



Substance Use Disorder Certification Advisory Committee Meeting Minutes October 3, 2025

Time:	9:00 a.m.
Location:	Virtual Meeting via Microsoft Teams or 111 Israel Road, TC2 Room 166, Tumwater WA 98501 Access to the virtual meeting is on the last page of the agenda.
Contact Person:	Claire Wilson, Program Manager 564.669.0392 claire.wilson@doh.wa.gov
Committee Members:	Alicia Egan, SUD Program Director, Chair Bergen Starke, SUDP, Vice Chair Gayle Martinson, HCA Representative Cassidy Leslie, SUDP Raymond Gregson, CPC, Public Member Vacant, SUDP
Absent:	Dr. Kimber Rotchford, MD Susan Cherry, SUDP
Staff:	Brandon Williams, Executive Director Claire Wilson, Program Manager Eve Austin, Acting Operations Director Joan Simmons, Program Support Melody Casiano, Policy Analyst Shelly Buchanan, Supervising Staff Attorney
Presenters:	None

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

For more information, please see [last page](#) of this agenda.

Please Note: Comments from the public in attendance may be solicited after each agenda item.

OPEN SESSION:

1. Call to Order – Alicia Egan, SUD Program Director, Chair

Ms. Egan called the meeting to order at 9:02 a.m.

- 1.1. Introductions – Committee members, agency staff, and public attendees introduced themselves.
- 1.2. Approval of the October 3, 2025, meeting agenda. Motion to approve the agenda, seconded, vote 5 to 0.
- 1.3. Approval of the meeting minutes for February 7, 2025, and June 13, 2025. Motion to approve the meeting minutes, seconded, vote 5 to 0.

2. Public Comment – Alicia Egan, SUD Program Director, Chair

No public comments were received.

3. Management Reports – Claire Wilson, Program Manager; Hyon Yi, Credentialing Support, Quality Assurance

- 3.1. Budget report – Ms. Wilson presented the budget to the committee. The current fund balance is -\$498,000.
- 3.2. Credentialing report – Ms. Wilson discussed credentialing with the committee.

4. Assistant Attorney General Report – Kristie Knieps, AAG

- 4.1. There were no updates or items to report at this time.

5. Ethics Survey – Claire Wilson, Program Manager

- 5.1. Ms. Wilson reviewed a survey developed by the department to gain insight into the experiences of SUDP/Ts as they navigated ethical situations in the behavioral health workplace. Members were encouraged to share the link to this survey with their colleagues.

6. Co-Occurring capacity for SUDPs - Alicia Egan, SUD Program Director, Chair and Claire Wilson, Program Manager

- 6.1. Ms. Egan and Ms. Wilson discussed the emerging need for SUDPs to have opportunities to obtain training and experience to provide co-occurring care (e.g. a Co-Occurring Disorder Specialist (CODS) Enhancement to expand the scope of SUDPs) with the committee.
- 6.2. Ms. Wilson led the discussion regarding the potential survey to gain data on how many SUDPs may be interested in this kind of opportunity, current barriers, whether survey questions capture the information and additional suggestions with the committee.

7. SUDP Office Hours – Claire Wilson, Program Manager

- 7.1. Ms. Wilson shared the SUDP Office Hours are available monthly on the third Tuesday of the month.
- 7.2. SUDP Supervisor Office Hours have been scheduled for every other month from 12:00 pm to 12:30 pm.

8. HELMS Reminder – Claire Wilson, Program Manager and Brandon Williams, Executive Director

8.1. Mr. Williams provided the update that R3 has been pushed back to March. He reported that data has shown that credentialing staff processing times are improving and credentialing delays should be reduced.

9. Future Agenda Items – Alicia Egan, SUD Program Director, Chair

9.1. The committee discussed a future meeting to prioritize in-person attendance.

i) Members of the committee plan to attend December 5, 2025, in person.

9.2. Future agenda items:

i) Follow up on ethics survey results

ii) Apprenticeship status update

iii) Behavioral Health Support Specialist (BHSS) credentialing update

iv) Credential report for multi-licensed SUDPs and SUDPTs

10. Meeting Adjourned

10.1. The meeting adjourned at 9:52 a.m.

Submitted by:

Claire Wilson, Program Manager
Substance Use Disorder Certification Advisory
Committee

Approved by:

Alicia Egan, Chair
Substance Use Disorder Certification
Advisory Committee

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