

Montana Prevention Certification Board

Board of Directors Meeting Minutes

February 22, 2023

12pm on Zoom

I. The meeting was called to order at 12:09 pm..

In attendance: Karen Sylvester, Faith Price, Allison Agostino, Kerry Pride, Peg Shea, Dan McGoldrick, Kim Martinell, Emily Weiler, Nicole Hackley, Amy Fonte Absent:

II. Review of Minutes from 1-26-23. No changes or edits. Minutes were approved.

III. Old business

a) Annual Meeting: This is in flux, because there are not as many people applying as we thought and funding needs to be used for other things instead of paying for the board to travel to a meeting.

b) Confluence Public Health Conference: Emily ordered materials and will bring supplies with her. Those in attendance will be Karen, Emily, Kerry, Kim. The goal is to host an information booth and recruit more application candidates. Emily is also going to have a computer there to help upload items into Certemy accounts or walk them through the process if they need it. Possibly discussed having a coupon for people at Confluence who create an account in Certemy while there at the conference. Emily will have other marketing materials available on the table.

Allison asked if we would have a booth at the Big Sky Alcohol and Drug Symposium on May 4th-5th at the Doubletree in Billings. She would be able to help host if we wanted. Could co-host with the Substance Abuse Connect coalition in Billings if we need to, to get around the booth fee. Karen will check with the event organizers to see if our group could get away with not paying the fee.

The Behavioral Health Summit from MHCF in September is another opportunity for boothing, as is the Prevention Academy in August.

c) Certemy issues: Seems to be no fix and Certemy says it works sometimes and sometimes not. Emily created a video to send supervisors walking them through the 2-step process for approval, which is on the website. If the video does not help fix the issues, Emily needs to be contacted so she can do the workaround and get the experience hours approved. When the PS submits the hours to their supervisor, an email is sent to the

supervisor. In that email, Emily has now added a link to the video as well as her contact information if they run into issues.

d) MPCB Google Calendar. Still had access problems. Nicole will create and host a google calendar, adding board meeting dates, deadlines, committee meetings and anything else that arises.

f) Exam Discussion from 12/15 meeting. Emily emailed Tina at ICRC about creating an account for the MPCB board and how that will work so we can get Standard Applicants going through the process. Julie Stevens is hosting exam prep courses March 3rd and another in August. Nicole is going to see if Julie can come to the Prevention Academy in August. As a reminder, Emily suggested if PSs are all going to be in the same place, to remind them to schedule a test for when they'll be out traveling near one of the testing centers in Billings, Bozeman, or Helena.

Nicole will send Karen the link for the March 3rd training with Julie Stevens.

Other: The Board would like to collaborate more with the TAs at Youth Connections. Nicole suggested that they go through the PS Advisory Group. The group voted to have Allison speak on the Board's behalf to the Advisory Group to see if practice exam questions can be added to regional training during the Advisory Group update section.

Other outreach was suggested to talk with Agency supervisors about how much time this process takes, that their PSs are going to spend time doing the certification so they were aware. And that there are expectations on the supervisor's part as well. These would be agency supervisors that contract with BHDD, DFC, tribal partners. Karen mentioned in talking with people, many people want to know what the benefit of certification will be. The talking points are listed in the manual. This list will be started on an excel form to fill in email addresses of people this could go to. Emily will start that and send it to everyone. There are several newsletters-Public Health Training Center and BHDD both have them.

IV. New Business

- a) Application updates: Emily has her own spreadsheet showing everyone in the system because it is difficult to keep track of in Certemy. There is nowhere to add comments to someone's status for any notes about their account. There are currently 27 people in the system. 16 Legacy. Almost 7 completed applications for Legacy. Can use the spreadsheet list mentioned above to help target specific marketing to different groups. Our goal was 65 in the first year, so the current amount is smaller than planned, but the sustainability committee is working on ideas to market differently.

- b) Allison noted that she added up her hours in one year of employment, which actually ended up being lower than 2,000 hours because of holiday pay through her agency. The current verbiage in the manual shows that 1 year=2,000 hours and this may not be the case because of the holiday pay. Nothing needs to be changed, but just be aware that this question may come up.

b) Committee Updates

Education/Training Committee: Has continued helping Emily with approvals when she has questions about courses. They will meet next week as a group to discuss their committee description.

Sustainability/Marketing: Group came up with an idea to send emails to people in the Certemy system reminding them of legacy dates. It was received well by many people.

In regard to grant money, there is funding from BHDD and MHCF. The options for MHCF are to spend out and reapply or get an extension. The group decided that they did not want to extend the funding, but rather spend it before the deadline. This can work if MHCF will allow us to spend money on Certemy 6 months in advance. If not, we can look at more marketing material. Emily will find this out and let us know. BHDD money can be extended with no ramifications-Emily is working on a plan for this. Karen mentioned there is another company nationally that provides a lot of grants for sustainability, called the Otto Bremer Trust. Peg mentioned talking to the state Tavern Association to help fund some costs. Karen will look into this, as she has contact with them previously. Allison also mentioned Montana Dakota Utilities, Gianforte Foundation, Blue Cross Blue Shield. The group also discussed giving certain groups discount codes for application if we don't have any from that field (ie Tobacco prevention).

Kimberly Koch will be attending their meeting in March. She is also looking into other funding sources for this.

Grievance/Ethics: Nothing done in this committee yet.

Testing: No updates.

V. Parking Lot: SAPST Training Costs.

VI. Open Discussion: Emily can start doing office hours on Zoom for Certemy help. Emily will create time on the calendar. Nicole will add to Google Calendar.

VII. Next Meeting Date: Mar 23, 2023 at 12pm.

VIII. Adjournment. The meeting was adjourned at 1:16 pm.