

Board of Directors
State of New Hampshire Prevention Certification

October 22, 2018

Meeting Minutes

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

The meeting was called to order at 9.35am 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**. Still have some outstanding issues-catching up- have many that came in all together. Question about changing the recert process. To discuss with Marissa on how other boards may be streamlining the process- are admins who approve recerts certified, etc. Look to see who is up for recert in the next 6 months- and those who did not recertifies in the past 6 month(lapsed)-to let them know about the new process (for after lapse). Discussed what other boards do and drafted new language to be included in our procedures for recerts:
“A recertification application that comes in with all requirements met may be approved by the Administrator.”
Mary moved to approve the new language, **Charlotte** seconded, all approved.
Mary will approach some potential new members to join PRC. Also discussed talking with Jill Burke about getting another SAP to join the board since Amber Violette’s departure.
4. Workforce Development Committee – **Marissa/Priscilla**. Presentation at NPN happening Wed. 8/29 went well. After discussion of state budget, discussed moving forward with cohort #2.
5. IC&RC update – **Marissa** presented updates from the IC&RC Fall Meeting:
 - a. Testing updates:
 - i. Get new language for our manuals that represents changes in PSI
 - ii. 1200 test centers in over 120 countries - some owned by PSI, some owned by others, our testers have access to all
 - iii. Soft launch started week of 10/8
 - iv. Once the full transition happens (by December), anyone with a scheduled SMT exam can either continue through SMT or

reschedule with PSI; anyone preregistered but not scheduled will be transferred to PSI

- v. There will be basic demographic data collected for HRSA, cannot be skipped
 - vi. No fee to reschedule up to 48 hrs prior to exam; for cancellations less than 48 hrs in advance, testers have 3 days to provide documentation of why they have to miss, otherwise no refund/have to pay whole fee again - basically same excused reasons that SMT accepted
 - vii. Testers will get an official pass/fail status at the end of the exam; score letter will be emailed immediately by PSI
 - viii. *Must have government issued photo ID with name that matches exactly what is on examination registration*
 - ix. Special Accommodations - Extra time &/or separate room \$45 - all other accommodations vary based on need & site
 - x. In October, go into SMT and download whole history of candidate data
- b. Legislative:
- i. IC&RC is now part of the PCC, as is the new testing company - they should alert us if something comes up in NH?
 - ii. SUPPORT Act - loan reimbursement only for tx and maybe recovery, but maybe includes some kind of national resource center?
 - iii. 2020 review at the federal level about SUD reimbursement
 - iv. ONDCP reauthorized for FY19, includes DFC continuity
- c. Administrators' meeting/NCCA meeting:
- i. Ethics - We could certify an ethics investigator?
 - ii. NCCA - standards for best practices
 - 1. includes having one public member, document/publish everything, records retention policy
 - 2. We should be posting an annual summary of our total # of candidates tested and their pass/fail rate
- d. PS Credential Meeting Updates:
- i. 59% pass rate so far in 2018
 - ii. AdCare has the new PTTC contract for our region
 - iii. Prevention Solutions (through EDC) will house a lot of the old CAPT materials, including hosting the moderated online Prevention Ethics, and can contract directly with anyone, including NHTIAD
 - iv. Advanced Ethics - Prevention Solutions has that as well, not sure about TOT opportunities yet - currently, just TX & SC have trained folks
 - v. Chairs are looking to restart prevention conference calls, probably every 2 months - geared towards delegates/admin/board

- e. Restructuring proposal voted down
 - i. Move to nominate **Marissa** to be the delegate to the special committee to develop another proposal for the bylaws, to be presented at the Spring 2019 meeting. This information will be requested from the IC&RC Executive Committee later this month. **Charlotte** motioned, **Mary** seconded, all in favor with one abstention.

- 6. Old business –
 - a. Meeting schedule – Motion to move December meeting to 1-2:30 instead, given new conflicts.
 - i. Set 2019 meeting dates, 1-2:30 unless otherwise noted:
February 25
April 22
June 24 (Annual Meeting)
August 26
October 28 (Includes Annual Retreat, 12:30-4:30)
December 16
 - b. CPS Course – Tabled to December meeting
 - c. Domain Activities – Tabled to December meeting
 - d. By-laws – Tabled to December meeting

- 7. New business –
 - a. BDAS Budget - The state has sent a budget worksheet to complete for FY'19. Discussion of board administration costs and what the division between mentoring & board admin could be, since it's now rolled into one contract. **Marissa & Priscilla** will meet to update the mentoring budget and complete the budget worksheet.

- 8. Citizen's Comments – None.

- 9. Next meeting: December 17, 2018, CHI, 501 South St., 2nd Floor, Bow, NH, at 1:00pm.

- 10. **Marissa** motioned to adjourn the meeting to the retreat, **Charlotte** seconded, all approved. Meeting adjourned at 11:35am.