

**New Hampshire Alcohol & Drug Abuse Counselors Association  
January 23, 2020  
Board Meeting**

<b>Name</b>	<b>Position</b>	<b>1/23</b>	<b>3/26</b>	<b>5/28</b>	<b>7/23</b>	<b>9/17</b>	<b>11/20</b>
Diane Fontneau	Student Representative	x					
Linda Brewer	President Elect						
Doreen Boutin	Southern	x					
Dianne Pepin Castrucci	Executive Director	x					
Sara Cleveland	Secretary						
Lindsey Ducharme	Treasurer	x					
Diana Gibbs	At Large	x					
Alex Hamel	President	x					
Angela Jones	North Country	x					
Bill Keating	At Large						
Kelly Luedtke	Immediate Past President						
Christine McKenna	Seacoast						
Meredith Senter	Central	x					
Suzanne Thistle	Lakes Region	x					
Bob Stowell	Guest/Advisor	x					
Chris Foster	At Large	x					
Vacant	Connecticut Valley						

The Meeting was called to order at 9:08am by Alex Hamel.

- 1. President's Welcome:** Alex explained March to Membership and encouraged members to talk with community members about the benefits of joining NHADACA and NAADAC. She recommended everyone watch their email for updates and details. Alex thanked everyone for attending and asked everyone to introduce themselves.
- 2. Introductions:** Alex Hamel asked everyone to review the packet prepared with today's agenda. Consent Agenda was reviewed.

**A motion was made by Angela T. Jones to accept the Consent Agenda.**

**Seconded by Lindsey Ducharme**

**The three new members abstained due to not being present at September meeting.**

**All in favor.**

**Motion passed.**

- 3. Board Vacancies:** Dianne explained we have a vacancy for student representative and that Diane Fontneau was interested in filling the role until the next election.

**A motion was made by Sue Thistle to accept Diane Fontneau as Student Representative.**

**Seconded by Lindsey Ducharme**

**All in favor.**

**Motion passed.**

Dianne explained the CT Valley Representative position remains Vacant and discussed inviting Judyth Leavitt to consider accepting this position. Dianne will follow up with Judyth.

4. **Angela presented request from the Ethics Committee** regarding developing a workshop to promote the Clinician Well-being for NHADACA with intention to increase awareness and involvement with this project and to establish sustainability for the project after her term on the Board ends in 2 years. Angela distributed the proposed brochure draft to accompany the retractable banner. Chris volunteered to manage edits to this brochure. Angela will forward those files to Chris.

Sue Thistle shared update from Governor's Commission on Health Care and suggested Angela attend Commission on SUD Treatment to explain this March 6, 9:30-11:30am Room 207 in Legislative Bldg in Concord. Angela will follow up with Sue regarding details for seeking buy in from Commission to support mechanisms to engaged Clinician Well-being. Sue discussed possible strategy to visit Organizations to present the Commitment Statement initiative promoting Clinician Well-being and work with them to identify their unique needs and assist them with starting. Dianne explained the process in NH regarding how to engage productive discussion. All agreed first step is to raise awareness and to invest time convincing the Governor's Commission to buy in. Chris shared his perspective about identifying target audience. Volunteers for developing the initial training; Doreen, Sue, Diane F. (available as consult), Chris, Diana G. Diane Fontneau shared positive responses from a recent Southern NH event on the subject of Provider Burnout. Angela will follow up with these identified Board members about next steps for creating a workshop outline. Dianne Castrucci also suggested that this collaboration might also qualify for peer collaboration hours due to the discussion of clinician wellbeing.

6. **Treasurers Report** presented by Lindsey

The Executive Board is discontinuing a fundraising committee. Dianne explained NH Center for Non-Profits endorses the idea of identifying staff for this task rather than risk burning out Board members with this time intensive activity. Board members will still be involved in fundraising, but will not have an official committee. Bridgett will let Board members know what she needs from them for fundraising efforts. Dianne explained the schedule and process for receiving funding from BDAS and other sources. Dianne explained Bridgett Taylor is the staff member responsible for development activities.

**Doreen Boutin made a motion to make accept the Treasurers Report  
Seconded by Diana Gibbs  
All in favor.**

7. **Executive Director Report:**

- a) Dianne explained the SOR Contract and reviewed the Fiscal Year 2019 NHADACA Budget vs. Actual document – see attached. She summarized “We are ending the year on a good note in terms of expenditure vs. revenue” and explained the process of how NHADACA’s budget is created and tracked.
- b) A potential DOJ contract is not yet submitted. We may also see a BDAS potential sole source contract for MAT training for Methadone clinics.
- c) SOR contract: Dianne reported we are still waiting to hear about a SOR training subcontract continuing in the next fiscal year (after the current contract ends in June 2020).
- d) 2020 Draft Budget: Dianne explained this is not yet completed. She explained she does not have enough information to be able to provide a realistic budget and indicated it will be ready for the March Board Meeting. Dianne presented question regarding raising training registration fees. These fees have not raised for several years. Dianne distributed the current draft and explained known details such as: A Couch Foundation grant, other known grant funding being carried over, grant funds for scholarships, military culture training, and custom participant portal (Hypertherm Hope Foundation are funding & NH Charitable Foundation are funding this plus registration fees).

**7. Dianne presented her Executive Director updates** (see full written report for details).

New employee Stephanie Bean part-time administrative assistant started January 10, 2020 and was introduced to the Board with other staff members, Carrie McFadden, and Alyssa Demers. Dianne reminded new Board members will have their photos taken in the spring for the NHADACA website. She explained NHADACA staff will take the photos.

Dianne reviewed documents needing Board Member signatures; Photo Release, Board Member Responsibility and Conflict of Interest Statement, a document used for the NHADACA financial audit. Board members reviewed, completed, and signed these forms.

Dianne requested updates to the Board Member contact information sheets, the Board member time tracking sheet and distributed these documents.

**NHADACA Office Lease ends last day of February.** Bob Stowell presented information he has researched regarding other properties and the terms of current existing lease. All agreed to the language of the new lease addendum for an additional 2 years from March 1, 2020 through February 28, 2022. Both parties mutually agree to \$3,200.00 lease rate during the term of this Addendum. Dianne explained she needs two authorized signers; recommendation is for the NHADACA Board President and the Treasurer.

**Angela Jones made a motion to authorize NHADACA Board President & Treasurer and witness by  
Dianne Castrucci, Executive Director  
Seconded by Diana Gibbs  
All in favor.**

Robert suggested increasing funds into reserve account to cover that four months of rent if ever needed.

Dianne presented a need to man an exhibit table at the Social Work (NASW) Conference at Grand Mtn View Grand in Whitefield. Chris Foster, Christine McKenna and Sue Thistle volunteered to host the NHADACA information table at this conference. Dianne will register the May 21 room reservation in Sue Thistle's name.

**Exhibit K compliance:** data security IT clause in all NH State Contracts requiring privacy of personal identifying information, and protecting sensitive data such as social security numbers and credit cards. Recommendations from Mainstay Technologies Risk Management Consultation result of 52.77% compliant with Exhibit K. Dianne discussed next steps for corrective action. Office 365 will address the needed changes as outlined in the Jan. 22, 2020 2:36pm email from Erin Mealey and reviewed with the Board.

Dianne explained up until now NHADACA has receiving donated IT assistance and expects this will continue. Sue pointed out this projected expense is not in the 2020 Budget and is extensive. Dianne clarified that it can be worked into the next contract proposals but would prefer the current company to also address the bulk of these IT needs.

NH State Contract Signers: Dianne explained that the Board needs to authorize signors for the DOJ and DHHS contracts if awarded.

**Sue Thistle made a motion to authorize the NHADACA President to sign NH DOJ and NH DHHS/NH  
State Contracts on behalf of NHADACA  
Seconded by Lindsey Ducharme  
All in favor.**

**Dianne and Alex facilitated discussion about NHADACA Board Committee**

Ethics Committee: Angela Jones (chair) & Doreen Boutin

Public Policy Committee: Sue Thistle (chair)

By-Laws Committee: Alex Hamel and Peter DalPra

Nominations Committee:

LADC Liaison: Sara Cleveland

Strategic Planning: Diana Gibbs

Personnel Ad Hoc Committee: Alex Hamel, Linda Brewer, Meredith Senter

Finance Committee: (Executive Board)

After some discussion, Dianne suggested new Board Members take their time and research these needs before making their decisions on committee involvement.

**7. Review of SWOT Analysis: (Strengths, Weaknesses, Opportunities, Threats)**

Dianne facilitated discussion and recorded notes/comments on large post-it sheets

Dianne will translate this information into a document that can be delivered to the Strategic Planning Committee and absent Board Members.

Meeting adjourned at 1:30pm.

Respectfully submitted,

Angela T. Jones, LCMHC, MLADC, LCS in the absence of NHADACA Secretary  
Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
March 2020  
Board Meeting**

Name	Position	1/23	3/26	5/28	7/23	9/17	11/20
Diana Gibbs	At Large	x	x				
Diane Fontneau	Student Representative	x	x				
Linda Brewer	President Elect		x				
Dianne Castrucci	Executive Director	x	x				
Sara Cleveland	Secretary		x				
Lindsey Ducharme	Treasurer	x	x				
Chris Foster	At Large	x	x				
Christine McKenna	Seacoast		x				
Alex Hamel	President	x	x				
Angela Jones	North Country	x	x				
Kelly Luedtke	Immediate Past President						
William Keating	At Large		x				
Meredith Senter	Central	x					
Bob Stowell	Volunteer	x					
Doreen Boutin	Southern	x	x				
Suzanne Thistle	Lakes Region	x	x				
Vacant	Connecticut Valley						

The March Board Meeting was called to order at 9:04am. Meeting held online over Zoom, due to the Covid-19 pandemic.

