Criminal Justice	20	19	15	17	17
Gambling	30	28	28	28	28
MATS	48	47	46	44	42
Prevention	45	45	46	44	42
Recovery Coach	30	34	38	36	35
<i>Total Active Certifications</i>	886	868	880	871	843

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

COMPARATIVE DATA (cont'd)

CERTIFICATIONS

Expired	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Addiction Counseling	11	17	42	41	20
Counselor in Training	3	2	1	3	5
Clinical Supervision		1	1	5	
Co-Occurring Disorders	2	5	6	3	3
Criminal Justice	2	3			4
Gambling			1		2
MATS	1	3	3	11	1
Prevention		2	1	2	1
Recovery Coach	1	2	6		
<i>Total Certifications Expired</i>	20	35	61	65	36

GENDER/ETHNICITY (Active Only)

Addiction Counseling	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	354	351	365	368	354
Males	216	210	205	205	199
African American	89	90	92	95	91
Caucasian	414	405	411	414	400
Hispanic	54	52	52	51	51
Other/Did not disclose	13	14	15	13	11

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

COMPARATIVE DATA (cont'd)

GENDER/ETHNICITY (Active Only)

Counselor in Training	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	21	18	22	19	17
Males	11	10	10	9	9
African American	4	2	3	5	5
Caucasian	24	23	26	20	18
Hispanic	4	3	3	3	3
Other/Did not disclose					

Clinical Supervision	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	22	23	23	23	22
Males	14	15	14	13	13
African American	5	6	6	6	6
Caucasian	30	31	30	29	28
Hispanic	1	1	1	1	1
Other/Did not disclose					

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

COMPARATIVE DATA (cont'd)

GENDER/ETHNICITY (Active Only)

Co-Occurring Disorders	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	58	54	52	51	51
Males	17	16	16	14	14
African American	8	6	6	6	6
Caucasian	59	57	55	52	52
Hispanic	5	5	5	5	5
Other/Did not disclose	3	2	2	2	2

Criminal Justice	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	12	10	10	12	12
Males	8	5	5	5	5
African American	7	6	6	6	6
Caucasian	11	8	8	10	10
Hispanic					
Other/Did not disclose	2	1	1	1	1

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

COMPARATIVE DATA (cont'd)

GENDER/ETHNICITY (Active Only)

Gambling	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	25	25	25	25	25
Males	5	4	3	3	3
African American	2	2	2	2	2
Caucasian	26	25	25	25	25
Hispanic	1	1	1	1	1
Other/Did not disclose	1	1			

MATS	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	37	36	36	35	33
Males	11	9	10	9	9
African American	10	10	10	8	8
Caucasian	28	26	27	1	26
Hispanic	9	8	8	27	8
Other/Did not disclose	1	1	1	8	

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

COMPARATIVE DATA (cont'd)

GENDER/ETHNICITY (Active Only)

Prevention	2021 - Q 3	2021 - Q 4	2022 - Q 1	2022 - Q 2	2022 - Q 3
Females	39	40	41	39	38
Males	6	6	5	5	4
African American	1	1	1	1	1
Caucasian	43	44	43	41	40
Hispanic					
Other/Did not disclose	1	1	2	2	1

Recovery Coach	2021 – Q 3	2021 – Q 4	2022 – Q 1	2022 – Q 2	2022 – Q 3
Females	20	25	25	22	21
Males	10	11	13	14	14
African American	5	5	6	6	6
Caucasian	25	30	31	29	28
Hispanic		1	1	1	1
Other/Did not disclose					

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

Summary of training and coaching provided by the CCB: **947.5 total training hours provided**

A. CCB staff presented the following training events during this period:

Certification Process Overview open events offered to the public at no cost

8 participants	24 training hours provided	January 2022 via Zoom video
11 participants	33 training hours provided	February 2022 via Zoom video
7 participants	21 training hours provided	March 2022 via Zoom video

Number of sessions offered in the community at no cost

Meeting Clients Where They're At	150 participants	450 training hours provided	January 2022 via Zoom video
Serious Business: Effective Use of Humor in Tx	129 participants	387 training hours provided	March 2022 via Zoom video

Number of sessions offered in the community at cost

B. CCB staff provided the following coaching sessions:

Number of coaching sessions offered at the CCB Office at no cost

5 sessions	4 participants	10 training hours provided	January 2022
4 sessions	8 participants	20 training hours provided	February 2022
5 sessions	1 participant	2.5 training hours provided	March 2022

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

Types of certifications granted from January 2022 – March 2022

	TOTAL	AADC	CAC	CAC-E	CAC-P	CCS	CARC	CPRS	CCDP	CCDP-D	CCJP	CPS	CIT	MATS	SCCD	SCCS	SCPG	SCSA
Total	17		10									4	3					
Females	14		8									4	2					
Males	3		2										1					
African American	3		2										1					
Asian																		
Caucasian	14		8									4	2					
Hispanic																		
Other																		

Number of applications for certification reviewed between January 2022 – March 2022

AADC	1
APS	
CAC	14
CCS	
CCJP	
CPRS	1
CPS	
CIT	3
MATS	
SCCD	
SCCS	
SCPG	
SCSA	
Total Applications Reviewed	19

