

CCB Board of Directors Meeting

Board Meeting Minutes

March 9, 2023

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

Present: Jaya Daptardar, Teodoro Anderson Diaz, Nicole Hampton, Jennifer Kolakowski, Art Mongillo, Steve Randazzo, Eileen Russo, Amy Sedgwick, Jennifer Valva, Ebony Wilson

Not Present: Christina Cipriani

Staff Present: Jeffrey Quamme, Scott Schaefer

I. **Call to Order: Board meeting called to order at 10:55 a.m. by Amy Sedgwick**

II. **Approval of Minutes from January 2023**

MOTION: To approve the January 2023 meeting minutes

Motioned by: Jaya Daptardar

Motion Seconded by Ebony Wilson

Outcome: Approved

Abstentions: 0

Voting Record: 10

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

IV. **CEO Report - *No motions, 3 agenda items and no action items submitted – written report attached***

Discussion:

1. CCB statement noting that the CAC is applicable for residential settings
2. MOU with Goodwin College on a substance abuse program that is “CCB-informed”
3. We need diverse presenters to add to a pre-recorded session package for the conference

V. **Committee Reports**

Executive Committee – No motions, no agenda items and no action items submitted

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

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

Discussion:

1. M.S. did not sign for the certified mail

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

VI. *Old Business*

VII. *New Business*

1. In-person Board meetings will be 4 times per year in each quarter starting in July
 - a. 2 will be in the daytime (July/January)
 - b. 2 will be in the evening (October/April)

MOTION: To adjourn the March 2023 Board Meeting

Motioned by: Amy Sedgwick

Motion Seconded by Art Mongillo

Outcome: Approved

Abstentions: 0

Voting Record: 10

Meeting Adjourned: 12:00 p.m. by Amy Sedgwick

Board minutes taken by Scott Schaefer



Chief Executive Officer's Report
March 9, 2023

To begin, I would like to welcome our newest Board member, Casie DeRosier of Community Renewal Team in Hartford to our team. Casie is one of industry's emerging young leaders and brings her experience and insight to our efforts. In addition, Casie has been responsible for the certification of a large number of individuals on her team over the past few years.

In May, we will have officer elections for 2 offices: Vice President and Treasurer. Both individuals holding the offices are currently completing the terms of previously elected members, and are now eligible to run for their first full terms: Arthur Mongillo (VP) and Jaya Daptardar (Treasurer). Any individuals interested in running for the positions are requested to let me know before May 1. We will also have openings for 2 new board members beginning July 1 with 2 current directors coming to the end of their terms.

I cannot stress enough how important the conference is for the CCB, not only for our standing in the community in Connecticut, but also to our financial bottom line. I have little concern about the former based upon past history, our list of presenters, the venue and the award winners. The latter, however, offers me great concern. As we enter the final 90 days before the event, we are lagging in fundraising although I have received positive updates from some current board members about participation. It is important that our board members invest in the future of our agency. We cannot ask others to if we do not do it ourselves. I will be making a financial commitment to the conference personally as well as leveraging other relationships to sell sponsorships. Please join me in the efforts.

I have had several meetings with Goodwin University regarding their interest in developing a SUD Counseling bachelor's level program and we are discussing a MOU to inform the development of the curriculum. Both the university and program leadership have been made aware that we cannot and will not endorse the university over any other program available. Our first step is to work with their Office of Continuing Education to develop and present non-credit events for which we will be paid an hourly rate. Whatever is used for their continuing education programming will remain our intellectual property. The expectation is that we will work with both Goodwin and the University of Bridgeport as we move forward.

The Peer Credentialing project with DMHAS ORCA continues to have delays, as the psychometric provider, Prometric, has yet to deliver the final contract so we can begin developing the job analysis. I continue to reach out to them to deliver the contract so we can start the work, as the DMHAS projected timeline is ambitious.

Thank you,
JQ



CONNECTICUT CERTIFICATION BOARD

55 WEST MAIN STREET, SUITE 202 MERIDEN, CT 06451 203.440.9595 WWW.CTCERTBOARD.ORG

Treasurer's Report March 9, 2023

At present, the CCB is on solid financial ground as evidenced by the attached budget vs actual through February. A brief breakdown follows:

Total Income	\$249,962
Total Expenses	\$206,378
Income/Loss	\$43,584
Checking Balance	\$41,770
Money Market	\$26,801

In addition, we have minimal in accounts receivable and no accounts payable, although we are currently waiting on the initial invoice for approximately \$19,000 from Prometric/IsoQuality Testing for the peer credentialing Job Analysis. We are also working on an extension of the peer credentialing contract with the DMHAS Office of Recovery Community Affairs beyond the current FY, albeit at a significantly lower total amount, since the majority of cost is associated with development.

