



## 2020 WVAADC Membership Business Meeting

Friday – November 20, 2020 – 4:00pm –

ZOOM Meeting ID # 93837811322

- Welcome – Virtual meeting through Zoom - Heather shared minutes from September 9 & 11, 2019 for review. Meeting was called to order at 4:11pm.
  
- **Attending: 22 total members:**
  - Board Members:** *Heather, Melissa, Linda P., Linda M., Joe, Chelsea, Pete, Stephanie, Marc, Jon and Jamie.*
  - Absent:** *Mary, Laura*
  - Membership:** *Rhonda Clark, Rochelle Satterfield, Scott Thompson, Judy Acree, Gerald Schmidt, Kathran Richardson, Scott McGee, Dr. Robertson, Emily Reel, Marie Beaver, Haley Walker*
  
- **Updates**
  - **Approval of September 9 & 11, 2019 Membership Business Meeting Minutes –** *Joe Deegan made a motion to accept minutes as received. Pete Callahan seconded motion. Approve by unanimous vote.*
  - **Quorum –** *Established with 10% of membership attending as approved by poll sent out on Survey Monkey. Current member count is 151, 10% = 15*
  - **Secretary Report: Linda M. –** *I have recorded the minutes for all Board Meetings, sending certificates for various zoom trainings and answering email at [wv.aadc@yahoo.com](mailto:wv.aadc@yahoo.com).*
  - **Treasurer: Linda P –** *Shared screen with full report ([attached](#)). 2020 beginning balance was \$108,248.05 Deposits \$ 61,505.56 Expenses \$ 77,170.54 Current Balance \$ 92,583.07. Melissa Richmond motion to accept treasurers report as reported. Joe Deegan seconded motion. Approve by unanimous vote.*
  - **Conference 2020: Linda M. –** *Cancelled – was rescheduled for August 2021 at Oglebay. During this ever-changing time and after much consideration and discussion by the WVAADC Board of Directors' Professional Development Committee, the Board has decided to move the 2021 conference to an entirely virtual format. This decision was made keeping in mind the pandemic's effects on agency travel budgets while also considering the health of our members and communities. We hope you will join us as we move to the virtual format and look forward to connecting with you in a meaningful way in August 2021! Discussion followed. Scott Thomson noted that he attended the NAADAC virtual conference and they had 28 presenters with 1 hour workshops and was great.*
  - **Advocacy Day: Joe D** *Will be February 23, 2021, will also be collaborating with the Appalachian Recovery Alliance and Behavior Health Providers Association. Not sure yet if we will be allowed a 'live' meeting or have to do virtual.*

- **Communications:** Chelsea G./ Melissa R. / Linda M.  
*Linda reported that this committee met and set 2021 goals: have more communication between Board and Membership; Publish a quarterly Newsletter; Keep website and social media updated; Streamline accounts- website-Facebook-survey monkey-Eventbrite, If you would like to be on this committee please email [wv.aadc@yahoo.com](mailto:wv.aadc@yahoo.com)  
 We are doing our best to keep upcoming trainings posted on the Website and Facebook. Melissa reported that Survey Monkey is being used to send out training evaluations and survey polls for members.  
 Chelsea reported posting on Facebook and developed WVAADC Twitter and Instagram accounts. She has researched other platforms for virtual training.  
 WVAADC has a Zoom account that will allow different Board members to host meetings and training workshops.  
 Scott mentioned that it is important for everyone to establish a Zoom profile in this world as it is today.*
  
- **Awards:** Melissa / Mary: *Melissa reported that due to not having a conference this year we decided to not have awards. We struggle to get nominations. Please, if you have a co-worker or know someone (and we all do) that deserves one of our annual awards, nominate them. The description and forms are on our website: [wvaadc.com](http://wvaadc.com). You do not have to wait – we can accept nominations all year long.*
  