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

Number of renewals processed between January 2022 – March 2022

APS	
AADC	6
CAC	55
CARC	
CCS	2
CCDP	4
CCJP	2
CPRS	
CPS	5
MATS	3
SCCD	
SCCS	
SCPG	2
SCSA	1
<i>Total Renewals Processed</i>	80

Types of certifications expired between January 2022 – March 2022

APS	
AADC	
CAC	20
CARC	
CCS	
CCDP	1
CCJP	4
CPRS	
CPS	1
CIT	5
MATS	1
SCCD	2
SCCS	
SCPG	2
SCSA	
<i>Total Expired</i>	36

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

Types of certifications lapsed between January 2022 – March 2022

APS	
AADC	18
CAC	18
CARC	
CCS	1
CCDP	2
CCJP	
CPRS	1
CPS	6
MATS	3
SCCD	
SCCS	
SCPG	1
SCSA	
Total Lapsed	50

CCB Quarterly Report

Fiscal Year 2022 – Quarter 3

Data: January 2022 – March 2022

CCB Credential Acronyms	
<i>Addiction Counseling</i>	
CIT	Counselor <u>In</u> Training
AADC	Advanced Alcohol and Drug Counselor
CAC	Certified Addiction Counselor
CAC-P	Certified Addiction Counselor-Provisional
SCSA	Specialty Certificate in Substance Abuse
MATS	Medication Assisted Treatment Specialist
<i>Clinical Supervision</i>	
CCS	Certified Clinical Supervisor
SCCS	Non-Certified Clinical Supervisor
<i>Co-Occurring Disorders</i>	
SCCD	Specialty Certificate in Co-Occurring Disorders
CCDP	Certified Co-Occurring Disorders Professional
CCDP-D	Certified Co-Occurring Disorders Professional-Diplomate
<i>Criminal Justice</i>	
CCJP	Certified Criminal Justice Professional
<i>Prevention</i>	
APS	Associate Prevention Professional
CPS	Certified Prevention Specialist
<i>Problem Gambling</i>	
SCPG	Specialty Certificate in Problem Gambling
<i>Recovery Coaching</i>	
CARC	Certified Addiction Recovery Coach
CPRS	Certified Peer Recovery Specialist
<i>Recovery Residences</i>	
CRRA	Certified Recovery Residence Administrator

BOLD	RECIPROCAL CREDENTIAL
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NON-RECIPROCAL (NR)	Non-reciprocal credentials are those that individuals did not complete the oral or written portion of their credential exam
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CCB Monthly Report

April 2022 – Fiscal Year 2022

**As of April 2022, the CCB maintains
853 active certifications in the following areas:**

Addiction Counseling	558
Counselor in Training	27
Clinical Supervision	36
Co-Occurring Disorders	66
Criminal Justice	17
Gambling	28
MATS	43
Prevention	43
Recovery Coach	35
Total	853



**As of April 2021, the CCB maintained
888 active certifications in the following areas:**

Addiction Counseling	574
Counselor in Training	30
Clinical Supervision	38
Co-Occurring Disorders	71
Criminal Justice	20
Gambling	29
MATS	48
Prevention	45
Recovery Coach	33
Total	888



**Compared with April 2021, there was a
decrease of 35, which represents a 3.9%
decrease in the number of certifications**

Non-Reciprocal Professionals:	
CAC	8
Co-Occurring Disorders	5
Total	13

Current Certifications with the CCB

	TOTAL	AADC	CAC	CAC - NR	CCS	CARC	CCDP	CCDP-D	CCJP	CPS	CPRS	CIT	ICGC-I/ICGC-II	MATS	SCCD	SCCS	SCPG	SCSA
Total	853	131	414	8	36	1	17	36	17	43	34	27	1/3	43	13		24	5
Reinstatements																		
Females	581	91	261	4	22		14	29	12	40	21	17	3	34	8		22	3
Males	272	40	153	4	14	1	3	7	5	3	13	10	1	9	5		2	2
African American	133	22	70	1	6		2	3	6	1	6	5		8	1		2	
American Indian	3	1						1						1				
Asian	6	1	4							1								
Caucasian	633	97	294	7	29	1	15	27	10	40	27	19	4	26	11		21	5
Hispanic	68	9	40		1			4			1	3		8	1		1	
Other	10	1	6					1	1	1								

CCB Monthly Report

April 2022 – Fiscal Year 2022

A total of 8 certifications were issued by the CCB this month in the following areas:

Addiction Counseling	5
Counselor in Training	1
Clinical Supervision	0
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	0
MATS	0
Prevention	2
Recovery Coach	0
Total	8



9 certifications expired this month in the following areas:

Addiction Counseling	5
Counselor in Training	1
Clinical Supervision	0
Co-Occurring Disorders	2
Criminal Justice	1
Gambling	0
MATS	0
Prevention	0
Recovery Coach	0
Total	9



5 certifications lapsed this month in the following areas:

Addiction Counseling	4
Counselor in Training	0
Clinical Supervision	0
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	0
MATS	0
Prevention	1
Recovery Coach	0
Total	5



