

BOARD OF DIRECTORS

PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE

Meeting Minutes - February 5, 2026

In attendance: Kimbly Wade, Carrie McFadden, Greg Williams, Julie Yerkes, Maura McGowan, Ryan Barry, Marissa Carlson, Sarah Shanahan, Kristie Curtis

1. Call to Order – Moment of Silence
2. Consent Agenda
 - a) Minutes
 - b) Administrator's Report
 - c) Treasurer's Report
3. Administrator Update
 - a) One new application
 - b) Going to the bank to change signers on account
 - c) Email communication block
 - d) Can we move the application to a fully digital version? Yes, but the notarization requirement may be an issue.
 - e) What to do about our mailing address? PO Box is an option but who would check it? Should not be a home address? Can be hosted by an org, but what if that org leaves the board?
 - f) Do we have a system for tracking application process? Check with Hannah or develop one
4. Peer Review
 - a) Maura-setting up meeting w/ peer reviewers
 - b) Set a date, meet, give updates
5. Communications Committee
 - a) Website Updates needed
 - b) Quarterly update went out
 - c) To be featured in next newsletter
 - I. Annual Meeting
 - II. CPS of the Year Nominations (in newsletter & follow-up reminder, deadline April)
 - III. Ethics May 21st \$75 (NHADACA)
 - IV. SAPST
 - V. Virtual NESchool (NEIAS)
 - VI. School of Best Practices
 - VII. 7th Annual Teaching Cannabis (and other drugs) Awareness & Prevention Virtual Conference (Stanford)
 - VIII. Additional Note: Debra Detter (RAD) Recovery Friendly Workforce
 - d) Reaching More Candidates: Presentations & Outreach
 - I. Fiscal Kick-off Meeting
 - II. Prevention Direct Services

- III. Include PD in Budgets
- IV. CHES Certification Crosswalk
- V. NHADACA: Reach out to Dianne Castrucci
- VI. CRSW – offer CPS Add-on like a pathway to a double major
- VII. CADCA
- VIII. Reach out to DFCs-GPYWC (Greater Portsmouth Youth Wellness Coalition)
- IX. Mental Health Alliances DMHA RMHA
- X. Granite YMCA

6. Events Committee

a. Annual Meeting

- I. Fox Chapel, June 11th, 10:00am-12:00am
- II. Food has been great
- III. Uplighting/Music
- IV. Needs: Projector/Internet/Microphone/Speaker
- V. Pins?

7. IC&RC Update

- a. IC&RC has a very busy lobbyist
- b. January saw a temporary cut of 2 billion in substance use funding, even though it was restored more funding cuts are anticipated

8. Old Business

- a) Admin Position – need to find out if JSI is still taking on small contracts and if cost would change based on the aspects of the contract supported by a physical space, will TI have a position with bandwidth
- b) Schedule Digitizing/Shredding/Moving Day(s)
- c) Where should storage be? (Bluebird or TI offered as options)
- d) Mailing address – Note: if we only put address on website and not materials that will give us much greater flexibility
- e) Meeting Rotation

9. New Business

- a. 2026 Board Meeting dates
- b. Office Hour coverage for NEXT 3 MONTHS**
 - i. February 6 – Kristie & Melissa
 - ii. March 6 – Marissa & Sarah
 - iii. April 3 - Melissa & Sarah

10. Citizen's Comments - NONE

11. Next Meeting: **Thursday, April 2, 2026** from 10:00am - 12:00pm at
HAVEN 20 International Drive Suite 300, Portsmouth, NH