1. President's Welcome: Alex thanked everyone for attending "in these trying times".
2. Consent Agenda: The consent agenda included the January 2020 minutes, and the Executive Director, and Committee Reports. Prior to the motion being made, Angela asked if it would be possible to reschedule the April 2<sup>nd</sup> training on workforce resilience she'd scheduled. Dianne said, that due to staffing shortages it is not possible to add or rescheduled cancelled trainings at this time. Angela said she would write something up for the "Announcements" section of the website. She also mentioned that the state is looking for volunteers for the Covid-19 emergency response team to take phone calls.

**A motion was made by Angela Jones to accept the Consent Agenda.**

**Seconded by Sara Cleveland.**

**All in favor.**

**Motion passed.**

3. Treasurer Report: Lindsey presented the report (see full written report for additional details). Quickbooks is updated through March 1, 2020. At this time, it is unclear whether or not the NH Gives Day fundraiser will be affected by the COVID-19 pandemic as this is an online fundraiser held in June. At the time this report was written several changes were made to various contract submissions dates etc. and are detailed by the Executive Director.
4. Executive Director Updates: Dianne Castrucci presented the Executive Director updates as follows.
  - a. Contract Updates:  
BDAS put out an email saying some contracts have been amended or renewed. The BDAS training contract was amended and renewed for one year, and the SOR contract was extended until September. NHADACA is allowed to retain 20% of training revenue instead of only 15% (80% gets reinvested into the

contract, instead of 85% as started in the RFP). The BDAS RFP, which was due May 1 may be withdrawn, but Dianne is still waiting to hear back.

b. Budget Update:

Dianne said she had intended to have a full budget and narrative written out, but due to so many things shifting, it's difficult to make even an educated guess at this point.

c. Staffing Update:

Now that two employees have left, Stephanie Bean, who was recently hired on part-time, is now full-time, and duties have been spread out between Stephanie, Alyssa Demers, and Dianne. Stephanie is working from the office because she lives close by, Dianne is working from home, and Alyssa is doing a bit of both, although Dianne will be informing her to only work from home.

Dianne reported that she would like to give Alyssa a 4% raise. She reported Alyssa's work and ability to communicate has improved significantly (none of the yearly 3% raises had been given yet, due to the lack of finalized budget.)

The hiring of a Training Director has been put on hold, due to the pandemic, and Dianne let the four people waiting for interviews know that they had been postponed.

d. Trainings:

Dianne and the staff have reached out to the presenters to see if anyone could do them remotely.

Twelve people said yes, twenty-one trainings were cancelled so far. Attendees will be able to have their money refunded, or will be given credit toward a future training. BDAS is not holding NHADACA to the deliverable numbers in the contract for number of trainings and number of participants.

Dianne asked if a vote was to be had in regard to a raise for Alyssa, the discussion around this included the following questions: Should it be a staggered bonus instead, based upon measurable goals? Do the contracts allow for bonuses? Can a 501c-3 give out bonuses? How would a raise or bonus affect the current budget? Is a written description of an employees' exact duties and history of raises be seen by the Board before any decisions are made? Should decisions about raises be taken on by the Personnel Committee? A decision was finally made to table any discussion, above and beyond Alyssa's raise. The Personnel Committee will reconvene to discuss the aforementioned questions and have answers by the May meeting at the latest.

**A motion was made by Suzanne Thistle to approve a 4% raise for Alyssa Demers.**

**Seconded by Linda Brewer.**

**All in favor.**

**Motion passed.**

**A motion was made by Suzanne Thistle to make sure any more unscheduled raises fit into the budget and get more information about the employee being given the raise.**

**Seconded by Doreen Boutin.**

**All in favor.**

**Motion passed.**

5. Vacant Board Position: Dianne reached out to a potential Board member to fill the Connecticut Valley opening, but the person wasn't interested in the position.
6. April Board Meeting: Due to major changes going on in the world, which affect NHADACA, a Board meeting was scheduled for April 23<sup>rd</sup> via Zoom. Dianne will host the meeting, with Suzanne as a back-up. The agenda will be to finalize a budget and provide any COVID-19 related updates.
7. Update on Covid-19's Impact on Board Members' Places of Work: Several people spoke about having to move treatment to online platforms. A reminder to perform self-care was made, and to stay connected with others, and be kind.

**A motion was made by Linda Brewer to conclude the meeting.  
Seconded by Diane Fontneau  
All in favor.  
Motion passed.**

Meeting adjourned at 10:51am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
April 2020  
Special Board Meeting**

<b>Name</b>	<b>Position</b>	<b>1/23</b>	<b>3/26</b>	<b>4/23</b>	<b>5/28</b>	<b>7/23</b>	<b>9/17</b>	<b>11/20</b>
Diana Gibbs	At Large	x	x	x				
Diane Fontneau	Student Representative	x	x	x				
Linda Brewer	President Elect		x	x				
Dianne Castrucci	Executive Director	x	x	x				
Sara Cleveland	Secretary		x	x				
Lindsey Ducharme	Treasurer	x	x	x				
Chris Foster	At Large	x	x	x				
Christine McKenna	Seacoast		x					
Alex Hamel	President	x	x	x				
Angela Jones	North Country	x	x	x				
Kelly Luedtke	Immediate Past President			x				
William Keating	At Large		x					
Meredith Senter	Central	x		x				
Bob Stowell	Volunteer	x						
Doreen Boutin	Southern	x	x	x				
Suzanne Thistle	Lakes Region	x	x	x				
Vacant	Connecticut Valley							

The April Board Meeting was called to order at 9:00am. Meeting held online over Zoom, due to the Covid-19 pandemic. The decision to hold a special meeting was due review the 2020 budget and for ongoing changes related to the pandemic.

1. President's Welcome: Alex thanked everyone for attending the extra meeting.
2. Attendance: Attendance was taken, William Keating and Christine McKenna were not present.
3. Executive Director Updates: Dianne Castrucci presented the Executive Director update as follows.

**a. 2020 Budget (see spreadsheets for specific numbers and more details):**

Dianne reported Bridget is trying to find grants for unrestricted funding for NHADACA initiatives. There isn't a fiscal 2021 training contract yet.

Dianne found out the BDAS RFP is being reposted, not cancelled, which is a change from what was originally thought to be occurring; NHADACA needs to apply for it. NHADACA has received it every year since 2004; we are a strong competitor again this year.

SOR fiscal year 2020 ends June 30, but there's a lot of money that has not been spent. Due to cancelled trainings, loss of staff etc., there will be \$79,000 remaining as of June 30. An extension was submitted requesting to carry the money over through to rest of Federal fiscal year (9/30/20) and we are waiting for a response. If this is approved NHADACA will be providing more training than was initially budgeted.

The status of sub-contracts were summarized. NHADACA has asked the grant funder if we can use the Dobles Foundation grant money to offset the impact caused by the Corona virus. We didn't



start advertising for remote trainings right away due to technical issues.

Fundraising will be more difficult this year, in light of the Corona virus. We are waiting to see if the Dell matching funds will happen again this year.

It is not known yet if the Behavioral Health conference will happen this year.

It is difficult to tell if NHADACA has been making more or less money from Zoom trainings. Some of the in-person training were cancelled, rather than moved to Zoom. That being said, some of the ones that were moved to Zoom, which had low numbers when they were scheduled to be in-person, have seen their numbers increase. Theoretically, it is possible more money will be made, due to Zoom allowing for more people to attend each training, but not likely when we have so fewer events happening. If needed in the absence of State contracts, NHADACA could charge more for trainings to offset expenses, for example, charge a for-profit rate, rather than a non-profit one.

As a way to increase revenue the suggestion was made that NHADACA provide LADC supervision. Dianne agreed that hiring an MLADC to provide supervision to other agencies which lack the ability to do it, could be proposed to the Charitable Foundation, but a budget and proposal would need to be drafted first. Multiple concerns were raised in regard to supervision being provided, including the potential need for liability insurance. (The current person being supervised isn't working with clients, so insurance hasn't been an issue.) Chris voiced that he thinks liability rests with the license holder, not the agency. Chris has an insurance broker and agreed to call and ask him this question. Another question that arose was: would providing supervision change the scope of the agency? Dianne did not believe that it would, due to clinical supervision still fitting within the mission of the agency. Finally, there was a question about potentially providing CRSW supervision. Angela reported she is testing a proposed supervision model to identify types of supervision that help manage burnout/vicarious trauma. She asked if the training institute take this on after more data obtained? Angela agreed to continue to have this conversation as things unfold. Due to new revenue streams not being on the agenda for today's meeting, the aforementioned discussions were tabled and will be taken up at the May meeting. Chris said he has an idea he'd like to present at the next meeting and will write it up and send it to Dianne. Dianne reported the budget doesn't include expanding upstairs to the vacant offices. NHADACA cannot afford it right now, unless there's an additional contract. Alex said it will be revisited if there's an economic turnaround in the next few months.

**A motion was made to accept the 2020 NHADACA proposed budget by Dianne Fontneau.**

**Seconded by Linda Brewer.**

**All in favor.**

**Motion passed.**

- b. Financial Updates:** This was covered during the budget discussion.
- c. Staffing Updates:** No new staff has been hired, and it is not in the budget until July 1, 2020. Dianne reported the current staffing levels are sufficient for the moment.

d. **Training Updates:** A total of 25 trainings were cancelled due to the Corona virus, a small number were rescheduled and a few were added. A lot of people had their money refunded, but many people asked to have a credit given for a future training. There are a lot of people signing up for online trainings.

4. By-laws changes – remote meetings based on guidance from NH Charitable Trust: Changes to the bylaws are needed in order to hold virtual meetings and be in compliance. Dianne reported she found 3 sections that need to be modified; the Board is able to vote on them now, but they will need to be voted on at the next annual meeting by the full membership. The sections which need modification are:

**Article IV section 3 Location of Meetings**

**Section 3 –Location of Meetings**

Annual or special meetings of the membership may be held at such places, within the State of New Hampshire, as may be designated by the Board of Directors of NHADACA and listed in the notice of meeting. The location may also include online/virtual, conference call or other electronic format or combination thereof, as needed to maximize discussion, participation and involvement.