CCB Monthly Report

April 2022 – Fiscal Year 2022

CCB Credential Acronyms	
<i>Addiction Counseling</i>	
CIT	Counselor In Training
AADC	Advanced Alcohol and Drug Counselor
CAC	Certified Addiction Counselor
CAC-P	Certified Addiction Counselor-Provisional
SCSA	Specialty Certificate in Substance Abuse
MATS	Medication Assisted Treatment Specialist
<i>Clinical Supervision</i>	
CCS	Certified Clinical Supervisor
SCCS	Non-Certified Clinical Supervisor
<i>Co-Occurring Disorders</i>	
SCCD	Specialty Certificate in Co-Occurring Disorders
CCDP	Certified Co-Occurring Disorders Professional
CCDP-D	Certified Co-Occurring Disorders Professional-Diplomate
<i>Criminal Justice</i>	
CCJP	Certified Criminal Justice Professional
<i>Prevention</i>	
APS	Associate Prevention Professional
CPS	Certified Prevention Specialist
<i>Problem Gambling</i>	
SCPG	Specialty Certificate in Problem Gambling
ICGC I & II	Internationally Certified Gambling Counselor I and II
<i>Recovery Coaching</i>	
CARC	Certified Addiction Recovery Coach
CPRS	Certified Peer Recovery Specialist
BOLD	RECIPROCAL CREDENTIAL
NON-RECIPROCAL (NR)	Non-reciprocal credentials are those that individuals did not complete the oral or written portion of their credential exam

CCB Monthly Report

May 2022 – Fiscal Year 2022

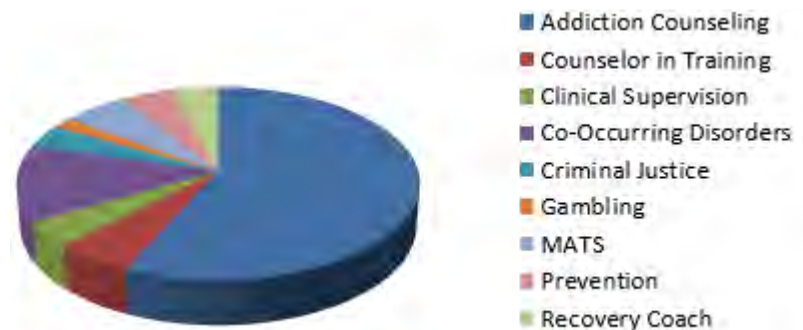
**As of May 2022, the CCB maintains
850 active certifications in the following areas:**

Addiction Counseling	556
Counselor in Training	30
Clinical Supervision	35
Co-Occurring Disorders	65
Criminal Justice	16
Gambling	27
MATS	43
Prevention	43
Recovery Coach	35
Total	850



**As of May 2021, the CCB maintained
879 active certifications in the following areas:**

Addiction Counseling	567
Counselor in Training	28
Clinical Supervision	38
Co-Occurring Disorders	73
Criminal Justice	19
Gambling	28
MATS	47
Prevention	45
Recovery Coach	34
Total	879



**Compared with May 2021, there was a
decrease of 29, which represents a 3.3%
decrease in the number of certifications**

Non-Reciprocal Professionals:

CAC	7
Co-Occurring Disorders	5
Total	12

Current Certifications with the CCB

	TOTAL	AADC	CAC	CAC - NR	CCS	CARC	CCDP	CCDP-D	CCJP	CPS	CPRS	CIT	ICGC-I/ICGC-II	MATS	SCCD	SCCS	SCPG	SCSA
Total	850	132	412	7	35	1	16	36	16	43	34	30	1/3	43	13		23	5
Reinstatements																		
Females	576	92	258	4	22		12	29	11	40	21	19	3	34	8		20	3
Males	274	40	154	3	13	1	4	7	5	3	13	11	1	9	5		3	2
African American	133	22	70		5		2	3	6	1	6	7		8	1		2	
American Indian	3	1						1						1				
Asian	6	1	4							1								
Caucasian	632	98	294	7	29	1	14	27	9	40	27	20	4	26	11		20	5
Hispanic	66	9	38		1			4			1	3		8	1		1	
Other	10	1	6					1	1	1								

CCB Monthly Report

May 2022 – Fiscal Year 2022

A total of 7 certifications were issued by the CCB this month in the following areas:

Addiction Counseling	3
Counselor in Training	3
Clinical Supervision	0
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	0
MATS	0
Prevention	0
Recovery Coach	1
Total	7



■ Addiction Counseling
 ■ Counselor in Training
 ■ Clinical Supervision
 ■ Co-Occurring Disorders
 ■ Criminal Justice
 ■ Gambling
 ■ MATS
 ■ Prevention
 ■ Recovery Coach

10 certifications expired this month in the following areas:

Addiction Counseling	6
Counselor in Training	1
Clinical Supervision	2
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	0
MATS	0
Prevention	1
Recovery Coach	0
Total	10



■ Addiction Counseling
 ■ Counselor in Training
 ■ Clinical Supervision
 ■ Co-Occurring Disorders
 ■ Criminal Justice
 ■ Gambling
 ■ MATS
 ■ Prevention
 ■ Recovery Coach

16 certifications lapsed this month in the following areas:

Addiction Counseling	8
Counselor in Training	0
Clinical Supervision	1
Co-Occurring Disorders	1
Criminal Justice	1
Gambling	2
MATS	0
Prevention	2
Recovery Coach	1
Total	16



