



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF HEALTH CARE SERVICES

STEVE ARWOOD  
DIRECTOR

## HEALTH PROFESSIONAL RECOVERY COMMITTEE

### APPROVED MINUTES OF DECEMBER 16, 2013

In accordance with the Open Meetings Act, 1976 PA 267, as amended, the Health Professional Recovery Committee (HPRC) met in regular session on December 16, 2013 at the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center, Conference Room 3, Lansing, Michigan.

#### **CALL TO ORDER**

Charles Gehrke, MD, Chairperson, called the meeting to order at 9:37 a.m.

#### **ROLL CALL**

**Members Present:** Dr. Charles Gehrke, MD, Chairperson  
Arnold Berkman, PhD  
William Morrone, DO  
Dennis Muzzi, LMSW, CAAC, Vice Chairperson  
G. Thomas Poirier, DDS  
Joseph Rainey, MSW, MA, LMSW, LMFT, ICAAC  
Gordon Roberts, DC  
Michael Burke, Public Member  
Linda Taft, RN  
Christine Walkons, LPC, CAAC  
Richard Zahodnic, PhD, RRT-NPS, RPFT, AE-C (arrived at 9:52 a.m.)  
Ann Chapleau, DHS, MS, OTR  
Henry M. Vaupel, DVM  
Michael Wallace, OD (arrived at 9:45 a.m.)  
Carl S. Christoph, JD, RD (left at 10:58 a.m.)  
Susan Talley, PT, DPT, C/N

**Members Absent:** Jeff Monroe, AT, ATC  
Millie Webster, LMT

**Staff Present:** Carol Moultine, Director, Licensing Division  
Susan Bushong, HPRP Contract Administrator/Outreach Coordinator  
Shellayne Grimes, Secretary, Policy, Rules and Board Support

**Others Present:** Stephen Batchelor, Ulliance  
Carolyn Batchelor, HPRP Program Director  
Dr. Patrick Gibbons, HPRP Medical Director  
Kent Sharkey, Ulliance

## ***INTRODUCTIONS***

Committee Members and staff in attendance were introduced.

## ***APPROVAL OF MINUTES***

*MOTION* by Christoph, seconded by Taft, to approve the June 17, 2013, minutes as presented.

*MOTION PREVAILED*

## ***APPROVAL OF AGENDA***

*MOTION* by Berkman, seconded by Morrone, to approve the agenda as presented.

*MOTION PREVAILED*

## ***SUBCOMMITTEE REPORTS***

### ***Education & Outreach Subcommittee***

No report.

### ***Clinical & Policy Subcommittee***

Taft presented the Provider Statement of Understanding to the Committee for approval. Gehrke suggested that language be added to support, promote and encourage the recovery of health professionals as part of the mission statement. Gehrke also suggested that the language be consistent throughout the document, thereby changing the word "Guideline" to "Requirements."

Motion by Rainey, seconded by Talley, to accept the recommended changes and refer back to subcommittee.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 405.00 as recommended by the Subcommittee.

Motion by Taft, seconded by Chapleau, to approve Policy 405.00, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 502.01 as recommended by the Subcommittee.

Motion by Taft, seconded by Zahodnic, to approve Policy 502.01, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 503.01 as recommended by the Subcommittee.

Discussion was held.

Motion by Taft, seconded by Rainey, to approve Policy 503.01, as recommended.

A voice vote followed.

*MOTION PREVAILED*

Taft presented Policy 504.00 as recommended by the Subcommittee.

Motion by Taft, seconded by Vaupel, to approve Policy 504.00, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 601.00 as recommended by the Subcommittee.

Motion by Taft, seconded by Chapleau, to approve Policy 601.00, as recommended and capitalizing "uds."

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 701.00 as recommended by the Subcommittee.

Motion by Taft, seconded by Zahodnic, to approve Policy 701.00, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 801.01 as recommended by the Subcommittee.

Discussion was held.

Motion by Taft, seconded by Rainey, to return Policy 801.01 to the Subcommittee for further review and consistency with Policy 1001.01.

A voice vote followed.

*MOTION PREVAILED*

Taft presented Policy 901.00 as recommended by the Subcommittee.

Motion by Taft, seconded by Chapleau, to approve Policy 901.00, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 502.02 as recommended by the Subcommittee.

Motion by Taft, seconded by Zahodnic, to approve Policy 502.02, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 301.03 as recommended by the Subcommittee.

Motion by Taft, seconded by Zahodnic, to approve Policy 301.03, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 1001.01 as recommended by the Subcommittee.

Motion by Zahodnic, seconded by Wallace, to amend the language in paragraph one as follows:

After the word "abstinence," insert "barring medically validated use for controlled substance."

Discussion was held.

A voice vote followed.

*MOTION PREVAILED*

Taft presented Policy 1001.02 as recommended by the Subcommittee.

Motion by Taft, seconded by Rainey, to approve Policy 1001.02, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented Policy 1001.03 as recommended by the Subcommittee.

Motion by Taft, seconded by Zahodnic, to approve Policy 1001.03, as recommended.

A voice vote was held.

*MOTION PREVAILED*

Taft presented the Definition of "Clinical Monitoring Team," in the Glossary under Policy 1200.00, as recommended by the Subcommittee.

