

Montana Prevention Certification Board

Board of Directors Meeting Agenda

April 25, 2024

12pm on Zoom

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

Absent: Cassie Devries (excused) Amy Fonte, Kim Martinell, Faith Price, Alison

Agostino (unexcused)

- I. Call to order** at 12:04pm
- II. Review of Minutes** from 3-28-24. Peg moved to approve the minutes as written. Kerry seconded. All voted in favor, minutes approved.
- III. Treasurer's Report** (see page 2 of agenda). Peg noted the reason Emily was paid in two amounts was because the bank only allows a limit of \$2,500 expenses per day. Kerry moved to approve. Nicole seconded. All voted in favor to approve the Treasurer's Report. Motion carries. Emily mentioned she paid Lacey for the marketing services, so that will come out next month's report.
- IV. Old Business**
 - a)** Applications: number approved, number of Standard (Emily). 56 total candidates. No new completions. First failed ICRC exam. Emily will send a standard email template that gives additional resources on how to study for the exam. She will also include next steps on how long before they can take the exam, and that process.
 - i)** Is there space for a remote exam at Colonial Hotel (Emily). The hotel is looking into a space during the June Regional Training. Emily will also host the booth during the networking event.
 - b)** Marketing: Any updates? Press release went to all media outlets. Lacey is still consistently updating social media sites.
 - c)** Certificate mailing, recertification documents (Emily) Realized the certificate template had typos in it, so it has been updated and she just received the template on Monday. She has updated the mailing address and contact information, and it has been uploaded into Certemy so those are re-created in people's digital wallet.
 - d)** PS Job Description follow-up (Nicole). She received a couple examples and sent them out to the Lincoln County coalition who was looking for a job description for Prevention Specialists.
 - e)** Previous purchases-PO Box, storage unit, laptop, case, mouse (Emily). We now have a PO Box and there are two keys. She has updated all public information with the new address and with the MT Secretary of State's Office.. Emily purchased the storage unit under her own name since the Board is only paying half, and she will include that cost on her invoice. Laptop price had gone up, but was still purchased, along with the mouse for around \$480, so it was under the limit that had been approved at the last meeting..

f) Amendment to by-laws vote (Nicole). Nicole reviewed the proposed changes. There were only 4 voting members in attendance, so Peg suggested they do an email vote. Nicole will send an email to vote by email (allowed per the by-laws) and give a deadline for the vote to be received by.

g) Associate PS in Certemy (Emily). Everything is in there and changes have been made per Nicole's suggestions. There is one final step involving the email sent to the supervisor, and Emily has a meeting on Monday with Certemy to receive help with that. Once we have that fixed we will be able to accept applications and distribute the information publicly.

The group discussed marketing and outreach, so this should fall to the marketing and sustainability committee. Peg mentioned having a systematic plan for reaching out to potential applicants and partner agencies. We also need to reach out to tribal partners.

Emily will reach out to Lacey to get some media templates/flyers for these made. She will also reach back out to the MTHCF to get their meeting scheduled that they had requested.

h) Google Doc of PSs in the Certemy system (Emily). It is in Google and Emily will email the link. It is a combination of many reports from Certemy. The notes section shows why people have not been approved with the date of last contact. Emily will keep it updated and anyone can type notes as needed.

V. New Business

a) Board member absences-by laws review. We cannot do this without the amended by-laws, which cannot happen until after a vote, should the proposed change pass.

b) ICRC Board Meeting: April 29th at 1:30pm for the next ICRC Board Meeting. Nicole and Karen will attend. October ICRC board meeting in Florida. Karen would like to attend if there is funds to travel.

c) Committee Updates-

i) Committee chairs need to discuss if they want to continue as the chair. Need to schedule regular meetings (monthly, quarterly, etc) so they are established. Peg will continue to be the chair of the Education/Eligibility/Exam committee, Peg will continue to be the chair of the Grievance/Ethics committee. There was no one present from the Sustainability/Marketing committee to make the commitment. Karen will reach out to Kim to let her know her committee has a task about the Associate PS Certification happening.

ii) Committee descriptions

Sustainability/Marketing (?):

Education/Eligibility/Exam (Karen):

Grievance/Ethics (Peg):

VI. Parking Lot

a) None

VII. Open Discussion

a) None

VIII. Next Meeting Date: May 23, 2024

IX. Adjournment at 12:41pm

Montana Prevention Certification Board Financials

March 2024

Previous Ending Balance \$33,650.74

Deposits \$00.00

Withdrawals \$4,200.04

- Staples \$18.04
- Weiler \$2,500.00
- Weiler \$1,500.00
- USPS PO Box \$182.00

Ending Balance \$29,450.70