

**Board of Directors**  
**State of New Hampshire Prevention Certification**

October 23, 2017

Meeting Minutes

Attending: Donna Arias, Marissa Carlson, Mary Forsythe-Taber, Amber Violette, Charlotte Scott (phone), Priscilla Davis (administrator), Kelley Gaspa (potential new member)

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

1. Welcome, introductions.
2. Consent agenda. **Marissa** motioned to approve it, **Mary** seconded, all approved. August consent agenda was also officially approved (**Elena** motioned)
3. Peer Review – **Mary** is going to plan a call after getting current list from **Priscilla**, and also look to recruit a couple more people. **Priscilla** noted that there has been a noticeable increase in CEU applications since she started, increasing the load on the PRC.
4. Workforce Development Committee – **Marissa/Priscilla** updated about getting a 2<sup>nd</sup> cohort going. Focusing on SAPs and potentially other direct service folks. **Amber** is working with 4 SAPs who do not have their CPS yet through Second Start – will let **Priscilla** know who those folks are. Will schedule in-person Nov. event with 1<sup>st</sup> cohort.
5. Testing & IC&RC update – Computer-based testing is still going well! **Marissa** reported out on the Fall IC&RC meeting, based on the Prevention report at the meeting, exam company, and SMEs needed for 2018 Job Task Analysis.  
Prevention Ethics need came up, and the disconnect between low number of trainings offered and high number of CAPT-trained trainers in the state. **Marissa** will follow up with **Carrie** about how the process works for getting Prevention Ethics sessions scheduled, particularly with Val on medical leave.
6. Old business - None
7. New business - None
8. Citizen's Comments – None

9. **Next meeting: December 18, 2017**, CHI, 501 South St., 2<sup>nd</sup> Floor, Bow, NH at 8:30am.
10. **Mary** motioned to close the meeting and move into the retreat at 9:36am, **Marissa** seconded, all approved.
11. Meeting was called back to order at 10:36am. **Marissa** moved to go into executive session, **Mary** seconded, all approved. Went into executive session at 10:37am. Exited executive session at 10:40am.
12. New board member elected – Kelley Gaspa
13. Motion to adjourn made by **Mary**, **Amber** seconded, meeting adjourned at 10:42am.