As a reminder, the conference is approaching, less than 90 days away, and we will have the added expense of the keynote speaker. To that end, we have raised the cost of tickets to the event slightly. We also must focus on sponsorship, advertising and raffle items to cover our costs. With a concerted effort, we could potentially develop some income from this event.

Finally, we are seeking at least one other board member to serve on the finance committee to help our efforts.

Respectfully,
Jeffrey Quamme (for Jaya Daptardar)

Proposed CCB FY 2023 Budget

	2023	1-Mar-23
General & Administrative	\$ 169,000.00	\$ 109,637.00
Credentialing	\$ 156,600.00	\$ 102,350.00
Testing	\$ 34,600.00	\$ 15,825.00
Training (incl DL)	\$ 34,000.00	\$ 22,100.00
Podcast	\$ 2,500.00	\$ 50.00
Total Revenue	\$ 396,700.00	\$ 249,962.00
Expenses		
General & Administrative	\$ 299,160.00	\$ 194,495.00
Credentialing	\$ 78,800.00	\$ 2,580.00
Testing	\$ 13,835.00	\$ 7,630.00
Training	\$ 2,500.00	\$ 245.00
Podcast	\$ 1,625.00	\$ 1,428.00
Total Expenses	\$ 395,920.00	\$ 206,378.00
Net Income (Loss) Operating	\$ 780.00	\$ 43,584.00

Webster checking	\$ 41,770.00
Webster MoneyMarket	\$ 26,801.00
PayPal Balance	\$ 1,450.00
Fidelity	\$ 2,086.00
Accounts Receivable	\$ 500.00
Accounts Payable	\$ -

General & Administrative

Revenue	2023	1-Mar-23
DMHAS Grant	\$ 130,500.00	\$ 97,875.00
Maine Peer Recovery Board Admin	\$ 5,000.00	\$ 3,900.00
Annual Awards	\$ 17,000.00	\$ 975.00
Fundraising	\$ 5,000.00	\$ 500.00
Mailing Lists	\$ -	
Website Services	\$ 500.00	\$ 250.00
Travel/Misc Reimbursements	\$ 1,000.00	\$ 3,075.00
Misc/PayPal	\$ 10,000.00	\$ 3,062.00
Total Revenue	\$ 169,000.00	\$ 109,637.00
Expenses		
Gross Salary (including payroll taxes)	\$ 175,000.00	\$ 110,909.00
Benefits	\$ 42,000.00	\$ 24,427.00
Incentive Compensation	\$ 4,000.00	\$ 3,095.00
Rent	\$ 18,000.00	\$ 12,000.00
Storage	\$ -	
Insurance	\$ 5,000.00	\$ 4,049.00
US Postal Service	\$ 300.00	\$ 78.00
Office Supplies	\$ 500.00	\$ 440.00
Office Equipment	\$ 500.00	
Software	\$ 3,000.00	\$ 1,890.00
Telephone & Internet	\$ 5,000.00	\$ 3,558.00
Office Parking	\$ 960.00	\$ 640.00
Travel & Mileage	\$ 2,500.00	\$ 6,218.00
Marketing	\$ 1,000.00	\$ 1,000.00
Food & Meals	\$ 500.00	\$ 78.00
Bank/PayPal Fees	\$ 7,500.00	\$ 7,126.00
Legal	\$ 9,000.00	\$ 4,050.00
Accounting	\$ 4,000.00	\$ 6,953.00
Professional Development	\$ 2,000.00	\$ 548.00
Payroll	\$ 3,000.00	\$ 1,488.00
IT & Web Support	\$ 2,000.00	\$ 726.00
Professional Services	\$ 1,000.00	\$ 120.00
Janitorial/.Maintenance	\$ 2,400.00	\$ 263.00
Annual Dinner	\$ 10,000.00	\$ 4,839.00
Total Expenses	\$ 299,160.00	\$ 194,495.00

