

BOARD OF DIRECTORS

PREVENTION CERTIFICATION BOARD OF NEW HAMPSHIRE

Meeting Minutes – April 2, 2026

Virtual Meeting Via Zoom 10:00am - 12:00pm

Attendees: Marissa Carlson, Sarah Shanahan, Hannah Owen, Ryan Barry, Maura McGowan, Greg Williams, Melissa Lee, Kristie Curtis, Kandyce Mohan

1. Call to Order – Moment of Silence 10:00am

2. Consent Agenda

a. Minutes – Sarah requested permission to use Zoom Transcript feature to capture meeting minutes, all agreed. Sarah moves to approve minutes, Greg seconds, all in favor.

3. Administrator's Update – Welcome back, Hannah!

- i. 7 new certifications in process, of which 5 are in the exam stage, 1 attendee at March office hours, a few CEU Applications in process.
- ii. Hannah and Julie met to determine which files could be scanned in and which needed to be kept as hard copies, essentially only the tax reports. About one file box worth. Additional items requiring storage: sashes, pins, banner
- iii. Started filing 2025 taxes and other annual reports. (New Hampshire Charitable Trust)
- iv. Systems: Hannah created a Board Administrators Guide, completely comprehensive of all of the board administrators' duties, which maps out the application tracking process in AirTable as well. Also, a reminder that the board voted to approve/accept e-notarization.
- v. DHHS is requiring us to split up annual expenses like subscriptions for one or two years. Those expenses now need to be broken up by either 1/12th or 1/24th of the expense each month. Those have all been corrected, signed by Christy, sent to the invoices email for DHHS.

4. Peer Review

a. Slight delay, but all applications have now been distributed to peer reviewers

b. Pre-approved CEU providers

i. Annual Reports – CADY did not offer any CEUs, Makin' It Happen, the Center, North Country Health Consortium (w/ North Country/Northern AHEC) submitted annual reports. Will retain the option to do a full audit of any pre-approved providers, but are not auditing anyone this year.

ii. Southern NH AHEC – will ask if they would like to apply for pre-approval as they have so many CEU applications.

5. Communications Committee

a. Web updates – Discuss during Old Business

b. Quarterly Newsletter- CPS of the Quarter Susan McKeown, next quarter highlight CPS of the year, after that perhaps Rick Frost? Steve Pappajohn?

6. Events Committee Sarah & Greg 10:50am

a. Annual Meeting – Tom Fox Chapel, lights, music, sound, mics, wifi, speaker from Melissa, Ryan will order food, will send out invite & RSVP

i. Pins and sashes – Research & price out additional pins: Board, ACPS, CPS of the Year

ii. CPS of the Year – One more call for nominations

7. IC&RC Update

a. Annual meeting to be held in Biloxi, MS on October 19th - October 20th

i. Survey open to IC&RC reps for feedback on breakout sessions

ii. Travel expenses and budget – Marissa covered by IC&RC, only have to pay for voting member's expense (Sarah)

b. IC&RC Spring Annual Meeting 4.27.26

8. Old Business 11:30am

a. Mailing/digitization Hannah – Center/JSI/CHI office closing the end of May

- i. Encourage applicants to submit digitally and use PayPal
- ii. For orgs that need to be invoiced and pay by check need a mailing address
- iii. Fully online application (like VT), discussion around application navigation, side navigation bar? Cannot advance without completing?
- iv. Maura moves to approve fully online application process, Sarah seconds. All in favor.

- v. Kristie moves to temporarily move mail delivery to Teen Institute. Greg seconds, All in Favor.
- vi. Hannah will update website with new mailing address: Prevention Board, c/o New Hampshire Teen Institute, 320 Rockingham Road, Unit 3, Auburn, NH 03032

9. New Business 11:40am

- a. VT Associate Prevention Specialist certification- Who would benefit? Let's assess interest from the community/prevention professionals and revisit at June meeting or Fall retreat
- b. August Board meeting location – NH Hospital Association, 125 Airport Road, Concord, NH
- c. Office Hour coverage for **NEXT 2 MONTHS**
 - i. 4/3 - Marissa & Sarah & Hannah
 - ii. 5/1 - Kristie & Melissa

10. Citizen's Comments - None

11. Next Meeting: **Thursday, June 11, 2026** from 10:00am - 12:00pm at **Tom Fox Chapel**

12. Vote to Adjourn 11:32am