

# **Montana Prevention Certification Board**

## **Board of Directors Meeting Minutes**

February 22, 2024

12pm on Zoom

In attendance: Karen Sylvester, Nicole Hackley, Peg Shea, Kerry Pride, Emily Weiler

Excused: Cassie DeVries, Faith Price Absent: Kim Martinell, Amy Fonte

- I. Call to order at 12:08 pm.
- II. Review of Minutes from 1-25-24. Peg moved to approve. Kerry seconded. Minutes approved as written.
- III. Treasurer's Report. Beginning balance was \$36,492.38. No deposits were made. Payments that went out totaled \$2,841.64. The ending balance was \$33,640.74. Peg will provide more detail on withdrawals and what they're for. Nicole moved to approve. Karen seconded. Treasurer's Report approved.
- IV. Old Business
  - a) Applications: 19 Legacy certifications. This number will stay the same from now on so it will not be on the updates in the future.

Current applicants approved to take the exam: 2. Only one new application started. Standard applications: 54 total. Emily is moving all applicants to a spreadsheet so she can take notes and will share with the board. Emily sent email to all people who were Legacy who didn't finish the application that they need to move to standard application. Nicole asked about an applicant's status; Ida is missing hours in Sustainability and Ethics, and more PH101.

b) Marketing follow up: Press release draft will be done by tomorrow and Emily will send it to the board for review. Emily asked for quotes from legacy-certified individuals. Nicole reports one she was supposed to get did not want to add a quote, but will have another coworker add a quote. Website has been updated to remove Legacy information.

c) Recertification document: Has been created by Purple Hawk, and has been placed on the website. It will be mailed out to all Certified PSs when Emily mails their certificate. Emily is using her own printer for printing certificates and there will be a charge for ink on the bank account.

d) Certificate mailing: Will go out next week.

e) Pop-up site for testing: Debbie said she was meeting with Mark and ICRC members about a pop-up site. Said she thinks the remote exam is doable, but there may be some security concerns. Emily will follow up again as she hasn't heard back from them yet.

f) PS Job description followup: Karen will share it with the board tomorrow when she's back in the office.

## V. New Business

### a) Committee Updates:

*Sustainability/Marketing:* Peer Support discussion follow up from last meeting. Karen mentioned having something in the bylaws that says if they have peer support certification revoked, they would have PS certification revoked too. Peg mentioned she had peer support network conversations about 8 years ago about getting PS certification started, and they were helpful saying they would share information about how they got certified peer specialists approved through the legislature.

Emily wanted to meet with Meaghan about if peer support people actually wanted to get certified and limits on funding.

*Education/Eligibility/Exam:* Nicole sent out the document with requirements for the Associate Prevention Specialist certification. There was one change on the Fee section where Peg asked Nicole to make it a little more clear, so that has been updated from the copy the board received this morning. Nicole reviewed the updated language and all agreed. The group discussed . Peg moved to adopt the Associate Prevention Specialist credential. Karen seconded. All voted in favor. Motion passed. Next steps will be to create an application, add it to the website. Emily just needs to know a few details to add into Certemy, and it should be easy. Can build it now and then hide it until it can be reviewed.

*Grievance/Ethics:* None.

## VI. Parking Lot

### a) None

## VII. Open Discussion

a) Nicole mentioned there would be an in-person training in June for all Prevention Specialists hosted by Youth Connections, in Helena. There will not be vendors, but the TAs mentioned having a booth for certification would be helpful, with a chance for people to ask questions about certification, Certemy, etc. The group agreed that would be a good use of time and funds for someone to attend.

-Healthcare foundation update due April 15th. Emily will start and send it to the board to fill in the rest.

-MT Healthcare Foundation Grant has \$3,900 written in for travel. Can pay for in-person get-together, or possibly pay for a board member to go to ICRC in-person meeting. Could look at the budget if we wanted to make both happen.

-Emily working on the annual report for the Secretary of State and Dept of Revenue. It is free if filed before April 15.

-Emily reports that the ICRC exam is now in Spanish.

VIII. Next Meeting Date: March 28, 2024 at 12pm. It is on the MPCB Google calendar.

IX. Adjournment: Meeting adjourned at 12:43 pm