**Article V section 7 Regular Meetings and section 8 Special Meetings**

**Section 7 – Regular Meetings**

Bi-Monthly meetings of the Board of Directors shall be held, at such time and place as shall be fixed by the Board of Directors, for the transaction of such business as may properly come before the meeting. Regular meetings may occur in person, in an online/virtual format, in a conference call format, or combination thereof, for the purpose of maximizing attendance and participation.

**Section 8 – Special Meetings**

Special meetings of the Board of Directors may be called at the direction of the President or by a majority of the voting directors then in office, to be held at such time, day, and place as shall be designated in the notice of the meeting. ~~Such special meetings may occur in a conference call format to ensure that debate and full discussion occur with a quorum of board members present.~~ Such special meetings may occur in person, in an online/virtual format, in a conference call format, or combination thereof, to ensure that debate and full discussion occur with a quorum of board members present.

**A motion was made by Suzanne Thistle to accept the proposed changes.**

**Seconded by Sara Cleveland.**

**All in favor.**

**Motion passed.**

5. Potential Coronavirus Policy Impact/Changes:

a. **Sick Leave Policy/Families First Coronavirus Response Act:** This discussion was related to a change made to sick leave requirements by the Federal government. Due to NHADACA being a

small business, we could apply for an exemption if we meet certain criteria. For example, if the agency couldn't function without a specific employee, the Board could say the employee could not take the full 12 weeks of leave now available. Dianne said she doesn't want to apply for exemption at this time. The agency would have the funds to cover one person getting sick at this point in time. The concern is, what happens when the state starts opening up again? How and when would NHADACA do this? A major concern identified was, what would happen if people who attended a training traced their illness back to NHADACA? A discussion was had in regard to taking the state's lead, and following its guidelines with caution. Chris suggested we supply PPE and include the cost in the registration fee. This could affect NHADACA's branding in a positive way, and would encourage people to attend.

- b. **Telework Policy – Preparing for telework requests post-crisis:** Dianne reported there is no official policy in place for employees working from home, once the state allows for people to go back to work. It is possible some people will want to continue to work from home. There problem is, there are Exhibit K compliance issues, and it can be difficult to monitor if people are producing the same results from home. Dianne said she was looking for suggestions about what components should be in a policy. Angela agreed to look into current standards of practice and at other resources, and bring what she finds to the next meeting. Chris said he would email info on a program called Trello that could be helpful. Kelly suggested that maybe people could work at home and at the office; it doesn't necessarily have to be one or the other. Linda said she is currently working on developing guidelines for supervisors in different departments, and has found that the more flexibility there is the better. She said that one thing people have found helpful is Zoom staff meetings to get a sense of what people are doing and to help them feel connected. People at home can feel estranged and miss collaboration. She said she would be happy to share templates and research. Suzanne mentioned it's more cost effective for someone to work from home. Additionally, she pointed out, people are more productive when they are happy, so if people can work from home and be happy that might improve productivity.
  - c. **What happens on the other side of the curve?**
    - i. **Call back to the office**-covered in other sections
    - ii. **Event planning/In-person training**-mostly covered in other sections. Dianne reported she is considering canceling all in-person trainings for the remainder of the year and doing only virtual trainings, due to it being unlikely attendees will want to risk sitting in a room with other people for an entire day.
    - iii. **NHADACA Annual Meeting**-The question was asked if this could be held virtually, but no decision was made.
6. NH Behavioral Health Conference Dec 7 & 8: Dianne reported there was supposed to be a planning meeting in March but it was postponed, and has not rescheduled. There are several questions that need to be answered, the primary being: Do we want to move forward with it? Additionally, should it be in a different format, rather than in person? It was agreed that people aren't going to want to go to a 500 person conference. This led to the question: how do you get \$60,000 worth of sponsors to cover the cost of the conference, if it's not an in-person event? Suzanne suggested breaking the conference

into smaller sections that would occur at different locations, rather than having one large conference at one locations. Other suggestions were to substitute the conference with other things, such a targeted trainings, or having a combination of virtual and in-person events. After much discussion no concrete decision was made, apart from agreeing that NHADACA will follow Federal guidance.

7. Check-in: Board members spoke about how quarantine and Covid-19 has been affecting them and their work.

**A motion was made by Linda Brewer to conclude the meeting.**

**Seconded by Sue Thistle.**

**All in favor.**

**Motion passed.**

Meeting adjourned at 11:00am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
May 28, 2020  
Board Meeting**

Name	Position	1/23	3/26	5/28	7/23	9/17	11/20
Diana Gibbs	At Large	x	x	x			
Diane Fontneau	Student Representative	x	x	x			
Linda Brewer	President Elect		x	x			
Dianne Castrucci	Executive Director	x	x	x			
Sara Cleveland	Secretary		x				
Lindsey Ducharme	Treasurer	x	x	x			
Chris Foster	At Large	x	x	x			
Christine McKenna	Seacoast		x	x			
Alex Hamel	President	x	x	x			
Angela Jones	North Country	x	x	x			
Kelly Luedtke	Immediate Past President			x			
William Keating	At Large		x	x			
Meredith Senter	Central	x					
Bob Stowell	Volunteer	x		x			
Doreen Boutin	Southern	x	x	x			
Suzanne Thistle	Lakes Region	x	x	x			
Vacant	Connecticut Valley						
Bridgett Taylor	NHADACA staff			x			

The May Board Meeting was called to order at 9:03am by Alex Hamel. Due to COVID-19 Social Distancing, the meeting was held online using Zoom.

1. President's Welcome: Alex Hamel thanked everyone for attending this regular Board meeting in addition to the monthly meetings held since announcement of Global Pandemic COVID-19. She encouraged everyone to complete the online NAADAC survey regarding their Annual Conference this year. Alex reviewed updates and comments regarding transition from telehealth and impact of managing the billing; some talk is continuing about including MLADC, LADC Medicare eligible and positive push on national level for this change.
2. Consent Agenda and Committee Reports: Alex followed up on note regarding Personnel Committee has not met as planned to review staff raises, job title description, and benefits. Alex requested to add this item to next upcoming Board meeting.

**A motion was made by Angela Jones to accept the March minutes and Consent Agenda,  
Seconded by Christine McKenna  
All in favor.  
Motion passed.**

**A motion was made by Doreen Boutin to accept April minutes.  
Seconded by Diane Fontneau  
All in favor.  
Motion passed.**

3. Treasurer Report: Lindsey Ducharme verbally delivered checking account balance as of 5/26 \$109,089.72; Reserve Account \$15,341.51. Combined \$214,431.23 total balance. Social Distancing has delayed receipt of the full report from the Accountant. Due to COVID-19 refunded approximately \$5000.00 of registration fees. NH State has allowed flexibility on contract details. BDAS expended by June 30. SOR funded trainings did not have a full year to implement prior to COVID-19; some have been rescheduled. By end of August all SOR trainings will have been completed. RFP from BDAS released yesterday approximately \$400,000 over 2 years. Dianne stated she anticipates no financial concerns if BDAS funding continues. Sue Thistle asked for confirmation regarding rent being paid and meeting contract financial obligations. Dianne confirmed confidence with meeting these obligations.

**A motion was made by Sue Thistle to accept the Treasurer's Report  
Seconded by Bill Keating  
All in favor.  
Motion passed.**

4. Executive Director Updates: Dianne Castrucci presented the Executive Director updates as follows.
  - a. Contract Updates:  
An update regarding previously mentioned BDAS RFP and request for considering hiring a consultant to write the proposal for RFP 2021-BDAS-05-train. This is due June 24. Discussion resulted. Dianne clarified a likely September start date if we win the proposal and it processed through G& C timely. She also confirmed NHADACA has received this funding since 2003. Dianne stated she is not as confident about writing this proposal because it has been 5 years since she has written it, there may more competition for the funding, and increased complexity of the application and review process. Alex asked about other competition and Dianne suspects possibly UNH, West Bridge Training Institute, and a MA Company has also expressed interest. Sue commented JSI as a good source for hiring a grant writer. Dianne confirmed she will research quotes for hiring a grant writer for this task. Alex commented we have a 4-week turn around time. Dianne commented she anticipates having a quote within the week. The letter of intent to reply is June 4. Dianne confirmed she can get the Letter of Intent delivered on time.
  - b. Website Updates:  
Dianne identified the following needed; updated bio, headshot photos of new Board members added.
5. Update on Covid-19's Impact on Board Members' Places of Work and communities:  
Alex and Dianne asked for feedback about what everyone is seeing in their communities; Doreen shared relapses are occurring due to isolation and many are discouraged by using Zoom and "drop out" of contact. There was also input that accountability has been reduced for Probation and Parole due to PPO limited work hours. Diana Gibbs and Angela shared observations regarding some attitudes about Social Distancing not being taken seriously for a number of reasons, ie; relaxed social distancing and "conspiracy theory" attitudes in the North Country. Chris reported observing increased alcohol use and increased in first time SUD treatment admission, and increased responsibility at home for new parents/mothers' responsibilities at home with schooling. Diana Gibbs commented anticipated end of the \$600 unemployment income impact and the risks involved for folks with limited cognitive functioning or poor life skill decision making with use of stimulus funding. Angela and Diana Gibbs commented some North Country communities are utilizing Fire Department and Town Clerk offices reading books over the phone to young school children as part of an effort to retain social relationship within the community. Sue Thistle asked about North Country citizens access to the technology for zoom meetings. Diana Gibbs reported North Country Health Consortium researched resources to provide families with tablets or chrome books, however, did not find such a resource.

6. Risk management if NHADACA hires a Clinical Supervisor to assist with workforce need of this service. Chris Foster shared consultation results which boiled down to confirming the Supervisor should have their own Liability Insurance. Angela Jones provided update from consultation with Mita Johnson, NAADAC Board President, confirmed the burden of proof is on the Supervisor if one of their Supervisee is investigated due to complaint filed with LADC Board, ie; documentation the Supervisee acted outside of the Supervisor's recommendation or guidance.
  