- **Bylaws and Policies:** Joe D. – *Heather shared the screen for Peer Assistance Information that Joe wrote. (attached) Changed definition and language. Will be a resource for folks that self-report to the Certification Board. We also wrote a MOU with the WVCBAPP Board. Discussion followed. Linda Mealey motioned to accept changes as noted. Linda Pauley seconded motion. Approve by unanimous vote.  
Linda P. Updated on policy for ‘Offering training online or virtual’ to address issue of interaction with the attendees and the presenter, attendance, evaluation and certificates. Meeting of Members Policy changed to include virtual meetings and electronic voting. Heather shared screen with new policy. (attached) Pete C. motioned to accept new policy as written. Melissa seconded motion. Approve by unanimous vote. We also conducted a poll to accept this and it was approved by 90% vote.*
  
- **Membership:** Melissa: *We want to increase membership by promotion at different venues. Plan to do a video commercial for benefits of being a WVAADC member.*
- **Peer Recovery:** Marc / Linda P: *We have formed a solid committee (Racheal Lambert and Scott McGee have joined this committee) and having been working side by side with Public Policy. We have good connections at state and local levels. We are working with community and technical colleges to provide addictions education that will meet the criteria for WVCBAPP certifications. We will be offering training for PRSS in near future. The current Recovery Coaches billing Medicaid will have until Oct. 1, 2022 to obtain the PRSS certification to continue billing Medicaid.*

- **Nominations/Elections:** Melissa: *A Survey Monkey Poll was sent out to the members for voting. Marc Jackson, Jon Dower and Chelsea Gunther seats were up for re-election and we had no new people nominated. All three were accepted by poll. Melissa made a motion to affirm their position on the WVAADC Board. Pete seconded and it passed by unanimous vote.  
Heather reported that we currently have two empty seats on the board. If anyone is interested, please go to our website and complete a nomination form.*
- **Professional Development:** RTSs Melissa *We plan to offer at least one virtual training per month. If you would like to do a presentation – please download form from our website and email to Melissa, Heather and Linda M.*
- **Public Policy:** Joe – *Since Joe was furloughed from work he got a lot done with legislators. He facilitated many virtual meetings with different legislators. Has been communicating with Senators Manchin and Capito. He is collaborating with the Appalachian Recovery Alliance. His committee has been working on the Drug Control Policy re: Parity Legislation with Managed Care and Private insurances to include all drugs including Meth and Alcohol and that abstinence is still an option. He attended NAADAC Hill Day. He is in contact with the President of the National Providers Association. We need everyone’s help to advocate for Addiction Certification and Licensure! This is an exciting time for us, please talk to your representatives, let them know who we are and that you are the resource for addiction.*
- **Ethics:** Stephanne - *No issues have been presented.*
- **President Elect:** Melissa – *Looking forward to serve you as president. I have been following Heather and trying to learn the ropes.*
- **President:** Heather – *2020 has been like no other. We have struggled but we are moving forward. I attended the NAADAC conference and it was fantastic!. We have all been learning more about technology. We eventually want to provide a live and virtual conference concurrently. We are not there yet. We hope you do join us in 2021 for the all virtual WVAADC Conference- watch our website and Facebook for details! Stay safe, bare with us and we will succeed through this together.*

### New Business

- ❖ Marc: *Along with Joe and Jon we have been invited to work on the Governors Substance Abuse Committee. I’m looking forward to working on this committee. I met with congressmen and senators at Hill Day.*

- ❖ Joe: Made the announcement that until WVAADC starts building up our finances we will be cancelling out contract with our lobbyist. She was understanding and willing to work for us in the future as our finances are more secure.
- ❖ Heather: We have been diligent in mending our relationship with the certification board. We have a good working relationship now and plan to work together and support each other in our common goals. We are in the process of deciding on sharing an office space with them in Dunbar. This would allow us a storage area and unchanging mailing address. Since our board is made up of volunteers and rotating positions having a WVAADC Office would be beneficial to all our members.

