

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

Meeting Minutes: August 8, 2023

Attendees: Marissa Carlson, Julie Yerkes, Carrie McFadden, Sarah Shanahan, Greg Williams, Hannah Sargent, Kimbly Wade, Ryan Barry, Guy Torgerson

Agenda Item

- 1) **Call to Order** –1:06 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. Due to a number of new participants who were present, introductions were made by all.
- 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. Request to add Sarah Shanahan as present at Annual Meeting. **Julie** moved to accept the consent agenda as amended and **Carrie** seconded. There were no abstentions and the motion passed and agenda was approved.
- 4) **Committee Updates**
 - a) **Peer Review:** **Julie** gave a presentation at the State Prevention Meeting discussing Prevention Certification and the NHPCB. Put out a request for Peer Reviewers and new Board members. Deryn Smith and Andrea Smith expressed interest in Peer Review Committee.
 - b) **Communications Committee**
 - i. **Quarterly Newsletter - Julie** gave update. Working on content for August release. Goal was for July. Working to establish format for newsletters. (News, Meetings, Upcoming Trainings/Events.) Will look for support from **Ryan** and **Hannah**. **Julie** requested Board minutes/agenda sooner, so certain items could be included. **Priscilla** suggested a piece on the Advanced Prevention Certification. Discussion about aligning newsletter with meetings for Board review.
 - ii. **Website/Marketing** – Welcome back **Hannah!** We will look to **Hannah & Ryan** to provide input and a plan going forward. **Ryan** will provide notes on website prior to Board Retreat.
 - c) **Events Committee** – **Sarah** has no updates. Signature event is Annual Meeting/CPS of the Year. Suggestions for additional events: Mid-year get together, National Prevention Week in May, NEIAS (Summer School) NH Meetup, office hours, open house, presentations, conferences.
- 5) **Admin Update:** **Priscilla** reported out. Admin report in board packet. Last minute payment not captured, will be included in next meeting’s report. Numbers are getting close to 60. Priscilla has been fielding questions around training. 1. How to identify advanced/not 101 ATOD trainings. **Marissa** clarified that anything with Substance Use/ATOD as primary in title or description. 2. Can individuals recertify as Advanced CPS? Can they do so even with a lapse. Yes, they can. The calculation is 20 hours per year from the time of their last certification. Those hours can be used towards Adv Cert. requirements. Also discussion around GoDaddy renewal and domain renewal. Decision to

renew GoDaddy for 12 months and domains for maximum period. Domains and Hosting will go in Marketing line item.

6) **IC&RC Update – Marissa** reported. IC&RC is looking for subject matter experts, will hopefully send out a sign-up for that soon. The new test was released in the Spring, 141 candidates from throughout the country have taken the new test, the pass rate is about 71% which is in the range we'd like to see .

7) Old Business

a. Work planning for additional staff role- **Julie** reported that meetings will be scheduled with **Ryan**.

b. CEU Preapproval Process

i. Audit process for existing providers

ii. Process brainstorm based on the agreement – what to ask for, frequency, etc.

Group discussion around process. Currently only NHADACA and North Country Health Consortium are preapproved. Suggestion to audit a time period of trainings was well received, but would require an investment of time and resources. Who would do it? Historically we had asked for Presenter resumes, Workshop Description, Evaluation, and designated Domains. Carrie said that we have a spreadsheet for that information. It was decided that we would request the spreadsheet from the previous fiscal year annually in August (post grant reporting) and review. **Marissa** noted that some webinar content is dated and that we should review/purge/update online offerings. Group noted that there is inconsistency with identifying ethics coursework for recert and that there was no designation of courses for Advanced Certification option. **Priscilla** will send an email re: domain and certification designations and if necessary **Marissa** will follow up with a meeting.

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 - **TABLED**

c. Presentations for board members to have access to for certification presentations – Given the increase in requests for presentations, **Julie** suggested that we create a slide deck for board members and info slides for trainers to include in their presentations. **Ryan** will work on those slides. **Kimby** mentioned an upcoming presentation request at the RPHN Annual Showcase from 1:00pm-3:30pm in Pembroke. Due to schedule conflicts from other board members, **Julie** will participate in the community partner “speed dating” on behalf of NHPCB.

d. Great Lakes PTTC learning collaborative – something we should adapt &/or suggest to NE PTTC? - **TABLED**

e. Schedule check in for October meeting & annual retreat – Marissa is not available on October 3rd. Julie moved and Sarah seconded moving meeting and retreat to October 12th Meeting 10am-11:30am, Retreat 11:30am-2:00pm. There were no abstentions and the motion passed. Lunch will be provided.

9) **Citizen’s Comment-** None

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

Next Meeting: The date and time of our next meeting was changed from October 5th, October 12th. Meeting 10am-11:30am, Retreat 11:30am-2:00pm. Lunch will be provided.

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

October 12th (retreat to follow from 11:30am-2:00pm)

December 7th