7. Annual Meeting:  
Dianne has reached out to Manchester Country Club (MCC). Their space provides capacity for 120 and NHADACA typically hosts approximately 60. Bill suggested we also plan for a virtual. Dianne explained the MCC are still waiting regarding how they will be conducting business with guests. Diane F. suggested we move forward with planning the agenda and explore alternatives for delivering the event. Angela Jones suggested the recent NAADAC Survey regarding their Annual Conference will provide insight about participant involvement. Alex Hamel suggested we could use some of the questions from the NAADAC Survey to develop a similar survey for NHADACA regarding planning for the November Annual Meeting. Dianne asked for general topics and identified the July Board meeting as due date. Potential topics: using telehealth, how to sustain long-term uncertainty, impact of social isolation/loneliness. Sue will forward recent study results to Dianne regarding SUD use during COVID-19. Alex suggested everyone forward to Dianna ideas prior to July Board meeting. Sue asked for the Annual Meeting budgeted speaker amount. Dianne confirmed approximately \$1,500.00. Chris reviewed several individuals who might be a good match as guest speaker. Angela will follow up with the NAM Clinician Well-Being resource "Well-Being Index" produced by Mayo Clinic and forward that information to Dianne.
  
8. NH Gives:  
NHADACA staff member Bridgett Taylor presented details. She explained NHADACA has participated during past 4 years. NH Center for Nonprofits is the organizer. This is a moderate fund raiser for NHADACA and is a 24-hour event. She reviewed its scope and the role of the Board in this activity. NH Gives has \$250,000 to offer as matching funds. This 24-hour event starts Tuesday 6pm June 9. Sign up on the [NH Gives website](#). Dianne clarified recommendation from NH Gives is for all Board members to contribute even if as little as \$1.00 as soon after 6 pm as possible in order to maximize the match option.

Part way through the NH Gives discussion, Sue Thistle announced the remaining of the meeting would be recorded by Film Director as previously discussed and approved by the Board.

Alex asked for a check in from everyone regarding coping with Social Isolation.

**A motion was made by Doreen Boutin to conclude the meeting.  
Seconded by Linda Brewer  
All in favor.  
Motion passed.**

Meeting adjourned at 10:54am.

Respectfully submitted,

Angela T. Jones, LCMHC, MLADC, LCS on behalf of  
Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
July 2020  
Board Meeting**

Name	Position	1/23	3/26	4/23	5/28	7/23	9/17	11/20
Diana Gibbs	At Large	x	x	x	x	x		
Diane Fontneau	Student Representative	x	x	x	x	x		
Linda Brewer	President Elect		x	x	x			
Dianne Castrucci	Executive Director	x	x	x	x	x		
Sara Cleveland	Secretary		x	x		x	-	-
Lindsey Ducharme	Treasurer	x	x	x	x	x		
Chris Foster	At Large	x	x	x	x	x		
Christine McKenna	Seacoast		x		x			
Alex Hamel	President	x	x	x	x	x		
Angela Jones	North Country	x	x	x	x	x		
Kelly Luedtke	Immediate Past President			x	x			
William Keating	At Large		x		x	x		
Meredith Senter	Central	x		x		x		
Bob Stowell	Volunteer	x			x			
Doreen Boutin	Southern	x	x	x	x			
Suzanne Thistle	Lakes Region	x	x	x	x	x		
Vacant	Connecticut Valley							

The July Board Meeting was called to order at 9:02am. Meeting held online over Zoom, due to the Covid-19 pandemic.

1. President's Welcome: Alex thanked everyone for attending. She spoke about how well Dianne has been doing running NHADACA during the pandemic. Alex also announced that NAADAC has decided to have their annual conference be virtual this year, rather than in-person.
2. Consent Agenda: The consent agenda included the May 2020 minutes, and the Executive Director, and Committee Reports.

**A motion was made by William Keating to accept the Consent Agenda.**

**Seconded by Sara Cleveland.**

**All in favor.**

**Motion passed.**

3. Treasurer Report: Lindsey presented the report (see full written report for additional details). Quickbooks has been updated. NH Gives raised \$2669.90. More people donated this year than last year – last year only \$1234.00 was raised.

The Treasurer's Report stated that there are two contracts for JSI; however, Dianne corrected this - there is only one contract. There is no longer a contract for \$169, 000. The revised budget was amended so it no longer includes this amount, and according to Dianne, it will not have a large impact on NHADACA's financial sustainability.

An application has been submitted for non-profit emergency relief funds related to Covid-19.

**A motion was made by Angela Jones to accept the Treasurer's Report.**

**Seconded by Diane Fontneau.**

**All in favor.**

**Motion passed.**



4. Executive Director Updates (part one): Dianne Castrucci presented the Executive Director updates as follows (see full written report for additional details).

a. Contract Updates:

Dianne announced that NHADACA has begun the contracting process with BDAS for the Training Contract. BDAS asked for the scope of service and budget revision earlier in the week. North County Health Consortium and the NH Children's Trust will be subcontractors. This contract information is confidential pending the approval of the Governor and Executive Council, on either August 26<sup>th</sup>, or September 11<sup>th</sup>. Dianne reported the money from this contract will need to be spent by June 30, 2021, even if it isn't approved until September.

b. Budget Update:

Dianne reported the budget was revised to reflect the absence of the \$169,000 contract. She reported this does not have a substantial negative impact on NHADACA's finances, due to the likely BDAS contract.

**A motion was made by Suzanne Thistle to accept the revised budget.**

**Seconded by Angela Jones.**

**All in favor.**

**Motion passed.**

c. Membership:

Two-hundred and ninety-five members have been added since the last report was sent out due to an email push. The letters with the training vouchers will be sent out at the end of this month.

d. Bylaws:

Dianne compared NHADACA's bylaws with NAADAC's and found differences in the electronic voting section. The proposed changes are as follows (amended language is in red):

**Section 3 – Location of Meetings**

Annual or special meetings of the membership may be held at such places, within the State of New Hampshire, as may be designated by the Board of Directors of NHADACA and listed in the notice of meeting. The location may also include online/virtual, conference call or other electronic format or combination thereof, as needed to maximize discussion, participation and involvement.

**Section 5 – Manner of Acting**

The affirmative vote of a majority of the votes entitled to be cast by the members present in person, or represented by proxy, at a meeting at which a quorum is present shall be the act of the membership of NHADACA, unless a greater proportion is required by the Articles of Incorporation, these By-laws, or applicable law. Except as otherwise provided by the Articles of Incorporation, these By-laws, or applicable law, the membership shall not have any voting rights in relation to the governance of the Association. Voting by membership, including Board of Directors, may be accomplished remotely via mailed in ballot, or electronically via email, virtual online meeting platform, and/or telephone/conference call.

**Section 7 – Regular Meetings**

Bi-Monthly meetings of the Board of Directors shall be held, at such time and place as shall be fixed by the Board of Directors, for the transaction of such business as may properly come before the meeting.

Regular meetings may occur in person, in an online/virtual format, in a conference call format, or combination thereof, for the purpose of maximizing attendance and participation.

**Section 8 – Special Meetings**

Special meetings of the Board of Directors may be called at the direction of the President or by a majority of the voting directors then in office, to be held at such time, day, and place as shall be designated in the notice of the meeting. **Such special meetings may occur in a conference call format to ensure that debate and full discussion occur with a quorum of board members present.** Such special meetings may occur in person, in an online/virtual format, in a conference call format, or combination thereof, to ensure that debate and full discussion occur with a quorum of board members present.

**A motion was made by Suzanne Thistle to approve the changes to the bylaws.**

**Seconded by Sara Cleveland.**

**All in favor.**

**Motion passed.**

e. Succession Plan:

Dianne reported the Succession Plan has been updated to say that the duties of the Training Director will be divided among the staff if no one is available to be the Acting Training Director. The Rational section has also been updated to include provisions around the planned or unplanned absence of the Executive Director.

**A motion was made by Angela Jones to approve the Succession Plan.**

**Seconded by William Keating.**

**All in favor.**

**Motion passed.**

f. Staffing:

Dianne is advertising again for the Training Director position. Suzanne Thistle expressed concern that the salary being offered is not competitive enough for a Director position. Dianne reported that until there is a new state contract the upper end of the salary is not able to be changed. It is possible for a lower salary to be offered, which would necessitate the word "Director" being removed from the title, and replaced with "Coordinator". This could present a problem; however, due to people having already applied for the "Director" position. If NHADACA is unable to find a suitable candidate, due to the salary restraints the position could be re-advertised with the Coordinator title.

g. Scholarship Applications:

Dianne reported there were two applicants for the Summer School, Christine Averill, and Doris Faughnan. Suzanne suggested that NHADACA award scholarship to both applicants, since there is not scholarship for the National Conference this year

**A motion was made by Diane Fontneau to award two scholarships.**

**Seconded by Sue Thistle.**

**All in favor.**

**Motion passed.**

h. Policies New/Updated (part one):

I. Limited English Proficiency: The new policy allowing NHADACA to provide culturally and linguistically appropriate programs in compliance with all applicable federal civil rights laws was gone over by board members (see policy for more detail).

**A motion was made by Sue Thistle to approve the Limited English Proficiency Policy.  
Seconded by Meredith Senter.  
All in favor.  
Motion passed.**

II. Subcontractor Policy: The new trainer and subcontractor policies were gone over (see policy for more detail). Dianne clarified that there is a need for at least three bids for things such as maintaining Exhibit K compliance, but not for trainers or subcontractors. Sue cautioned that NHADACA needs to avoid the appearance of favoritism in regard to trainers and subcontractors. Alex asked if dollar amounts above a certain threshold would change the need for bids, and Sue suggested putting specific dollar amounts in the policy. Dianne reported dollar amounts are located in the Accounting Manual.

**A motion was made by Diane Fontneau to approve the Subcontractor Policy.  
Seconded by Christine McKenna.  
All in favor.  
Motion passed.**

III. Personnel Manual: It was decided to wait to go over the changes to the Personnel manual until Linda Brewer joined the meeting.