At 5:50pm. Jon Dower motioned to adjourn. Stephanie seconded. No one opposed. ☺

Minutes Respectfully Submitted by:



Linda Mealey, WVAADC Secretary

ATTACHMENTS BELOW

**Treasurer's Report**  
**Membership Business Meeting**  
**November 20, 2020**

At our last membership meeting, we had a total of \$108,248.05. Since that time, the following transactions have taken place:

Deposits:

Checks - \$52,647.72 (registrations, membership fees, sponsorships, donations, training fees, etc)

Eventbrite - \$6,197.80 (payments for conference 2019 and trainings)

Square - \$2,660.04 (payments for conference 2019 and trainings)

Income from September 1, 2019 to November 16, 2020 - \$61,505.56

Expenses:

Supplies - \$5,992.40

Online service fee - \$405.00

Food - \$2,914.95 (Advocacy Day, Retreat 2019, Legislative Round Table, meetings)

Conference Presenter fees – \$3,095.00

Board Travel - \$11,625.42 (Retreats 2019 + 2020, meetings, Advocacy Day lodging, NAADAC conference)

Legislative Consultant retainer fees - \$14,000.00

Miscellaneous expenses - \$39,137.77 (Trainer fees, NAADAC fee, ZOOM licenses, registration refunds, returned deposit, trophies for conference, charge for Lakeview Resort for conference 2019, etc.)

Total withdrawals from September 1 to November 16, 2020 - \$77,170.54

Bank Balance as of November 20, 2020 : \$92,583.07.

Submitted by Linda Pauley, Treasurer.

# **WVAADC Peer Assistance Team**

**Approved by Board 4/17/2020**

Policies and Procedures:

The Chair of the Peer Assistance Team shall be appointed by the President with the approval of the Board of Directors. The Chair of the team will report to and confer with the WVAADC President regarding matters addressed by the team.

The Chair of the Team or the President may appoint members to the team. The Chair in conjunction with team members is responsible to provide intervention, support and/or advice to impaired WVAADC members as needed. The Chair may be a WVAADC Board member or WVAADC Association member at the discretion of the WVAADC President.

1. The team shall be responsible for the continued development, implementation and evaluation of a Peer Assistance Program so that addiction professionals and peer recovery support specialists whose functioning may be impaired due to substance use disorder or other physical, emotional impairments may receive peer assistance, intervention, support, advice and/or referrals so that their functioning may be restored and/or improved to a level of competence to perform the duties related to their role(s). The Peer Assistance Program is also designed to provide support, advice and/or direction regarding ethical and/or boundary concerns related to a person's role.
2. The WVAADC President will oversee the Peer Assistance Team if an issue arises.

## **Peer Assistance Team**

Terms: all committee appointees will serve for (1) year

By-laws state:

The Chair of the Peer Assistance Team shall be appointed by the president with the approval of the Board of Directors. The team shall be responsible for the continued development, implementation and evaluation of a Peer Assistance Program so that addiction professionals and peer recovery support specialists whose functioning may be impaired due to substance use disorder or other physical, emotional impairments may receive peer assistance, intervention, support, advice and/or referrals so that their functioning may be restored and/or improved to a level of competence to perform the duties related to their role(s). The Peer Assistance Program is also designed to provide support, advice and/or direction regarding ethical and/or boundary concerns related to a person's role.

## **Overall Explanation**

**The Board of Directors, at a meeting held on Month-Day, Year, approved the following proposed amendments and asked that they be submitted to the membership for a vote.**

These amendments authorize virtual (remote) meetings of the Association and its membership; the use of email for official communications between the Association and its membership; the use of electronic and virtual (remote) voting by the Association and its membership; and adjustment of quorum of its membership based on a pandemic emergency. The rationales for the amendments are:

- To adjust the language in the by-laws to match the NAADAC by-laws revised December 6, 2019;
- To allow for the location of the Annual Meeting to be virtual (remote);
- To make the elections and decision-making process of the Association and membership body more accessible and democratic, by making the voting process easier; and
- To accommodate the practical needs of the membership during an emergency by allowing the membership to vote in elections and participate in other membership decisions, electronically or remotely, during the course of a pandemic emergency.

The proposed amendments and explanations are as follows:

### **ARTICLE III: MEETING OF MEMBERS**

#### **A. Annual Meeting**

An Annual Meeting of the Membership of the Association shall be held, within the State of West Virginia, for the purpose of transacting any and all business that may properly be brought before the meeting and that these Bylaws require or allow to be brought before the membership. The Board of Directors of the Association shall designate the time, day, and location for each Annual Meeting.

#### **B. Special Meetings**

Special meetings of the membership may be called by the President, the Board of Directors, or members constituting not less than 10 percent (10%) of all members entitled to vote at such meeting, who shall in writing addressed to the Secretary of the Association, direct that such a meeting be called.

