

**ARKANSAS ALCOHOL AND DRUG ABUSE COORDINATING COUNCIL
MINUTES**

DATE: JULY 16, 2009
LOCATION: ARKANSAS STATE POLICE HEADQUARTERS
 #1 State Police Plaza, Old Commission Room
 Little Rock, Arkansas 72209

COUNCIL MEMBERS PRESENT:

Fran Flener	Joe M. Hill	Chief Ronald Burks
Megan Cuddy	DL Flowers	Chief Percy Wilburn
Norith Ellison	Loren Ivener	Rick Hart
J.D. Gingerich	Rita Shepherd	Teresa Belew
David Guntharp	Deborah Caspall	Judge Mary Ann Gunn
Rick Gallagher alt. Kermit Channel	Jim Short alt. Tammy Harrell	Doris Smith alt. Ann Purvis
1SG Douglas Newsome alt. Major General William D. Wofford	Valerie Fortner alt. Laura Shue	Kristen Parsons alt. Laura Bailey
Roger Cameron alt. Robert A. Parker		

COUNCIL MEMBERS ABSENT:

Sheriff Bobby May	Wanda Williams	J.G. Regnier
Dennis Moore	Larry Jegley	

STAFF PRESENT:

Denise Luckett	Office of Alcohol and Drug Abuse Prevention
Gene Smith	Office of the Drug Director
Steve Varady	Office of the Drug Director

VISITORS:

Harold Clayton	Department of Finance & Administration
Bishop Woosley	Attorney General's Office
Tommie Waters	Office of Alcohol and Drug Abuse Prevention
Jo Ann Warren	Office of Alcohol and Drug Abuse Prevention
Pat Brannin	Office of Alcohol and Drug Abuse Prevention
Cynthia C Crone	Closing the Addiction Treatment Gap Coordinator
Debra Hollis	Hwy Safety Manager
Andrea LeDoux	Hwy Safety Manager

DRUG DIRECTOR, FRAN FLENER CALLED THE MEETING TO ORDER AT 1:10 P.M.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting were distributed for review. After a review of the minutes, Chief Ronald Burks made a motion to approve the minutes as presented. Norith Ellison seconded the motion. The motion carried unanimously.

SUB-COMMITTEE REPORTS:

- **Law Enforcement Committee Report:**

Chief Ronald Burks reported that the Law Enforcement Committee did not meet.

CORRECTION: Chief Ronald Burks noted a correction to the 16th JD Drug Task Force ARRA JAG Budget. There was a formula error in their initial budget (Vehicle Lease Line Item) submission. The line item increased from \$1,400.00 to \$14,400.00. Their federal amount increased from \$138,945.32 to \$151,945.32

A motion was made by Chief Ronald Burks to approve the recommendations as presented. The motion was seconded by Rick Gallagher to accept the report. The motion carried unanimously.

- **Policy and Procedure Committee Report:**

Rick Gallagher reported that the Policy and Procedure Committee met on June 24 and July 14 to discuss and review the following:

(1) The Legislative Audit Finding for the fiscal year ending June 30, 2009: The Committee reviewed and revised relevant policy and procedure and explored ways to improve attendance. The following recommendations were made to address attendance issues: (a) Audit findings have been communicated to members at the June 18 and July 16 full Council meeting (b) at each full Council meeting, the next meeting date and time will be announced (c) an additional notification will be emailed to members at least seven to ten days prior to scheduled meeting dates (d) on the notification email, each member will be requested to confirm his or her attendance status, and in the event the member is unable to attend, he or she will be asked to provide the reason and whether or not a proxy or representative will attend in the member's place. If a proxy or representative is to attend, the member will be asked to provide the name and contact information of that individual (e) if a member does not provide prior notification of an absence, it will be considered unexcused.

A letter was drafted with the recommendations to be sent to David Laffoon, DBHS Director.



