

Board of Directors
State of New Hampshire Prevention Certification

April 25, 2016

Meeting Minutes

Attending: Donna Arias, Tim Lena, Marissa Carlson, Mary Forsythe-Taber, Elena VanZandt, Charlotte Scott, Carrie McFadden (NHTIAD), Priscilla Davis (administrator)

The meeting was called to order at 8:31am with a moment of silence.

1. Welcome & introductions
2. Consent agenda. Minutes, consultant's report, and treasurer's report included. **Tim** motioned to accept the consent agenda with the exception of wanting further study of the treasurer's report, **Mary** seconded, all approved.
3. Treasurer's Report – **Elena**. Discussed questions about insurance and IC&RC meeting line items. **Priscilla** said that there's money through the Workforce Development funding to help cover the insurance costs not reflected in the \$1000 from the state. Suggestion to have remaining \$103.25 from the IC&RC travel line item be moved to marketing for IC&RC's PS brochure, though some might be needed for insurance costs. Creating a new line item for marketing/printing would mean checking with **Val**. Clarified that there's a separate invoicing process for the Workforce Development contract. **Priscilla** anticipates there being some big line item changes given the various timeline shifts in the project for this fiscal year. Taxes are due by 5/20, based on our fiscal year. **Priscilla** updated us on a lapsed nonprofit status, which is in the process of being reinstated. Clarification going forward that the Treasurer will be responsible for nonprofit refilling every 5 years. **Donna** is the main signer on checks – if **Elena** receives an invoice, she'll send it to **Priscilla**. Questions about reimbursement from the state being slow this calendar year – **Elena** will follow up with the new state billing person. **Priscilla & Elena** will be meeting later to check in about work flow. **Mary** motioned to accept the treasurer's report, **Tim** seconded, all approved. 4
4. Peer Review – **Tim**. Busy times transitioning to CEU applications and clarifying committee members at the same time. CEU application process is starting to smooth out. 2 applications under review, **Priscilla** has followed up with outstanding info still needed for K.R. & L.V. **Priscilla** shared concerns about how long K.R's application has been missing certain pieces –

she'll email K.R. & cc **Tim** with links for online options for missing training hours and 30-day deadline.

5. Workforce Development Committee – **Marissa**. Update on the readiness of the survey tool for NH. **Carrie** updated that they have about 145 respondents on the NHTIAD survey, and she'll share the results of the question they asked for us with **Priscilla** soon.
6. Testing update – **Marissa**. 4 tested and passed in March. CBT is \$150, so discussion of what application/testing fees should be. **Tim** brought up test and approval schedule – **Priscilla** said rolling applications are still fine with her. **Priscilla** will find out what other states are charging for certification – initial suggestion for NH is \$250. **Marissa** will clarify whether testers can test out of state.
7. Old Business
 - a. CPS course through NHTI – **Mike** is not present today with updates. Tabled for a future meeting.
8. New business
 - a. CPS of the Year – **Priscilla** said there have been 5 nominations so far – survey closes 5/10. Conference call on decisions scheduled for 5/23 at 9:30. For our national nomination, Susan did not win the national award, but they did send a plaque for her. We'll invite Susan to the annual meeting in June to officially receive the plaque.
 - b. Annual meeting scheduling – **Donna** requested to move meeting to June 20 – approved and space is booked. Members will bring potluck breakfast items. **Tim** will bring muffins, **Mary** will bring yogurt, **Elena** will bring pastries. **Elena** volunteered to take minutes. **Carrie** can publicize the meeting through NHTIAD online resources.
 - c. By-laws – Potential change: Address in article II. For more detailed feedback, please submit suggestions/questions to a group email before 5/23 conference call.
 - d. SMP Orientation – CfEx developing a new SMP orientation training, and have requested someone come from the board to talk about the process. **Marissa** suggested making sure that everyone has watched the webinar before the date of that training so that questions would go more smoothly and quickly. Training is Thurs. 5/12 from 12-4:30. **Mary** can definitely be there, **Donna** and/or **Tim** could be available if we're on the later side of the agenda.
 - e. Governor's Summit on Substance Misuse – We can have a table for free at the summit. **Tim** suggested having brochures available, and he could be there at the table during breaks. **Priscilla** will continue to try to order them through IC&RC, but may also reach out to a printer to make copies, given the timing and that she hasn't heard back yet from IC&RC. **Priscilla** will register.

9. Citizen's Comments – **Carrie** said that scholarships are available for NEIAS Summer School that covers up to 100% of tuition (though not lodging).
10. **Elena** motioned to go into executive session to consider new membership. Executive session entered at 10:14, exited at 10:16. Welcome to new member **Carrie McFadden**.
11. **Next meeting: June 20, 2016**, CHI, 501 South St., 2nd Floor, Bow, NH at 8:30am (annual meeting).
12. **Tim** motioned to adjourn, **Marissa** seconded, all approved. Adjourned at 10:22am.