

**New Hampshire Alcohol & Drug Abuse Counselors Association
January 28, 2021
Board Meeting**

Name	Position	1/28	3/25	5/27	7/22	9/23	11/19
Linda Brewer	President	x					
Doreen Boutin	Southern	x					
Christine McKenna	Secretary	x					
Lindsey Ducharme	Treasurer						
Diane Fontneau	President Elect	x					
Diana Gibbs	At Large	x					
Alex Hamel	Immediate Past Pres.	x					
Angela Jones	North Country	x					
Bill Keating	At Large	x					
Meredith Senter	Central	x					
Chris Foster	Seacoast	x					
Kimbyl Wade	Lakes Region	x					
Elena VanZandt	Connecticut Valley	x					
Amy Baylaurel Casey	Student Rep	x					
Vacant	At Large						
Dianne Castrucci	Executive Director	x					
Bob Stowell	Guest/Advisor	x					

The Meeting was called to order at 9:07 am by President Linda Brewer.

1. **President's Welcome:** Linda gave welcome remarks highlighting the NHADACA team and the challenges 2020 presented to the organization. She thanked the staff and board members for all their diligence and hard work over this period. Linda thanked everyone for attending and asked everyone to introduce themselves.

Linda mentioned to the group that MA is accepting temporary licensure for NH licensees. Those interested can go to the website: MASS.gov or call #617-701-8000.

2. **Introductions:** Members introduced themselves.
3. September, 2020 minutes introduced

**Angela motion to accept.
Second by Alex Hamel.
No discussion.
All in favor. Motion passes.**

3. Consent Agenda was reviewed.

**Angela made a motion to accept the consent agenda.
Alex seconded the motion.
No discussion.
Amy/Elena/Kimberly – abstained. Motion passes.**

4. Linda discussed opening for Seacoast representative, vacated by Christine McKenna. Chris Foster mentioned he may have candidates and will send to Dianne.
5. **Treasurer's Report** presented by Alex Hamel in Lindsey Ducharme's absence -see attached.

**Elena made a motion to make accept the Treasurer's Report
Seconded by Doreen Boutin
No discussion
All in favor.
Motion passes**

6. Budget/Financial Report:

Dianne presented 2020 budget versus actual report – see attached. She discussed due to COVID pandemic projected revenue and expenses did not occur as originally anticipated. She stated we spent about \$30K more than we took in, however, she explained it was anticipated as some of the funds incurred had been previously received. No questions by board members on this report.

Dianne presented 2021 proposed budget – see attached. She presented various contract specifics/requirements and their impact on the budget.

Dianne is using gmail less – members asked to use Dianne@nhadaca.org to contact w/Dianne. Discussion on data management changes in the organization – instituting Sharepoint for document/data management.

Reviewed Projected Revenue – see attached.

Diana asked about credit card fee options – Dianne explained the fees were not as bad as it looked as NHADACA uses PayPal. Chris suggested possible increase in training fees. Discussion ensued as to increasing membership thru marketing. Angela echoed the membership issue to diversify our membership to include beyond clinicians. Doreen suggested other marketing incentives such as coffee mugs, sweatshirts, etc. Elena mentioned some individuals have problems asking for money.

Diane F. made a motion to approve the proposed 2021 budget, Angela seconded. No discussion. All in favor, motion passed.

7. Ethics Committee: Report presented by Angela – see attached. Angela discussed the Clinician Wellbeing initiative with the offering of two trainings.

Chris Foster has offered to donate \$500 for this initiative.

Angela discussed NHADACA supporting travel to the 2021 NAADAC Annual Conference and using this initiative and training to raise a standard in this area for well being of clinicians. Elena questioned about travel expenses if someone presents at the Annual Conference. Deadline for submitting application proposal to present is 2/12/2021. Discussion ensued as to possible travel expense sources depending on contracts/revenue. Angela to submit proposal as an initial step. Diane Fontneau recommended we propose a video of the training as an alternative.

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

Dianne presented the changes to the Accounting Manual – see attached (changes highlighted).

Elena made a motion to accept the changes to the accounting manual, Meredith seconded. All in favor, motion passed.

Dianne had sent 4 annual forms to all board members for Conflict of Interest and auditing purposes. Please be sure to send to Stephanie Bean once signed.

Dianne needs the board contact list updated to go to the auditor. Board members were asked to put their contact info changes into the chat.

Update from Mainstay Technologies: Changed email from gmail to nhadaca.org emails.

Continuing to work on security measures for unique log ins and password manager. Reviewing encryption needs for the organization. Incident reports for reporting breaches. Annual training for data security policy, March 2021 will be updated for staff unless done earlier. Once security policies complied, all staff members will have to signed acknowledgement of policy. Although the Board is reviewing the policies it was also explained that there are some aspects of the policies that are not yet in place and we are working toward them such as password manager, sharepoint, and laptop computer encryption for all laptops. Dianne is investigating options for these items to be addressed.

Due to time constraints and the desire for all board members to have sufficient time to read and review the proposed policies, the Board will vote on these policies via email. Discussion/questions to be submitted by 2/4/21, voting by 2/12/21. Dianne to create a specific email for board members to use for this topic. Typically, first person that votes makes the motion and the second vote is the second to the motion.

9. **Training Subcontracts**

Each year the Board needs to authorize whom may sign and enter into state contracts on behalf of NHADACA.

Doreen made a motion to authorize the NHADACA President to sign NH DOJ, NH DHHS and other NH State contracts in good faith for the Association

Seconded by Elena

All in favor. Motion passes.