Discussion was held.

Motion by Taft, seconded by Berkman, to return the Definition of "Clinical Monitoring Team" in the Glossary under Policy 1200.00, to the Subcommittee for further review.

A voice vote was held.

*MOTION PREVAILED*

### ***Data and Statistics Subcommittee***

Walkons reported that the Subcommittee met via telephone conference on September 20, 2013. They discussed the format and areas of evaluation in the HPRP Quarterly Report. Steven Bachelor shared history of the process of gathering the data and setting up the program's current technology. The Committee inquired if a comprehensive report could be developed to include data to track participants based on the professional license type, number of participant and providers in a geographic area.

Bushong suggested that Committee members reach out to their respective Boards to inquire as to what type of data they are interested in receiving.

### ***Review Subcommittee***

Muzzi reported that since the scheduled meeting date of September 23, 2013, the Subcommittee received 14 Step-Two review requests. The Subcommittee accepted the request of seven (7); two (2) were denied; five (5) are pending review.

### ***STATE CONTRACT ADMINISTRATOR'S REPORT***

Bushong informed that the Committee is still in need of a representative from each of the following Boards: Board of Acupuncture, Board of Audiology, Board of Nursing Home Administrators, Board of Podiatry and Board of Speech-Language Pathology. Bushong has sent recruiting letters to each of the named Boards requesting a nominee.

Boards of Counseling, Pharmacy & Psychology were notified of their respective nominees and are pending board approval.

Bushong reported that she had provided at total of 39 outreach presentations since the June 17, 2013 HPRC meeting.

### ***HPRP CONTRACT ADMINISTRATOR'S REPORT***

Carolyn Batchelor reported that there have been 134 Referrals from October 1, 2013 through December 13, 2013. It was reported that all providers will have the ability to put case notes into the system beginning January, 2014. Carolyn Batchelor stated that she has initiated a monthly Provider Newsletter to ensure ongoing communication. The 2014 quarterly provider meetings and evaluator training sessions have been scheduled.

Gibbons reported that the implementation of observed urine testing at approved FirstLab collection sites will begin in March, 2014. This procedure will increase the integrity of the testing.

Steven Batchelor distributed the HPRP Licensee Summary covering the period January 2013 through November 2013. Batchelor stated that by the end of the first quarter of 2014, he anticipates the following:

- a. Having user names and passwords available for all participants and providers.
- b. All providers will have the ability to see case notes.
- c. Case manager alerts.
- d. Adding a work-site Monitor functionality.
- e. FAQs on website with three (3) different perspectives: employers; family, friends and co-workers; and participants.

Batchelor thanked the Committee and the Department for their continued assistance.

### ***CHAIRPERSON'S REPORT/COMMENTS***

Gehrke stated that the HPRP has been in existence for approximately 20 years. He indicated that the current Contractor has been administering the program for one year and expressed concern about the number of participants currently utilizing the program. He suggested that a committee be formed to research information regarding barriers that exist the prevent a health professional from utilizing the HPRP. The following Committee members volunteered to become members of the ad-hoc committee: Taft, Rainey, Wallace, Morrone, Burke, Vaupel and Gehrke.

Gehrke strongly suggested that members of the Committee promote the program.

### ***OLD BUSINESS***

None

### ***NEW BUSINESS***

#### **A. Approval of Drug Screen Panels**

Gibbons directed the Committee to a handout explaining the process of how the panels work. Steven Batchelor added that the panels are developed to minimize the cost for the user, not to jeopardize the effectiveness.

Motion by Wallace, seconded by Rainey, to approve the Urine/Drug Panel, as circulated.

A voice vote was held.

### ***MOTION PREVAILED***

#### **B. Handbooks**

Gehrke requested that all three (3) handbooks be assigned for Subcommittee review. The Subcommittees are to submit their report to the HPRC at its March 17, 2014 meeting. The Subcommittees are assigned as follows:

- a. Participant - Education Subcommittee.
- b. Provider – Clinical and Policy Subcommittee.
- c. Worksite Monitor – Education Subcommittee.

## ***PUBLIC COMMENT***

None

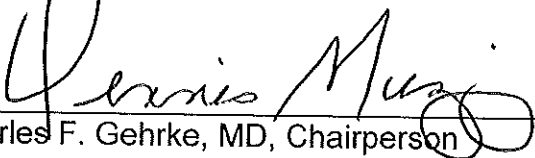
## ***MEETING ANNOUNCEMENTS***

The next HPRC meeting will be held on March 17, 2014 at 9:30 a.m. in the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center (UL), Conference Room 3, Lansing, Michigan.

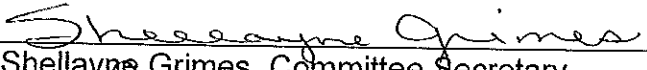
## ***ADJOURNMENT***

*MOTION* by Rainey, seconded by Zahodnic, to adjourn the meeting at 11:31 a.m.

*MOTION PREVAILED*

  
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Charles F. Gehrke, MD, Chairperson

3-17-2014  
\_\_\_\_\_  
Date Minutes Approved

  
\_\_\_\_\_  
Shellayne Grimes, Committee Secretary

12/16/2013  
\_\_\_\_\_  
Date Minutes Prepared