

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

December 17, 2018

Meeting Minutes

Attending: Donna Arias, Mary Forsythe-Taber, Marissa Carlson, Carrie McFadden, Kelley Gaspa (phone), Priscilla Davis (administrator), Erin Dunne (NE PTTC)

The meeting was called to order at 1:03am with a moment of silence.

1. Welcome.
2. Consent Agenda – **Carrie** moved to approve the agenda as is, **Marissa** seconded, all approved.
3. Peer Review – **Mary**. Discussed dissatisfaction within the board with our current ethics policy given recent situations. Policy review meeting scheduled for 1/28 at 11:30.  
Busy PRC time, **Mary** is still planning to approach some potential new members to join PRC.  
A new training partnership between DOE & the NH National Guard has been announced, so we may see training hours coming from them. We discussed if other prevention orgs. should know more about the roll-out of this plan – maybe Prevention Task Force, Public Health Networks, etc. **Donna** will reach out to Rick about certification plans for his new staff members working on this project.  
Discussion about college contact hours in the certification manual came up. Moved to vote to amend the manual:
  - Take out “credit hour” on page 6 to clarify that college courses are based on contact hours.
  - Add to the recertification section that up to 12 contact hours in college classes for recerts.
  - In general, change wording about “college classes” to “courses at the undergraduate level or higher”.**Marissa** moved to incorporate the changes, **Mary** seconded, all approved. **Mary** will speak with Jill Burke about getting another SAP to join the board since Amber Violette’s departure.
4. Workforce Development Committee – **Marissa/Priscilla**. They will be meeting directly after this meeting to catch up.
5. Old business –
  - a. CPS Course – Tabled to February meeting

- b. Domain Activities – Tabled to February meeting
  - c. By-laws – Tabled to February meeting
6. New business –
- a. PTTC – **Erin Dunne** from New England Prevention Technology Transfer Center (via AdCare Maine) called in. She’s networking with various certification & NPN boards to update them. Similar to CAPT, but not just for SAMHSA grantees. Located in each of the 10 HHS regions, plus the national coordination office at the University of Missouri, Hispanic national center, and American Indian/Alaskan Native national center. Currently have a 5-year contract, through Sept. 2023. They can serve a broader population, but with less money to do it. They are looking for input around what people are looking for in terms of training. Informal inquiries now, and will do an official survey later in the winter.  
They are looking at workforce development at the high school & collegiate levels as well.  
They are looking for 1-2 people to join the advisory council from each state as well.
7. Citizen’s Comments – None.
8. Next meeting: February 25, 2019, CHI, 501 South St., 2<sup>nd</sup> Floor, Bow, NH, at 1:00pm.
9. **Carrie** motioned to adjourn the meeting to the retreat, **Mary** seconded, all approved. Meeting adjourned at 2:29pm.