10. **Strategic Planning**

Dianne and Linda facilitated discussion about NHADACA Board Committees

Ethics Committee: Angela Jones (chair) & Diane F, Christine, Doreen

Executive Committee – President, Past President, President Elect, Secretary and Treasurer

Public Policy Committee: Christine(chair) & Doreen, Amy

By-Laws Committee: Peter DalPra (chair), Linda, Elena

Nominations Committee: Meredith(chair) and Kim, Diana

LADC Liaison: Elena as primary and Amy as backup

Personnel Committee: Alex, Linda(chair), Meredith

Strategic Planning: Diana Gibbs, Bill, Alex and Dianne (Executive Director)

Finance Committee: Treasurer is the Chair, President, Past President, President elect, Secretary and one regional director (Chris Foster)

Prevention Certification Board Liaison - Kim

Diane F. -Motion made to fill the Seacoast position with Christopher Foster and then the At Large position vacated by Chris at next annual meeting.

Doreen seconded. All in favor Motion passes.

Chris then volunteered to be the regional member on the Finance Committee

Chairs to reach out to members of committee to set up first meeting before March 2021 meeting.

Elena raised an issue with Vermont licensing requiring a preferred provider status for clinicians. No specific application in NH. Angela raised issued about unified credentialing needs. Chris Foster offered assistance for clinical supervision in that region.

Doreen inquired about MLADCs to provide supervision for CRSWs. Alex stated they need to provide documentation to the licensing board they have taken the training.

Alex motion to adjourn -Diane F second –

Meeting adjourned at 11:57am

Respectfully submitted,

Christine M. McKenna, MS, LICSW, MLADC
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association
March 25, 2021
Board Meeting**

Name	Position	1/28	3/25	5/27	7/22	9/23	11/19
Linda Brewer	President	x	X				
Doreen Boutin	Southern	x	X				
Christine McKenna	Secretary	x	X				
Lindsey Ducharme	Treasurer		X				
Diane Fontneau	President Elect	x	X				
Diana Gibbs	At Large	x	X				
Alex Hamel	Immediate Past Pres.	x	X				
Angela Jones	North Country	x	X				
Bill Keating	At Large	x	X				
Meredith Senter	Central	x	X				
Chris Foster	Seacoast	x	X				
Kimby Wade	Lakes Region	x	X				
Elena VanZandt	Connecticut Valley	x	X				
Amy Baylaurel Casey	Student Rep	x	X				
Vacant	At Large						
Dianne Castrucci	Executive Director	x	X				
Bob Stowell	Guest/Advisor	x					

The Meeting was called to order at 9:02 am by President Linda Brewer.

- 1. President's Welcome:** Linda completed roll call.

4/13-16/2021 Hill Day: NAADAC is asking members to submit 1–3-minute video describing the following;

- what is most rewarding about my work
- how does NAADAC support me in my work
- what I love about being a member of NAADAC

Membership expiration: please be aware of your expiration date.

2021 NAADAC Annual Meeting will be virtual in October 2021.

2021 NHADACA Annual Meeting: Dianne commented host site requires decision regarding in person or hybrid by Sept. 2021.

- 2. January 2021 Board meeting minutes introduced.**

Christine made a motion to accept NHADACA January 2021 Board meeting minutes.

Seconded by Alex.

No discussion.

All in favor. Motion passed.

- 3. Consent Agenda was reviewed.**

Christine made a motion to accept the consent agenda.

Alex seconded the motion.

No discussion.

All in favor. Motion passed.

- 4. Personnel Committee** met 1/13/2021 and 2/06/2021 reviewed policy handbook development. Meredith reported update on research from chapters large enough to consult with history of benefits.

- one 3% contribution to retirement fund and helped with researching benefit packages (North Carolina)

- “easiest approach is to go with a 403-b”
- Alex consulted with NH Non-Profit Organization is available to assist after a plan is chosen. Dianne forwarded to NH Center for Nonprofits and to Linda information from a MA center for non-profits a newsletter about a discounted 401k in Massachusetts for Massachusetts nonprofits. She has also asked NH Center for Non-Profits if they have something similar.

Linda confirmed a written report outlining these details and recommendations will be presented at next Board meeting.

5. **Treasurer’s Report** presented by Dianne in Lindsey Ducharme’s absence (arrived to meeting late). Dianne screen shared Profit Loss and Balance sheet and read the report.

**Angela made a motion to accept the Treasurer’s Report.
Seconded by Alex.
No discussion.
All in favor. Motion passed.**

6. **Executive Director Report.** Dianne reported still waiting for BDAS to send the material to enable moving forward with the budget amendment. **UNH Institute on Disabilities:** originally 68,000.00 and possible additional 33,000 increase, but we are also waiting for them to send us contract documents.

Update from Mainstay Technologies: Changed email from gmail to nhadaca.org emails.

Data Security has been renewed for 2021 update: updated Sharepoint to get rid of public drive that is not encrypted. Unfortunately, Sharepoint is not compatible with Access databases that hold pre-2020 registration records. Exploring transferring it to an encrypted drive and researching other possible solutions. Anticipating possible increased expense to meet compliance with existing Quickbooks platform since it also does not cooperate with encryption or Sharepoint. Dianne shared she anticipates NHADACA will need additional funding to meet these requirements. Therefore, this transition is on hold until additional options are determined.

Succession Plan updates: Dianne requested the succession plan updates be tabled until the next meeting. She does not yet have them completed for review.

