

PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE

NH Teen Institute office or via Zoom

Zoom Info:

<https://jsi.zoom.us/j/91078936230?pwd=ZnRPaWpU2djdDVaTXdycFloM3ZuQT09>

Meeting Minutes - February 3, 2022, 10:00-11:30

Attendance: Marissa Carlson, Priscilla Davis, Julie Yerkes, Anni Stanley-Smith, Donna Arias, Sarah Shanahan, Melissa Lee, Carrie McFadden

Item

1. **Call to Order** – Marissa Carlson, Chair, called together the meeting with a moment of silence. Then she began to review the consent agenda.
2. **Consent Agenda** – Priscilla shared the consent agenda, including the minutes with members in attendance. Donna Arias made the motion to accept the minutes with no changes. Carrie McFadden seconded the motion and the motion passed with no abstentions. Next the Chair introduced Julie Yerkes to provide updates on the Peer Review process.
3. **Committee Updates** – Julie shared that having more communication more regularly was a recommendation and they brainstormed recruiting more members. Julie is drafting invitations for new members. Julie also shared questions for the Peer Review Committee Principles of Operation document. Julie asked about police records check that was part of this document. Donna shared that she wasn't familiar with the police records check and doesn't recall that step. Marissa shared that it seems like the workplace responsibility versus a committee responsibility. Julie contributed that ethically the board may need ask for background checks before recommending someone. Donna posited that this may be a good question to pose to other states and see how they handle it. Priscilla will check with other prevention board administrators to see what other states are doing. It was noted that it's important that background checks not be discriminatory towards people in recovery. Julie shared there are prevention specialist in recovery who could help draft the process to ensure it's inclusive. With no more feedback the next agenda item was addressed.
4. **Admin Update** – Priscilla shared that 7 people recertified and one new person certify. She shared that the IRS will no longer accept paper copies of taxes and it must be e-filed. Priscilla shared the application for CPS of the Year is coming due and she's connecting with Liz Brochu to finish the application.
5. **IC&RC Update** – Marissa shared there's not much to update on the Job Analysis. She shared that she heard from Vermont about following our model for a certification board. They are looking to recruit a board member from NH to help them form their own board. She also hasn't heard of a spring meeting date at the time of this meeting.
6. **Old Business**
 - a. **CEU Preapproval Application/Standards** – Marissa shared that she is looking for a vote on the form. Carrie shared edits to the draft with the board. Carrie recommended sending this to agencies that apply for multiple CEUs and post the final version on the website when approved. Donna clarified the document is for certifying an organization. Sarah made the motion to accept the recommendations for the preapproval process. Donna seconded the motion and the motion was unanimously approved.
7. **Adjourned**- Anni made the motion to adjourn and Julie seconded. The motion was approved by the full board.

Next Meeting: April 7, 10:00-11:30, TI Office or Zoom