5. NHADACA Annual Meeting:

- a. Training Topic: Dianne reported that Manchester Country Club, where the meeting is traditionally held, is once again doing in-person events. Masks are required at the buffet; tables are six feet apart; and only six people are allowed at each table. The \$650 deposit would be lost if NHADACA canceled the meeting; and if it was cancelled less than thirty days prior to the event, NHADACA would owe half of the expected revenue to the club. Dianne stressed that a decision needs to be made regarding whether or not the meeting will be held in person as soon as possible, so speakers and a training can be booked. There was discussion about whether people would be willing to attend an in-person meeting, and Bill suggested the membership be polled before a decision is made.  
Dianne reported that the best topic for a training that has been suggested so far is "compassion resilience". Angela said that costs would likely go down for a trainer who is remote, and suggested Wise Wisconsin do the training. Sue expressed her worry that the organization would present more of a "sale pitch" than a training, and said that the real need is to address systems change, due to "people being worked to the bone". Angela said she would get more information about their presentations, saying she believes they have tool kits designed to promote culture change. Diana Gibbs suggested having a speaker on workplace wellness, saying that NCHC contracts with a Vermont organization that provides education on this topic, and a Concord-based organization called the Lawson that does trainings as well. Dianne said she agreed with the need to poll the membership in regard to in-person versus virtual trainings and said the poll will be done in August, and a decision made in September.

At 10:33am Alex Hamel left the meeting to take a phone call.

A discussion was had in regard to speakers. Annette Escalante was suggested, and so was Tim Rourke.

- b. Ballot:
  - i. President Elect: The board chooses the nominee, and the full membership votes on them. Diane Fontneau expressed interest in becoming the new President Elect.

**A motion was made by Angela Jones to nominate Diane Fontneau to be the President Elect.**

**Seconded by Sue Thistle.**

**Alex Hamel abstained.**

**All in favor.**

**Motion passed.**

- ii. Additional Available Positions: Dianne reported Sue's term expires at the end of the year, and she reaches her six year limit as well. She also reported the Student Representative position, and CT Valley position are now open. Sue and Angela said they might know people who are interested and would reach out to them.

Sara Cleveland announced that due to a conflict of interest related to her new position at BDAS, she is stepping down from the board, effective August 1, 2020. Angela agreed to fill Sara's Secretary position until a replacement could be voted on at the annual meeting.

Alex Hamel returned to the meeting at 10:51am.

Executive Director Updates (part two):

- a. Policies New/Updated (part two): Linda Brewer did not join the meeting, so the decision was made to have the policy discussion without her.

Dianne reported she finished updating the personnel manual. Language was added regarding work-related travel; weather-related closing and time off requests; and performance appraisals.

Dianne proposed changing the insurance coverage for full-time staff. NHADACA used to pay 100% of insurance premiums for full-time staff. In 2012, for financial reasons, the Board changed it to 80%. Dianne proposed that NHADACA return to covering 100% of the premiums. She reported she does not get insurance through NHADACA, which is saving the organization money. Also, due to needing to say how much people earn in newly submitted proposals, the organization will be unable to give out raises in July; however, if NHADACA started paying 100% of premiums for both medical and dental, this would give each employee approximately \$100.00 per month back into their paychecks (a raise would typically be up to 3% of an individual's salary). Sue asked for clarification in regard to who would be paying for co-pays, and Dianne said employees would still cover co-pays; NHADACA would only cover premiums. All proposed changes are as follows (amended language is in red):

*FULL-TIME EMPLOYEES:* Individuals who are regularly scheduled to work 35 or more hours per week. NHADACA's general practice is that fulltime employees work 40 hours per week, which includes the lunch break.

*PART-TIME EMPLOYEES:* Individuals who are regularly scheduled to work less than 34 hours per week. Part-time employees are not eligible for benefits described in the Manual except where noted or to the extent required by state or federal law. NHADACA's general practice is that part-time employees work up to and not exceeding 28 hours per week, or as agreed upon with the Executive Director. Part-time employees are paid for their lunch and break periods.

**REPORTING OF TIME WORKED**

It is important that your time be accurately reported so that you are compensated for the hours that you work. You are required to complete time sheets. No one is authorized to fill out a time sheet on your behalf, and falsification of time records could lead to disciplinary action, up to and including

separation from employment. Your supervisor will provide you with details concerning your obligation to report all time you have worked.

Work-related travel, after hours and over weekends, is not additionally compensated for fulltime, salaried employees. Fulltime, salaried employees are expected to work their regular hours and to return to work the next business day after such travel, unless otherwise approved in writing by the Executive Director. Part-time employees may flex their regular hours to adjust their time and/or be paid for the additional time worked, up to but not to exceed 28 hours per week unless pre-approved in writing by the Executive Director.

NHADACA may on occasion close the office due to concerns such as weather/travel hazards, health/safety or other discretionary reasons. When the office is closed at no fault of the employee, all fulltime employees will be paid their regular rate of pay for that day. Part-time employees would not get paid, however will have the option to make up the time on another day. Office closure days do not impact the holiday, vacation, sick or personal days of the employee. If by chance the office is closed on a date that an employee has already designated/requested as a day of vacation, sick or personal leave, that employee must continue to use it as a vacation, sick or personal leave day.

#### REIMBURSABLE EXPENSES / MILEAGE REIMBURSEMENT

With prior written approval by the Executive Director, legitimate expenses will be reimbursed by NHADACA to the employee under the following conditions:

1. The employee must submit receipts along with an approved travel summary invoice in order to reimburse the employee. Please Note: All purchases that are made without prior written approval by the immediate supervisor and the Executive Director WILL NOT be reimbursed.
2. Reimbursements may be in the form of an addition to a paycheck or a separate check.
3. All Mileage reimbursements will be at the current federal reimbursement rate.
  - a. The mileage calculations are based on using the NHADACA facilities at 130 Pembroke Road, Suite 100, Concord, NH 03301 as the starting and ending point, except in the instance of travel when the employee is going there directly from home and their home is closer to the destination than the NHADACA office.
  - b. All trips that involve multiple destinations will be calculated based on the most efficient route of travel from destination to destination and ending at the NHADACA facilities at 130 Pembroke Road, Suite 100, Concord, NH 03301.
4. To be eligible for mileage reimbursements the following conditions must be met with no exceptions:
  - a. Driver must have a valid driver's license
  - a. Must have proof of auto insurance (certificate of insurance) on file in your personnel file at the NHADACA office.
  - b. Vehicle must have a State Safety Inspection sticker
  - c. Vehicle must be kept in good repair at all times.

#### PERFORMANCE APPRAISALS

In order for employees to improve performance and better understand NHADACA's expectations, the performance of employees will be periodically reviewed. You will generally receive performance appraisals from your Supervisor at 90 days, 6 months and annually. However, job coaching is a continuing process throughout the course of employment, and you may meet with your supervisor to discuss performance more frequently.

Employees will generally receive a performance evaluation after 90 days in a new position. Another performance evaluation may be conducted after 6 months of service in the new position, and/or combined in conjunction with the annual evaluations typically conducted for all employees in July of each year. Employees may be eligible for a pay increase in conjunction with the annual evaluation, depending upon work performance, budgetary options and any special circumstances at the time of the evaluation.

You and your Supervisor will discuss your performance review, giving you the opportunity to understand the expectations of your Supervisor and to examine your strengths, as well as areas in which you need to improve. You and your Supervisor will also discuss your own self-assessment, additional opportunities for professional growth at NHADACA, performance improvement and self-care goals. You will have the opportunity to comment on and sign the review. Your signature on the performance evaluation and professional development plan indicates that you have seen the appraisal; it does not indicate agreement or disagreement with the content of the review.

An appraisal is not a contract or a commitment to provide a compensation adjustment, a bonus, or continued employment. Appraisals are only one of several factors that NHADACA uses in connection with compensation, promotion, and retention decisions.

#### TIME AWAY FROM WORK AND OTHER BENEFITS

##### HOLIDAYS

Although rare, some employees may be required to work on holidays. Employees who are required to work on a holiday may be paid for the time worked as well as the allotted holiday pay or opt to float the holiday to a later date. Part-time employees who are required to work any of the listed holidays and their normal work schedule is less than 30 work hours/week, will be compensated at their time and a half rate for time worked.

Vacation time will be used in 8 hour blocks, but may be broken down into smaller time segments with Executive Director approval.

*At Termination* employees will be compensated for any accrued vacation time. Such payment will be made utilizing regular payroll procedures. Although vacation time for the upcoming fiscal year is posted in January, payout at termination is prorated from January of the current year to date of termination; plus any vacation time carried over from the prior year; minus any time used since January of the current year.

Personal days will be used in 4 or 8 hour blocks and will not be broken down into smaller time segments.

##### Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child, sibling or parent with a serious health condition (described below).

4) The serious health condition (described below) of the employee.

#### MEDICAL BENEFIT PLAN

NHADACA offers all full-time employees who have met the eligibility requirements of the insurance plan with health insurance coverage at no premium cost to the full-time employees. NHADACA will pay 100% of the plan premium for each full-time employee. Coverage for dependents is also available upon application and payment of the additional premium by the employee. Details concerning the health insurance plan may be obtained from Executive Director.

#### DENTAL PLAN

NHADACA offers all full-time employees who have met the eligibility requirements of the dental plan with dental insurance coverage at no premium cost to the employee. NHADACA will pay 100% of the plan premium for each full-time employee. Coverage for dependents is also available upon application and payment of the additional premium by the employee. Details regarding this plan may be obtained from the Executive Director.

#### COMMUNICATIONS

Good communications are vital for efficient and effective operations. Bulletins are emailed as well as posted within the office to bring to the attention of employees any matters relating to federal and state regulations, safety and health, NHADACA policies and announcements. No notices, posters or other material may be displayed without the approval of the Executive Director. All employees are urged to check these postings regularly. Failure to read posted or emailed bulletins will not serve as an excuse for violations of such policies.