Department of Justice required updates of 3 policies:

- Dispute Resolution Agreement Policy (add contractors and staff)
- Retention and Production Policy: time sheets are to be kept 3-years rather than 2-years
- Subcontractor Policy statement: Preapproval of trainers no longer required by BDAS

**Christine made motion to accept policy updates as written and described by Dianne.
Doreen seconded.
No discussion.
All in favor. Motion passed.**

7. NHADACA Staff Bridgett announced June 8-9 for NH Gives and provided details. More to come as the date draws near. A grant is being sought to upgrade the learning management system that will enable hosting webinar, surveys, etc. in one platform. Looking forward to a more smooth and efficient process.

Madelaine Fund Weber Trust may be an option but their application requires Board approval/support.

Diana Gibbs made to motion to approve soliciting funds from the Weber Trust
Kimby seconded.
No discussion.

All in favor. Motion passed.

Bridget reported updated GuideStar represents a diversity survey to identify reporting measures regarding minority status which will likely become an element for grant applications. WE may seek to do this to maintain our high GuideStar nonprofit status for grant writing. If completed it would be completed by Board and Staff rather than members due to focus being "leadership".

8. **Annual Meeting updates:** Dianne reported space is reserved at Manchester Country Club to hold an in-person meeting. She stated this site has the capacity to host NHADACA participation maximum capacity as required by COVID-19 distancing guidelines. Dianne asked for input regarding pros/cons of hosting in person vs remote. Alex asked about the number of maximum capacities. Dianne reported 75 and confirmed deadline for decision is September/October. Dianne stated she would like to move forward assuming a hybrid platform.

Meredith reported ideas for 2021 Annual Meeting: A panel discussion to address one topic with specific experts in different fields of practice.

- post pandemic response (increase overdose, innovations)
- mental health social deterrents of health special populations, such as Family Resource Groups and their role in law enforcement visits
- telehealth therapy

Meredith added this could be a unifying event in sharing diversity of responses based on region. Meredith requested input regarding hosting a panel discussion and identified the following possible panel members: Don Hunter with DoorWay, Ken Norton of NAMI, Medical Examiners, Drug Court Programs. **Kimbly Wade** explained FRC addressing how Adverse Childhood Experiences Response Team (ACERT) has been increased during pandemic, and postvention moving forward, to address lasting effects as we progress into the "new normal".

Linda validated the idea of a Panel Discussion and the value this can bring. **Alex** commented on the appeal of a Panel discussion. **Elena** suggested tie in the topic of moving forward post-pandemic. **Christine** pointed out value of identifying macro or micro focus. Dianne commented about past presenter Cassie Yackley on topic of trauma-sensitive systemic approach to service delivery and her topics: "creating systems of healing" promoting organizational role and "Be the Change: trauma responsive leadership." **Angela** shared update on Resilient Based Supervision pilot being conducted in North Country and tracking 2-3 years of data to tell the story of how workers are adapting to these challenges. **Dianne** suggested a separate training to address specific Supervision practices might be an option within the BDAS contract rather than at the annual meeting. Angela commented small group break out discussion would be an opportunity for participants to process discussion.

Alex suggested Board members collect our thoughts and continue discussion at next Board meeting. Dianne asked about details of how the Panel would be managed, ie; moderator, what questions to be addressed, identifying speakers from diverse perspectives. **Kim** confirmed moderator is good idea to keep process smooth and efficient rather than a free form approach. **Meredith** suggested providing the Panel members questions prior to event as well as survey members of their interests and questions. **Dianne** suggested crafting these details early to allow ample time for marketing. It was suggested to also survey membership of their expertise and input for speaker contribution. Angela commented a short video recording with Annual Meeting Planning Committee could be a "soundbite" for this topic included in the Workforce Resilience training planned for June and July.

Linda confirmed Meredith will prepare initial communication with membership for topics and confirmed consensus on topic of a Panel for Annual meeting. Dianne suggested this email inquiry to membership can also include announcement an open Board At Large Representative is vacancy. She clarified this does not require being a "counselor" and could be a "student". Amy Baylaurel Casey is the current NHADACA Student Representative. Dianne commented current trend for Board development is focused on willing workers rather

than expertise and based on what will help fill gaps in the Board membership. . Lyndsey shared the value of her experience of having started on the Board as a student.

9. **Doreen confirmed she and Christine have registered for Hill Day.** Amy shared she applied for the scholarship and received it. Dianne reviewed Chair of Policy Committee is sponsored by NHADACA. Dianne asked them to send her receipts if they want reimbursement.
10. **Amy shared she has responded to the UNH request for survey** and inquired about potential conflict between the two. Dianne clarified it does not present as a conflict but warrants thoughtful decision making about involvement. Dianne also commented this project could be posted on the NHADACA website to support.
11. Dianne asked **Board members to share their updates** of activity so she can share this news at the various meetings she attends. Elena shared Upper CT Valley activity to identify most effectively engage COVID-19 vaccine delivery and how this effort is working across continuum of care.

Next NHADACA Board meeting 9-11am, May 27, 2021

Dianne will be on vacation during next Board meeting and can join via Zoom

April 5-9 Dianne will also be on vacation. She commented she “might not be as organized.”

Alex made motion to adjourn.

Diane F. seconded.

No discussion.

All in favor.

Motion passed.

