

Prevention Certification Board of New Hampshire
Board of Directors Meeting
Location: CHI/JSI
501 South St, Bow, NH 03304

Meeting Minutes: October 12, 2023

Attendees: Marissa Carlson, Julie Yerkes, Carrie McFadden, Sarah Shanahan, Hannah Sargent, Kimbly Wade, Ryan Barry, Carol Furlong, Melissa Lee

Agenda Item

- 1) **Call to Order** – Moment of Silence – **Marissa Carlson, Chair**, called the meeting to order at 10:07 and asked for a moment of silence.
- 2) **Welcome & Introductions**- **Marissa** welcomed the members and participants.
- 3) **Consent Agenda**
 - a) **Minutes**
 - b) **Consultant’s Report**
 - c) **Treasurer’s Report**

Marissa asked for members to review the consent agenda and asked for any questions. **Julie** moved to accept the consent agenda and **Carrie** seconded. The motion passed and agenda was approved with 4 yes and one abstention.

4) **Committee Updates**

- a) **Peer Review:** **Julie** reported out that it has been quiet but there is a lot in the pipeline (CEU’s and 1 Application). SAPST (SPF Application for Prevention Success Training), scheduled for October 23,24,25,26, is not full. Discussion around recruitment. Suggestions to send notices and registration link to current CPS to share, Regional PHN & COC, Kimbly’s Monthly Prevention Newsletter.

b) **Communications Committee**

- i. **Melissa, Carrie**, Ryan and Hannah had a brainstorming meeting which Hannah captured in a one-pager to be circulated. The committee discussed web updates, outreach materials, and how we identify who is a preventionist, what we do and why.
- ii. Need to create or polish the “short presentation”, 2 slides to add to any presentation that board members or partners are doing to spread the word about the NHPCB and CPS credential.
- iii. Newsletter: Next newsletter to go out beginning of November.
 - Spotlight on Prevention
 - Highlight new certs and anniversaries
 - Subscription button at bottom of newsletter and on website
- iv. Additional Outreach – Send Google form to all current/former CPS Where are you now? (**Julie**)
- v. NHCF support ends at the end of the month -Plan to put in a request for ongoing support. (**Julie. Marissa**)
- vi. Logo – we would like one

- c) **Events Committee** – **Sarah** has no updates. Discussion around Winter Gathering, or Remembrance Event. The Behavioral Health Summit is on Dec 4+5. Board would like to try to offer a coffee/ice cream social time for both existing CPS and potential candidates. **Sarah** will reach out to organizer (NHADACA/Providers Association) to ask if we could utilize some of the conference adjacent space. Party games optional.

- 5) **Admin Update: Priscilla** reported out. Admin report in board packet.
- 6) **IC&RC Update – Marissa** reported out. Marissa will be our new Caucus Chair -Pending Election. New test data coming in. National pass rates are about what they should be. NH’s Pass rates are high, as usual. Test prep Candidate Guide covers same 6 domains but Skills + Knowledge Guidance is Clearer.
- 7) Old Business
- a. Work planning for additional staff role- **moved to Retreat**
- b. CEU Preapproval Process
- i. Audit process for existing providers
- Group discussion** around process. NHADACA and North Country Health Consortium are preapproved. Request to approve application from CADY and CFEx. Melissa moved to approve, Marissa seconded. Motion passed with Julie abstaining.
- ii. Ask for FY23 spreadsheets for tracking – **Priscilla** will request them & do the initial review then they will go to **Peer Review**. **Priscilla** will Review Prevention Domains for offerings at NHADACA, email Emily about the prevention specialist recert label being put on more trainings, and provide clarification around Ethics for recert.
- iii. Credentials **Melissa** did speed dating at BDAS event to provide info on NHPCB and CPS and Advanced CPS Credential. What is the why of certification? Several questions about Advanced Credential. Could /should we create a crash course? Potential partners: NH Center for Nonprofits, UNH Cooperative Extension, PTTC-Best Practices
- 8) New Business 1:55pm
- a. International prevention standards – **Marissa** will send them to board when available.
- b. Durable prevention sash – pins for certification & special pins for CPS of the year, pins for special anniversaries - **Moved to retreat**
- c. 2024 Proposed Meeting Dates 2/1, 4/4, 6/6, 8/1, 10/3 (retreat), 12/5 Melissa moved to approve, Julie seconded. Passed with a unanimous vote.
- d. Citizen’s Comment- None
- e. Admin contract (for discussion)
- i. Continuation with CHI
- ii. Rate increase for Admin position from 8k/year to 9k/year (8k covered by current state funding) 10-14 days per year/1 day per month
- iii. Priscilla will transition out of the role February 2023

Discussion: State contracts, Mentoring initiative (monthly Zoom)

9) Board Enters Executive Session

10) Board Returns from Executive Session to Vote on the Admin Contract

- a) **Carrie** moved to approve partnership with CHI, **Melissa** seconded. Motion passed with **Julie** abstaining (conflict of interest).
- b) Sarah moved to offer the position to CHI candidate Hannah Sargent, Carrie seconded. Motion passed with Julie abstaining (conflict of interest).

11) Marissa moved to adjourn the meeting, Carrie seconded. Motion passed. Meeting adjourned at 12:20pm.

Next Meeting: The date and time of our next meeting is December 7, 2023, 10am- 11:30am.

2023 meeting dates remaining (all Thursdays from 10-11.30 am):

December 7, 2023.