

**Prevention Certification Board of New Hampshire
Board of Directors Meeting
Location: Community Health Institute (CHI) Pemi Room or Via Zoom**

Meeting Minutes: April 6, 2023

Attendees: Marissa Carlson, Julie Yerkes, Carrie McFadden, Hannah Sargent, Greg Williams, Melissa Lee, Carol Furlong, Kimbly Wade, Priscilla Davis

Agenda Item

- 1) **Call to Order** –10:05 AM Moment of Silence – **Marissa Carlson, Chair**, called the meeting to order and asked for a moment of silence.
- 2) **Welcome & Introductions-** **Marissa** welcomed the members and participants went around the room and via zoom with introductions. Carol Furlong is joining today representing NHADACA.
- 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. **Carrie** moved to accept the consent agenda and **Julie** seconded. There were no abstentions and the motion passed.

4) Committee Updates

- a) **Peer Review:** **Julie** said peer review approved a new certification, but there was a training that was a few months shy of the 5-year mark (it was five years from test date, but over by 2 months of application date- but determination was to approve).
- b) **Communication:** **Hannah** developed a draft newsletter for board review to go out on a quarterly basis. Initial newsletter to go out early May (around May 10th). The newsletter will feature information about our annual celebration and link to CPS of the Year webpage. The location is still TBD- possibly same location as last year (Thomas Fox room at BDAS)-**Kimbly** said she can find out and put it on hold from about 9-1 if it is available. **Julie** recommended bring in a speaker for the event. **Priscilla** confirmed that the nomination form that was sent out does have an RSVP. **Priscilla** to send CPS list to Hannah, **Julie** to send invite to partnership list serve and CFEX newsletter. Going forward- add a segment to our bi-monthly agenda for recommendations for newsletter content from board. **Hannah** presented a draft wireframe/outline of the website with recommended changes/updates for the board to review. There will be a new page added for CPS of the Year with current and prior year winners and announcement about annual celebration. Discussed where to put the current list of CPS. Melissa and Kimbly thought it should be on the “about us” page. **Carrie** asked once structure was up and running how often and who would update the pages. **Priscilla** to work with **Hannah**. If funding allows, we could possibly get Heather Brack (JSI) to assist with updating pages and building WordPress- to be determined.
- c) **Events Committee-** **Hannah/Greg/Sarah-** Discussion about having a guest speaker. **Carrie** agrees we should. **Melissa** recommends an informal networking time. **Melissa** said she has some SAMSHA grants and has a person to consider (for speaker)- could speak on importance of

prevention. **Marissa** was interested in that possibility. The person of interested is Humberto Carvalho a PH adviser for SAMSHA. To be determined. **Julie** also asked **Kimbyly** if she could say a few words on behalf of the department, and also be available for a photo op with CPS of the Year winner. It was agreed that there would be refreshments (lite refreshments). **Julie** to ask Traci Fowler to be there and speak. Also- discussed possibility of having a CPS Pin/year of service for currently certified individuals- to look into, but suggest we should honor those CPS with 10 years or longer of certification/service.

d) **Other: Kimbyly** would like a board member to attend upcoming May meeting to promote our board and prevention science and credentialing with her team. **Marissa** indicated that SAMSHA has "Prevention Core Competencies" about foundational/science of prevention. It will be available virtually and also will be a 3-day training at the NE Summer School hosted by PTTC and TTC. **Marissa** said that it has not yet been done in New England. NHADACA may want to get involved. **Kimbyly** said if we want to bring it to NHADACA to reach out to the Bureau. **Carol** said she would be happy to bring information back to NHADACA.

5) **Admin Update- Priscilla** indicated that this month the paperwork for the upcoming fiscal year's amendment had been requested by state and documents were provided, awaiting final approval. Priscilla also noted that there was a check out of order (taken from wrong batch of checks). She will resume using checks (for treasurer to sign) from the correct batch going forward

6) **IC&RC Update –Marissa** said there was a short virtual meeting on April 3rd that she attended. There were updates from lobbyists (IC&RC), mostly about Medicaid. They discussed national recommendations related to Peer Recovery standards. They announced the national IC&RC winner of CPS of the year from Kentucky (NH submitted application for Kim Haley). The JA process- nothing new to report. The new test started on March 1st. For persons studying- the newest candidate guide will be available on IC&RC website.

7) **Old Business**

a) **Advanced Credential- Priscilla** posted announcement about ACPS on website. **Julie** said it would also be good to include in newsletter.

8) **New Business**

a) **International Prevention Standards:** Tabled new business discussion to future meeting.

9) **Citizen's Comment-** None.

Greg made motion to adjourn at 11:30am and **Julie** seconded.

Next Meeting: Thursday, April 6th 10:00-11:30 am at CHI and Via Zoom

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

June 1st (annual meeting)

August 3rd

October 5th (retreat to follow from 11:30am-2:00pm)

December 7th