Meeting adjourned at 10:41am

Respectfully submitted,

Angela T. Jones, LCMCH, MLADC, LCS --Substituting for NHADACA Secretary
Christine M. McKenna, MS, LICSW, MLADC

**New Hampshire Alcohol & Drug Abuse Counselors Association
May 27, 2021
Board Meeting**

Name	Position	1/28	3/25	5/27	7/22	9/23	11/19
Linda Brewer	President	x	X	X			
Doreen Boutin	Southern	x	X				
Christine McKenna	Secretary	x	X	X			
Lindsey Ducharme	Treasurer		X	X			
Diane Fontneau	President Elect	x	X	X			
Diana Gibbs	At Large	x	X	X			
Alex Hamel	Immediate Past Pres.	x	X				
Angela Jones	North Country	x	X	X			
Bill Keating	At Large	x	X				
Meredith Senter	Central	x	X	X			
Chris Foster	Seacoast	x	X				
Kimberly Wade	Lakes Region	x	X	X			
Elena VanZandt	Connecticut Valley	x	X	X			
Amy Baylaurel Casey	Student Rep	x	X	X			
Thomas Davis	At Large			X			
Dianne Castrucci	Executive Director	x	X	X			
Bob Stowell	Guest/Advisor	x					

The Meeting was called to order at 9:00 am by President Linda Brewer.

- 1. President's Welcome:** Linda completed roll call.

Meredith introduced Thomas Davis and Sarah Pepper as candidates for Vacant At Large position on the board. Bios were presented with discussion following. Sarah responded she wanted to bring a criminal justice perspective onto the board. Thomas stated he was interested in learning more about how he can advocate for his clients/population.

Vote electronically via chat to Linda: 7 votes-Thomas, Linda and Amy abstained.

Both candidates were advised of results. Dianne C. advised of board policies regarding running for board positions on the October ballot.

- 2. March 2021 Board meeting minutes introduced.**

**Christine made a motion to accept NHADACA March 2021 Board meeting minutes.
Seconded by Meredith.
No discussion.
All in favor. Motion passed.**

- 1. Consent Agenda was reviewed.**

**Elena made a motion to accept the consent agenda.
Christine seconded the motion.
No discussion.
All in favor. Motion passed.**

- 2. Personnel Committee** discussed need for resumes with job openings/applications to provide NHADAC more information to protect organization in making sound hiring decisions. Developed employed application and an

exit interview. Discussion ensued regarding verbiage in exist questions. Members advised to send suggested changes to Linda or Meredith. Exploration in retirements benefits continues.

3. **Treasurer's Report** presented by Lindsey Ducharme. Treasurer's report previously sent to all board members reviewed. Lindsey remind all board members to participate in fundraising activities. NH Gives Day coming up June 8-9, 2021. A proposed amendment approved April 26, 2021 of \$135,000 in State Opioid Response (SOR) funds to be added to Bureau of Drug and Alcohol Services funds (BDAS). UNH Contract in place for \$68,000 for 7 Challenges Training. Governor's Commission treatment task force made funding recommendation to contract with NHADACA for 3 years. BDAS stated it needs to go to an RFP to determine how funds will be spent.

Meredith made a motion to accept the Treasurer's Report.

Seconded by Diana.

No discussion.

All in favor. Motion passed.

4. **NH Gives presentation** by Bridgett – June 8-9, 2021. NHGIVES.ORG/organizations/NHADACA. Board visibility is important. \$1,000 match from Mascoma Bank. Every dollar makes a difference. Discussion how members can ask for funds from community stakeholders. Bridgett to send out description on matching structure. **Charity Gaming** discussion about potential fundraising effort. Information included by Bridgett to all board members. Casinos need to provide 35% of proceeds of an evening's event to non-profits. Discussion about NHADACA's role in this endeavor and messaging. Elena has offered to be a point person with Bridgett on this fundraising project.

Diane F. made a motion to apply Gaming funding with requirement to bring agreements to the board for a vote.

Seconded by Elena.

No discussion.

All in favor. Motion passed.

5. **Executive Director Report.** Hired a new training director, Emily Sorey-Backus. Start date: July 1, 2021. Waiting for contract reimbursement funds from DOJ, BDAS and UNH. Working on budget adjustment for BDAS funds. Making some changes in the office space at NHADACA. Emma's position is phasing out due to changeover in systems.

Succession Plan updates: Dianne sent out documents for board review. Updates include 3 year strategic plan, operating plans (personnel and accounting), fiscal stability associated with financial audits meeting industry standards; updates on stakeholders, policy numbers and contact numbers.

Angela made motion to accept the Succession plan described by Dianne.

Amy seconded.

No discussion.

All in favor. Motion passed.

Department of Justice required updates of 3 policies:

- Dispute Resolution Agreement Policy (add contractors and staff); timeframes (10 days to seek resolution)
- Retention and Production Policy: time sheets are to be kept 3-years rather than 2-years
- Subcontractor Policy statement: Preapproval of trainers no longer required by BDAS; vocabulary change

Christine made motion to accept policy updates as written and described by Dianne.

Angela seconded.

**No discussion.
All in favor. Motion passed.**

6. Annual Meeting updates:

Meredith presented survey results on NHADAC annual meeting topics and format (in person/hybrid).

Discussion ensued as to what the panel would look like regarding the theme of post-pandemic response. Committee to develop further construction of the panel format including presenters.

7. Angela reminded all about upcoming training at NHADAC:

- 1) June 8 training Ethics & Resilience (clinician wellbeing initiative) please rally your troops!
- 2) Peer collaboration Well-Being group meets virtually 1st Wed. @ month 8-9am
- 3) email Ethics Committee for details: Christine, Diane F., Angela

Next NHADACA Board meeting 9-11am, July 22, 2021

Angela made motion to adjourn.

Diane F. seconded.

No discussion.

All in favor.

Motion passed.

Meeting adjourned at 11:00 a.m.