Credentialing

Revenue	2023	1-Mar-23
DMHAS Credential Development	\$ 79,000.00	\$ 52,200.00
Addiction Counseling	\$ 60,000.00	\$ 37,835.00
Co-Occurring Disorders	\$ 2,000.00	\$ 2,260.00
Prevention	\$ 2,000.00	\$ 1,145.00
Problem Gambling	\$ 1,000.00	\$ 1,425.00
Clinical Supervision	\$ 2,500.00	\$ 885.00
Medication Assisted Treatment	\$ 300.00	\$ 115.00
Criminal Justice	\$ 300.00	\$ 60.00
Registry	\$ 8,000.00	\$ 3,975.00
Recovery Coach	\$ 1,500.00	\$ 2,450.00
Total Revenue	\$ 156,600.00	\$ 102,350.00
Expenses		
IC&RC Dues	\$ 800.00	\$ 800.00
IC&RC Credentialing Fees	\$ 2,500.00	\$ 1,780.00
IC&RC Meeting	\$ 500.00	
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	
Total Expenses	\$ 78,800.00	\$ 2,580.00

Testing

<i>Income</i>	2023	1-Mar-23
Addiction Counseling	\$ 22,500.00	\$ 13,500.00
Prevention	\$ 4,500.00	\$ 300.00
Clinical Supervision	\$ 3,600.00	\$ 300.00
Recovery Coach/Peer	\$ 1,800.00	\$ 1,500.00
Testing Center (Non IC&RC)	\$ 2,200.00	\$ 225.00
<i>Total Revenue</i>	\$ 34,600.00	\$ 15,825.00
<i>Expenses</i>		
Addiction Counseling	\$ 9,500.00	\$ 6,375.00
Prevention	\$ 1,875.00	\$ 250.00
Clinical Supervision	\$ 1,500.00	\$ 125.00
Recovery Coach	\$ 960.00	\$ 880.00
<i>Total Expenses</i>	\$ 13,835.00	\$ 7,630.00

Training

Revenue	2023	1-Mar-23
Training Event Approvals	\$ 9,000.00	\$ 6,125.00
Training Events	\$ 10,000.00	\$ 6,965.00
Distance Learning	\$ 15,000.00	\$ 9,010.00
Total Revenue	\$ 34,000.00	\$ 22,100.00
Expenses		
Trainer Fees	\$ 1,000.00	
Room Rental	\$ 500.00	
Hotel	\$ 500.00	\$ 245.00
Trainer Travel Reimbursment	\$ -	
Supplies	\$ 500.00	
Total Expenses	\$ 2,500.00	\$ 245.00

Podcast

Revenue	2023	1-Mar-23
Sponsorship (Packages)	\$ 2,000.00	
Sponsorship (individual)	\$ 500.00	\$ 50.00
Total Revenue	\$ 2,500.00	
Expenses		
Editing	\$ 1,200.00	\$ 828.00
Hosting	\$ 125.00	
Misc Costs	\$ 300.00	\$ 600.00
Total Expenses	\$ 1,625.00	\$ 1,428.00



Strategic Planning/Programs & Services Meeting Minutes

3/9/2023

Attendees: Teodoro Anderson Diaz, Nicole Hampton, Steve Randazzo, Scott Schaefer, Jennifer Valva

Facilitator: Jennifer Valva

Meeting called to order at 10:05 am

Discussion items:

1. Focus on creating in-person trainings
 - a. Women in Leadership
 - b. Book Club
 - c. Collaborative Documentation
 - d. Types of harm reduction interventions integrated to IOP
 - e. Understanding ASAM dimensions
 - f. Emotional Intelligence
 - g. Leadership trainings
 - h. EMDR
2. What can be added to our surveys, i.e. "What Can We Do Better?"
3. QR codes will be provided for surveys

Old Business

New Business

Meeting Adjourned at 10:40 am

Minutes by: Scott Schaefer

CCB Monthly Report

February 2023 – Fiscal Year 2023

As of February 2023, the CCB maintains 817 active certifications in the following areas:

Addiction Counseling	534
Counselor in Training	35
Clinical Supervision	36
Co-Occurring Disorders	60
Criminal Justice	12
Gambling	25
MATS	36
Prevention	42
Recovery Coach	37
Total	817



As of February 2022, the CCB maintained 848 active certifications in the following areas:

Addiction Counseling	554
Counselor in Training	28
Clinical Supervision	36
Co-Occurring Disorders	65
Criminal Justice	17
Gambling	28
MATS	41
Prevention	43
Recovery Coach	36
Total	848



Compared with February 2022, there was a decrease of 31, which represents a 3.7% decrease in the number of certifications