STATE OF ARKANSAS
OFFICE OF
ARKANSAS DRUG DIRECTOR

Mike Beebe
Governor

July 16, 2009

Mr. David Laffoon
Director
Division of Behavioral Health Services
305 S. Palm Street
Little Rock, AR 72205

Re: Supplemental Letter Findings, DHHS Audit 2007

Dear Mr. Laffoon:

As part of the Department of Health and Human Services Audit Findings and Recommendations for the Year Ended June 30, 2007 under the Supplemental Letter Findings a review of board member attendance revealed the Arkansas Alcohol and Drug Abuse Coordinating Council had members within unexcused excessive absences.

The Policy and Procedure Committee of the Council met on June 24 and July 14, 2009 to review and revise relevant policy and procedure and to explore ways to improve attendance. The following recommendations were made to address attendance issues:

- 1) Audit findings have been communicated to members at the June 18 and July 16 full Council meeting.
- 2) At each full Council meeting, the next meeting date and time will be announced.
- 3) An additional notification will be emailed to members at least seven to ten days prior to scheduled meeting dates.
- 4) On the notification email, each member will be requested to confirm his or her attendance status, and in the event the member is unable to attend, he or she will be asked to provide the reason and whether or not a proxy or representative will attend in the member's place. If a proxy or representative is to attend, the member will be asked to provide the name and contact information of that individual.
- 5) If a member does not provide prior notification of an absence, it will be considered unexcused.

If you have any questions or if I may be of assistance on this or any other matter, please feel free to contact me at 501-618-8690 or 501-554-9357.

Sincerely,

Frances Flener
Arkansas Drug Director

Enclosures (2)

#1 State Police Plaza Drive, Little Rock, AR 72209 ♦501-618-8690 ♦Fax: 51-618-8841

(2) *The Policy and Procedures of the Coordinating Council: The Committee made changes to the Coordinating Council Operational Manual and distributed to the council for review and comments:*

- ✓ *Arkansas Drug Director*
- ✓ *Meetings Time Change*
- ✓ *Article 1: The Mission Statement*
- ✓ *Article 2: Background*
- ✓ *Article 3: Responsibilities*
- ✓ *Article 4: Membership*
- ✓ *Article 5: Structure*
- ✓ *Article 6: Meetings*
- ✓ *Article 8: General Information*

• **Treatment and Prevention Committee Report:**

Joe M. Hill reported that the T&P Committee met on June 16, 2009 and recommended the following program contingencies approvals.

Proposed Actions to Be Taken on Providers with Six Month Contingencies

As a result of the January Treatment and Prevention Committee meetings, three agencies providing prevention efforts were recommended for approval with contingencies.

Program	PRC Region	Contingency
North Arkansas Partnership for Health Education	2	Review and report by ADAP staff of progress accomplished after six (6) months
Crowley's Ridge Development Council	4 & 7	Provide staff time sheets, performance and personal contact data, on a weekly basis to support the salaried percentage of time for the PRC Coordinator (Reg.4) and Prevention Director. In six months, ADAP Prevention staff is to review and determine if the agency is progressing appropriately and present review results to the Treatment and Prevention Committee.
Centers for Youth and Families	Prevention Services Program replicating the <i>All Stars</i> evidence-based program	Key staff will complete the certification process by July 1, 2009.

After a July 16 review of the programs, their contingencies, and Prevention Staff reports, the Treatment and Prevention Committee determined the actions to be taken and respectfully recommends the following:

Program	PRC Region	Contingency
North Arkansas Partnership for Health Education	2	Remove the contingency because of appropriate progress.
Crowley's Ridge Development Council	4 & 7	The Executive Director of Crowley's Development Council is to assure of and account for the appropriate percentage of time of the Prevention Director for Regions 4 & 7. The Executive Director will report to ADAP monthly for three consecutive months, beginning within 10 days of receipt of notice, which will outline expectations and details for submissions. Reports will be forward to the T&P Committee for monthly review. If satisfactory reports at the end of three months, future submissions will be by request.
Centers for Youth and Families	Prevention Services Program	To continue the grant, the agency must have prevention certified staff implementing the program. ADAP will suspend payment for up to 90 days for noncompliance, beginning at receipt of notice. After 90 day deadline, if no certified staffs are in place, the grant will be permanently suspended. However, if certified staff is in place within the 90 days, the suspension will be lifted.