#### PERSONAL DRESS

Discretion in style of dress and behavior is extremely important to the public image of NHADACA. Employees are therefore required to dress in business casual attire, safe and appropriate for their positions. Work clothing worn by employees must not be torn or excessively revealing, must meet safety requirements, and must not contain graphics or inappropriate language. Please use good judgment in your choice of work clothes and hygiene and remember to conduct yourself at all times in a way that best represents NHADACA. Any questions regarding appropriate dress should be addressed to your Supervisor.

#### DISPUTE RESOLUTION PROCEDURE

We encourage you to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that the supervisor will be able to satisfactorily resolve most matters.

An employee who is not satisfied with the supervisor's response is urged to go to the Executive Director and again try to resolve the issue. If the matter is not resolved by the Executive Director within fifteen (15) business days, the Board of Directors, or a committee thereof (ie Executive Committee, Personnel Committee) will be made available to hear the issue. We urge every employee to follow through rather than be dissatisfied. Any complaint will be investigated and the findings and determination reported back to the employee.

**EXIT INTERVIEWS**

All employees who terminate their employment will be asked to participate in an exit interview with the Executive Director and/or representative of the Board Personnel Committee. The purpose of the exit interview is to discuss any relevant separation benefits and benefit continuation, and to receive feedback from you on ways in which NHADACA can improve its operations and retention of employees.

**A motion was made by Sue Thistle to accept the proposed changes to the Personnel Manual.**

**Seconded by Christine McKenna.**

**All in favor.**

**Motion passed.**

**A motion was made by Diana Gibbs to conclude the meeting.**

**Seconded by Sue Thistle**

**All in favor.**

**Motion passed.**

Meeting adjourned at 11:05am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary



**New Hampshire Alcohol & Drug Abuse Counselors Association  
September 2020  
Board Meeting**

Name	Position	1/23	3/26	4/23	5/28	7/23	9/17	11/20
Diana Gibbs	At Large	X	X	X	X	X	X	
Diane Fontneau	Student Representative	X	X	X	X	X	X	
Linda Brewer	President Elect		X	X	X		X	
Dianne Castrucci	Executive Director	X	X	X	X	X	X	
Sara Cleveland	Secretary		X	X		X	-	-
Lindsey Ducharme	Treasurer	X	X	X	X	X	X	
Chris Foster	At Large	X	X	X	X	X	X	
Christine McKenna	Seacoast		X		X			
Alex Hamel	President	X	X	X	X	X	X	
Angela Jones	North Country	X	X	X	X	X	X	
Kelly Luedtke	Immediate Past President			X	X		X	
William Keating	At Large		X		X	X		
Meredith Senter	Central	X		X		X	X	
Bob Stowell	Volunteer	X			X			
Doreen Boutin	Southern	X	X	X	X		X	
Suzanne Thistle	Lakes Region	X	X	X	X	X	X	
Vacant	Connecticut Valley							

The September Board Meeting was called to order at 9:04am. Meeting held online over Zoom, due to the Covid-19 pandemic.

Guest: Bridgett Taylor, NHTIAD staff

- 1. President's Welcome:** Alex thanked everyone for attending. She shared about participating on Northeast Regional NAADAC calls discussing patterns of SUD, acuity of mental health and SUD increase, many systems are working out process to resume face-to-face service delivery. Workforce difficulty filling positions. Cynthia Moreno-Tuohy from NAADAC conference call regarding Annual National Conference. Conversation on one license accepted in all states. Annual meeting will be the final meeting Alex will chair and then welcome Linda Brewer into President's role.
- 2. Consent Agenda:** The consent agenda included the July 2020 minutes, and the Executive Director, and Committee Reports.

**A motion was made by Meredith to accept the Consent Agenda.  
Seconded by Linda.  
All in favor.  
Motion passed.**

- 3. Treasurer Report:** Lindsey presented the Treasurer's report (see full written report for additional details). QuickBooks has been updated to August 30, 2020. As of September 22, 2020 the balance in the association checking account totaled \$182,641.06. The reserve account totals \$15,351.83. The combined total of these two NHADACA accounts is \$197,992.89.

Contracts: The BDAS Contract passed Governor and Council and is effective as of August 26, 2020. We are the lead for this contract, and are currently in the process of subcontracting with the North Country Health Consortium and NH Children's Trust. Additionally, we have a subcontract with the Department of Justice to coordinate training for Drug Courts in NH, as well as other smaller JSI contracts.

Grants: Earlier in the year, we had submitted an application to the State for the Nonprofit Emergency Relief Fund (NERF) in the amount of \$32,073.60. We received 75% of what we asked for, in the amount of \$24,279.75. This funding was for non-profit emergency relief funds related to Covid-19.

She will be reviewing the accounting manual for updates and edits will go to Finance Committee then presented to full Board of Directors in early (January/March) 2021 for approval.

Fundraising: Bridgett is in the process of putting together a NHADACA Virtual Halloween Party. This is a donation based fundraiser on October 27th from 5-6:30pm where participants will have an opportunity to play games, earn prizes, and show off their costumes.

**A motion was made by Kelly to accept the Treasurer’s Report.  
Seconded by Sue.  
All in favor.  
Motion passed.**

**4. Executive Director Updates:** Dianne Castrucci presented the Executive Director updates

Dianne asked Bridgett to present more about the upcoming Halloween fundraiser. Bridgett shared a powerpoint outlining the details. First virtual Halloween Party based on membership survey “what do you value your NHADACA membership?” Membership, Networking, community and being part of something. “Friend-raising” to be kept low impact and inform about what to anticipate at the Annual Meeting in November. Gift Certificates available as prizes and fun networking get together for 90-minutes not asking too much of anyone. Bridgett asked Board members to help promote and attend and directed everyone. Sign up is on the NHADACA website.

- Bridgett will email the link to NHADACA membership list and Board members.

**Training Director position**

9:22am Dianne’s screen froze. Alex filled in with introduction of the membership survey about annual meeting The majority by a small margin supported the decision of 100% virtual annual meeting. Alex shared that Cynthia Moreno-Tuohy, NAADAC Executive Director has agreed to speak about nation-wide SUD issues and indicated she would be available to lead a training.

9:28am Dianne rejoined the meeting

39 respondents from survey (approx 58% said they will not attend in person)

Over 70% will attend virtual meeting

Dianne asked for the Board to make decision regarding whether to have virtual meeting with training or just the business meeting.

Doreen asked about attendance. Dianne said typically 65 people for in-person.

Dianne clarified the deadline for scheduling onsite is tomorrow.

**Kelly made motion to hold NHADACA annual meeting virtually with business meeting only.  
Motion seconded by Doreen  
All in favor.  
Motion passed.**

Discussion: Sue contributed that attendance is important. Diane F. expressed concern attendance would be reduced because people would not have an incentive to attend training because the market is flooded with online training.

Sue commented this would be opportunity to promote NHTIAD trainings. Meredith commented she enjoys having the trainings as part of the meeting. Diana G. commented about requirements of the Board providing updates to the membership. What changes have occurred since COVID. Opportunities that have been presented due to COVID regarding the positive outcomes. Meredith commented about resilience. Alex & Dee commented license applicants are curious to know status with OPLC process. Sue asked about how to craft CEU eligibility within business meeting presentation. Kellie commented people are welcome to attend LADC Board meeting public portion at any scheduled LADC Board meeting. Kellie explained she could speak with LADC Board Chairperson about how this might work at the NHADACA Business meeting. Dee asked when public meetings happen. Kellie explained 2<sup>nd</sup> Thursday monthly 9am Zoom links are on the OPLC website. Login at 9am to access the Public Meeting.

Dianne summarized

Slightly extended business meeting with focus on

- 1) Adjustments to COVID
- 2) Member/s from LADC Board to review current process

Dianne asked for clarification on who will be the NHADACA Annual Meeting Guest Speakers

- 1) Cynthia from NAADAC National
- 2) LADC Board credentialing related
- 3) Representative from BDAS with request to Jamie Powers

**Angela made a motion to request NH Licensing LADC Board to present at NHADACA Annual meeting on current Licensing regulations Cynthia Moreno Tuohy from NAADAC to address national SUD issues.**

**Seconded by Lyndsey.**

**All in favor.**

**Motion Passed.**

Discussion: Diana G. mentioned membership inquiry addressing CRSW “pop up resources” that has become available post COVID, ie, issues now available not previously available.

- Alex will contact Jacqui Abikoff Chairperson of LADC Board about LADC Board speaker availability.

Dianne clarified we need someone to represent NH State issues. Alex asked for suggestions.

- 1) Someone from BDAS (historically they have had approx 10 minutes to comment)
- 2) Stephanie Savard, CEO WayPoint/Families in Transition Chair of Gov. Commission Treatment Task Force
- 3) Annette as new Executive VP of Farnum Center

Linda suggested the request be presented same as to LADC Board and allow BDAS to determine who would be selected. Meredith suggested crafting the request specifically to direct service delivery in NH.

- Alex confirmed she will work with Dianne and get input.
- Dianne suggested Diana G. send her suggestions to Alex with wording of the invitation.

10:20am Chris Foster joined the call.

**Sue made the motion to request Stephanie Savard and someone from BDAS to address NH SUD issues to present at the NHADACA Business meeting focusing on NH State SUD perspective.**

**Seconded by Meredith.**

**All on favor.**

**Motion Passed.**

**Award Nominations**

Dianne reviewed historic precedence & screen shared the award categories and their descriptions:

Counselor of the Year Award  
Thomas McTague Lifetime Achievement  
Lifetime Advocacy Award  
Legislative Advocacy Award  
Kathleen Taylor Legislator Award

Discussion: Alex suggested to pool the membership.

- Dianne will send email to membership for nominations today and request response by next Friday October 2 followed with email final vote by October 16.

**Board Member nominations**

Diana F. is nominated for Pres. Elect

Christine McKenna volunteered for Secretary position- Alex will confirm with Christine if she is still available.

Doreen Boutin volunteered to step into the Secretary position if Christine is not available.

CT Valley Representative nomination responded via email but without a name. Dianne has emailed this person to confirm interest by this person.

