

# CARR Board Meeting

9/17/24

9AM

Zoom Call

<b>Meeting called by:</b>	Butch Lewis	<b>Type of meeting:</b>	Monthly Meeting
<b>Facilitator:</b>	Butch Lewis	<b>Note taker:</b>	Zoom AI / Christi Romig
<b>Timekeeper:</b>	Christi Romig		

<b>Attendees:</b>	Butch Lewis, Scott Mounce, Gonzalo Ardavin, Matt Neptune, Amy Everet, Alia Andrews, Cali Ryczek, Tonya Wheeler, Danielle Gillespie
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## Minutes

<b>Agenda item:</b>	August Minutes	<b>Presenter:</b>	Butch Lewis
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### Discussion:

-August Board Minutes reviewed

### Conclusions:

August Board Minutes approved

<b>Agenda item:</b>	August Financials	<b>Presenter:</b>	Butch Lewis
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### Discussion:

- Butch states his loan was repaid as requested by Gonzalo last month.
- Slight bump in financials last month because we are inspecting 40 Hazelbrook houses this month.
- Requests to approve financials.

### Conclusions:

August financials approved.

<b>Agenda item:</b>	Documents	<b>Presenter:</b>	Butch Lewis
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### Discussion:

-Butch presented the review of Abbreviated Standards - there are a few things that changed over the past 3 Board meetings:

- We are going to do fees based on maximum number of residents in a house rather than by house
- Amount of inspections we do per program. If a program has had 3 successful inspections and no major violations, we will inspect every other year.

-Butch explained that while he was going through this process, he realized that we had captured policies and procedures, but never gave an explanation of what is required for each.

-For example, he states that we ask for Resident Rights, but there is no definition.

-There is now an entire document of definitions. Some additional portions are being worked on by Butch and Dara currently due to Colorado law and the changes made consistently.

-Examples include Background Screenings and Disqualifying Criteria.

–Liquidated Damages are another difficult issue because CARR is not a government entity and is unable to initiate civil damages. CARR can, however, initiate a Breach of Contract for liquidated damages. This would be used for instances such as hidden beds. Looking at ways CARR can have some recourse for unethical practices.

–One issue that has arisen is Managers at recovery residences. Some states have an age limit of 21 for someone to become a house manager. Butch is struggling with this because at 18 we consider a person an adult - they can buy a gun, go to war, and vote. What does the board think? Do we need to put an age limit in our standards? What should be minimum age?

–Scott states that he thinks it should be 18. He doesn't allow anyone in his house under 18 and when someone is doing well in recovery and are ready to step up, their age should not be a factor.

–Matt agrees.

–Gonzalo states that he has a home in Arizona where the limit is 21. He understands that a house manager will have certain expectations such as being in a position of authority, in management, and should have a level of wisdom. He thinks that 21 should be the limit. And states he thinks we should have a limit in the standards.

–Amy states that her first management position was at 17 and thinks that it is more about the person than the age.

–Tonya agrees with Amy. She states that she thinks CARR needs to define recovery better, though. Is it defined by an amount of time free of substance? She states that her job requires 2 years of recovery.

–Butch states that the hard part about defining it is that CARR allows use of cannabis for medical reasons. In the language, CARR doesn't define recovery or sober. We used to use the definitions of other states, but have deliberately taken out the language and left the decision to the Board. Butch thinks the house owners know best. We can't use the dictionary definition of sober because it just states "drugs" and not "illicit drugs".

–Butch asks the Board what they think about a minimum amount of sobriety or should it be left to program?

–Matt mentions larger programs with 40 houses could possibly lose 15 managers in a short period of time and that having requirements would make it difficult for those programs to fill the positions.

–Tonya asks if CARR can say "in active recovery" rather than "staying sober"?

–Butch states we will not approve anything today and will vote electronically on it when he and Dara finish the actual policy language.

–Butch brought to the table the idea of liquidated damages for a program who does not recertify in a timely manner. He states that CARR tries to be consistent with BHA language and that there should be damages for those not turning in recertification paperwork on time. CARR system sends an email automatically at 90 days and programs have plenty of time to ensure they can get their paperwork in on time.

–How do we adopt the BHA language around late fees?

–Gonzalo states that Arizona doesn't care about the programs individually. They require 30-60 days to process the information for turnaround and they are not responsible if a program does not recertify on time.

–Scott states that we need to define the penalty. Programs cannot just let it lapse. There needs to be a consequence to ensure people get things done in a timely manner.

–Amy has worked in licensure and states that it has really been a non-issue. People tend to submit information on time or in advance as part of their business plan.

–Alia writes that CARR should always follow what the BHA does.

–Butch states that he will leave the language the same but highlighted for now to continue to discuss.

–Butch states that fees are \$500/program and \$20 per maximum number of residents in the house. When adjusting fees, some programs will be paying less. What do we do if someone violates this and has more beds than they state in the application? States he was discussing with Scott that the first offense would double the fine and the next offense would triple it and was advised that was not harsh enough. Arizona law is currently quoted in the new document to reflect a \$500/day/violation fine. For example, if there is one bed not accounted for in the application, the fine is \$500/day, but if there are 3 beds unaccounted for, the fine is \$1,500/day.

–Thoughts? Concerns?

–Matt states he has no problem with the language, but wants to know if we define calendar day?

