

Minutes of: Workforce development meeting

Date: Thursday November 13, 2008 @ 10:00am

Attendees: Catina Galloway, Angela Maxwell, Janet Riley Wright, Kevin Thomas, Arvis Williams, Betty Johnson, Ronald Holste, Stephen Newman

Meeting Objective:

STATUS OF ASSIGNMENTS FROM LAST MEETING		
WHO	WHAT	STATUS
Catina Galloway	Send out the GAPP leadership document	Done
Betty Johnson	Get the meeting minutes posted on the Prevention is the Answer website	They have been submitted

<i>SUBJECT</i>	<i>DISCUSSION/DECISIONS</i>
Welcome	Meeting came to order. Hello and Welcome 10:30a
Approval of minutes	Meeting minutes. Was approved.
Vision Statement	To Assist North Carolina Substance Abuse Prevention efforts by having the most skilled and motivated professionals, community coalitions and volunteers by creating a more simplified process of becoming certified, identifying trainings, enhancing recruitment and retention while promoting unification throughout the state.
Mission Statement	<i>Prevention providers united to solve a central social public health and economic issue of our time</i>
Old Business	Consensus decision making discussion: People who do not respond (to e-mails about committee decisions) will GIVE WAY to the majority (If a committee member does not respond to an e-mail regarding a decision by the deadline date then they give up their vote to the majority.). Decisions will be made by consensus or the 2/3rds vote Decision making process needs to be pulled out into a separate document and sent out to everyone. Include a window a timeframe to respond. <ul style="list-style-type: none">• In reference to holding decision until the next meeting because people are not in attendance:<ul style="list-style-type: none">○ Angela suggested that we have a quorum so that decisions can be made without waiting for months.

	<p>Changes suggested:</p> <ul style="list-style-type: none"> ○ Decisions pull out of meeting min. and put on separate sheet ○ Quorum is formed for decision making <ul style="list-style-type: none"> ▪ 50% + 1 <p>Quorum: you can make a final decision if you have the 50%+ 1 If we don't have a quorum in attendance an e-mail will go out (with the decision in question in the body of the e-mail) asking for feedback from the committee members. Active committee members will be given a deadline time to respond.(co-chair's responsibility) and if the committee does not reach consensus then we will vote via e-mail to reach 2/3rd vote to reach a decision</p> <p>Decisions made will be announced at the beginning of the meeting under the title of OLD BUSINESS</p>
New Business	<p>Overview of the steering committee for the Prevention Provider Association transition retreat</p> <ul style="list-style-type: none"> ○ Mission and vision statement for the committee <ul style="list-style-type: none"> ▪ Information was provide and reviewed <p>Transition time frame for the Prevention Providers Association:</p> <ul style="list-style-type: none"> ● Getting a board in place <ul style="list-style-type: none"> ○ Angela reported the information ○ The Association will take nominations for the board by Dec 31st and by Jan. 31st they will make decision. <ul style="list-style-type: none"> ▪ Person must be a member of the association to make nominations <ul style="list-style-type: none"> ● Fee structure has been put in place for membership ● Must be agency membership, no individual membership (must be associated with prevention agency) <p>Any agency that joins by December 31st will get a 20% discount!</p>

	<p>Review of letter of support for IOM substance abuse Task Force recommendations as it relates to prevention.</p> <ul style="list-style-type: none"> • We need to decide as a committee if we want to support the report and let the steering committee • If we decide to support it we should send a letter general assembly in support of the document • Next meeting: everyone read the recommendations and next meeting decide on letter support. <p>Meetings minutes. Will be put on the PREVENTION IS THE ANSWER website: they will be a month off... giving us time to approve the minutes before we submit them Catina will make changes and get the changes to Betty to post the meeting minuets.</p> <p>Question: Is there any attempt to get PREVENTION IS THE ANSWER conferences in with other conferences Betty stated that after the board is elected and have the retreat they will have another PREVENTION IS THE ANSWER FOURM. Angela... suggested that they would look at what is going on around the state to see what is the best way to proceed.</p> <p>Ronald ask what is being done about relationships around the state with prevention is the answer. How are we to create relationships to have a voice with major office individuals? Angela suggested that building relationships with key stakeholder/champions.. there is a plan in place that comes from the retreat of the steering committee</p>
General Discussion	<p>General discussion on the providers association.</p> <p>APNC: There were concerns that there was not a prevention track at the last APNA training. It was suggested that we request that there is a permanent Prevention track at the APNC trainings.</p> <p>The Board did agree that there will always be a prevention track at all conferences. The Prevention Provider association is committed to supporting the individual membership in APNC</p> <p>Next Steps: where should we begin</p> <ul style="list-style-type: none"> • Review of Vision statement needs to be approved • Mission statement: suggested that we adopt the Prevention

	<p>Providers Associations mission statement.</p> <p>Angela make motion that we adopt the associations mission statement</p> <p>It was 2nd we will send out the mission statement to all active committee members and will get consensus next meeting. After approval of mission and vision statement and decision making process we should send to the steering committee.</p> <p>Next steps cont.</p> <ul style="list-style-type: none"> • Review previous Documents (expert panel, GAPP, PPA) • Angela agreed to create a priority list for goals.. and Hot and Now topics and attach documents
Adjournment	<i>Meeting was adjourned at 1:45p</i>

ASSIGNMENTS		
WHO	WHAT	WHEN
Everyone	Review Documents (Expert Panel, GAPP and PPA) to determine what should be our next steps	Before next meeting
Everyone	Review of letter of support for IOM substance abuse Task Force recommendations as it relates to prevention... decide whether we support the recommendations	Before next meeting
Kevin	Send out Vision statement revisions, mission statement of the PPA, decision making process, IOM model Prevention recommendations, Priority list for the committee to all activity members to get approval before next meeting.	Before next meeting
Catina	Send out meeting min. Corrections to Betty	
Angela	Create spread sheet to prioritize the committees "Next Steps"	Before next meeting
Everyone	Put the link for "Prevention is the Answer" on their website	
NEXT MEETING: December 11, 2008 from 10:00am- 2:00pm @ Anuvia 100 Billingsley Rd. Charlotte, N.C		