

Montana Prevention Certification Board

Board of Directors Meeting Agenda

March 28, 2024

12pm on Zoom

In attendance: Nicole Hackley, Kim Martinell, Cassie Devries, Emily Weiler, Faith Price, Peg Shea Absent: Karen Sylvester (excused), Amy Fonte, Kerry Pride, Amy Fonte

I. Call to order at 12:07 pm

- II. Review of Minutes** from 2-22-24. Kim said the math was incorrect on the treasurer's report, it should be \$33,650.74. Nicole will adjust the minutes. Peg moved to approve the minutes with the change. Nicole seconded. Minutes approved with the correction.
- III. Treasurer's Report.** Beginning balance was \$33,650.74. No deposits or withdrawals were made. The ending balance was \$33,650.74. Nicole moved to approve. Faith seconded. Treasurer's Report approved.

IV. Old Business

a) Applications: number approved, number of Standard (Emily)

Current applicants approved to take the exam: 2. No new applications. First Standard Applicant passed their exam! Options for the exam are in person at a testing site, taking it remotely, or taking it remotely somewhere with the MPCB laptop once purchased. Cassie will take it in Helena in June either at the testing site or with the laptop at the hotel where the prevention training will be. Emily will reach out to Delta Colonial hotel where the training is, to see if they have a room for testing available. Standard applications: 54 total.

b) Marketing: Press release distribution, other marketing. Lacey had a family emergency and did not have facebook posts and had not gotten the press release out. She now has time available and will get those done.

c) Recertification document (Nicole). Is now on the website and will get mailed out with Certificates.

d) Certificate mailing, recertification document for certified PSs (Emily). Board needs a PO Box, which will be voted on in the new business section.

e) Pop-up site for testing follow-up (Emily). See previous notes.

f) PS Job Description follow-up (Karen). Not available. Nicole will send her a reminder and ask for that.

V. New Business

a) Purchase requests from Emily. A PO Box for \$182 per year is needed for a return address for certificates and recertification document to be mailed. SWAG items need a storage unit (water bottles, etc) because they are currently taking up space in Emily's garage. The cost would be split with her LLC, and the cost is \$420 per year. The group said it would make sense to get a storage unit for one year, and can re-evaluate if they have the funds for that in the next year. Dell Laptop and mouse are for virtual testing for \$399 and \$15 respectively. Peg moved to approve the purchases. Nicole seconded. Discussion: Kim said an increase might be needed in case laptop cost has increased since this request. Moved to \$500. A laptop carrying case is also needed. Peg amended her motion to approve, with the laptop and accessories moved to \$500. Nicole seconded. Motion passed. Once everything is purchased Emily will get the certificates and recertification documents mailed.

b) Board member absences-by laws review. By-laws state that there are no less than 7 board members, and no more than 11. Three year terms for executive board members started in September 2021, so those members are up for election again this year. Kim reviewed some of the by-laws for next elections, as well as the absence policy. Peg wanted to be clear about excused or unexcused absences. Nicole has been operating by: Excused is if a board member tells the President, Secretary or other board member they would not be there. Unexcused is if they do not show up and do not let anyone know. Also need to clarify when the "year" is. Nicole will send out the suggested amendment to the by-laws to all board members, and follow Article 10 of the by-laws for notification of a vote. Changes needed are: clarify Article 2, Section 7 to include definitions of unexcused absences and a "calendar year" (January-December). Verbiage change is as follows:

Resignations from the Board must be in writing and received by the Secretary. A Board director shall be removed from the Board if he or she has three (3) unexcused absences from Board meetings in a calendar year. Unexcused absences shall be defined as failure to notify the President or Secretary of their absence prior to the upcoming scheduled meeting.

Peg moved to adopt the above language. Faith seconded the motion. Peg asked to send a second email besides the minutes for the amendment change, following Article 10.

c) Committee Updates. Kim asked for reminders of who was on each committee. Need to assign Cassie to a committee, and leads of committees need to step up and schedule meetings and report out. Kim requests in the email of the minutes to ask if the chairs will let us know at the next meeting if they want to continue chairing that committee, how often you'd like to meet as a committee, and also send out a description of each committee. Kim asked for committee chair names to be posted next to the committee names below on future agendas.

Sustainability/Marketing: Most of this work has been done through Emily and updates to marketing are in old business or new business, but the group has not formally met on a consistent basis.

Education/Eligibility/Exam: Has met formally on several occasions, but most work has been done via email when Emily needed clarification on trainings counting for certification or not.

Grievance/Ethics: Only meets as needed, and there has not been a need so far.

VI. Parking Lot

- a) Nothing

VII. Open Discussion

- a) Emily said Associate PS is built into Certemy, and asked Nicole to review it. Emily reached out to Certemy for help with the supervisor confirmation page and is waiting to hear back. Emily shared the certificate and asked how it should read for the Associate PS certificate. It should read “Montana Associate Prevention Specialist”. Emily will make a few changes and send it for board review.
- b) Emily made a spreadsheet of PSs to see where they are in the Certemy system. She will share through Google docs with the Board.
- c) April 29th at 1:30pm for the next ICRC Board Meeting. Nicole will attend, and Peg can if needed. October ICRC board meeting in Florida.

VIII. Next Meeting Date: April 25, 2024

IX. Adjournment at 1:04pm.