Dianne asked the Board if there are other by-law changes in need of discussion.

- Dianne will include Bylaw changes with this email distribution to membership and get that email out to the membership by October 19<sup>th</sup>.

**Personnel Committee Updates:**

Alex asked Linda to review progress for the hiring of a Training Director. Linda reported that in August, she and Dianne interviewed four candidates and offered to two and both declined. We have two more candidates that are potentially overqualified candidates but will interview them on October 5th. Not having a benefits package is a barrier for these more experienced candidates. Three applications remain including one recent college graduate willing "to re-locate anywhere", the two other candidates will be interviewed.

Linda shared some of the research she has reviewed and suggested the Board host a guest to explain what is available for non-profits. Angela shared update from conversation with Steve Donahue of the NH Center for Non-Profits conversation. Chris Foster offered connecting NHADACA to a resource he is aware of. Dianne clarified this will be a "listening session" since the information is needed prior to next Board meeting.

- Chris will reach out to his resources & let Dianne know what he finds for a "listening session".
- Linda will reach out to Steve Donahue at NH Center for Non-Profits 603-279-4842.
- Angela suggested she clarify with Steve Professional Employment Organizations (PEO) and how that might serve NHADACA's needs.
- Dianne clarified current employed 3 full-time, 3 part time, and 1 full-time vacant

**A motion was made by Alex to adjourn the meeting.**

**Seconded by Kelly.**

**All in favor.**

**Motion passed.**

Meeting adjourned at 11:04am

Respectfully submitted,

Angela T. Jones, NHADACA Ethics Committee Chairperson, North Country Region Representative  
(covering during vacant Secretary position)

# NHADACA Annual Meeting Minutes

## November 20, 2020

**9:01 President's Welcome** --- Alex Hamel called to order

**9:06 Roll Call** --- Angela Jones, Interim Secretary completed roll call

Name	Position	1/23	3/26	4/23	5/28	7/23	9/17	11/20
Diana Gibbs	At Large	X	X	X	X	X	X	
Diane Fontneau	Student	X	X	X	X	X	X	X
Linda Brewer	President Elect		X	X	X		X	X
Lindsey Ducharme	Treasurer	X	X	X	X	X	X	X
Chris Foster	At Large	X	X	X	X	X	X	X
Christine McKenna	Seacoast		X		X			X
Alex Hamel	President	X	X	X	X	X	X	X
Angela Jones	North Country, Interim Secretary	X	X	X	X	X	X	X
Kelly Luedtke	Immediate Past President			X	X		X	X
William Keating	At Large		X		X	X		X
Meredith Senter	Central	X		X		X	X	
Doreen Boutin	Southern	X	X	X	X		X	X
Suzanne Thistle	Lakes Region	X	X	X	X	X	X	X
Vacant	Connecticut Valley							

**9:08 Annual Meeting Minutes, November 15, 2020**

**Motion to approve 2020 Annual Meeting Minutes: Doreen Boutin**  
**2<sup>nd</sup>: Christine McKenna**  
**Motion passed**

**9:09 Treasurer's Report** --- Lindsey Ducharme

- The overall NHADACA budget for fiscal year 2020 is \$770,000. With the extra work due to the pandemic, adjusting to remote working for staff and the continually changing projections for contracting, the Board of Directors scheduled a special meeting to approve the budget. This meeting was held on April 23, 2020.
- SFY2020 BDAS and SOR subcontracts through JSI Research & Training Institute were completed. All funds were expended as required. NHADACA was awarded the BDAS training contract as a direct contractor beginning August 26, 2020. This contract is for \$245,950 in SFY2021 and \$215,950 in SFY 2022.
- We were awarded a subcontract with NH DOJ for \$89,633 over a three-year period.
- We have three small JSI subcontracts with a combined total of \$31,189.80. One contract was completed in 2020 and the other two are ongoing through June 2021.
- We were the recipient of Nonprofit Emergency Relief Funds in the amount of \$24,279.75. The completion date for this funding is 12/30/2020. This is the only grant that we have received this year.

Checking Account Balance: \$156,429.77 as of 11/16/20.  
 Reserve Account Balance: \$ 15,356.95 as of 11/16/20.  
 Combined Total Balance: \$171,786.72 as of 11/16/20.

- Fundraising is significantly down this year. We lost our \$10,000 anonymous matching donor. We have raised \$4,176.34 in donations and fundraising. We cancelled two of three fundraising

events. Cribbage Night and the Annual Day of Giving were both cancelled. We also attempted one new fundraising event; a virtual Halloween Party that raised \$30. NH Gives Day (June 9 & 10) raised more than any prior year with the hope of having matching funds, however we did not receive any matching funds. The total raised was \$3,050.00.

**Motion made to accept Treasurer report: Peter DalPra  
2<sup>nd</sup> Linda Brewer  
Motion passed**

#### **9:16 Executive Director's Report --- Dianne Castrucci**

Dianne thanked all our current and past staff for their contributions to NHADACA.

- This year has been a challenge for staff coping with stresses of learning Zoom, doing many tasks that were previously done by others, coping with the pandemic, working remotely and being short-staffed. Through it all, I have been extremely proud of the force this staff has been to transition from in-person learning to fully remote/virtual learning within 4 days, and then maintain so many of our support services remotely, during a pandemic while short-staffed. In January and February, we lost Carrie and Kaley to other opportunities and then the pandemic kept Gloria in Florida until July.
- The adjustments have been a steep learning curve for all of us! I need to acknowledge and thank **Alyssa, Stephanie, Gloria, Emma and Bridgett** for all of the work they have done to allow us to meet our contract deliverables and accomplish so very much this year.
- We also gained two employees, an Administrative Assistant and Training Director.
- Although we attempted to hire a new Training Director immediately, efforts were sidelined by the pandemic and it took until November 2, 2020 before we could hire Foad for the position. I invite the staff to each introduce themselves.

Staff members, Gloria Peters, Stephanie Bean, Emma Breton, Alyssa Demers, Foad Afshar and Bridgett Taylor all introduced themselves.

Bridgett described the Provider Well-being Bingo fundraiser and wellness activity.

Other details shared by Executive Director:

- Our last in-person training was March 14, 2020 and our first virtual training was March 19, 2020. Since then all training has been virtual.
- In 2020, we hosted 96 trainings, 23 in-person and 76 virtually, and processed 3,420 training registrations.
- NHADACA awarded \$7,660 in scholarships in 2020. This includes 103 SOR training scholarships, 12 Train It Forward scholarships and 7 Clinician Scholarships in addition to those for the New England Institutes.
- NHADACA scholarships were awarded to two members, Doris Faughnan and Christine Averill, to attend the New England School of Best Practices which was held virtually.
- Our current membership count is 318, which is the same as last year.
- NHADACA hosted a virtual NHADACA Halloween Party from 5-6:30 pm on October 27<sup>th</sup> as a friend and fundraiser. It was fun and all who attended came were in the holiday spirit!
- Dianne and the Board of Directors approved revisions to the succession plan for NHADACA leadership transition. We also revised and updated the Personnel Manual, subcontract and trainer contracting templates, and both trainer selection, subcontractor and Limited English Proficiency policies.
- The O365 emails have been created for all staff that are their first name @ nhadaca.org, i.e. dianne@nhadaca.org, stephanie@nhadaca.org, etc. The main email for the training institute is training@nhadaca.org, however the prior email also still works.
- Dianne attended the State Loan Repayment Summit on 1/7/2020 to advocate for loan repayment for substance use professionals (LADC/MLADC and also those not currently licensed).

**9:39 By-laws Changes** --- Peter DalPra presented amendments to adapt to the remote format required by Social Distancing protocols. Initially drafted in June 2020 and distributed to NHADACA members for review and input. Review of prior distributed document to see current and proposed changes. No items have been deleted from current bylaws. He presented each proposed change with separate motion/discussion/vote for each.

#1 (clarification of location and format of meetings) . . . Article Membership Section 3  
Annual and such meetings will be held . . . the document and proposed changes were shared via Zoom screenshare. (location may also be online, virtual format . . . to maximize discussion and involvement)

**Motion to accept the proposed change: Suzanne Thistle**

**2<sup>nd</sup> : Jacqui Abikoff**

**Motion carried (9:41 am)**

#2 (allow for additional options) Section 5 Article 4

**Motion to accept proposed amendment: Linda Brewer**

**2<sup>nd</sup> Doreen Boutin**

**Motion carried (9:48 am)**

#3 Article 5 Board of Directors Section 7

Regular meetings may occur in person . . .

**Motion to accept to proposed amendment: Jacqui Abikoff**

**2<sup>nd</sup> Lynn Towle**

**Motion carried (9:51 am)**

#4 Article 5 Board of Directors Section 8 (special meetings)

**Motion to accept proposed amendment: Doreen Boutin**

**2<sup>nd</sup> : Margaret Smith**

**Motion carried (9:54 am)**

The by-laws report continued with stating, NHADACA will be reviewing current NAADAC by-laws to remain current with national organization leadership and any proposed changes will be presented at next 2021 Board meeting. Peter invited members to also contribute by contacting Dianne, the Executive Director.

Alex Hamel expressed gratitude to Peter for his ongoing leadership with these details

**9:55 NH Professionals Health Program** --- Peter DalPra

Contracted by the OPLC to serve 13 Boards including LADC Board. The Wellness Toolbox. NHPHP offers free monitoring services for disruptive behaviors, SUD, burnout, or other concerns that impact professional practices. As professionals we go out of our way to help others and current workforce landscape demands more attention and dedicated work. NHPHP also offers services to those who are working toward licensure or credential. [www.nhphp.org](http://www.nhphp.org) is not posted on the NHADACA website. Contact information is available on the NHADACA website announcement page with Dr. Sally Garhart, MD as Medical Director. This program is a federal mandate and are in each state across the nation. These services are confidential. Contact Peter through NHADACA for more information or with your questions.

**10:04 Guest Speaker** --- Cynthia Moreno-Touhy, Executive Director of NAADAC--The Association of Addiction Professionals.