■ Addiction Counseling
 ■ Counselor in Training
 ■ Clinical Supervision
 ■ Co-Occurring Disorders
 ■ Criminal Justice
 ■ Gambling
 ■ MATS
 ■ Prevention
 ■ Recovery Coach

CCB Monthly Report

May 2022 – Fiscal Year 2022

CCB Credential Acronyms	
<i>Addiction Counseling</i>	
CIT	Counselor In Training
AADC	Advanced Alcohol and Drug Counselor
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SCSA	Specialty Certificate in Substance Abuse
MATS	Medication Assisted Treatment Specialist
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CCS	Certified Clinical Supervisor
SCCS	Non-Certified Clinical Supervisor
<i>Co-Occurring Disorders</i>	
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CCDP	Certified Co-Occurring Disorders Professional
CCDP-D	Certified Co-Occurring Disorders Professional-Diplomate
<i>Criminal Justice</i>	
CCJP	Certified Criminal Justice Professional
<i>Prevention</i>	
APS	Associate Prevention Professional
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<i>Recovery Coaching</i>	
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55 West Main Street, Suite 202 Meriden, CT 06451 203.440.9595 www.ctcertboard.org
Jeffrey Quamme, MS, CNE, CNC, Executive Director

EXECUTIVE DIRECTOR'S REPORT

May 12, 2022

I was informed today by Joanna Crowell that she is resigning her position on the Board as she builds her private practice. The Executive Committee was notified immediately. She has been a valuable and active member, and I wish her the best. Joanna will be at the conference and pre-conference event, and has volunteered to stay as long as needed. We thank her for her work on behalf of the CCB. Per Robert's Rules, the President can appoint a new VP to complete the final year of her term. We will need to recruit a new Director to keep our number within what is required by the Bylaws of the Corporation. The Executive Committee and I are also working on a plan to increase retention.

Today marks the last formal meeting of the Board of the Directors of the CCB for FY 2021-2022. As the fiscal year closes on June 30, our current 3-year PSA with DMHAS expires. Margaret O'Hagan-Lynch, our contract administrator, has begun the process of submitting the new PSA through the appropriate parties. I will be meeting with her in the next couple of weeks to discuss it, and although chances are remote, will inquire about the possibility of an adjustment to the total funds as the value of our current funding has fallen 28% since last adjustment (which, incidentally was a 10% cut).

The Peer Credentialing project that we are the grantee for continues forward. An Advisory Committee and Subject Matter Experts have been identified and an onboarding process is scheduled. The CCB's involvement in this project goes back to February 2021, when we were first approached by ORCA to submit a proposal. After much research and estimates on the cost from several psychometricians, the proposal was submitted in March 2021. It has been slowed further by a change in leadership at ORCA in order to get the new director up to speed on all aspects of the project. We are still waiting for execution of the contract and will be owed a first payment of \$51,000. The delay has significantly affected our budget for this current year.

On more positive notes, we continue to maintain positive working relationships nationally, as I had scheduled presentations in Utah, North Carolina and Pennsylvania in early spring, all branded as CCB intellectual property. I have been requested to consult to the Utah Valley University School of Humanities for their annual conference.

Our podcast continues to attract outstanding guests discussing a range of topics that affect our field. We recently talked the author of the NYT bestselling memoir "Smashed", Koren Zailckas, who is interested in developing a workshop with us on using the written word to help clients

with their recovery; and with national Clinical Supervision expert Dr. Carol Falender to talk about our field's struggles with Clinical Supervision.

We are also actively working on partnerships that have the potential to increase or even develop, new sources of revenue:

TPN.Health: We are a partner agency with this national training provider who will help market our training events nationally. We currently have over 200 followers on this platform, who get notified of CCB events. We are also working with their clinical leadership on training development. We have hosted 5 different events with them, with an average of over 150 attendees at each. They have paid us a flat fee, but in the future, we have the ability to charge per person.

CivilTalk: A professional online network of people and nonprofits across the nation which allows for focused information sharing, direct donations and revenue developing ideas. Started by a UConn graduate this past year, it allows organizations to connect over shared interests. It is what LinkedIn was supposed to be, but specifically for nonprofits.

Living Undeterred: An organization started in Cedar Rapids, IA by an individual who lost both his wife and son to substance use disorders, as well as having his own mental health struggles, has embarked on a national tour of the continental US, with events in each state to raise funds and awareness of the stigma of mental health and substance use disorders. We are the hosts of an event at the University of Bridgeport on July 2nd, with a list of speakers, panel discussion and networking event. Mayor Joe Ganim has committed to attending. We will have a total of 150-200 attendees, with local media contacts already informed. The CCB will receive 50% of any funds raised by the tour at this stop.

I look forward to seeing you in person at the conference, and also at the pre-conference Yard Goats game if you can make it.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'J. Falender', is positioned below the text 'Respectfully submitted,'.