–Butch assures the Board that it is defined. There are now about 10 pages of definitions for this document.

–Amy needed clarification if it was \$500/program or \$500/site.

–Butch clarifies that it is \$500/bed that was not accounted for in the application.

–Amy asks if the amount per bed is helping CARR's financial issues?

–Butch states that the new fees keep our budget current and that it is planned out through July 2025. If the bill with BHA fails to pass, we will know in March and fees will increase for programs in July.

- Amy asks if this is possibly a missed opportunity? Should we do an increase now to account for inflation? She states that it sounds as though we are not planning ahead financially.
- Butch states that we are working to get the bill passed in legislation and then if in 2026 inflation is increased more than expected we can still make an adjustment without hitting the providers hard with a huge increase right now. Bed fees will go from \$20 to \$120 if the bill doesn't pass.
- Amy thinks there could be a step between. That we have never increased fees since the start of CARR and that CARR is continuing to rely on the BHA. She states that she thinks it is a missed opportunity to not increase right now.
- Gonzalo asked if the Board was voting now or at the yearly Board Retreat?
- Butch states that he will put it on the agenda for October or November.
- Gonzalo asked if it should only be \$20/bed?
- Butch moved on to using the language from the BHA on inspections in writing the policy for making inspections every other year after 3 years of continuous certification and no major violations.
- Scott asked how he is going to have programs pay when it is every other year? Will it be both years up front?
- Butch states payment up front.
- Butch moved on to the amount of time given if there is a grievance. Last month the Board voted on making it 1 hour. Arizona law is 30 minutes. Do we want to change it or keep it at 1 hour?
- Gonzalo states 1 hour is sufficient.
- Cali states that 1 hour is good.
- Butch moves on to the grievance policy and informs the Board that he would like them to read and do an electronic vote. There are 2 documents in the email and states that both have been seen by Dara and vetted by a legal team. He states that the BHA grievances talk a lot about vulnerable populations such as children and elderly. Dara and Butch merged information from these to where vulnerable populations are covered.
- 1st document outlines answers to questions on grievances. There is already an automated response sent that CARR received the grievance, but it will now generate a case number. The document also covers the limitations CARR has such as we cannot impose legal penalties.
- 2nd document is the actual grievance policy. It takes effect January 1, 2025 and outlines the current procedure for grievances filed with CARR.
- Butch asked the Board to please review and get back to him with thoughts, questions or concerns.
- Butch then talked about due process with grievances and that DORA has something called a "confrontation clause" that states that a person who has a grievance against them has a right to see the grievance for a response.
- CARR staff will not have a vote with grievances and they will all be taken to the Board for outcomes and actions.
- Are there any concerns with changing this process?

**Conclusions:**

**-Board will look at information provided and send in questions, comments and concerns to Butch.**

<b>Agenda item:</b>	Coaching/Supervision	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

- Butch presented to the Board that he would like to restart coaching/supervision with Amy. Previously they had met and Butch would ask questions and get some coaching. They would like to start this again in a paid capacity.
- Any concerns?
- None voiced

**Conclusions:**

**-Amy will resume coaching/supervising Butch in a paid capacity.**

<b>Agenda item:</b>	BHA Audit	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

- States that they are working on the audit BHA did on CARR but needing some answers to questions to get clarification on a couple of issues. ADA compliance, FHA - all the requirements are not as cut and dry for certain businesses.
- Alia is working on getting this clarification.
- We are currently working on over 40 policies to support providers better.

**Conclusions:**

**-Will continue to work with the BHA and find resolution.**

<b>Agenda item:</b>	Oxford House	<b>Presenter:</b>	Butch Lewis
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**Discussion:**

- Working on filling Kevin's role and during the interview received disturbing information about Oxford House.
- CARR has suspected that Oxford House does not support MAT, but were informed that at the chapter meeting on Saturday, September 14, 2024 where 12 to 13 houses attend, there was a presenter who was teaching people how to avoid MAT clients. Due to the severity of this and that CARR has never come across an allegation of a presenter teaching people how to avoid MAT, Butch wanted to bring it to the Board.
- Tonya believes this is a BHA situation rather than a CARR situation, but is serious because Oxford House receives state funding and this needs to be dealt with.
- Will this person file a grievance?
- Can CARR file a complaint?
- Discussion that this is 2nd hand knowledge and until there is actual proof, it may be unsubstantiated.
- Is this considered discrimination? Yes.
- Butch states that he doesn't want to go to war, but this is significant.
- Alia wants to think about it. She says to file a grievance and see if the grievance department can do anything about it.
- Discussion about reporting it to state funding agencies as well.
- Butch was instructed to send a complaint through Chelsea.
- Mentioned that someone from Oxford House needs to report it.

**Conclusions:**

**-Butch will draft a complaint to send in..**

<b>Agenda item:</b>	CARR Board meeting extension	<b>Presenter:</b>	Alia
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**Discussion:**

- Alia asked if the meetings can be extended so that people do not overschedule and have to leave meetings early.
- Butch mentioned that next month is the last regular meeting until January and we will extend the time to 10:30 then.

**Conclusions:**

**-Will discuss extending meeting time to 10:30 again in October.**

Cali motion to adjourn. No objections or abstentions.

MEETING ADJOURNED at 10:15

## ***Other Information***

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**Observers: N/A**

**Resources: N/A**

**Special notes: N/A**