1. Annual or Special meetings of the members shall be held at any location(s) within or without the state of West Virginia as designated by the Board of Directors in the notice of the meeting.

2. Annual or Special meetings may be conducted by any electronic means capable of accommodating ten (10) percent of the membership, as designated by the Board of Directors in the notice of the meeting.

#### **C. Location of Annual Meeting**

Annual or Special Meetings of Members may be held at such places, within the state of West Virginia, as may be designated by the Board of Directors of the Association in the notice of meeting. The Board of Directors of the Association shall designate the times, days, and locations for the annual or special meetings.

1. Electronic Meetings. Meetings of Members may be held by means of a conference telephone call or virtual (remote) conference meeting so that all persons participating in the meeting can hear each other. Participation in a meeting held by conference telephone call and/or virtual (remote) conference meeting shall constitute presence of the person at the meeting.

#### **D. Notice of Meetings**

Written notice (in the form of email or paper notice), stating the time, day, and location of each Annual or Special Meeting and, unless it is an Annual Meeting, indicating the purpose(s) for which the meeting is being called, shall be delivered, either personally or by the United States mail, facsimile, e-mail, or other means of electronic communications, as directed by the Board of Directors, to all members of the Association not less than ten (10) days nor more than sixty (60) days prior to the date of the meeting.

1. Only business within the purpose or purposes described in the notice of Special Meeting may be conducted at such Special Meeting of the Members.
2. If mailed, notice shall be deemed to be delivered when deposited in an official United States Postal Service receptacle in a sealed envelope, properly addressed with prepaid postage thereon affixed.
3. If by e-mail or other means of electronic communication, notice shall be deemed to be delivered when emailed or otherwise sent by electronic means.
4. If by telephone, notice shall be deemed to be delivered when a member is reached in person or a message is left on a member's answering machine or voicemail.
5. Attendance by a Member at the meeting shall constitute a waiver of notice by him or her of the time, day, and location and purpose(s) thereof.

**E. Quorum**

Twenty percent (20%) of the members of the Association entitled to vote, represented in person or by proxy, shall constitute a quorum for the transaction of business of the Association at any Annual or Special Meeting of the Membership. The proxy needs to be sent to the Secretary prior to the annual or special meeting.

1. No less than five (5) percent of membership present in person shall constitute a Quorum for the transaction of business at any Special meeting of the membership. A quorum at every Special meeting shall be established by the Secretary.

**F. Voting**

All professional, student and retired members shall have voting privileges at Annual and Special Meetings of the Membership. Voting on any issue shall be by majority vote of those members present in person or present electronically including virtually (remotely).

2. Electronic Meetings: Notwithstanding anything contained in these by-laws, if the Association calls a meeting of its members, the Association may determine that the meeting be held, subject to and in accordance with the by-laws, entirely by means of telephonic, electronic or other virtual (remote) communications that permits all participants to communicate adequately with each other during the meeting. In the event such a meeting is to be held, the Association shall, notwithstanding anything contained in these by-laws, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility.

**G. Manner of Acting**

An affirmative vote of a majority of the Members present in person or represented by proxy entitled to cast votes at a meeting at which a quorum has been established shall be the action of the Membership of the Association, unless a greater proportion is required by these Bylaws or applicable law.

**H. Procedure and Order of Business**

Parliamentary rules, as stated in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern the procedure of all meetings of the Association, including meetings of the Association, including meetings of the membership.