CONNECTICUT CERTIFICATION BOARD

55 WEST MAIN STREET, SUITE 202 MERIDEN, CT 06451 203-440-9595 WWW.CTCERTBOARD.ORG
JEFFREY QUAMME, MS, CNE, CNC, EXECUTIVE DIRECTOR

FY 2023 Proposed Budget Notes

1. The overall numbers reflect a 1.25% reduction in total revenue, with an approximate 4% increase in expenses. Most of the changes responsible for this fall in the General & Administrative category, where increasing income is most difficult, as is the cutting of expenses, and most of our costs lie there.
2. *General & Administrative:* An overall 4% decrease in revenue is met with a 6.5% increase in expenses, even with slight reductions in a few line items. To ensure proper accounting, some additional line items were added to reflect exactly how some monies are spent. Some areas of note follow:
 - 2.1. Gross salary shows a \$10k increase in the budgeted total but reflects the accurate projection from 2022 into 2023 with no actual additional spending in this area. Increasing salaries is not feasible for the upcoming FY.
 - 2.2. Benefits show an expected increase of approximately 15% after discussing health costs with our provider, in order to maintain the same coverage.
 - 2.3. About \$1700 was cut in some line items by looking at what items have fixed costs.
 - 2.4. A total amount of \$5000 is projected in fundraising, meaning we will have to add some sort of activity for this purpose. It is now a must for us.
 - 2.5. The amount from our DMHAS PSA, \$130,500, has been static since the start of FY 2011, when it was cut 10% overall from the previous total of \$145,000. The actual value of our annual funding from DMHAS has fallen 28% based upon inflation. Our next 3 year PSA is being completed and submitted by our contract administrator, Margaret O'Hagan-Lynch, and although I recognize that any increase is less than hopeful (at best), I will address the possibility with her to discuss with the Commissioner's Office. These monies must be made up in other parts of budget that we have control over, and that responsibility falls not only on my shoulders, but on the Board as well, in line with their Duty of Care.
3. *Credentialing:*
 - 3.1. A slight increase in credentialing numbers is budgeted as we continue to recover from COVID's effects. It will be a challenge to increase our numbers but is possible with targeted efforts on specific credentials.
 - 3.2. Little change in the budgeted amounts for this area as the funds from the DMHAS Peer Credentialing Project (adjusted due to a slight increase in the contractual total of +4000) will be fully carried over at this point, as the contract has yet to be executed and lies with the Attorney General's Office. Even if executed before the end of the current FY, the initial payment of \$51,000 that will be due can be held for up to 30 days before disbursement, so there is little chance for that to happen prior to July 1. The majority of the \$79,000 total will be paid out to the psychometric service at the amounts they

quoted. Overall there is a 1% increased in the budgeted amount of revenue, with a 2.2% reduction in budgeted expenses.

4. *Testing:* Slight increases are expected in both revenue (6% in revenue, 14% in expenses, however, number totals are only \$2000 and \$1735 more respectively).

4.1. The amounts are based upon the following number of testers per credential: CAC/AADC – 75 total; Prevention – 15 total; Clinical Supervision – 12 total; Peer – 12 total.

5. *Training:* Our relationship with TPN.Health in New Orleans allows us to train at reasonable costs to participants, with marketing to a national audience through their platform. The CCB already has over 200 nationwide followers that can be directly marketed to. Any training related costs are minimal.
6. *Podcast:* Expected revenue for the podcast is reduced from \$4000 to \$2500, due to difficulties in raising funds to cover production costs, etc. Costs are also reduced based upon production services already pre-paid.

Proposed CCB FY 2023 Budget

	2022	2023
General & Administrative	\$ 184,100.00	\$ 169,000.00
Credentialing	\$ 150,000.00	\$ 156,600.00
Testing	\$ 32,600.00	\$ 34,600.00
Training (incl DL)	\$ 31,000.00	\$ 34,000.00
Podcast	\$ 4,000.00	\$ 2,500.00
Total Revenue	\$ 401,700.00	\$ 396,700.00
Expenses		
General & Administrative	\$ 281,150.00	\$ 299,160.00
Credentialing	\$ 80,550.00	\$ 78,800.00
Testing	\$ 12,100.00	\$ 13,835.00
Training	\$ 2,500.00	\$ 2,500.00
Podcast	\$ 2,650.00	\$ 1,625.00
Total Expenses	\$ 388,950.00	\$ 395,920.00
Net Income (Loss) Operating	\$ 12,750.00	\$ 780.00

Presented to Executive Committee	5/9/2022
Action	
Executive Committee Approval	
Presented to Full Board	
Action	
Full Board Approval	

General & Administrative

Revenue	2022	2023
DMHAS Grant	\$ 130,500.00	\$ 130,500.00
Maine Peer Recovery Board Admin	\$ 10,000.00	\$ 5,000.00
Annual Awards	\$ 12,000.00	\$ 17,000.00
Fundraising	\$ 5,000.00	\$ 5,000.00
Mailing Lists	\$ 100.00	\$ -
Website Services	\$ 500.00	\$ 500.00
Travel/Misc Reimbursements	\$ 1,000.00	\$ 1,000.00
Misc/PayPal	\$ 15,000.00	\$ 10,000.00
Total Revenue	\$ 174,100.00	\$ 169,000.00
Expenses		
Gross Salary (including payroll taxes)	\$ 165,000.00	\$ 175,000.00
Benefits	\$ 36,000.00	\$ 42,000.00
Incentive Compensation	\$ 4,000.00	\$ 4,000.00
Rent	\$ 18,000.00	\$ 18,000.00
Storage	\$ 2,500.00	\$ -
Insurance	\$ 5,000.00	\$ 5,000.00
US Postal Service	\$ 300.00	\$ 300.00
Office Supplies	\$ 500.00	\$ 500.00
Office Equipment	\$ 1,000.00	\$ 500.00
Software	\$ -	\$ 3,000.00
Telephone & Internet	\$ 5,200.00	\$ 5,000.00
Office Parking		\$ 960.00
Travel & Mileage	\$ 2,500.00	\$ 2,500.00
Marketing		\$ 1,000.00
Food & Meals	\$ 750.00	\$ 500.00
Bank/PayPal Fees	\$ 15,000.00	\$ 7,500.00
Legal	\$ 9,000.00	\$ 9,000.00
Accounting	\$ 4,000.00	\$ 4,000.00
Professional Development	\$ -	\$ 2,000.00
Payroll	\$ 4,000.00	\$ 3,000.00
IT & Web Support	\$ 3,000.00	\$ 2,000.00
Professional Services	\$ 3,000.00	\$ 1,000.00
Janitorial/.Maintenance	\$ 2,400.00	\$ 2,400.00
Annual Dinner	\$ 10,000.00	\$ 10,000.00
Total Expenses	\$ 291,150.00	\$ 299,160.00

