

Montana Prevention Certification Board

Board of Directors Meeting Agenda

March 23, 2023

12pm on Zoom

I. The meeting was called to order at 12:08pm.

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

II. Review of Minutes from 2-22-23.No changes or edits. Minutes were approved.

III. Old Business

a) Confluence Public Health Conference: The Board was given 5 minutes before lunch at 11:30 am on Tuesday of the Confluence to present about who we are and what certification is. Kerry will do this. Emily will send Karen the registration link for the Confluence. Emily will be at the booth most of the time and bring all materials. Karen will bring her printer/scanner. Kim suggested bringing “how-to” documents in a folder to serve as a resource people can take away from the conference with them. Would also include a QR code that takes them directly to the website. Nicole will send the study group outline, which can also be printed. Another QR code will take them to the supervisor video on the website, for how to approve an applicant’s experience hours. Emily will gather all the information and order some pens and notepads for giveaways at the table. She will also reach out to ICRC to see if they have any giveaways. Anything that does not come in time for the Confluence will be used at future conferences where the Board has a booth.

b) Pre-paying for Certemy. Got approval to pay for Certemy a year ahead, and it has been paid.

c) Boothing: Big Sky Alcohol and Drug Conference, Prevention Academy. Emily and Allison will be hosting the booth at Big Sky Alcohol and Drug Symposium. Booth will be joint with the local Yellowstone County Coalition. Karen can keep all of the items with her in Billings after the Confluence to have ready for the Symposium.

d) Status of creating an account so applicants can take exam: An ICRC board member has been helping Emily and we now officially have an account for applicants to take the exam. There are questions we need to answer as a board, such as virtual options for taking the exam, which are very stringent. Process is that they finish the Certemy app, then the Board sends ICRC an email with information, ADA accessibility etc. ICRC approves it, then we can go into the testing site to register the applicant. Once they pass the exam, we can see the results and get their certificate. Nicole asked Emily if the marketing person could make a visualization of the exam process to include on the website. She will request that and put it on the website. Karen, Nicole, and Allison will meet with Emily and Debbie w/ ICRC to

answer other questions the board needs to answer. Emily will set this up. All final decisions on this will be brought in front of the full board so it can be voted on.

e) Outreach list-sharing benefits of certification. No updates, but Emily will work on this and send it out. State has been supportive of paying for travel and testing fees. Time spent studying is agency-dependent, but the state is supportive of it as well. Most regional contractors are very supportive of Prevention Specialists spending their time studying. PS workload and test anxiety are two possible reasons people are not going through the process all the way. The board voted on and approved spending \$600 on six, \$50 Amazon gift cards for Standard Applications who are turned in before the end of June. If they finish the application, they will be put into a drawing. No MPCB board members are eligible for the prizes. Emily will also write this up for the Confluence.

f) Office hours with Emily will be twice a month on the second and fourth Fridays for an hour, starting March 31st. Nicole will add the link to the MPCB Calendar, and the Youth Connections newsletter.

IV. New Business

a) Exam study group. Nicole shared the study group outline, and will add the calendar invitations to the MPCB calendar. Here is the document: [Study Group Outline](#)

b) IC&RC Stakeholder Meeting-Karen, Allison, and Emily will be attending. They can ask other boards about incentivizing applicants to complete their application process.

c) Applications: 27 total applicants

6 complete, legacy

0 complete, standard

11 active legacy

10 active standard

At the Prevention Academy, the Board would like to recognize people who are certified or in the process. More discussion on how/when this will look like.

d) Next SAPST dates: Last week of June in Helena. There will also be another SAPST later in the year in Eastern Montana.

e) Committee Updates:

Sustainability/Marketing: Dan working on Otto Bremmer application due in two weeks which will help with operations for one year. Applying for \$72,000. Emily is in the portal for financial help. She will send it to Peg to look at. Due on April 6th and will find out by July 19th. There are a few sections that he needs help on: Population served, Programs and Services will come from the manual. Impact statement includes data from underage drinking data, which shows that there has been a reduction in use. He also needs a demographic breakdown. Nicole will look for an old grant application and send it to Dan for this section. Allison will send PNA data. Karen will send information about Yellowstone County marijuana data and talking points she has been using for press releases. Board will apply, and be a subcontractor of the Board.

The Education/Eligibility/Exam Committee updated their description, and the same will be done for the Sustainability/Marketing Committee. Once complete it will be shared with the Board.

Education/Eligibility/Exam: Nothing at this time.
Grievance/Ethics:

V. Parking Lot

a) SAPST Program Costs

VI. Open Discussion. Kerry will be gone for the next meeting.

VII. Next Meeting Date: April 27th.

VIII. Adjournment