

## BOARD OF DIRECTORS

### PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE

#### Meeting Minutes

February 1, 2024 10:00 am-11:30 am

Attendees: Carrie McFadden, Ryan Barry, Hannah Owen, Priscilla Davis, Kristie Curtis, Julie Yerkes, Marissa Carlson, Sarah Shanahan, Melissa Lee, Greg Williams

#### 1. Call to order & Moment of Silence 10:00am

#### 2. Consent Agenda

- a. Minutes
- b. Consultant's Report
- c. Treasurer's report
- d. Julie moves to accept consent agenda, Sarah seconds, All Ayes

#### 3. Committee Updates

##### a. Peer Review

- i. 1 new application sent back for revisions
- ii. 1 approved
- iii. Multiple ACPS applications sent in a year prior to CPS expiration. Group decision to have the ACPS certification be effective for two years from the expiration of their current certification
- iv. recruit for peer review currently 4, looking for 2 more (Carrie + Angie?)

##### b. Communications

- i. google form created for content for newsletter with subscription request (name/org/title) to be sent monthly as well as in newsletter and on website
- ii. add google doc and subscribe form to website
- iii. send newsletter to Partnership, SAP, Bureau, CFEX, NHADACA, NCHC
- iv. Newsletter
  - a. CPS spotlight
  - b. ACPS
  - c. Board Presentations
  - d. Office Hours
  - e. How to get involved - Peer Review
  - f. trainings

g. Save the Date

h. Relevant Links

i. foundational trainings SAPST, Ethics, Advanced Ethics, Tough to find trainings, where we are or will be in your community, Annual Meeting Save the Date

j. survey form- (Where are you now?) to inform CPS of the quarter

i. Adv. CPS seal -Feedback

ii. Elevator Pitch

iii. What is our name? NHPCB or PCBNH

iv. CAPT → PTTC

v. Buy pcbnh.org

#### c. Events

i. Juvenile Diversion Conference June 11th Call for Presentations, Greg may be able to table

ii. Annual Meeting-Save the Date June 6th 10:00am Lunch to follow

iii. Schedule a virtual meeting in March to brainstorm: conferences/speakers/swag/ new ACPS/Annual Meeting/ pins & sashes/ recognitions

#### 4. Admin Update

a. Subcommittee is needed to review applications, documents & manual, create matrix, add chapter on advanced

b. Marissa will send a Doodle poll for a meeting in March for anyone available to join

c. Priscilla is creating a guide, including process for recertifications & advanced (sent to peer review)

#### 5. IC-RC Update - Tabled

*Board entered Executive Session and Returned*

*Kristie Curtis, Recovery Friendly Workplace is welcomed to the Board*

#### 6. Transition & Workflow Update

a. Website Mtg scheduled

b. Charged to the Center

c. Branding Name + logo, logo ideas, color palette (autumnal)

d. What is Hannah + Ryan's role?

i. Timeline

ii. Accountability

iii. Send Action items w/minutes

iv. Project management

v. Agenda requests should be sent to Marissa 2 weeks in advance

vi. Update Board records

7. Old Business-Tabled

8. New Business - Tabled

9. Public comment - N/A

10. 11:40am Sarah moves to adjourn, Julie seconds, All Ayes

Next Meeting: Thursday, April 4<sup>th</sup>, 2024