A motion was made by Joe M. Hill to approve the recommendations as presented. The motion was seconded by Deborah Caspall to accept the report. The motion carried unanimously.

OLD BUSINESS:

Distribution of Monthly Financial and Utilization Reports:

• **T&P Committee Report:**

Joe M. Hill distributed copies of the monthly Funds Utilization Report. He reported that there were no unusual activities. Treatment and prevention programs are spending their funds as expected.

A motion was made by DL Flowers and seconded by Rick Hart to accept the report. The motion carried unanimously.

• **Law Enforcement Report:**

Doris Smith distributed the FY 2008 Drug Law Enforcement Program Federal/State Award Expenditure Summary. She reported that there were no unusual activities and that programs were spending their funds as expected.

A motion was made by Chief Ron Burks and seconded by Chief Percy Wilburn to accept the report. The motion carried unanimously.

• **Monthly Substance Abuse Treatment Statistics Report:**

Joe M. Hill distributed the Monthly Substance Abuse Treatment Statistics (Funded Providers) Report for the month of June 2009. He reported that the numbers of treatment admissions are as follows:

MONTH	TREATMENT ADMISSIONS
JUNE	730
Alcohol and marijuana were the top drugs of choice.	

A motion was made by Judge Mary Ann Gunn and seconded by Megan Cuddy to accept the report. The motion carried unanimously.

NEW BUSINESS:

- Fran Flener, chairman of the Alcohol and Drug Abuse Coordinating Council introduced Cindy Crone to the Coordinating Council members. She is director of Family Treatment Consultation at UAMS Partners for Inclusive Communities. She serves as project director for Arkansas’s Closing the Addiction Treatment Gap effort and as consultants to the Pulaski County Fetal Alcohol Spectrum Disorders Project and Arkansas CARES Pregnant Postpartum Women Project. Prior to joining Partners, she served as founder and executive director of the nationally recognized family treatment program, Arkansas CARES—a comprehensive prevention and treatment program for addicted mothers and their children. With experience as a pediatric nurse practitioner in public health settings and recognition of the complex issues associated with our nation’s number one health and social problem—substance abuse—she worked collaboratively with others to establish Arkansas CARES as an interdisciplinary, family-centered solution to break the intergenerational cycles of poverty, abuse and dependency.

Cindy presented to the Council an overview of Arkansas’s Closing the Addiction Treatment Gap Project. The Open Society Institute (OSI) announced a competitive grant program in the Spring of 2008 to expand awareness of and resources for the 23 million people in the U.S. who are untreated for alcohol and drug use disorders. Arkansas was one of eight sites across the nation funded under OSI’s *Closing the Addiction Treatment Gap* program. Other funded programs are in Milwaukee, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, and Texas. Baltimore was recently added. Arkansas funders providing match for the project are Arkansas Community Foundation and Winthrop Rockefeller Foundation.

The Council members acknowledged her efforts and applauded her success in working in the field.

- Tommie Waters, prevention program director, gave a brief update on the Arkansas Prevention Needs Assessment Student Survey (APNA). She distributed to the Council the following handouts:
 - (1) “Arkansas Prevention Needs Assessment (APNA) Student Survey –State Report 2008
 - (2) List of Districts That Did Not Commit To 2008 APNA
 - (3) Districts That Committed But Did Not Return Surveys

ANNOUNCEMENTS:

- Drug Director, Fran Flener announced that the Alcohol and Drug Abuse Coordinating Council meeting for August 20th will be held at 1:00 p.m. at the AR State Police Headquarters, #1 State Police Plaza, Old Commission Room, Little Rock, Arkansas 72209.

ADJOURNMENT:

- A motion was made by Chief Ronald Burks to adjourn and seconded by J.D. Gingerich. The meeting was adjourned at 2:40 p.m. The motion carried unanimously.

**Respectfully Submitted,
*Denise Lockett***