

Board of Directors
State of New Hampshire Prevention Certification

February 26, 2018

Meeting Minutes

Attending: Donna Arias, Marissa Carlson, Mary Forsythe-Taber, Carrie McFadden, Charlotte Scott (phone), Priscilla Davis (administrator)

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

1. Welcome.
2. **Donna** took the treasurer's report off the consent agenda to discuss the position. Discussed the possibility of **Carrie** stepping into the treasurer role, pending a deeper understanding of the time commitment. **Priscilla** gave an overview of the responsibilities of the role. Estimated 1 hr per month with the exception of some tax and end-of-year reports in the spring, which could go up to 6-8 hrs per month for 1 or 2 months. **Donna** offered to be a backup during **Carrie's** busy times. **Marissa** motioned to elect **Carrie** to the treasurer position, **Mary** seconded, all approved. **Donna** asked for a date correction, **Carrie** moved to approve as amended, **Marissa** seconded, all approved.
3. Remaining consent agenda (Minutes & Consultant Report) – **Mary** moved to approve these two pieces, **Carrie** seconded, all approved.
4. Peer Review – **Mary, Mary, Amber, & Priscilla** met to examine & update processes & procedures. Review paperwork has been updated, including a reviewer checklist, and they will try a soft rollout to see how it works for the reviewers. PRC is also actively looking to increase its membership of non-board members. **Priscilla & Mary** will reach out to potential members.
5. Workforce Development Committee – **Marissa/Priscilla**. The 1st cohort had an in-person training on 1/26. One of the topics they wanted to cover before 4/30 was self-care, so there will be a workshop either 4/10 (@NHTIAD) or 4/20 (@CHI), pending highest attendance availability. For the 2nd cohort survey, there are 9 people interested in being mentees, and 5 yes or maybe mentor responses.
6. Testing & IC&RC update – **Marissa** will bring up a couple questions for the IC&RC meeting agenda (or perhaps the Prevention section of the meeting) – is there a place for a state-led evidence-based process in the absence of NREPP? And is there any movement toward a continuum-based credential?

7. Old business –

- a. CPS Course – **Mary** updated the progress that has been made through the IDN workforce development component, and Manchester Community College has created a substance misuse prevention certificate program that will start in September (7 people signed up so far) through their Human Services Dept. that includes coursework, observation, and internship. **Mary** gave them a list of possible internship locations, and is interested in meeting more to make sure their courses align with the prevention domains. **Marissa** mentioned that language in the CPS application may have to be updated to reflect that more than 40 hours of CEUs can come from college courses if they are pre-approved by the board.
- b. Domain activities – Tabled to April meeting.

8. New business –

- a. Reviewed 2018 proposed meeting schedule. **Carrie** moved to approve the following schedule, **Charlotte** seconded, all approved:
 - i. February 26, 2018
 - ii. April 16, 2018
 - iii. June 25, 2018 (Annual Meeting)
 - iv. August 27, 2018
 - v. October 22, 2018 (Followed by annual board retreat)
 - vi. December 17, 2018

9. Citizen's Comments – **Mary** raised the hopes that Jill Burke will be able to attend more frequently given her prevention access & support.

10. **Next meeting: April 16, 2017**, CHI, 501 South St., 2nd Floor, Bow, NH, at 8:30am.

11. **Mary** motioned to adjourn the meeting, **Marissa** seconded, all approved. Meeting adjourned at 9:44am.