Respectfully submitted,

Christine M. McKenna, MS, LICSW, MLADC

**New Hampshire Alcohol & Drug Abuse Counselors Association
July 22, 2021
Board Meeting**

Name	Position	1/28	3/25	5/27	7/22	9/23	11/19
Linda Brewer	President	x	X	X	X		
Doreen Boutin	Southern	x	X		X		
Christine McKenna	Secretary	x	X	X	X		
Lindsey Ducharme	Treasurer		X	X	X		
Diane Fontneau	President Elect	x	X	X	X		
Diana Gibbs	At Large	x	X	X	VACANT		
Alex Hamel	Immediate Past Pres.	x	X		X		
Angela Jones	North Country	x	X	X			
Bill Keating	At Large	x	X		X		
Meredith Senter	Central	x	X	X	X		
Chris Foster	Seacoast	x	X		X		
Kimberly Wade	Lakes Region	x	X	X	X		
Elena VanZandt	Connecticut Valley	x	X	X	X		
Amy Baylaurel Casey	Student Rep	x	X	X	X		
Thomas Davis	At Large				X		
Dianne Castrucci	Executive Director	x	X	X	X		
Bob Stowell	Guest/Advisor	x					

The Meeting was called to order at 9:00 am by President Linda Brewer.

1. **President's Welcome:** Linda completed roll call.
2. **Consent Agenda was reviewed and accepted.**

Elena made a motion to accept the consent agenda.

Christine seconded the motion.

No discussion.

Alex Hamel-Abstention

All in favor. Motion passed.

3. **Treasurer's Report** presented by Lindsey Ducharme. Balances in account reviewed. Waiting for reimbursements from: BDAS, UNH, and DOJ. No P/L statement this month and balance statements because Quickbooks was not updated in July. No fundraising efforts current. Results for NH Gives not known at present.

Alex made a motion to accept the Treasurer's Report.

Seconded by Diane F.

No discussion.

All in favor. Motion passed.

4. **Executive Director Report:**

- a. **Membership Report:** Dianne explained need to see overall trends in membership. Membership increased during the period of pandemic. It's concluded the many web trainings during the pandemic increased awareness of the organization.
- b. **Staffing:** Emily Sorey-Backus, new trainer director introduced herself to the board.
- c. July is the month of staff evaluations/reviews. Most will be done next week. Emma Breton is no longer with the organization and her part-time position was phased out. Discussion ensued surrounding raises/promotions. Consideration to include SOR funds. It is unclear the amount of funds or when they might be released. Dianne stated she believes a December 2021/January 2022 timeframe might be a

realistic estimate. Dianne stated she would like to hire another training assistant fulltime with technology skills. There is a small amount of money from differences between the prior and current Training Director salaries that can be used for raises. Dianne presented a request to use the funds to give merit raises to other staff. Dianne presented thoughts about potential promotions in January 2022

Doreen made a motion approve raises to Stephanie and Alyssa.

Seconded by Kim.

No discussion.

All in favor. Motion passed.

- d. Dianne proposed September board meeting (9/23 @ 0900) be in person at the NHADACA office at 130 Pembroke Road, Concord. The meeting will be hybrid with a ZOOM option.
 - e. Scholarship awards: one single applicant, Robyn Poley, applied for the virtual NAADAC conference. The board agreed to her receiving the scholarship.
5. **Nominations Committee update:** Diana Gibbs (at large) resigned from the board. Treasurer and North County representative spots will be open after this term. Meredith, Doreen and Chris Foster's term end this year, but they are able to run again. Thomas will need to be on the ballot as well as Diana's At Large position.
 6. **Public Policy Committee:** Members to review CLEAR report for September board meeting to determine potential NHADACA board response.
 7. **Annual Meeting updates:** Meredith discussed various panelists for the annual meeting including askpetra.org, Seacoast Outright (LGBTQ), North Country Health Consortium. Annual meeting 11/19/2021, in person in Manchester. 9:00 a.m. – 10:30 a.m. board meeting. 10:30 – 11:30 brunch, 11:30 to 2:30 educational component. Discussion included programming development for the event. Meredith requested anyone with ideas for speakers to for the event to send her an email. Dianne will contact Jamie Powers from BDAS and Lindsey Courtney from OPLC as meeting speakers as requested by the Board. Meredith and Kimbly will contact education panel speakers. Tym Rourke will be approached to moderate.
 8. Thomas asked about receiving gambling funds. Dianne reported no movement. We have appealed to entities but have not yet heard from them.
 9. Chris discussed problems with staff for his Friendship House Bethlehem facility. Looking for a medical team, executive director and clinical therapist positions. Significant issues with trying to fill positions across the state. Members agreed this is a significant problem across the state and discussion ensued about potential remedies including partnerships with local agencies.
 10. Amy discussed a research project w/Plymouth – The Community Listening Project with the NH Charitable Foundations that looked at barriers to opportunities in NH for diverse populations. She stated the project would be willing to publicly present findings. Discussion ensued as to possible avenues for this to happen.

Christine made a motion to adjourn.

Meredith seconded.

No discussion.

All in favor.

Motion passed.

Meeting adjourned at 11:00 a.m.

