

Board of Directors
State of New Hampshire Prevention Certification

August 28, 2017

Meeting Minutes

Attending: Donna Arias, Marissa Carlson, Mary Forsythe-Taber, Amber Violette, Priscilla Davis (administrator), Jill Burke (BDAS)

The meeting was called to order at 8:33am with a moment of silence.

1. Welcome, introductions, passing around card for **Valerie**.
2. Consent agenda. Approval tabled until October meeting due to lack of a quorum.
3. Peer Review – Need to fill PRC chair position due to Tim’s resignation from the board. Also a need to add a few members to the committee. **Mary** is wondering about getting more formalized guidelines for how to review applications, maybe bringing back a quarterly (or otherwise regular) conference call? **Mary** is open to being the interim PRC chair to get things stabilized, and **Amber** is interested in serving on the committee.
4. Workforce Development Committee – **Priscilla & Marissa**. Lots of new SMPs, SAPs, and prevention direct services folks coming up that have expressed interest in getting mentors. The subcommittee had a conference call earlier this month. **Tim** (along with **Val & Jill**) met with a number of DOE & BDAS staff to look at the overlap between CPS & School Social Worker on July 17. There is a big overlap between the 2 credentials – it seemed like there weren’t any CEUs that would apply for our credentials that wouldn’t also count toward the School Social Worker credential. The DOE has said that they will work with us & BDAS to cross-promote the CPS credential. **Donna** will work with **Jill** around getting the Office of Student Wellness the info they need for that. We can use this to market more to SAPs for the 2nd cohort of the mentoring program. **Priscilla** is working on a letter for uncertified SAPs, and we’ll check with **Katy** about doing a presentation at the 10/18 SAP orientation through PFS.
5. Testing & IC&RC update – Computer-based testing is going well! 2 completed (& passed) tests have gone well.

The new fee structure has officially happened and we’ve submitted our first payment based on that.

Board members will reach out to the 4 people whose certifications are lapsing soon.

6. Old business –
 - a. CPS Course through NHTI or others – **Carrie & Courtney** had been taking the project on, but now that **Courtney** has moved on, unsure where that is? MCC & SNHU are still very interested.
 - b. Retreat scheduling – Moving the retreat to after the October meeting in hopes of improving attendance. Topics to include:
 - i. Peer Review Committee
 - ii. College courses
 1. **Priscilla** will check in with the IC&RC admin list to see if anyone else is doing that now.
 - iii. Possibility of joining forces with the LADC board, who do the rest of the IC&RC credentials in NH. Looking at pros & cons of joining with them vs. becoming part of state government on our own vs. staying independent.
 - iv. Bylaws review
 - v. Board membership development
7. New business –
 - a. Bylaws – will review them at the October retreat
 - b. Board contact information – **Priscilla** asked members to update list
 - c. Website security – SSL & malware security offered by GoDaddy – discussed the options and it seems like the deal offered by GoDaddy is a fairly standard cost, so **Priscilla** will pursue that.
 - d. **Priscilla** will look into getting a debit card for the checking account in order to be able to pay for things that require credit card.
8. Citizen's Comments – None.
9. **Next meeting: October 23, 2017**, CHI, 501 South St., 2nd Floor, Bow, NH at 8:30am, followed by the annual retreat.
10. Meeting concluded at 9:55am, was not officially opened or closed based on lack of quorum.