Credentialing

<i>Revenue</i>	<i>2022</i>	<i>2023</i>
DMHAS Credential Development	\$ 75,000.00	\$ 79,000.00
Addiction Counseling	\$ 60,000.00	\$ 60,000.00
Co-Occurring Disorders	\$ 2,000.00	\$ 2,000.00
Prevention	\$ 1,500.00	\$ 2,000.00
Problem Gambling	\$ 1,500.00	\$ 1,000.00
Clinical Supervision	\$ 2,500.00	\$ 2,500.00
Medication Assisted Treatment	\$ 500.00	\$ 300.00
Criminal Justice	\$ 500.00	\$ 300.00
Registry	\$ 7,500.00	\$ 8,000.00
Recovery Coach	\$ 4,000.00	\$ 1,500.00
<i>Total Revenue</i>	\$ 155,000.00	\$ 156,600.00
<i>Expenses</i>		
IC&RC Dues	\$ 800.00	\$ 800.00
IC&RC Credentialing Fees	\$ 4,500.00	\$ 2,500.00
IC&RC Meeting	\$ 250.00	\$ 500.00
DMHAS Credentialing Project		
<i>Job Analysis</i>	\$ 19,000.00	\$ 19,000.00
<i>Item Writing</i>	\$ 8,500.00	\$ 8,500.00
<i>Exam Development</i>	\$ 9,000.00	\$ 9,000.00
<i>Item Analysis</i>	\$ 3,000.00	\$ 3,000.00
<i>Standard Setting</i>	\$ 6,500.00	\$ 6,500.00
<i>Grandparenting</i>	\$ 9,500.00	\$ 9,500.00
<i>Admin Expenses</i>	\$ 19,500.00	\$ 19,500.00
<i>Total Expenses</i>	\$ 80,550.00	\$ 78,800.00

Testing

<i>Income</i>	2022	2023
Addiction Counseling	\$ 20,000.00	\$ 22,500.00
Prevention	\$ 1,200.00	\$ 4,500.00
Clinical Supervision	\$ 2,400.00	\$ 3,600.00
Recovery Coach/Peer	\$ 4,000.00	\$ 1,800.00
Testing Center (Non IC&RC)	\$ 5,000.00	\$ 2,200.00
<i>Total Revenue</i>	\$ 32,600.00	\$ 34,600.00
<i>Expenses</i>		
Addiction Counseling	\$ 8,375.00	\$ 9,500.00
Prevention	\$ 625.00	\$ 1,875.00
Clinical Supervision	\$ 1,000.00	\$ 1,500.00
Recovery Coach	\$ 2,100.00	\$ 960.00
<i>Total Expenses</i>	\$ 12,100.00	\$ 13,835.00

Training

<i>Revenue</i>	<i>2022</i>	<i>2023</i>
Training Event Approvals	\$ 9,000.00	\$ 9,000.00
Training Events	\$ 12,000.00	\$ 10,000.00
Distance Learning	\$ 10,000.00	\$ 15,000.00
Total Revenue	\$ 31,000.00	\$ 34,000.00
<i>Expenses</i>		
Trainer Fees	\$ 1,000.00	\$ 1,000.00
Room Rental	\$ 500.00	\$ 500.00
Hotel	\$ -	\$ 500.00
Trainer Travel Reimbursement	\$ -	\$ -
Supplies	\$ 1,000.00	\$ 500.00
Total Expenses	\$ 2,500.00	\$ 2,500.00

Podcast

<i>Revenue</i>	<i>2022</i>	<i>2023</i>
Sponsorship (Packages)	\$ 2,000.00	\$ 2,000.00
Sponsorship (individual)	\$ 2,000.00	\$ 500.00
<i>Total Revenue</i>	\$ 4,000.00	\$ 2,500.00
<i>Expenses</i>		
Editing	\$ 2,500.00	\$ 1,200.00
Hosting	\$ 150.00	\$ 125.00
Misc Costs	\$ -	\$ 300.00
<i>Total Expenses</i>	\$ 2,650.00	\$ 1,625.00