Respectfully submitted,
Christine M. McKenna, MS, LICSW, MLADC, CCTP
NHADACA Secretary

New Hampshire Alcohol & Drug Abuse Counselors Association
September 23 2021
Board Meeting

Name	Position	1/28	3/25	5/27	7/22	9/23	11/19
Linda Brewer	President	x	X	X	X	X	
Doreen Boutin	Southern	x	X		X	X	
Christine McKenna	Secretary	x	X	X	X	X	
Lindsey Ducharme	Treasurer		X	X	X	X	
Diane Fontneau	President Elect	x	X	X	X	X	
Diana Gibbs	At Large	x	X	X	VACANT	VACANT	
Alex Hamel	Immediate Past Pres.	x	X		X	X	
Angela Jones	North Country	x	X	X		X	
Bill Keating	At Large	x	X		X	X	
Meredith Senter	Central	x	X	X	X		
Chris Foster	Seacoast	x	X		X	X	
Kimberly Wade	Lakes Region	x	X	X	X		
Elena VanZandt	Connecticut Valley	x	X	X	X	X	
Amy Baylaurel Casey	Student Rep	x	X	X	X	X	
Thomas Davis	At Large				X		
Dianne Castrucci	Executive Director	x	X	X	X	X	
Bob Stowell	Guest/Advisor	x					

The Meeting was called to order at 9:07 am by President Linda Brewer.

- 1. President's Welcome:** Linda completed roll call. Linda requested regional updates from members. Angela, Lindsay, Doreen, Elena, Diane, Chris, Alex, Amy, Christine, Bill and Linda – all gave various renditions of significant challenges with workforce staffing, COVID infection, telehealth. Dianne C. discuss recent COVID positive cases with in person training and staff.

- 2. Consent Agenda was reviewed and accepted.**

Doreen made a motion to accept the consent agenda.

Angela seconded the motion.

Angela asked for an update on the LADC board – Elena and Dianne C. responded with changes are occurring including rules. Public Forum scheduled 9/27 & 10/5.

All in favor. Motion passed.

- 3. Treasurer's Report** presented by Lindsey Ducharme. Balances in account reviewed. BDAS reimbursed. Hoping for an amendment for SOR funds – unsure if that will occur and there may be a delay in Governor and Council. . Next quarterly DOJ contract submitted next month for \$20,000. Entered into two agreements with JSI – each for \$30,000k – will run through 2022. No fundraising efforts current. Linda gave update on Charity Gambling research in NH. Pros/Cons to engaging in these partnerships. State/Casino/NHADACA would get a percentage of the monies raised. Results for NH Gives not known at present.

Christine made a motion to accept the Treasurer's Report.

Seconded by Bill.

No discussion.

Elena abstained.

All in favor. Motion passed.

- 4. Charity Gambling**

Linda gave update on Charity Gambling research in NH. Pros/Cons to engaging in these partnerships. State/Casino/NHADACA would get a percentage of the monies raised. Chris Foster offered to be the point person on any endeavors the board agrees to engage in for charity gambling.

Angela made a motion to proceed with charity gaming opportunities.

Seconded by Doreen.

No discussion.

Elena abstained.

All in favor. Motion passed.

5. Executive Director Report:

- a. Staffing: Corissa Webb to begin 10/5/21. Dianne reports still being down a staff member.
- b. Dianne applied through FORE – an opioid response organization, for funding to increase clinical supervision options for individuals seeking licensure. The supervision can be remote. If granted the funding, Dianne would be seeking 2 MLADCs for supervision and a full time program assistant for administrative tasks. Funding, if approved/selected would commence January 2022.
- c. Dianne discussed staff appreciation efforts including jackets for members and other perks to show appreciation for staff members. Additionally, leather portfolios were introduced as board appreciation. They will be available at the annual meeting. Members asked for option to purchase jackets. Dianne will provide information for purchase.
- d. Dianne discussed nominations received for the annual meeting. Further discussion involved a President’s Award or Advocacy Award for special recognition of individuals/agencies.

6. Nominations Committee update: Discussion of open positions to be put on the ballot. Bill to run for Seacoast opening, Doreen as Southern rep, Angela and Lindsay’s positions will be open. Chris F. is exploring the Treasurer position. Will let Dianne know within the next few days.

7. Annual Meeting updates: Meredith and Kim were not in attendance to provide updates on the Education component of the meeting. Dianne discussed logistics as the schedule for the meeting with Lindsey Courtney (OPLC), Jamie Powers (DHHS/BDAS) and Tym Rourke as speakers/moderators. Annual meeting 11/19 at the Manchester Country Club beginning with the business meeting @ 0900.

The Board discussed any potential by laws changes this year and voted not to make any changes.

Diane F. made a motion to not make any changes to the by-laws this term.

Alex seconded.

No discussion.

All in favor.

Motion passed.

8. Adjournment. Next meeting: 11/19 Annual Meeting @ The Manchester Country Club @ 0900.

Alex made a motion to adjourn.

Doreen seconded.

No discussion.

All in favor.

Motion passed.

Meeting adjourned at 11:00 a.m.

Respectfully submitted,
Christine M. McKenna, MS, LICSW, MLADC, CCTP
NHADACA Secretary



**New Hampshire Alcohol & Drug Abuse Counselors Association
New Hampshire Training Institute on Addictive Disorders
130 Pembroke Road, Suite 100, Concord, NH 03301
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NHADACA Annual Meeting Minutes

November 19, 2021

9:00 am President's Welcome --- Linda Brewer

9:10 am Roll Call --- Christine McKenna, Secretary

Doreen Boutin - present

Linda Brewer - present

Amy Casey – present (virtual)

Thomas Davis - absent

Lindsey Ducharme - present

Diane Fontneau - present

Christopher Foster - absent

Alexandra Hamel - present

Angela Jones – present (virtual)

William Keating - present

Christine McKenna - present

Meredith Senter - present

Elena VanZandt - present

Kimbyl Wade - present

9:15 am Annual Meeting Minutes - November 20, 2020 --- Linda Brewer

Motion to accept the 2020 Annual Meeting Minutes made by Doreen Boutin

Motion seconded by Christine McKenna

All in favor, no abstentions, no nays

Motion carried.

