

Montana Prevention Certification Board

Board of Directors Meeting Minutes

October 14, 2022
10-1apm on Zoom

I. Call to order

In attendance: Kim, Peg, Karen, Faith, Nicole, Emily, Dan. Excused: Kerry, Amy.

II. New Business

a) Legacy window target dates. Board timeline once Emily approves people: Open up on Nov 1-Nov 30th. Completed applications submitted between Nov 1-Nov 30 will be reviewed within 60 days. Second window will be Feb 1st-March 2nd. We will wait to see how the first two windows go before deciding the 3rd legacy window. Emily will confirm those dates are 30-day windows and add that to the media going out.

Non-legacy applications will be reviewed w/in 60 days of a submitted complete application. Opens on January 1st.

b) How is money handled (procedure). Emily will find out when ICRC fees are due next fiscal year. Emily said paying through Stripe in Certemy is easiest because it pays for individuals by themselves. Lump payments from an agency are more difficult because they need to be detailed showing who the payment is for, but will talk to Erica at Certemy to see if that is a possibility.

c) Sustainability: Emily shared the spreadsheet. There has been some turnover at MHCF and Scott Malloy is currently overseeing our grant. There is an option for a year 3 of the grant, if there is a need demonstrated. Also, since the MPCB is a non-profit now, we could apply on our own for a grant. The sustainability committee will discuss how to best move forward using this spreadsheet. Kim mentioned a couple opportunities: opioid funding and FORE funding that might be opportunities to look into. The sustainability committee will discuss other options for funding, including getting a year 3 to the MHCF grant, Youth Connections, etc.

d) Committee Updates

Sustainability/Marketing: Karen, Peg, Kim and Amy are on the committee. Amy is the chairperson. Emily will send an email to Amy with all of this updated information.

e) Press Release update: Emily shared the press release will be sent out on Monday from the University. (*Added note: after the meeting, Dan emailed saying the press release would not be ready until October 24th*). Emily is meeting with the marketing person next week to talk about getting it out on social media. DPHHS is updating the press release to include more of their role in the project. Emily will send out an updated release to all board members, so they can get it sent out to their contacts as well.

III. Open Discussion

Emily reminded everyone there is \$10,000 in the travel budget to do a 2-night trip to have an in-person meeting. Schedule-wise it looks like April is an ok month for most, or last week of March. Two nights. Arrive one night before, meet all the next day, and travel home the day after that. Emily will put dates and ideas together to share with the group. The focus of this would be making a sustainability plan. Karen also reached out to her coalition's grant writer to inquire about other available grants for sustainability funding.

Dan suggested having monthly board meetings again. Emily will send out a poll for consistent days and times to meet.

The group discussed others to reach out to, which include DFC grantees, others who used to work under prevention grants but are working in other similar fields, Community Health Workers, Public Health in the 406 newsletter (Kerry will do this), and DPHHS newsletter.

IV. Adjournment