

Montana Prevention Certification Board

Board of Directors Meeting Agenda

November 16, 2022
10 a.m. via Zoom

I. The meeting was called to order at 10:08 a.m. 11-16-2022.

In attendance: Kim, Peg, Karen, Faith, Emily, Dan, Kerry, Allison, Amy (Fonte).

Excused: Nicole

II. Review of Minutes from 10-14-22 – meeting minutes approved.

III. Old Business

a) **Third legacy window dates** – Karen asked Dan to lead this discussion must be done by Dec. 24, 2024. Important that people don't feel slighted because they did not hear about it and were left behind. Karen said that some prevention specialist would like an extended date to meet the legacy requirements. Discussion regarding extending the date so that qualified applicants could meet the legacy requirements. As discussed earlier completed applications submitted between Nov 1-Nov 30 will be reviewed within 60 days. Second window will be Feb 1st-March 2nd.

Motion made by Peg that the final 3rd Legacy window Nov 1 to Nov 30th 2023 seconded by Kerry.

b) **Education/Eligibility committee** meets on regular basis – Emily said that there are 13 prevention specialist who are in the process of legacy application. A candidate had a typo and that has caused an error with Certemy and has given Ms. Emily grief. To date, three payments have gone through successfully. Those with multiple payments can be handled differently. If a department/bureau intends to pay for their staff (one or more) they will need to pay through Stripe (not through Certemy website). The current process is to email the applicant to provide Emily with contact info of the payer so she can send an invoice from Stripe. Then the payer can pay by credit card. Note that payers can use a written check too, if desired. The regular site is live (no way to shut it off) but there may be some coming in as regular but we will not move on them until Jan. 1st.

Karen asked about if Legacy application should be completed within the deadline of November 30th. Last meeting minutes indicated “completed”. Amy outlined some challenges with the Legacy application and meeting the training and experience requirements. Discussion regarding a search feature to make access to the information

easier. Legacy tab under online application process SAPTS and Ethics needs updating to integrate the other requirements not consist with the manual. Emily suggested “add 120 hours of education to website and clarification of hours and training.”

Discussion regarding MPCB Certification Manual regarding Pg. 7 regarding 120 hours of training. Possible change to read 120 hours required to be included in the 2000 required training hours. Discussion regarding education and training clarification.

Emily was in a meeting with Scott Malloy. There will not be additional 3rd year funding.

The rest of the agenda has been tabled until next meeting.

THE REST OF THE AGENDA WILL BE MOVED TO THE BEGINNING OF NEXT MEETING ON DEC 14th

- c) Recruitment of **Rural Opioid Grant Prevention Specialists** (through MSU Extension)
- d) **SAPST Program Costs**
- e) **Sustainability** of program-build costs of trainings into certification fees
- f) Updates to **website**

IV. New Business

- b) Current applicant number for Legacy
- c) Committee Updates Tabled for next meeting

Sustainability/Marketing:

Education/Eligibility: Karen asked that the education group set a meeting time to meet the needs of prevention specialist

Grievance/Ethics:

Testing:

V. Parking Lot

- VI. Open Discussion – Discussion regarding Legacy applications and verification from employer to verify applications hours and training. Faith and Kim offered challenges while completing the Legacy application.
- VII. The next meeting will be on **10 a.m. – 11:30 p.m. December 14th**. (depending on Nicole and Amy’s availability – Emily will send out a doodle poll to confirm date and time) The meeting was adjourned at 11:11 a.m.