

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

August 27, 2018

Meeting Minutes

Attending: Donna Arias, Marissa Carlson, Mary Forsythe-Taber, Charlotte Scott, Priscilla Davis (administrator), Alissa Bradley (guest, by phone)

The meeting was called to order at 8:43am with a moment of silence.

1. Welcome.
2. Consent Agenda – **Mary** moved to approve the agenda as is, **Charlotte** seconded, all approved.
3. Peer Review – **Mary**. Very busy with CEU approvals. Working through a couple unique recert cases. Discussed documentation needs for teaching CEUs for a recert. **Mary** will follow up with candidate and re-discuss with board if necessary.  
Updated reinstatement policy was reviewed and voted on for being added to the website. **Marissa** motioned to approve, **Mary** seconded, all approved.  
Per ethics issue surrounding a recertification, 3 non-board CPS in NH are reviewing information related to the specific conflicted recert issue.  
**Priscilla** will follow-up with them regarding a timeline of when they may be able to provide their input.
4. Workforce Development Committee – **Marissa/Priscilla**. Presentation at NPN happening Wed. 8/29. Discussion of next mentoring cohort tabled until **Donna** gets more clarification from **Jill Burke** around this year’s contract.
5. IC&RC update – **Alissa Bradley** from PA board joined the conference call to share information on how outside board management could work. They work with lots of different models, and have evaluated a number of structures. Other options could be to join with another board that also does prevention, and/or develop a related credential like the community health worker certification. PA does some trainings, especially demystifying why the credential is important/how-to. **Donna** and **Marissa** suggested making a formal request for more information from both PA and CT about possibly working together. **Marissa** will put something in writing for PA during the first week in Sept.  
For the Fall IC&RC meeting, the board will pay for the delegate’s meeting registration and per diem meals/incidentals at the IRS rate.
6. Old business –

- a. CPS Course – Tabled to October meeting
- b. Domain Activities – Tabled to October meeting
- c. State Funding – **Donna** will follow up with **Jill** about the status of the roll-over of funding, because **Priscilla** can't charge anything for the board currently. In addition, **Priscilla** will only be able to work through Sept. in our current status. **Donna** will also look into getting a debit card attached the NHPCB account to help with payment.
- d. By-laws – Tabled to October meeting

7. New business –

- i. Revocation policy – Need to spend more time at the October retreat reviewing our language, especially for situations in which people worry about their own job or personal safety by reporting. After a discussion of a few different options, **Marissa** motioned to authorize the Peer Review Committee to initiate a special review of a certification or recertification if they see information that could indicate a possible violation of the code of ethical conduct. **Charlotte** seconded, all approved.
- ii. Meeting schedule – **Donna** will need to reschedule meetings with new job, will send a Doodle to members for a new meeting time

8. Citizen's Comments – None.

9. Next meeting: TBD in October, plus the retreat - CHI, 501 South St., 2<sup>nd</sup> Floor, Bow, NH, at 8:30am.

10. **Donna** motioned to adjourn the meeting, **Marissa** seconded, all approved. Meeting adjourned at 10:18am.