Alex Hamel introduced and reviewed Cynthia's vitae and highlighted her international leadership with SUD treatment and education. Executive Director of NAADAC. Published *Rein in Your Brain* (2014) published by Hazelton. Cynthia greeted familiar faces and shared briefly from the history of her long career. NAADAC will be 50 years old in 2 years. Cynthia mentioned the following key points and accomplishments.

- Addiction field and what is happening in legislation and Federal policy; Concerns about SUD issues continuing to be addressed during Pandemic and utilizing the Kennedy Round Table to work for infrastructure support/workforce
- 60% of American population is impacted by SUD
- minority fellowship program and scholarships at Master education/training level (tuition support not as a loan forgiveness program)
- National Health Service Corps Student Loan Forgiveness
- CARES Act to make portion of HRSA \$ fund the training pipeline inclusive of all levels of SUD education tracks
- We are experiencing three Pandemics: COVID-19, SUD and Mental health disorder epidemic, economy
- working to partner with other organizations to address all of these concerns
- state issues advocacy, i.e.; assistance to TN for Medicaid reimbursement for SUD counselor
- advocating for SUD specialized training and reimbursement
- recent contract for testing addiction specific competency across the globe (57 individuals in Kenya are currently testing remotely at this moment)
- NAADAC had its remote response up and available within one-week of the Pandemic announcement
- Telehealth and Education development, standards of practice, support
- over 300 hours of webinars available, ie; ethics, HIV, working with veteran and military culture, culture humility and cultural issues, critical issues in the black community, systemic racism, organizational racism
- Remote/virtual conferences including Alaska Nov. 30 – Dec. 1
- NAADAC began as a peer related organization and a profession from Virginia
- Scope of Practice for each credential and promoting awareness of these including
- from peer to PhD level and communicating with education institutions awareness of this career ladder
- Credentialing: creating universal standard; NCAC I & II. NAC highest paid credential among all SUD credentials.

She closed with wishing all to “Keep the faith” “Be safe, Be blessed, Be well.”

Alex expressed gratitude and introduced next presenters (10:33am)

**10:15 (10:34 am) Guest Speakers** --- Jacqui Abikoff, Chair, and Kelly Luedtke of the NH Board of Licensing for Alcohol & Other Drug Use Professionals

Jacqui introduced herself and introduced ethical underpinnings as priorities for LADC Board moving forward. She introduced Kelly who explained the role and scope of the LADC Board (10:35 am) and introduced other LADC Board members Alex Hamel, Kathleen Russo, Angela Whiting (CRSW), Board Administrator Juliette Rodriguez, Board Clerk Jennifer Johnson.

Jacqui announced the LADC Board office new location 7 Eagle Square (Downtown Concord). Credential process is now online, initial license, find all application forms and download at your convenience. She encouraged applicants to download this information prior to preparing your written application. Along with move to electronic process, the exam registration is now online. Jennifer Johnson will assist with this process when asked. Updates from NH Governor has given leniency for signing the application electronically. As long as emergency order is in place all CEU trainings can be completed online—the live, interactive, and availability to exchange information are accepted as “in-person”. She encouraged sound ethical decision making regardless. Our primary responsibility is to protect the public from predatory and negligent practices. She encouraged our colleagues to “salvage our workforce” and keep us effective at serving our clients. Telehealth has now become the basic delivery platform for our practices and encouraged recognizing regulations in the state where your client sits. A message to clinical supervisors; you are responsible for understanding the statutes and rules that govern our practice. Your signature of attestation means you are willing to deliver your work in a manner that accurately informs those we are working with and help your applicants complete their credentialing applications accurately before submitted.



(10:49 am) Jacqui acknowledged members of the Peer Review Committee; Angela T Jones, Mario Thompson, Ryan Barrieau. Peer Review Committee currently has a vacancy. Contact Jennifer Johnson or download the application from the LADC Board website.

Kelly & Jacqui invited people to attend the public meetings of the LADC Board and shared their schedule. "We work for you . . . talk to us and let us know your concerns and questions"

**10:55 Guest Speaker** --- Stephanie Savard, Chair of the Governor's Commission Treatment Task Force Celebrating success in 2020; acknowledgement of SUD field of practice professionals demonstrated tremendous adaptation and rise to the challenge of the Pandemic onset, how do we move forward with remote platform for service delivery, MAT providers successfully utilized accommodation, logistics for accessing DoorWay services for clients, internet access in the North Country, workforce needs, families with children at home. Prior to the Pandemic, the task force made the recommendation for \$2M funding to support residential 3.0 and higher, \$1.7M transitional living and \$250k toward workforce compassion fatigue support. Although approved, the funding is delayed due to Pandemic but are still there, watch for coming alerts. She expressed gratitude to all working on front lines. The task force spent a lot of time examining involuntary commitment standards. NH Center for Excellence website included current standards of practice and from other states, hosting listening session, two panel discussion including one Dr. Mee-Lee, an expert in addiction medicine and another from mobile crisis, ER and frontline providers about pros and cons of Involuntary Civil Commitment. Results were to NOT recommend ICC to Governor's Commission and recommended core tenants for this level of care. The Task Force's top 3 strategies for 2021: 1) support practice change to integrate SUD services with MH including ER; 2) specialized treatment for special populations; 3) provide training to all regarding trauma informed care. Stephanie expressed gratitude and kudos to the professional providers and announced that any are welcome to attend on the third Friday of every other month with the next meeting from 9-11am, January 15, 2021. See the Center for Excellence website for meeting details and contact Dianne to be included on the Public list and access to the link for remote attendance.

**11:06 Guest Speaker** --- Jaime Powers, NH Bureau of Drug & Alcohol Services, the current Operations Administrator and coverage of BDAS Director duties until a new Director is appointed. She commented that there are many changes in previous 5 years- change is the only constant and the only thing that is certain, more change is to come. Reality of changes from 2020 brought much more change than we expected. She expressed certainty if we remain flexible throughout, change is what allows the service continuum to remain viable. She identified the following opportunities of challenges this year:

- Prevention; student assistance and school-based programs hit hard, in spite all staff were nibble and creative to maintain delivery of services including "how to" YouTube videos.
- Access; in early 2019 first SOR funding was toward Doorway stabilizing and follow up and looking forward to implementation to a closed referral system. Providers and Doorways are just one step of this process—GOAL is to wrap around the client regardless transportation, housing, food, etc.
- Treatment; treatment practices and social distancing protocols has been tremendous challenge. Rapid change, telehealth platforms and reduction of census for residential settings. Expansion of billable telehealth service was most tremendous helpful and will continue to remain available on state level although federal standard is not yet determined. Advocacy continues for this continuation.
- Integration of the Peer Recovery Support worker across the continuum of care.
- Extending financial sustainability to Recovery Center Organizations (RCO's) across the state
- Boosting support of Harm Reduction standards of practice
- Recovery support housing standards are being reviewed and the NH Court is the certifying body to be sure that they are consistent with federal standards
- Increasing training opportunities for supervision, service delivery, provider well-being and fatigue

**11:19 Annual Award Presentations** --- NHADACA President-elect Linda Brewer presentation of NHADACA Annual Awards

**Kathleen Taylor Legislator Award** --- Presented by Suzanne Thistle, this award is presented to **Senator Jeb Bradley**. Former Majority Leader and represents District 3. Involved in NH legislation since 1990. Development of new SUD, youth/families treatment resources and expansion of Medicaid coverage. Numerous previous awards from NH were reviewed His words of acceptance

**Counselor of the Year Award** --- Presented by Christopher Foster, who acknowledged the award nominees: Barbara Dugan Henricks, MDiv., LADC, SAP; Jennifer Parker, LADC ; Christine Clarke-Swift, LADC; and William "Bill" DeMars, LADC, CADC-II. The award recipient is William "Bill" Demars, LADC, CADC-II. Presented to Bill DeMars of Bonfire and Blueprint recovery

**Lifetime Advocacy Award** --- Presented by Jacqui Abikoff, who acknowledge the nominees James Carroll, JD and Monica Edgar, ARNP, MLADC. The award recipient is Judge James Carroll. "Advocate of Harm Reduction is a tool on the path of recovery." Presented to Judge Carroll "a gentleman of true humility" "early developer of Belknap County Recovery Court". Judge Carroll accepted the award "on behalf of all those we serve".

**Thomas McTague Lifetime Achievement Award (1998)** --- Presented by Kelly Luedtke to Peter DalPra, LADC, LCS, who graciously accepted the award.

**President's Award** --- Alex Hamel selects the recipient or recipients of the President's Award. This year Alex recognized all front-line substance use professionals for their dedication to providing services during these unprecedented times.

**11:58 Board Member Election Results** --- Alex Hamel

**Plaques/Acknowledgment of Board Members leaving the Board.**

The following Board members terms are expiring. Alex thanked them for their service:

- Kelly Luedtke, Immediate Past-President;
- Suzanne Thistle, Lakes Region Representative and Public Policy Committee Chair; and
- Sara Cleveland, who was our Board Secretary until taking a position with the Bureau of Drug & Alcohol Services.

**12:00 Announcement of New Board Members**

Alex Hamel welcomed current Board Members elected to new positions as well as several new Directors.

Current Directors taking on new roles:

- Christine McKenna, Secretary
- Diane Fontneau, President-Elect
- Alexandra Hamel, Immediate Past President
- Linda Brewer, President

The following providers have been elected to the NHADACA Board for terms of two years:

- Elena Van Zandt, Connecticut Valley Representative
- Kimbly Wade, Lakes Region Representative
- Amy Baylaurel Casey, Student Representative

Alex closed the meeting by welcoming the incoming NHADACA President Linda Brewer.

**Motioned to adjourn the meeting: Suzanne Thistle**

**2<sup>nd</sup> Doreen Boutin**  
**Motion carried 12:04 pm**

Minutes submitted by  
Angela T. Jones, Interim Secretary,  
North Country Region Representative,  
Ethics Committee Chairperson