9:20 am Treasurer's Report --- Lindsey Ducharme

Motion to accept the Treasurer's Report made by Peter DalPra

Motion seconded by Alex Hamel

All in favor, no abstentions, no nays

Motion carried.

9:25 am Executive Director's Report --- Dianne Castrucci

9:35 am Guest Speaker --- Lindsey Courtney, NH Office of Professional Licensure and Certification

Updates on the reorganization of the NH Office of Professional Licensure and Certification including new office space, creation of an enforcement unit, consolidated call center, increase in IT capability and security. Alcohol & Other Drug Use Professionals board added to the Health Professional Program.

9:50 am Guest Speaker --- Jill Burke, NH Bureau of Drug & Alcohol Services

Updates at Bureau of Drug and Alcohol Services include prevention certification for peer mentors, expanded access to treatment for un/under insured, prevention efforts have grown to include youth education, ACES screening, older adult programs, veteran partnerships, certification of recovery houses and linkage to treatment for impaired drivers. Also updated was the new Recovery Specialist working with hospitals and MAT providers, new TBI/Co-occurring education, mobile crisis response team for SUD/MH, continued workforce development through NHADACA and Growth Partners partnerships.

10:05 am Annual Award Presentations --- Diane Fontneau

- Counselor of the Year --- presented by Peter DalPra

The Counselor of the Year is employed as an addiction counseling professional for not less than three years. This person works with clients/patients for a sustained period with individual or group contact to foster recovery from addictive disorders. This person demonstrates to the satisfaction of his/her peers, full compliance and support of the NAADAC Code of Ethics. Additionally, the following areas of competence and skill should be used to identify candidates for this award. The recipient demonstrates outstanding performance in some or all of the following competence areas: assessment, treatment planning, case management, communications, administrative skills, individual/group/family counseling, referral, professional relationships and professional integrity.

The nominees for Counselor of the year are: Jason Snook, Jennifer Parker and Rhonda Edwards Caron. This year the Counselor of the Year is a tie between two very worthy nominees: Jason Snook and Jennifer Parker.

Jason Snook, LICSW, MLADC Jason received his master's degree in social work at the University of New Hampshire in 2016. Since then, he has worked at a variety of treatment centers in New Hampshire including Strafford County Drug Court, Green Mountain Treatment Center, and Process Recovery Center. He currently works at Aware Recovery Care where he provides the communities of New Hampshire with substance use disorder treatment in the comfort of their own homes. Having served in the United States Navy allowed him to travel around the world on an aircraft carrier and see dozens of other countries while experiencing a variety of different cultures. He enjoys hiking with others through the white mountains and is a person in long-term recovery. He strives to stay extremely passionate when given the chance to help others with battling addiction. The person who nominated Jason states: "Jason is an amazing young man and started out at Aware Recovery Care as a community outreach guy while working on his degree. He is always happy and loves life. Great guy."

Jennifer Parker, MLADC is the Program Director of the Nathan Brody Program at Horizons Counseling. Her past supervisor reports that he has watched in awe of the young counselor come up from being fresh off an internship and work a career path over the past 12 years to earn her bachelor's and master's degrees while working as a counselor, assistant director and director at Phoenix House and then moving on to her role at Horizons. Her care and compassion towards her clients is top notch. Her personal boundaries and ethics are refreshing.

- Thomas McTague Lifetime Achievement Award --- presented by Stephanie Heath

Thomas McTague died in 1996 and this award was created in his honor in 1998. Dr. McTague was chosen because he approached the substance use profession as a "calling" more so than a job. He was militant about ethics and ethical practice. He strongly believed in integrity, honesty, trust, compassion, tolerance and caring. He ran the substance use program at the NH Technical Institute and some would say he was NHTI. He was a power of example, mentor, teacher and cheerleader. The role he played inspired young people to come into the profession when much of the profession was aging. The recipient of this award has a minimum of 15 years in the addiction counseling profession or administration. This person is making or has made a sustained and significant contribution to the advancement of addiction counseling.

The nominees for The Thomas McTague Lifetime Achievement Award are: Monica Edgar, Kerry Norton, Angela Thomas Jones, and Joni O'Brien. This year, the award is being presented to: Monica Edgar, ARNP, MLADC

I have had the great pleasure of working for Monica for the past 6 years at Concord Hospital- she has been a great mentor and teacher. Her passion for her work is indescribable as she advocates for her patients and her department- being a champion for better integration for SUD treatment within the hospital and community. Her patient centered and harm reduction approach to treatment has laid a great foundation for the work we do. Monica wears many hats- how she keeps it together is remarkable- she does not shy away from joining a new committee or task force (such perinatal task force, governor's commission, Concord Sterile Syringe Advisory Group and opioid task force) to support more effective patient care, all while writing grants and holding caseloads between 2 programs. Monica is changing the culture at the hospital- educating staff on best practice with SUD population- reducing stigma and shame- how to appropriately prescribe MAT and opening hospital wide access to Narcan. I am honored to be able to present this award on behalf of the NH Alcohol & Drug Abuse Counselors Association to Monica, I don't know a more deserving provider/advocate/leader/champion.

Lifetime Advocacy Award --- presented by Diane Fontneau

The recipient of this award has worked a minimum of 15 years in the addiction counseling profession or administration. He/She possesses a strong dedication to the addiction profession as demonstrated by his/her involvement in, and commitment to, a variety of key organizations.

