

**Minutes of: Workforce development committee**

**Date:** Thursday October 9, 2008 @ 10:00am

**Attendees:** Betty Johnson, Catina Galloway, Janet Wright, Kevin Thomas, Arvis Williams, Shanda Ragland, Ronald Holste

<b>Meeting Objective:</b>
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<b>STATUS OF ASSIGNMENTS FROM LAST MEETING</b>		
<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>
Everyone	Review goals that already exist. Bring suggestions for goals to add or delete.	Ongoing

<b>PROGRESS AND DECISIONS</b> (What key decisions were made during the meeting?)	
<b>SUBJECT</b>	<b>DISCUSSION/DECISIONS</b>
10:30am	Hello and Welcome
Announcements	
Approval of Minutes	Review and approval of Minutes from last meeting/approved Beth.
Update	<b>Agency request to update website with “Prevention is the Answer” link</b> Kevin and Ronald express issues getting the link on their organizations website. Betty stated that she would assist.
Mission and Vision Statement Review	<b>The committee agreed to wait on the mission statement until the provider association has a mission statement.</b>  <b>Review of the vision statement: Revision</b> To Assist in NC S/A prevention by having the most skilled and motivated professionals, community coalitions and volunteers and by creating a more simplified process of becoming certified, identifying trainings, enhancing recruitment and retention while promoting unification throughout the state.  The committee will vote on the revision of the vision statement next meeting. Anyone with comments or concerns should send them to the committee members before next meeting



	<ul style="list-style-type: none"> <li>• Will make decisions by consensus (Ideal) ... <b>What is consensus (Consensus is a general agreement of the members of the committee. Consensus requires serious treatment of each group member's opinion.)</b> If consensus does not work voting will be necessary...the committee will require 2/3<sup>rd</sup> majority vote.</li> <li>• Imperative that everyone reads the meeting mins. And respond to any concerns and issues. (please reply to all )</li> </ul>
Capacity building	<p>Review of active members: who are the active members on our list? Do we know anyone that would like to join the committee? Committee members will reach out to people listed to see if they would like to continue to be on the committee.</p> <ul style="list-style-type: none"> <li>• Other suggested meeting place: Will More room (Kevin) <ul style="list-style-type: none"> <li>○ Old fighting back building (Arvis)</li> </ul> </li> </ul>
Reporting Out “Web Event”	<p>The providers association will be having a web event on Halloween at N.C State Campus.</p> <p>We will discuss committee (s) has done so far and they will start the voting process for the board of directors for the Providers association.</p> <p>Ron will represent the Workforce Development Committee.</p> <p>What need to be said....</p> <ul style="list-style-type: none"> <li>• What do we want him to include:</li> </ul> <p>The workforce development committee is currently working on and considering:</p> <ul style="list-style-type: none"> <li>○ Study Sessions for certification</li> <li>○ Trainings that are geared for the test <ul style="list-style-type: none"> <li>▪ i.e Angela's training <ul style="list-style-type: none"> <li>• How we make it across the board for prevention professionals</li> </ul> </li> </ul> </li> </ul> <p>Training matrix for New Prevention Professionals with the</p>

Next Meeting Thoughts?	<p>certification training information, what hours they need to have and once training is complete what is still needed. (1,2,3,4,5 training that you need to take once you enter the field )</p> <p>Tiered system for prevention at the state level: What are the qualifications?</p> <p>How many meetings we have had</p> <p><b>How do we make certification as a field easier for prevention professionals</b></p> <p>The committee will take final recommendations on the vision statement:</p> <p>The committee will review other documentation and recommendations. ( GAPP leadership institute, Expert Panel)</p>
Adjournment	The meeting adjourned at 1:30pm.

<b>ASSIGNMENTS</b>		
<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
Everyone	<p>Putting the link for “Prevention is the Answer” on their website</p> <p>Ask co-workers if thy have any suggestions, or expectations for workforce committee</p>	Next meeting
Catina Galloway	Send GAPP Leadership Institute Recommendations to Committee members.	As soon as possible
Betty Johnson	Get the meeting min.s posted on “Prevention is the Answer” web site	As soon as possible
<b>NEXT MEETING: November 13<sup>th</sup> from 10a-2p @ Anuvia 100 Billingsley Rd. Charlotte, N.C</b>		