

Montana Prevention Certification Board

Board of Directors Meeting Agenda

January 23, 2025

12pm on Zoom

In attendance: Nicole Hackley, Karen Sylvester, Peg Shea, Emily Weiler, Misha Pete, Cassie Devries, Kerry Pride, Emily Russell, Brooke Hill. Absent: None

- I. Call to order** at 12:09 pm
- II. New Member Introduction.** Brooke introduced herself as the Be the Change 406 Coalition Coordinator, from Dillon. She is not certified yet, but has been working on her application. Darla Tyler-McSherry may be popping on briefly as she is in-between meetings. Darla joined the meeting at 12:25. She introduced herself and shared her background with the group. She currently works with the Yellowstone County DUI Task Force, and a non-profit to address farmers and suicide.
- III. Review of Minutes** from 11-21-24. Peg motioned to approve the notes taken. Misha seconded. All in favor, minutes were approved.
- IV. Treasurer's Report** (see page 2 of agenda). Need to approve November and December's Treasurer's Report. Peg reviewed the Treasurer's Report. At the end of January, there will be a \$10,000 check taken out for Certemy which takes us through December 2026, and has also received the \$5,000 from Tobacco Prevention. Cassie moved to approve November and December financials. Kerry seconded. All voted in favor. Treasurer's Report for November and December approved.
- V. Old Business**
 - a) Board position additions-Brooke Hill, Beaverhead County. Already did introductions
 - b) Grant/Budget Discussion-MHCF funds extended through July. Emily is updating the spreadsheet of costs we needed to pay each year. Jami Hansen at BHDD asked for these numbers so when they are finalized, Nicole will send them. Emily will pay the storage unit, PO Box, and other fees this spring. Emily is taking care of the MHCF grant reports, and the next is coming in the spring.
 - c) MPHTC courses for sustainability (Nicole). Nicole reached out to the Montana Public Health Training Center, who referred her to BHDD to discuss the courses created and housed through the MPHTC, where the Board was supposed to receive \$25 per participant who took the course. After meeting with BHDD, Jami said they contracted with the MPHTC to create a Prevention Technical Assistance Center, who will now house those

courses and the Board will not receive funds from them, as they are all free. Nicole also said her agency could pay for Emily's position and other needs through September 30th. Kerry said there are two upcoming grant options through Public Health that could help fund smaller amounts for the board and will get back to us. Nicole will send the

d) Certemy-recertification hours into categories now. Emily has updated the program to add drop-downs for the categories in recertification. It caps the hours for each requirement and makes sure they get into the right place. She is working on fixing the Renewal Certificate, because it still has the old board address on it.

e) Applications: number approved, number of Standard, Associate. (Emily). Still no Associates, but got one new applicant yesterday. No new graduates, but have one ready for an exam. Three Legacy applicants have renewed. One Legacy did not renew, because she is no longer working in prevention. There are a total of 64 individuals in Certemy.

f) Vote on committee descriptions. Nicole sent the descriptions out to everyone with October's meeting minutes, and they were supposed to be voted on in November. There was no quorum at that meeting so no vote was taken. Since Darla and Brooke are new, we will give them a chance to review the committee descriptions. Nicole will send them out with today's meeting minutes for review, and Emily will send a followup email with a survey to vote on the committee descriptions.

g) Executive Committee elections. Peg was nominated for Treasurer. Cassie was nominated for Secretary. Karen was nominated as Vice-President, and Nicole as President. Kerry moved to approve the new slate of officers, Nicole seconded. Motion passed with the new Executive Committee positions.

VI. New Business

a) Finance approvals-can other Executive Committee members approve? There was an issue in November where a vendor was overpaid, and Emily was not paid in a timely manner, and Peg was unavailable to fix the errors. The group needs to discuss if the Executive Committee can approve the Board Administrator to rectify these errors. Nicole would like to review the current board documents and bylaws to see if there is anything written in those that would address this, and will update the group at the next meeting.

b) Meeting with BHDD on funding sustainability (Nicole, Karen). This was already discussed above.

No decisions will be made on the committee members or chairpeople until the committee descriptions are voted up. Table this until the next meeting.

Sustainability/Marketing (?): Need a new chairperson

Education/Eligibility/Exam (Karen):

Grievance/Ethics (Peg):

VII. Parking Lot

a) None

VIII. Open Discussion

a) Nicole is hosting a certification exam study group, which will be 5-6 sessions long, one hour each. She will share the information with Emily, who will send it out to applicants.

b) Nicole presented on the Board and certification in Helena last week at the Substance Use Disorder Task Force meeting. She wasn't aware of how many participants attended online, but there were approximately 25 there in person. The presentation went well and there were several questions from the audience. The presentation is online. Brooke attended online and said the information shared was great and very helpful for someone currently going through the certification process.

c) Kerry mentioned the Public Health Confluence conference in Helena, April 8-10th. Emily said there is no travel funding from the Healthcare Foundation Grant for her to go, but there may be funds from but Nicole mentioned there might be funds through her agency to support travel.

d) Emily Russell asked if there was an opportunity for BHDD to financially support the Board through its Block Grant RFP coming out in a couple of months, and said professionals getting certified was going to be included in that. Nicole said some vendors provide a pay increase for those getting certified, so that might help increase the number of participants looking to get certified. There might also be an option to require that the vendors who receive awards provide a small amount each to the Board for sustainability as well. Emily serves on the planning committee for the RFP, so she will take those ideas back to that group.

IX. Next Meeting Date: February 27, 2025

X. Adjournment at

Montana Prevention Certification Board Financials

Financials-November 2024

Previous Ending Balance	\$22,057.34
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Deposits	\$00.00
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Withdrawals (Debits)	\$1,611.69
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● Emily Weiler	\$611.69
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● Emily Weiler	\$1,000.00
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Ending Balance	
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\$20,445.65	
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Financials-December 2024

Previous Ending Balance	\$20,445.65
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Deposits	\$339.24
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Withdrawals (Debits)	\$1,982.34
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● Emily Weiler	\$650.00
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● Emily Weiler	\$1,000.00
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● WORDPress	\$300.00
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● WORD Press	\$16.17
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● WP Hover	\$16.17
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Ending Balance	\$18,802.55
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