CCB FY 2022 Budget

	2022	Thru 3 Q
General & Administrative	\$ 184,100.00	\$ 116,125.00
Credentialing	\$ 150,000.00	\$ 55,720.00
Testing	\$ 32,600.00	\$ 21,185.00
Training (incl DL)	\$ 31,000.00	\$ 19,081.00
Podcast	\$ 4,000.00	\$ 300.00
Total Revenue	\$ 401,700.00	\$ 212,411.00
Expenses		
General & Administrative	\$ 281,150.00	\$ 231,965.00
Credentialing	\$ 80,550.00	\$ 2,620.00
Testing	\$ 12,100.00	\$ 8,990.00
Training	\$ 2,500.00	\$ 334.00
Podcast	\$ 2,650.00	\$ -
Total Expenses	\$ 388,950.00	\$ 243,909.00
Net Income (Loss) Operating	\$ 12,750.00	\$ 31,498.00

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Webster Checking	\$ 14,834.00	\$ 13,290.00
Webster Money Market	\$ 26,769.00	\$ 21,270.00
Fidelity	\$ 2,084.00	\$ 2,085.00
PayPal Balance	\$ 2,658.00	\$ 3,329.00
Accounts Receivable		
DMHAS Grant	\$ 32,625.00	
DMHAS ORCA	\$ 51,000.00	
Maine Recovery Coach Cert Board	\$ 1,600.00	
Addiction Professionals of NC	\$ 2,200.00	
Total A/R	\$ 87,425.00	
Accounts Payable		
Slingshot Solutions		\$ 2,000.00
Total A/P		\$ 2,000.00

General & Administrative

Revenue	2022	Thru 3 Q
DMHAS Grant	\$ 130,500.00	\$ 97,875.00
Dmhas Credentialing Project	\$ 10,000.00	
Maine Peer Recovery Board Admin	\$ 10,000.00	\$ 4,000.00
Annual Awards Dinner	\$ 12,000.00	\$ 10,110.00
Fundraising	\$ 5,000.00	
Mailing Lists	\$ 100.00	
Website Services	\$ 500.00	\$ 100.00
Travel/Misc Reimbursements	\$ 1,000.00	\$ 1,098.00
Misc/PayPal	\$ 15,000.00	\$ 3,442.00
Total Revenue	\$ 184,100.00	\$ 116,625.00
Expenses		
Gross Salary (including payroll taxes)	\$ 165,000.00	\$ 130,761.00
Benefits	\$ 36,000.00	\$ 32,239.00
Incentive Compensation	\$ 4,000.00	\$ 2,964.00
Rent	\$ 18,000.00	\$ 13,500.00
Storage	\$ 2,500.00	\$ 1,500.00
Insurance	\$ 5,000.00	\$ 3,346.00
US Postal Service	\$ 300.00	\$ 440.00
Office Supplies	\$ 500.00	\$ 457.00
Office Equipment	\$ 1,000.00	\$ 340.00
Software	\$ -	\$ 3,660.00
Telephone & Internet	\$ 5,200.00	\$ 3,871.00
Office Parking		\$ 880.00
Travel & Mileage	\$ 2,500.00	\$ 3,749.00
Marketing		\$ 1,300.00
Food & Meals	\$ 750.00	\$ 210.00
Bank/PayPal Fees	\$ 15,000.00	\$ 8,013.00
Legal	\$ 9,000.00	\$ 4,200.00
Accounting	\$ 4,000.00	\$ 4,239.00
Professional Development	\$ -	\$ 1,585.00
Payroll	\$ 4,000.00	\$ 2,116.00
IT & Web Support	\$ 3,000.00	\$ 4,060.00
Professional Services	\$ 3,000.00	\$ 1,456.00
Janitorial/.Maintenance	\$ 2,400.00	\$ 1,444.00
Annual Dinner	\$ 10,000.00	\$ 5,635.00
Total Expenses	\$ 291,150.00	\$ 231,965.00

Credentialing

<i>Revenue</i>	<i>2022</i>	<i>YTD</i>
DMHAS Credential Development	\$ 75,000.00	\$ -
Addiction Counseling	\$ 60,000.00	\$ 43,125.00
Co-Occurring Disorders	\$ 2,000.00	\$ 2,020.00
Prevention	\$ 1,500.00	\$ 2,250.00
Problem Gambling	\$ 1,500.00	\$ 925.00
Clinical Supervision	\$ 2,500.00	\$ 795.00
Medication Assisted Treatment	\$ 500.00	\$ 125.00
Criminal Justice	\$ 500.00	\$ 335.00
Registry	\$ 7,500.00	\$ 5,125.00
Recovery Coach	\$ 4,000.00	\$ 1,020.00
<i>Total Revenue</i>	\$ 155,000.00	\$ 55,720.00
<i>Expenses</i>		
IC&RC Dues	\$ 800.00	\$ 800.00
IC&RC Credentialing Fees	\$ 4,500.00	\$ 1,820.00
IC&RC Meeting	\$ 250.00	\$ -
DMHAS Credentialing Project		\$ -
<i>Job Analysis</i>	\$ 19,000.00	\$ -
<i>Item Writing</i>	\$ 8,500.00	\$ -
<i>Exam Development</i>	\$ 9,000.00	\$ -
<i>Item Analysis</i>	\$ 3,000.00	\$ -
<i>Standard Setting</i>	\$ 6,500.00	\$ -
<i>Grandparenting</i>	\$ 9,500.00	\$ -
<i>Admin Expenses</i>	\$ 19,500.00	\$ -
<i>Total Expenses</i>	\$ 80,550.00	\$ 2,620.00