Non-Reciprocal Professionals:	
CAC	12
Co-Occurring Disorders	5
Total	17

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	817	125	392	12	36	1	17	32	12	42	36	35	1/3	36	11		21	5
Reinstatements																		
Females	561	90	249	5	23		13	26	9	37	24	24	3	31	7		17	3
Males	256	35	143	7	13	1	4	6	3	5	12	11	1	5	4		4	2
African American	122	19	64		5		2	3	3	1	8	9		5	1		2	
American Indian	3	1						1						1				
Asian	6	1	4							1								
Caucasian	613	94	281	12	30	1	15	23	8	39	26	24	4	24	10		17	5
Hispanic	60	8	36		1			4			2	2		6			1	
Other	13	2	7					1	1	1							1	

CCB Monthly Report

February 2023 – Fiscal Year 2023

A total of 5 certifications were issued by the CCB this month in the following areas:

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



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

12 certifications expired this month in the following areas:

Addiction Counseling	5
Counselor in Training	0
Clinical Supervision	1
Co-Occurring Disorders	0
Criminal Justice	1
Gambling	2
MATS	0
Prevention	2
Recovery Coach	1
Total	12



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

14 certifications lapsed this month in the following areas:

Addiction Counseling	7
Counselor in Training	0
Clinical Supervision	0
Co-Occurring Disorders	1
Criminal Justice	0
Gambling	0
MATS	3
Prevention	2
Recovery Coach	1
Total	14



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

CCB Monthly Report
February 2023 – Fiscal Year 2023

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

March 2023 – Fiscal Year 2023

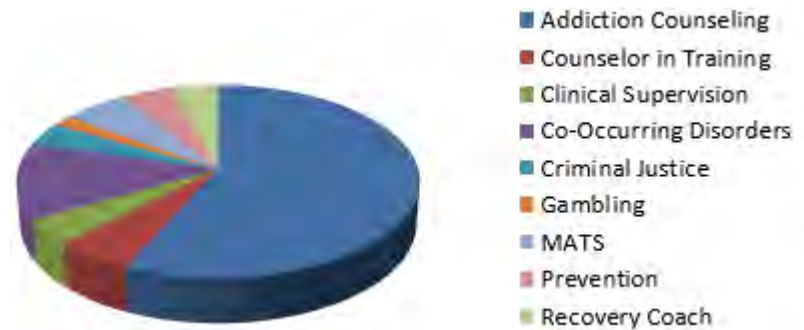
As of March 2023, the CCB maintains 811 active certifications in the following areas:

Addiction Counseling	535
Counselor in Training	33
Clinical Supervision	36
Co-Occurring Disorders	60
Criminal Justice	12
Gambling	25
MATS	34
Prevention	40
Recovery Coach	36
Total	811



As of March 2022, the CCB maintained 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 2022, there was a decrease of 32, which represents a 3.8% decrease in the number of certifications

Non-Reciprocal Professionals:	
CAC	12
Co-Occurring Disorders	5
Total	17

Current Certifications with the CCB

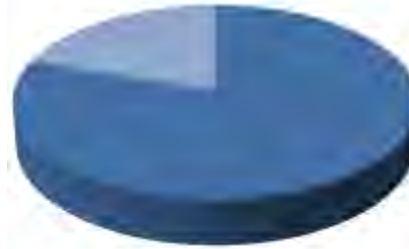
	TOTAL	AADC	CAC	CAC - NR	CCS	CARC	CCDP	CCDP-D	CCJP	CPS	CPRS	CIT	ICGC-I/ICGC-II	MATS	SCCD	SCCS	SCPG	SCSA
Total	811	125	393	12	36	1	17	32	12	40	35	33	1/3	34	11		21	5
Reinstatements																		
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African American	119	19	63		5		2	3	3	1	8	7		5	1		2	
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Asian	6	1	4							1								
Caucasian	611	94	284	12	30	1	15	23	8	37	25	23	4	23	10		17	5
Hispanic	58	8	35		1			4			2	2		5			1	
Other	14	2	7					1	1	1		1					1	

CCB Monthly Report

March 2023 – Fiscal Year 2023

A total of 5 certifications were issued by the CCB this month in the following areas:

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



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

9 certifications expired this month in the following areas:

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



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

13 certifications lapsed this month in the following areas:

Addiction Counseling	6
Counselor in Training	1
Clinical Supervision	0
Co-Occurring Disorders	0
Criminal Justice	0
Gambling	1
MATS	2
Prevention	2
Recovery Coach	1
Total	13



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

CCB Monthly Report

March 2023 – Fiscal Year 2023

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