

**Prevention Certification Board of New Hampshire  
Board of Directors Meeting  
Location: NH National Guard Training Center  
96 Sheep Davis Road, Pembroke, NH**

**Meeting Minutes: June 1, 2023**

**Attendees:** Marissa Carlson, Julie Yerkes, Carrie McFadden, Hannah Sargent, Greg Williams, Melissa Lee, Kimbly Wade, Priscilla Davis, Guy Torgersen, Rick Frost, Maura McGowan, Stephanie Wolfe, Candace Tucker, Michelle Kroll, Traci Fowler, Jacqui Baker, Sarah Shanahan

**Agenda Item**

- 1) **Call to Order** –10:11 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 at today’s annual meeting and celebration of our CPS of the year. Due to a number of new participants who were present, introductions were made by all. Refreshments were provided as today is also a special celebration of our annual CPS of the Year award.
- 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 and agenda was approved.

- 4) **NH CPS of the Year:** **Marissa Carlson** spoke about our CPS of the Year annual award and read a summary of the achievements and commendations for this year’s awardee **Melissa Lee**. Melissa was then presented with the award which was followed by photo opportunities. Details about the award and Melissa’s achievements will be published in our August newsletter, with photos. **Melissa** thanked the board and talked about her work and experience over the years in the field of prevention. Melissa will go on to be the board’s nominee for the 2024 CPS of the year for our international credentialing agency, IC&RC, which will take place in the spring 2024.
- 5) **Committee Updates**
  - a) **Peer Review:** **Julie** gave description of the Peer Review process and the current four members (Julie, Mary, Amber, Lindsey). Description of duties includes approving applications for CEUs, New Certs, and currently responding to questions that may arise about recertifications and recertification after lapse when administrator needs further input on these. **Julie** also noted that we are also seeking additional members for peer review sub-committee.

5) **Admin Update:** The time for admin update was tabled and noted related detail is included for board review in the attached board packet.

6) **Highlights of the Year:** **Marissa** provided a summary of some of the year’s highlights including:

- a) Working with PRRC on Mentoring
- b) Roll-out of our new “Advanced” CPS credential
- c) Flow of new applications for CPS
- d) CPS exam has been updated, with domains remaining unchanged, but exam has been updated with additional detail to better align with Social Determinants of Health (SDoH); also, IC&RC now offers at home exams (online proctoring). To date, no one has elected to take the at-home exam.
- e) Marissa’s active role in the IC&RC- she is chair of IC&RC’s Prevention Committee. **Sarah Shanahan** attended the IC&RC spring meeting in Florida to represent our board, and **Marissa** will attend the fall IC&RC meeting in October 2023 in Phoenix, AZ.
- f) NHCF Funding: **Julie** spoke about the additional funding received from NH Charitable Foundation with goal to grow the prevention workforce, promote CPS credential. Activities have begun including engaging **Hannah Sargent** to support this effort, which has included starting a monthly newsletter, and working on communication to new CPS and existing CPS about advanced credential offerings. We established a communications and events committee, and a wireframe structure to update website. **Sarah** added that the NH Coalition Against Domestic Violence has individuals who would like to do a SAPST with goal of becoming certified. **Marissa** said that the SAPST is being updated. Anticipate that NH will roll-out new SAPST training in in October. SAPST is a foundational training on Prevention Ethics and Prevention Core Competencies. It was noted that “SAPST” acronym was updated. SAPST previously stood for “Substance Abuse Prevention Skills Training” but going forward now stands for “SPF Application for Prevention Success Training”.

**7) Remarks**

- a) **From BDAS: Kimbly Wade** has a monthly state-wide Prevention Newsletter, highlighting the work of coalitions and state-wide work related to prevention.
- b) **From NH Charitable Foundation:** Traci Fowler shared an overview of how the NHCF is funded and spoke about the foundation’s vision to engage communities to work collaboratively including supporting the Prevention workforce and emphasis of importance of having a voice in the state for Prevention.

**8) Old Business:** Tabled until August Meeting

**9) New Business:** Tabled until August Meeting

**10) Citizen’s Comment-** Maura McGowan shared that the NH Teen Institute’s summer leadership is approaching and starts on July 9<sup>th</sup>. They have scholarships available, and spots are still available. It is a 5-day overnight program for high school students in NH and other states. On related note- our CPS of the year **Melissa Lee** was a former graduate of the summer leadership program!

**Melissa** made motion to adjourn at 11:30am and **Sarah** seconded.

**Next Meeting:** The date and time of our next meeting was changed from August 3<sup>rd</sup>, to Tuesday August 8<sup>th</sup> from 1-2:30 pm, at CHI and virtually via zoom.

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

- August 8<sup>th</sup> 1-2:30 pm
- October 5<sup>th</sup> (retreat to follow from 11:30am-2:00pm)
- December 7<sup>th</sup>