Testing

<i>Income</i>	2022	YTD
Addiction Counseling	\$ 20,000.00	\$ 16,350.00
Prevention	\$ 1,200.00	\$ 2,100.00
Clinical Supervision	\$ 2,400.00	\$ 900.00
Recovery Coach/Peer	\$ 4,000.00	\$ 450.00
Testing Center (Non IC&RC)	\$ 5,000.00	\$ 1,385.00
<i>Total Revenue</i>	\$ 32,600.00	\$ 21,185.00
<i>Expenses</i>		
Addiction Counseling	\$ 8,375.00	\$ 7,795.00
Prevention	\$ 625.00	\$ 500.00
Clinical Supervision	\$ 1,000.00	\$ 375.00
Recovery Coach	\$ 2,100.00	\$ 320.00
<i>Total Expenses</i>	\$ 12,100.00	\$ 8,990.00

Training

<i>Revenue</i>	2022	YTD
Training Event Approvals	\$ 9,000.00	\$ 5,905.00
Training Events	\$ 12,000.00	\$ 3,235.00
Distance Learning	\$ 10,000.00	\$ 9,941.00
Total Revenue	\$ 31,000.00	\$ 19,081.00
<i>Expenses</i>		
Trainer Fees	\$ 1,000.00	\$ -
Room Rental	\$ 500.00	\$ -
Hotel	\$ -	\$ -
Trainer Travel Reimbursment	\$ -	\$ -
Supplies	\$ 1,000.00	\$ 334.00
Total Expenses	\$ 2,500.00	\$ 334.00

Podcast

<i>Revenue</i>	<i>2022</i>	<i>YTD</i>
Sponsorship (Packages)	\$ 2,000.00	\$ -
Sponsorship (individual)	\$ 2,000.00	\$ 300.00
<i>Total Revenue</i>	\$ 4,000.00	\$ 300.00
<i>Expenses</i>		
Editing	\$ 2,500.00	\$ -
Hosting	\$ 150.00	\$ -
<i>Total Expenses</i>	\$ 2,650.00	\$ -



Strategic Planning/Programs & Services Meeting Minutes

5/12/2022

Attendees: Jennifer Valva, Christina Cipriani, Scott Schafer, Nicole Hampton, Tanesha Grant, Ebony Wilson, Jennifer Valva, Steven Randazzo

Facilitator: Christina Cipriani

Meeting called to order at 10:06am

Old Business

- I. **Current Program & Services Review:** Members will review CCB programs and services for continued relevance and discuss next meeting.
- II. **Marketing:** suggestion for a marketing agency to assist with this process: reviewed what types of agencies, private practices, schools, universities, medical and nursing students, police departments, etc.
- III. **CCB Website-**Has been updated
- IV. **Agency Survey-**
 - a. How can we best serve you?
 - i. Trainings
 - ii. Interest in Certification process
 - iii. Testing help
 - b. What type of trainings would be beneficial for your agency?
 - c. What staffing credentials are you hiring for?
 - d. Would it be helpful for a CCB representative to come to your agency a few times a year to review programs & services
 - e. Scott will start to put the survey together for review and look at the mailing list for agencies. May be able to utilize SAMHSA list.
- V. **1115 Waiver**
 - a. Jen has a meeting today to review the waiver. Federal dollars in CT to support more BHU services. If federal monies than agency needs changes in places-residential program needs more licensed staff and nursing, etc. ASAM criteria is a strong focus and needs to be added to the treatment plan. Rolling out to residential as of June 1st.
- VI. **Cope2Thrive**
 - a. School based program CBT model. Discussion regarding a school-based certificate program.
- VII. **Hot Table Topics**
 - a. Marijuana Use in SUD treatment programs
 - b. Telehealth impacts on the field-has it created subpar therapy approaches, and what is the oversight & Supervision
 - i. Per T. Anderson Diaz there is promising data regarding telehealth for providers. There are continued technology barriers.
 - c. Burnout accountability-who is responsible?
 - d. Empathic Distress
 - e. Self-Care concept-is it helping or hurting
 - f. Race & Privilege/ Cultural Competence
- VIII. **Panel Ideas**

- a. All the above topics
- b. Clinical Supervision
 - i. Working with different personality styles
 - ii. Building teams

I. Book Club Ideas

- a. Quit like a Woman
- b. Re-Wired-Bold new approach to addiction & recovery

II. Strategic Planning Process

- a. How long , and how many projects/items to place on it. Style of strategic plan. Need to chose top 3.
- b. Start to develop. Reviewed above areas to add to the strategic plan.
- c. Expansion of the CCB to other sectors (as above) HR associates as well.
- d. Value of CCB and Certifications
- e. Outreach to agencies-developing a power point about CCB
- f. Legislature
- g. Peer Programs
- h. Working with DPH to audit renewals
- i. Partnering with CCAR
- j. Therapeutic certificates (somatic therapy/CPT, ART, etc) Private Practice
- k. Marketing (see above)
- l. Visits to DARC programs-more regularly

New Business

Reviewed all items above

Meeting Adjourned at 10:42am.

Minutes by: Christina Cipriani, MBA, LCSW, LADC, CCS