**ARTICLE IV: BOARD OF DIRECTORS**

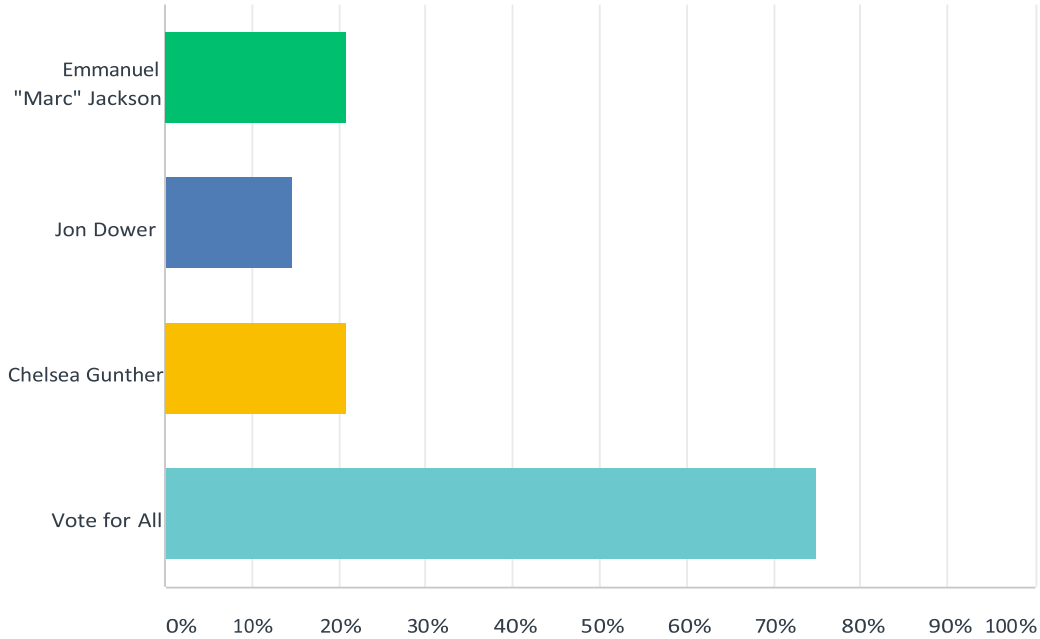
**F. Regular Meetings**

2. The Board of Directors may participate in a meeting by means of conference calls or other similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation by such means shall constitute present in person at such meeting.



**Q1 Please select 3 of the following for the West Virginia Association of Alcoholism and Drug Abuse Counselors, Inc Board Member positions.**

Answered: 48 Skipped: 0

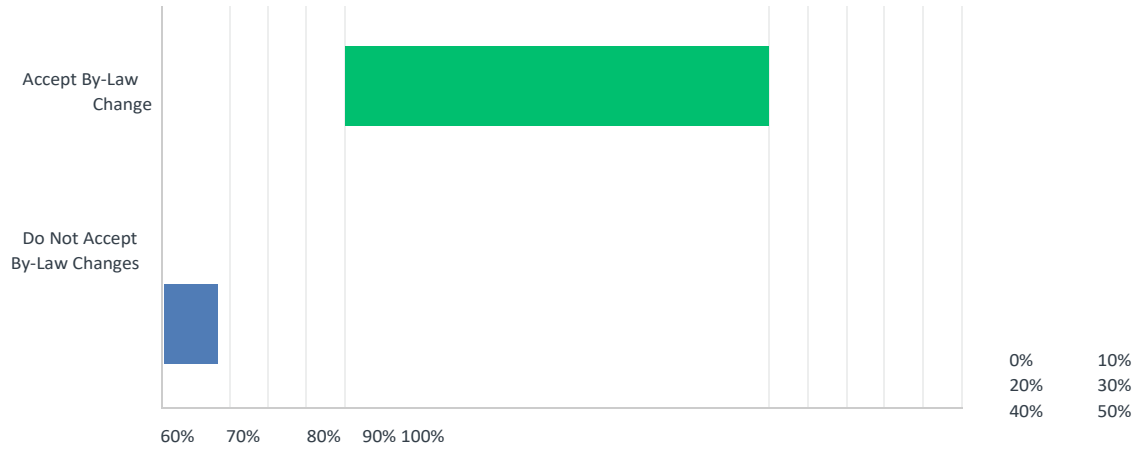


ANSWER CHOICES	RESPONSES
Emmanuel "Marc" Jackson	20.83% 10
Jon Dower	14.58% 7
Chelsea Gunther	20.83% 10
Vote for All	75.00% 36
Total Respondents: 48	

# WVAADC ByLaws Proposed Changes - 2020

Answered: 29

Skipped: 0



ANSWER CHOICES	RESPONSES
Accept By-Law Change	93.10% 27
Do Not Accept By-Law Changes	6.90% 2
TOTAL	29