

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

**Meeting Minutes: February 2, 2023**

**Attendees:** Marissa Carlson, Sarah Shanahan, Julie Yerkes, Carrie McFadden, Hannah Sargent, Greg Williams, Melissa Lee, Priscilla Davis

**Agenda Item**

- 1) **Call to Order** –10:13 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 and introduced each other since there are several new attendees today. **Julie** also introduced **Hannah Sargent** and described her new role.
- 3) **Consent Agenda** – **Marissa** asked for members to review the consent agenda and asked for any questions. **Greg** moved to accept the consent agenda and **Sarah** seconded. There were no abstentions and the motion passed.
- 4) **Committee Updates**
  - a) **Peer Review:** **Julie** sent doodle scheduler to group to identify date to meeting with peer committee, but still date TBD. **Julie** had previously met with the group (last year) with positive response about meeting as group. **Julie** identified two new peer reviewers, Angie confirmed, and awaiting confirmation from Kerri. Need additional peer review members.
- 5) **Admin Update-** **Priscilla** shared overview of the number of recertification and new certifications and total certified as of December and brought up a question that was received via email about whether or not teaching hours can be used towards initial certification education hours (for recert this is allowed – max of 12 hours). A lengthy discussion took place about pros and cons. **Marissa** asked if Peer Review was willing to take this on. **Julie** felt that credit hours should fall under topic they are teaching (in relevant domain). **Marissa** agreed with this and gave example that when teaching Prevention Ethics course- it would apply to ethics. **Marissa** reiterated that it should not be part of the core 6 hours required in each domain (for new certification), but teaching hours can make up the additional hours. **Marissa, Julie, Priscilla** to draft wording for revision in certification application and present to board for approval.
- 6) **IC&RC Update** –**Marissa** provided update about Job Analysis (JA) and new version of Prevention Specialist (PS) test effective as of March 1, 2023. There is also a new candidate guide based on the JA. One of the big changes based on this JA was a clearer list of domain descriptions- more streamlined, removed duplication (if it is listed in a domain once, it won't be repeated). For anyone prepping for the new exam, important to note there is more about behavioral health. There is also an updated list of references.

There is a plan to update the RI Guide to align with the new test release date. Study materials are now available in Spanish language and in future Portuguese will be made available. Once new test is released, it will be translated into Spanish (est. end of 2023/early 2024). **Sarah** asked about the different guides available. There is an ICRC Candidate Guide, RI Study Guide (developed through

SAMSHA funding), and a book by an independent CPS in NC (but per **Marissa**- she has copy and will review it first before sharing link).

**Priscilla** mentioned that the board has several copies of Prevention books that were purchased by the board many years ago and available to loan. **Marissa** scanned through a hard copy and confirmed that they are outdated/no longer current/relevant to changes made since publication.

**Marissa** mentioned that there is a spring IC&RC meeting to be held virtually in April, and there will be an in-person Fall IC&RC meeting.

Prometric, the testing company is seeking subject matter experts (with CPS for minimum of 2 years-10 years) for the new test to determine what a “passing score” will look like. If anyone is interested, reach out to Marissa and she will email Lori at the IC&RC. It will be about an 8-hour commitment over 2 days. **Julie** suggested sending notice out to NH folks about the new test.

#### 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) **Secretary position vacant:** The board needs a new secretary, since Anni moved and is no longer filling that position.

b) **Workplan:** **Julie** presented detail about the new funding through the NHCF and staffing (Hannah) with goals of connecting, celebrating and growing the prevention community in NH, through communications (marketing materials, newsletter, website updates, annual meeting- make it a big event celebrating CPS of the year). **Julie** suggested we will need a sub-committed for communications and marketing. Looking for input on our annual meeting on June 1<sup>st</sup>- Last year was more open to public, held at DHHS (Thomas Fox Hall) with refreshments. **Julie** seeking sub-committee and chair. **Sarah** is willing to be on planning, but cannot chair. **Melissa** is able to help plan but not chair. **Hannah** will chair this sub-committee and will reach out to sub-committee and tasks; **Priscilla and Julie** will also work with Hannah; **Greg and Sarah** will help with annual meeting, and **Melissa and Carrie** with communications and marketing. To update website with past CPS of the year winners. Sent out nomination survey earlier this year.

c) **Growing CPS:** **Sarah** spoke to her organization (NH Coalition against Domestic and Sexual Violence) about becoming a CPS, inquiring if she can get a group of 15-20 could there be a specific SAPST training for the group, and what would it potentially cost. **Marissa** will look into it.

d) **Term Limits:** **Marissa** will look into term limits for directors.

#### 9) **Citizen’s Comment-** None.

**Next Meeting:** Thursday, April 6<sup>th</sup> 10:00-11:30 am at CHI and Via Zoom

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

June 1<sup>st</sup> (annual meeting)

August 3<sup>rd</sup>

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

December 7<sup>th</sup>