

BOARD OF DIRECTORS

PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE

Meeting Minutes for December 4, 2025

Attendees: Julie Yerkes, Marissa Carlson, Melissa Lee, Kristie Curtis, Maura McGowan, Carrie McFadden, Hannah Owen, Ryan Barry, Kimbly Wade, Kandyce Mohan

1. Meeting Called to Order at 10:08 am; a Moment of Silence was observed
2. Consent Agenda
 - a. Minutes
 - b. Administrator's Report
 - c. Treasurer's ReportCarrie moved to approve, Marissa seconded, all approved. Motion passed
3. Administrator update:
 - a. Certifications
 - i. 2 new certifications – Congrats Kimbly and Kandyce
 - ii. 5 in process
 - iii. 7 recertification
 - iv. 1 ACPS in process
 - v. 2 people scheduled for the exam
 - b. Updated CPS manual with the previously approved education aspects and is live
 - c. Hannah is going on parental leave in January. Met with Julie and Ryan and drafted an admin guidance document. Kristie and Hannah meeting for financial pieces. Also, still reachable if needed.
 - d. Bank acct at Citizens – resolution document which needs to be signed and they said only the two people who need to be added need to be there, so with the document, Kristie and Julie can plan a time to go.
4. Peer Review:
5. Communications Committee:
 - a. Newsletter update – quarterly newsletter,
 - i. prevention ethics piece will be shared,
 - ii. need a CPS Spotlight, 20 year certification of Susan McKewen (?) maybe a good candidate for the spotlight. Discussion about choosing our next quarter's spotlight as well – asked if Kandyce would be comfortable with that and she agreed.

- iii. have a blurb with new and recerts – discussion around just mentioning how many recertified instead of listing each person.
6. Events Committee:
- i. Behavioral Health Summit – is anyone going to the conference...some discussion about registration and being at the table. Discussion about how there is very little prevention – maybe the board can reach out about that – who to contact and advocate to.
7. IC&RC Update:
- a. What is happening at the Federal level – not anyone in charge of anything SAHMSA or ONDCP. Very war on drugs attitude. 40% loss of workforce at SAHMSA. More political review of discretionary grants to make sure they align with the POV of the Administration. There is a rumor that DFCs may need to apply annually instead of every 5 years.
 - b. Update policy and procedures and move away from regional groups to representative groups due to board size and tests given. Elections for small but mighty boards and Marissa was aggressively re-elected. If Sarah is able to continue to be the rep for us while Marissa is on the board. The travel line item covers it, at least partially depending on other costs/meeting fees. It has gone back and forth with who is in charge.
 - c. IC&RC as an organization hasn't had a lot of governmental pressure and is aware and helpful for those who are finding that pressure. Andrew, the lobbyist is very helpful and there for questions.
 - d. Study guide discussion update – it didn't come up at the meeting and Marissa will send a message to the group to get more information. Kandyce also reached out the NE PTTC.
8. Other:
- a. Prevention Ethics – Marissa is going to be working on the re-write with the PTTC National Coordinating Office.
 - b. Kandyce is meeting with NHADACA on their contract because the trainings offered haven't aligned with CPS as much as needed and hoping for more available.
9. Old Business:
- a. DHHS contract: at our strategic planning meeting we reviewed the contract to update what we are doing/able to do. Asked DHHS reps if there are updates on that – language updates required by Feds, looking at January-February for RFPs. This is happening across the board. \$12,000 at the last opioid abatement advisory commission was approved. RFP is going out for 1 year, possible amendment and renewal process.

- b. We won't have this meeting space anymore because JSI will be closing this physical office. We are a volunteer board and don't know what the contract will support, but some of the previous contract has paid for a p/t administrator. Discussion on if we should have separate meetings.
 - i. Decided to motion to create a committee to discuss & plan by Marissa, Greg seconded, all were in favor. Date set for Tuesday, January 6 9-10:30 am for anyone who is able to attend – in person or virtual
- c. Mentor program – met with NE PTTC about the updates from our program, and their program. They are considering a less structured program. Carrie asked if it might link with the Leadership Development Program – a great way to get mentors. Information gathering in progress and we will continue with our office hours.

10. New Business:

- a. 2026 Board Meeting Dates
 - i. February 5
 - ii. April 2
 - iii. June 4 – also annual meeting, but depending on NE Summer School
 - iv. August 20
 - v. October 1 – retreat meeting
 - vi. December 3
- b. Office Hours for 2026
 - i. January 9
 - ii. February 6
 - iii. March 6
 - iv. April 3
 - v. May 1
 - vi. June 5
 - vii. August 7
 - viii. September 4
 - ix. October 2
 - x. November 6
 - xi. December 4

11. Additional business:

- a. NHADACA used to have a staff member attend the board meeting, should that be a reminder conversation from us directly or through BDAS. Maybe add that to the contract going forward. Add a standing NHADACA agenda item. Board will reach out to Emily at NHADACA.
- b. Katie Shea is the new contact at Growth Partners.

12. Citizen Comments:

- a. No citizen comments

Next meeting is February 5, 2026 10-12pm at Teen Institute in Auburn and Zoom.
AdHoc meeting in January.

Maura motioned to adjourn the meeting. Marissa seconded, all in favor, no one opposed.