The nominees for this award are Carol Furlong, Angela Jones and Jacqui Abikoff. This year this award is being presented to: Jacqui Abikoff

Jacqui Abikoff, LICSW, MLADC, is the Executive Director of Horizons Counseling Center in Gilford and Plymouth, NH. She has been working with clients with substance use disorders and their families for over 25 years. Abikoff has an extensive background providing clinical services, as well as training and consultation in the areas of confidentiality and professional ethics, domestic violence, co-occurring disorders, PTSD, women's issues, corrections and forensics. Her professional training and consultation services have been delivered to substance use and mental health professionals and provider agencies across the country. She is a past president of the NHADACA Board of Directors, during which time she was instrumental in the creation of the NH Training Institute on Addictive Disorders. Historically Jacqui has been the driving force in the establishment of credentialing for substance use and recovery professionals at all levels. She most recently completed one of her many terms as Chair of the Board of Licensing for Alcohol & Other Drug Use Professionals. Jacqui has been a deserving recipient of this award 5 times since 2006.

- Legislative Advocacy Award --- presented by Diane Fontneau

The recipient of this award is currently a member in good standing of the Association and has demonstrated ongoing advocacy for issues related to the profession and or the public who may benefit from the services of the professional addiction counselor. This work may be related to protecting the rights of the client, advocating for improved access to treatment or establishing public standards of care. He/She has kept the members of the association informed on current legislative events as well as led the association in establishing a public voice in appropriate issues of concern.

The nominees for this award are the Bureau of Drug and Alcohol Services and Dianne Castrucci. This year the award is being presented to: Dianne Castrucci

Dianne Castrucci, MEd, MLADC is the Executive Director of the NH Alcohol & Drug Abuse Counselors Association. In her role with NHADACA she has been involved in the education, advocacy and leadership of substance use professionals since 2004. She has been in the substance use profession as a whole for over 25 years and as such has worked in a variety of treatment and intervention settings including outpatient, DWI, county and state corrections systems. A past chair of the Peer Review Subcommittee of the NH Board of Licensing for Alcohol & Other Drug Use Professionals. She is a strong proponent of NHADACA's mission to

provide quality education, workforce development, advocacy, ethical standards and leadership for addiction professionals, as well as empower efforts in prevention, treatment and recovery.

- Kathleen Taylor Legislator Award --- presented by Diane Fontneau

This award is made to a NH legislator or Policymaker who has made a visible or measurable contribution to support the workforce development of the addiction profession or has supported the public's need for prevention, intervention, treatment and recovery services through advocacy.

The nominees were Councilor Joseph Kenney and Representative Linda Massimila. This year this award is being presented to Executive Councilor Joseph Kenney.

Executive Councilor Joseph D. Kenney was elected in 2014 to serve Executive Council District 1. He lives in Wakefield, NH with his wife and two children. He graduated from UNH, majoring in history. He joined the United States Marine Corps in 1980 and after 37 years retired as a Marine S-2 Officer with the 25th Marines at Fort Devens, Massachusetts. In February of 1989 he was pulled from Officer's Candidate School in Quantico, Virginia and honored by the President of the United States at the White House for his work as an enlisted Marine stationed in Washington, DC for collecting over a hundred thousand toys for needy kids in the metropolitan area. In 2010, he was recognized by the Boston Celtics with the "Heroes Among Us Award". He is a veteran of three conflicts: the Persian Gulf War, the Iraq War and Afghanistan War. He served fourteen years in the NH Legislature from 1994 to 2008, serving both in the House and Senate. As an Executive Councilor he has worked in supporting substance use prevention projects and programs. In 2017, he secured \$300,000 and other state funding for the Friendship House in Bethlehem and more recently supported a \$1 million Business Finance Authority loan to the New Hampshire Detox Center supporting substance use disorder programs in the North Country. He supported millions of dollars of funding recommendations on Governor and Council to combat alcohol and other drug addiction in the state. He is also a supporter of the White Horse Addiction Center in Ossipee and the CADY Program in Plymouth.

- President's Award --- presented by Linda Brewer

The President's Award is an opportunity to recognize the contributions of an individual or group to the addiction profession, in recognition of a long and continued commitment. It reflects the Association's appreciation for their support of the addiction profession. The recipient is identified by the President with the Executive Committee confirming the selection. There is no requirement to present this award each year and no limit to the number of recipients in a given year. Unlike other awards, this award is given at the discretion of the President, who determines the purpose and requirements of the award. It is recommended that it be given based on achieved merits as they apply to the support or professional development of the recipient and his/her contributions to the addiction profession.

This year the award is presented to Paula Nadeau Booth.

10:25 am Board Member Election Results --- Alex Hamel

Acknowledgment of Board Members leaving the Board

- Lindsey Ducharme served 6 years on the Board and has been Treasurer for the past 4 years
- Angela Jones served 6 years, mostly as the chair of the ethics committee, lead the charge for NHADACA's clinician wellbeing initiative
- Diana Gibbs served for one year and left the Board earlier this year when her employment changed to a new job which prevented her from completing her term

Announcement of new and re-elected Board Members

- Treasurer: Christopher Foster

- Central Representative: Meredith Senter
- Seacoast Representative: William Keating
- Southern Representative: Doreen Boutin
- North Country Representative: Sara Pepper
- At Large Representatives: Tina Holmes, Thomas Davis & Sara Dupont

10:30 Adjourn Business Meeting and enjoy Brunch and Networking

Motion made to adjourn the Annual Business Meeting made by ElenaVanZandt

Motion seconded by Doreen Boutin

All in favor, no nays, no abstentions

Motion carried at 10:57 a.m.

Respectfully submitted,

Christine M. McKenna

Christine M. McKenna, MS, LICSW, MLADC, CCTP
NHADACA Board Secretary