



Substance Use Disorder Certification Advisory Committee Meeting Minutes December 5, 2025

Time:	9:00 a.m.
Location:	Virtual Meeting via Microsoft Teams or 111 Israel Road, TC2 Room 153, 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 Susan Cherry, SUDP Gayle Martinson, HCA Representative Cassidy Leslie, SUDP Vacant, SUDP Vacant, SUDP Vacant, MD or MHP
Absent:	Raymond Gregson, CPC, Public Member
Staff:	Brandon Williams, Executive Director Claire Wilson, Program Manager Joan Simmons, Program Support Melody Casiano, Policy Analyst Melissa Derefield, Credentialing Supervisor 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 9:00 a.m.

- 1.1. Introductions – Committee members, agency staff, and public attendees introduced themselves.
- 1.2. Approval of the December 5, 2025, meeting agenda. Motion to approve the agenda, seconded, vote 4 to 0.
- 1.3. Approval of the meeting minutes for October 3, 2025. Motion to approve the meeting minutes, seconded, vote 4 to 0.

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

Questions regarding changes in supervision for SUDPT credentials and the supervision plan were asked and answered.

3. Management Reports – Claire Wilson, Program Manager and Brandon Williams, Executive Director

- 3.1. Budget report – Ms. Wilson presented the budget to the committee.
- 3.2. Credentialing report – Ms. Wilson shared the credentialing updates and answered questions from the committee.

4. Assistant Attorney General Report – Kristie Knieps, AAG

- 4.1. There were no updates to report at this time, but Ms. Knieps mentioned there is a case going through litigation.

5. Ethics Survey – Claire Wilson, Program Manager

- 5.1. Ms. Wilson provided an update related to the Ethics Survey. The link has not been sent out yet as it is being worked on. The estimated runtime for the link will be mid-December through mid-March.

6. SUDP Office Hours – Claire Wilson, Program Manager

- 6.1. Ms. Wilson shared the SUDP Office Hours are available monthly on the third Tuesday of the month.
- 6.2. SUDP Supervisor Office Hours have been scheduled for every other month, on the first Thursday of the month. Supervisor Office Hours in January will be scheduled on the second Thursday, January 8, to avoid conflict with New Years Day.

7. SUDP Apprentices – Updates - Claire Wilson, Program Manager

- 7.1. Ms. Wilson provided updates related to SUDP Apprentices who obtained their full certification.

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

8.1. Future agenda items:

- i) No items were mentioned.

9. Meeting Adjourned

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

Submitted by:

Claire Wilson, Program Manager
Substance Use Disorder Certification Advisory
Committee

On file

SIGNATURE

DATE

Approved by:

Alicia Egan, Chair
Substance Use Disorder Certification
Advisory Committee

On file

SIGNATURE

DATE