

CCB Board of Directors Meeting

Board Meeting Minutes

November 18, 2021

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

Present: Christina Cipriani, Tenesha Grant, John Hamilton, Nicole Hampton, Jennifer Kolakowski, Amy Sedgwick, Jennifer Valva, Ebony Wilson

Not Present: Joanna Crowell, Teodoro Anderson Diaz, Art Mongillo, Stephen Randazzo

Staff Present: Jeffrey Quamme, Scott Schaefer

I. **Call to Order: Board meeting called to order at 11:02 a.m. by Amy Sedgwick**

II. **Approval of Minutes from September 2021**

MOTION: To approve the September 2021 meeting minutes

Motioned by: John Hamilton

Motion Seconded by Tenesha Grant

Outcome: Approved Abstentions: 0 Voting Record: 8

III. **Credentialing Reports – 1 agenda item submitted - written reports attached**

Discussion:

1. The overall exam pass rate is lower than usual
 - a. IC&RC will be looking into this
 - b. Possible training issues with COVID

IV. **ED Report - No motions, no agenda items and 1 action item submitted - written report attached**

Action item:

1. Art to draft a letter to DPH regarding auditing of LADC renewals as a possible goal to have the CCB do the audits

V. **Committee Reports**

MOTION: Each board member has a formal assignment to a specific committee. Efforts will be made to match Directors with the committee assignment of their choice, but the needs of the agency will take precedence. Any changes to committee assignment must be documented in the minutes of a corresponding meeting of the Board.

Motioned by: John Hamilton

Motion Seconded by Tenesha Grant

Outcome: Approved Abstentions: 0 Voting Record: 8

MOTION: Corresponding bylaws edit: Article V, Section 1. Add highlighted text.

Motioned by: John Hamilton

Motion Seconded by Nicole Hampton

Outcome: Approved Abstentions: 0 Voting Record: 8

MOTION: Committee chairs are responsible for holding meetings of the committee, preparing agendas, assigning and tracking deliverables, maintaining minutes, taking attendance and reporting to the full board. Committee chairs will meet with Executive Director monthly for support.

Motioned by: Jennifer Kolakowski

Motion Seconded by John Hamilton

Outcome: Approved Abstentions: 0 Voting Record: 8

Discussion:

1. Increase Board member activity
2. Committee meetings to resume in January 2022 with in person meetings either via a lunch or dinner

Action items:

1. Amy to send email with a few dates and times for the committee meetings
2. Jeff will lead a monthly “touch base” with committee chairs
3. Jeff to email Board regarding committee assignments

Finance Committee – No motions, 5 agenda items and no action items submitted – written reports attached

Discussion:

1. Our goal is to have \$50K in our money market account
2. We are expecting \$10-20K from the DMHAS peer collaboration
3. There will be about \$60K in test development expenses
4. Our estimate is between \$17-20K for the 2022 conference expenses with \$2K deposited
5. We are looking into virtually broadcasting the event

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

Programs and Services Committee – No motions, no agenda items and no action items submitted

VI. 2022 Conference

1. Scheduled for June 2, 2022
2. Approximately \$37 per person
3. Tables are for groups of 10
4. Our maximum number of guests is 150
5. After the first of the year information will be made public
6. There will be a dedicated website for event registration
7. Jeff will email the Board for a Call for Nominations for the Young Professional and Lifetime Achievement awards

VII. Old Business

1. Family Recovery Coaching
 - a. The CCB does not have enough peers to justify the value of family recovery coaching

VIII. New Business

1. Jeff to reach out to the web developer about obtaining a mock website design for evaluation

MOTION: To adjourn the November 2021 Board Meeting

Motioned by: John Hamilton

Motion Seconded by Jennifer Kolakowski

Outcome: Approved

Abstentions: 0

Voting Record: 8

Meeting Adjourned: 11:56 a.m. by Amy Sedgwick

Board minutes taken by Scott Schaefer