

BOARD OF DIRECTORS
PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE
CHI or Zoom
Meeting Minutes – October 3, 2024
10:00 am-12:00pm

Attendees: Ryan Barry, Hannah Owen, Sarah Shanahan, Kimbly Wade, Carrie McFadden, Melissa Lee, Greg Williams

1. Call to Order-Moment of Silence Meeting Call to Order: 10:02 am

2. Consent Agenda

- a. Minutes
- b. Consultant's Report
- c. Treasurer's Report

Motion to approve minutes Greg, Seconded by Sarah, all approved.

3. Admin Update

- a. Officer terms – Marissa is currently in her second 3-year term
- b. Conflict of Interest – To be filled out by all board members once every two years
- c. Other Admin Updates:
 - i. CPS - No new certifications, 3 recertifications, 4 new certifications in process
 - ii. ACPS – 4th ACPS, 1 in process
 - iii. 1 CEU Preapproval Application to review
 - iv. Growth Partners submitted their requested materials, to be reviewed by CEU Approval Committee
 - v. One attendee at September office hours

4. Peer Review

- i. Melissa to be onboarded, Julie to schedule Peer Review gathering

5. Communications Committee

- a. Quarterly Newsletter
 - i. Appreciation to Melissa and Carrie for timely feedback!
 - ii. September newsletter went out 9/9, next will be sent in Dec.
 - iii. 82 recipients-67 opens
 - iv. Pulling CPS of the Quarter candidates from survey responses
- b. Where are you now survey?
 - i. Had 15 Responses
 - ii. 2 ACPS not yet featured as CPS of the quarter
 - iii. December will be Vicki Harris, February will be Liz Brochu
 - iv. Hannah will send spreadsheet
- c. Website update
 - i. Victor is very helpful and responsive
 - ii. Website in a good spot, ready for review today
 - iii. Thank you to Hannah for her work on wireframes!

6. Events Committee

- a. Thoughts on upcoming events and/or conferences to table/present at:
 - i. Behavioral Health Summit Dec 9th&10
 - ii. Greg formerly ran vendor tables- Greg, Melissa,Ryan, Julie are all attending, Greg will reach out about getting a table
 - iii. Kimbly will be at Suicide Prevention Conf. (will put out handouts)
 - iv. Hannah will send out 1-pager
 - v. Kimbly sending scholarship info & registration for the Suicide Prevention Conf.
 - vi. Wear sashes
 - vii. RCFY Prevention Summit- Sarah will reach out to Celeste about providing NHPCB materials

7. ICARC Update

- a. Fall 2024 Meeting Marissa & Sarah will attend

8. Old Business

a. CEU Pre-approval Process

- i. Growth partners asked to submit an exemplar single application. Submitted training link, resumes & evals
- ii. Board reviewed application.
- iii. Notes -Domains are not topics: Need to demonstrate that content meets the requirements of domains. Recommending a coaching session with a member of CEU Approval Committee: Julie, Mary Forsythe Taylor, Lindsay Bergeron, Amber Violet

b. Audit Process for existing providers: NHADACA, NH Student Assistance Network, Partnership, CADY, NCHC

- i. Decision to have one annual report deadline
- ii. Revise form: to include due date & additional requested info and board member signature

9. New Business

a. Office Hour Coverage

- i. October-Julie & Marissa
- ii. November-Greg & Julie
- iii. December-Greg & Melissa
- iv. Sept. had 1 attendee
- v. Sign-up for next year available at next meeting

b. Ethics for Recertification question? Deferred to Marissa

c. Contract with NH Student Assistance Network

NH Prevention Conference
NH Student Assistance Network
Partnership
NHPCB

10. Citizen's comment: Kimbly is highlighting us and thinks we're doing a great job.

10a. Updates

Greg: White Horse Recovery would love CPS in each home but the application is too arduous for folks without a degree. For discussion in retreat.

Carrie: Oct 18-20 Finding support in Grief : Grief support as overdose prevention (SADOD.org)

Melissa: UNH Coop. Ext Community First Responders Program offers an online training module and then Naloxone, Can also offer large numbers of Naloxone for events/trainings, as well as test strips (fentanyl, xylazine)

Melissa moved to adjourn meeting, Carrie seconded, All approve.

Meeting adjourned at 11:27am