

**Board of Alcohol & Drug Counselors  
Public Board Meeting  
Friday, November, 21, 2025**

**DRAFT MINUTES**

**MEMBERS PRESENT**

Robert Rogers, Board Chair  
Darlene Panzino, Vice Chair  
Lisa Williams, Complaint Officer  
Laurence Gross, Public Member

**MEMBERS ABSENT**

**STAFF PRESENT**

Reid Hayton-Hull, Assistant Attorney General  
Katie Warwick, Assistant Attorney General  
Penny Vaillancourt, Director of OPOR  
George Morgan, Board Investigator  
Michael Tarr, Comprehensive Health Planner II  
Katy Getchell, Acting Professional Licensing Supervisor

**CALL TO ORDER**

Board Chair, Robert Rogers, called the meeting to order at 8:59 a.m.

**MINUTES REVIEW AND APPROVAL**

Review and approval of the September 19, 2025, minutes.

A motion was made by Laurence Gross and seconded by Lisa Williams to approve the minutes after revision to change initial application Jodi Kern to read “approve initial application” and remove “there is sufficient evidence that the applicant is rehabilitated to warrant the public trust” as there was no prior conviction to consider.

**Vote: 3 in favor, 1 abstained Darlene Panzino.**

**COMPLAINT PRESENTATIONS**

2024-ALC-20341

A motion was made by Laurence Gross and seconded by Darlene Panzino to dismiss with a Letter of Guidance, to remain in the file for 10 years, citing Board Rules, Ch. 6, Appendix A, § V(A).

**Vote: 3 in favor, 1 abstained: Lisa Williams.**

2024-ALC-20361

A motion was made by Laurence Gross and seconded by Darlene Panzino to dismiss with a Letter of Guidance, to remain in the file for 10 years, citing Board Rules, Ch. 8, § 3(3)(E).

**Vote: 3 in favor, 1 abstained: Lisa Williams.**

2025-ALC-20566

A motion was made by Laurence Gross and seconded by Darlene Panzino to dismiss due to lack of evidence of violation of Laws and Rules.

**Vote: 3 in favor, 1 abstained: Lisa Williams.**

2025-ALC-20579

A motion was made by Darlene Panzino and seconded by Laurence Gross to offer the licensee a consent agreement citing Board Rule Chapter 9, Section 1. One year of probation with disciplinary supervision, one hour per quarter with quarterly reports to the board and a final recommendation at the conclusion of probation. Also, to require 12 hours of Continuing Education pertaining to boundaries and professional conduct. These Continuing Education hours must be completed within one year and will not count towards the required hours for renewal.

**Vote: 3 in favor, 1 abstained: Lisa Williams.**

### **COMPLAINT COMPLIANCE ITEMS**

2024-ALC-20373

A motion was made by Robert Rogers and seconded by Darlene Panzino to table this review as the information presented to the board was already presented at a previous meeting.

**Vote: 4 in favor.**

2023-ALC-19144

A motion was made by Darlene Panzino and seconded by Laurence Gross to table this review and send a letter of non-compliance to the licensee concerning the late start to the required disciplinary consultation.

**Vote: 4 in favor.**

### **CONSENT AGREEMENT RECONSIDERATION**

2024-ALC-2007

This consent agreement was brought back to the board, at the direction of Assistant Attorney General Katie Warwick. Licensee had a complaint against their professional license with the Board of Counseling which was dismissed due to lack of a violation.

A motion was made by Darlene Panzino and seconded by Laurence Gross to deny the reconsideration of the consent agreement and set the matter for hearing.

**Vote: 3 in favor, 1 abstained: Lisa Williams**

### **APPLICATION REVIEWS**

Initial Application:

Melissa Barbour

A motion was made by Darlene Panzino and seconded by Laurence Gross identifying New Hampshire's Licensed Alcohol and Drug Counseling License licensing requirements as equivalent to the licensing requirements for the State of Maine Certified Alcohol and Drug Counseling License.

**Vote: 4 in favor**

A motion was made by Robert Rogers and seconded by Darlene Panzino to allow applicant to withdraw her application for a Licensed Alcohol and Drug Counselor License and apply for a Certified Alcohol and Drug Counseling License and approve that application if all other qualifications for licensure are met.

**Vote: 4 in favor.**

Randy Beard

**Enter Executive Session at 10:53 A.M.**

A motion was made by Darlene Panzino and seconded by Laurence Gross to enter executive session pursuant to 1 M.R.S. §405(6)(F) and 22 M.R.S. § 1711-C to discuss confidential health information.

**Vote: 4 in favor**

A motion was made by Laurence Gross and seconded by Darlene Panzino to exit executive session.

**Vote: 4 in favor**

A motion was made by Darlene Panzino and seconded by Laurence Gross to approve the application as the applicant has shown they are sufficiently rehabilitated to warrant the public trust.

**Vote: 3 in favor; 1 recused Lisa Williams**

Christopher Donnarumma

**Enter Executive Session at 10:44 A.M.**

A motion was made by Darelene Panzino and seconded by Laurence Gross to enter executive session pursuant to 1 M.R.S. §405(6)(F) and 22 M.R.S. § 1711-C to discuss confidential health information.

**Vote: 4 in favor**

A motion was made by Laurence Gross and seconded by Darlene Panzino to exit executive session.

**Vote: 4 in favor**

A motion was made by Darlene Panzino and seconded by Lisa Williams to approve the application as the applicant has shown they are sufficiently rehabilitated to warrant the public trust.

**Vote: 4 in favor**

Naomi Francis

A motion was made by Laurence Gross and seconded by Darlene Panzino to approve the application.

**Vote: 4 in favor**

Leslie Leathers

A motion was made by Laurence Gross and seconded by Lisa Williams to retain the preliminary denial of the application with an added ground of the practice of fraud, deceit or misrepresentation in obtaining a license from a bureau, office, board or commission in violation of 10 M.R.S. § 8003(5-A)(A)(1), for the failure to disclose past professional discipline.

**Vote: 3 in favor; 1 recused Robert Rogers**

Renewal Application:

Kelly Stewart

A motion was made by Darlene Panzino and seconded by Laurence Gross to grant renewal and remind licensee that if her deferred disposition results in a criminal conviction she will need to report that to the board pursuant to 10 M.R.S. §8003-G

**Vote: 4 in favor**

### **DIRECTORS REPORT**

Director Vaillancourt spoke of OPOR vacancy rate. She informed the board that Michael Tarr has accepted the position of Board Manager. Director Vaillancourt also informed board members of the requirement for Freedom of Information Act training.

### **OPPORTUNITY FOR PUBLIC COMMENT**

Heather Maloney asked the board about application processes and if all applications must be presented to the board. Director Vaillancourt requested Board Chair Rogers to advise Ms. Maloney to email herself or Michael Tarr to speak more about the application process.

### **ADJOURNMENT**

A motion was made by Laurence Gross and seconded by Lisa Williams to adjourn the meeting at 11:30 a.m.

**Vote: 4 in favor.**