

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

December 18, 2017

Meeting Minutes

Attending: Donna Arias, Marissa Carlson, Mary Forsythe-Taber, Amber Violette, Charlotte Scott, Priscilla Davis (administrator), Kelley Gaspa (phone), Nadine Sacco (guest from Rivier), Devin Oot (guest from PDFNH)

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

1. Welcome.
2. **Elena** is going on medical leave and resigning from board membership and the Treasurer role; however, she will continue on the PRC after returning back to work.
3. **Donna** took items off the consent agenda to review individually.
4. Minutes – **Charlotte** should be added to the attended list in October by phone. **Mary** moved to approve the minutes with that edit, **Charlotte** seconded, all approved.
5. Consultant Report – **Mary** clarified some of the table info with **Priscilla**. Discussion about recent test updates – pros of CBT and relative difficulty of the current test vs. previous ones. **Marissa** said that the pass rate for the PS test reported at the Fall IC&RC meeting was much lower than previous years. Also, recommendation to link to a TN study guide and practice test on our website – **Donna** will check in with her staff member who used those resources to prep. **Marissa** moved to accept the consultant’s report, **Mary** seconded, all approved.
6. Treasurer’s Report – **Priscilla** discussed the duties of the office of the Treasurer to raise awareness & interest in the role. **Priscilla** does most of the day-to-day financial work (balancing checkbook, tracking invoices), and the Treasurer works on some of the longer-term reporting, state invoice, and double-checking financial reports. The Treasurer role does not require currently holding a CPS. Further discussion will be held with **Carrie**, who had previously indicated some interest in the position. **Mary** motioned to approve the report, **Charlotte** seconded, all approved.
7. Peer Review – **Mary** is still working on planning a phone call, and **Amber** is officially on board as the second board member leading PRC. **Priscilla** noted that there has been a noticeable increase in CEU applications since she

started, increasing the load on the PRC. Late recertification policy came up, based on request to waive late fee from an applicant. Interest in creating a policy to deal with requests like this fairly. Decided that if/when this comes up, recert applicants can put in writing why they need a waiver for the late fee, and that request will be reviewed by 2 PRC members, at least 1 of whom is a board member. **Priscilla** currently does a 60-day and a 30-day warning email before expiring, but can change that to a 60-day email and a 30-day phone call. **Priscilla** had a question about a recertification that came in close to the wire and was missing many pieces. **Priscilla** will reach out to the applicant to set some deadlines with PRC for them to fix their application.

8. Workforce Development Committee – **Marissa/Priscilla**. The 1<sup>st</sup> cohort will have an in-person training either 1/24 or 1/26, followed by a subcommittee conference call. **Priscilla** will send out separate surveys for potential mentors & mentees. Will discuss topics for monthly dissemination to the 2<sup>nd</sup> cohort.
9. Testing & IC&RC update – **Marissa** will be part of the test item-writing event in January at SMT. Spring IC&RC meeting will be in Detroit. Discussed the idea of hosting a fall IC&RC meeting sometime in the future – members indicated general support and would be interested in revisiting the topic. Also, **Marissa** updated that there will be a Prevention Ethics training at NHTIAD on Tues. 3/6.
10. Old business –
  - a. CPS Course – **Mary** said that progress has been made through the IDN workforce development component, and Manchester Community College has a grant to update/create program through their Human Services Dept. that will cover all of the CEU coursework.
  - b. Domain activities – **Donna** revisited the list that was started at the October retreat for work experience hours. The board worked on adding to the list, particularly in domains 5 & 6.
11. New business –
  - a. Meeting time/date schedule discussion tabled to February meeting.
  - b. Speakers' Bureau – The idea of a Prevention Speakers' Bureau has come up in a number of different ways, and there doesn't seem to be a clear fit yet of where to house such a thing. **Devin & Nadine** arrived to be a part of this discussion. All reviewed sample documents from NHIAA from when they were considering a speakers' bureau, which they ultimately decided not to. **Devin** shared the history of PDFNH considering a bureau, but ultimately they decided they didn't have the capacity to handle quality control. The issue of recommending consistent, accurate speakers has come up for everyone. PDFNH currently tries to recommend someone who has gone through some

training (esp. New Futures), PDFNH has seen them speak at least once before, and they would be speaking within context (not just going alone). "Speakers for Change" is a new resource that has been coming up, though they are expensive and for-profit.

**Nadine** discussed the new Center for Behavioral Health Professions & Workforce Development that has been developed that encompasses many existing post-graduate degrees. This center is being rapidly developed, and is interested in developing more resources for the community, including potentially a speakers' bureau. Initial bureau goal to start off with just faculty & other Rivier-associated subject matter experts, partially because of that quality control piece. Not sure about the center's capacity to take on external speakers yet, but could be possible? There could be an infrastructure developed for standards that speakers could meet (e.g. content, pricing structure). This is a big task, so looking at next steps: **Devin & Nadine** will connect with each other. **Nadine** will go back to Rivier to look at the interest of the university owning the speakers' bureau, or whether it would make more sense for it to be a consortium. The institutions doing work through HRSA may be resources for a consortium as well. The board will talk more about our involvement, especially relative to increasing PRC membership & capacity. This board, **Nadine, & Devin** will plan to meet again about this in April.

12. Citizen's Comments – None

13. **Next meeting: February 26, 2017**, CHI, 501 South St., 2<sup>nd</sup> Floor, Bow, NH at 8:30am.

14. Quorum was no longer present at the wrap-up of the meeting, so after a call for any additional motions after reaching the end of the written agenda, **Donna** declared the meeting adjourned at 10:31am.