
WV's Partnership to Promote Community Well-Being

Intervention Workgroup Meeting Notes

December 1, 2006 ♦ 9:00 a.m. – 1:00 p.m. ♦ Wingate Inn, South Charleston

Members Present: Lisa Bruer, Charles Brown, Jason Carlson, Wayne Coombs, Denny Dodson, Sue Hage, Bill Jesse (Proxy for Steve Collins), Mike Lacy, Jim Lee, Lavetta McKnight, Angie Saunders, Brenda Thompson

Staff Present: Jamie Albert, Zobeida Bonilla-Vega, Melissa Crawford

Members Absent: Don Chapman, Steve Mason, Patty Snodgrass, Linda Watts

Guests Present: Anne Swedberg, Megan Freeland (guest of Brenda Thompson)

2007 Meeting Dates:

Friday, February 16 (moved from the first Friday of the month due to PRC's move)

Friday, April 13 **NOTE: This needs to be rescheduled due to conflict with PRIDE Conference**

Friday, June 1

Friday, August 3

Friday, October 5

Friday, December 7

Review of Previous Meeting Minutes

Sue Hage, chairperson for the group, asked for a review of minutes from the October 13, 2006 meeting.

- Bill Jesse said the notes should reflect that Steve Collins was in attendance rather than absent.
- Mike Lacy clarified the motion he made concerning the evaluation and the funding to be awarded to the PRC.
- Move for acceptance was made and seconded.
- Minutes were approved.

Brief Overview of Work Plan

Jamie advised the group that, with Melissa's help, he would add an additional column to the work plan in order to track the status of each goal and activity and provide a copy to Workgroup members at the bi-monthly meetings.

Subgroup Reports

The following subgroups made reports:

Program Subgroup – (See attached meeting notes from the October 24 and November 21 meetings.) Jamie reported that the Program Subgroup met twice and participants from Mercer County were involved in addition to regular Intervention Workgroup members. The Subgroup had concerns that the PRIME for Life curriculum may not be effective for younger EIP participants. Jamie said he contacted Diana Burdette, Statewide Director of the Kentucky EIP, and she confirmed that her office is exploring other curricula to substitute for PRIME for Life, version 8, for youth in the Kentucky EIP ages 15 and under. She indicated they were satisfied with PRIME for Life for 16 year olds on up, and that it may be appropriate for some 15 year olds, depending on the individual's developmental status. The Program Subgroup will continue to evaluate curricula to use for 15 year olds and younger.

Jamie also reported that the group was working on operational guidelines, and that the Kentucky policies and procedures were comprehensive and would probably serve as a good basis for West Virginia's guidelines.

An announcement was made regarding a meeting of key community stakeholders in Mercer County planned for December 11.

Submitted by Melissa Crawford

Administration Subgroup – (See attached meeting notes from November 1 meeting.) The Administration Subgroup recommended adoption of the position description, as amended. Jamie suggested that the salary range be amended. After some discussion, the position description was approved, with a salary range of \$36,000 to \$42,500, depending on qualifications. There was discussion of additional staff and work space needs, but no actions were taken on those items.

Funding Subgroup – Will meet via conference call December 15.

Evaluation Subgroup – Zobeida provided the group with a preliminary draft of an evaluation plan and the group provided feedback to her. She will provide an update version at the next meeting.

The meeting was adjourned.

PROGRAM SUB-GROUP

Intervention Workgroup West Virginia's Partnership to Promote Community Well-Being

Meeting Notes October 24, 2006

Persons Present

Shannon Atwell, Child Law Services
Steve Collins, Mercer County Day Report Center
Denny Dodson, WV Division of Juvenile Services
Lavetta McKnight, HOPE Community Development
Greg Puckett, Community Connections
Beth Sizemore, Child Law Services
Patty Snodgrass, Adolescent Health Initiative, DHHR

Staff Present

Jamie Albert, WV Prevention Resource Center

Background

Jamie opened the meeting, welcomed members and guests, and provided some brief introductory information about the Substance Abuse Early Intervention Program (EIP). He then informed the meeting that the Intervention Workgroup of the state Partnership had voted to support the development of an EIP demonstration project in Mercer County. The Workgroup had also adopted a work plan that outlined tasks necessary for this project to become operational. A Program Sub-Group was formed to address tasks related to programs and services to be offered by the EIP.

Operational Guidelines

The need for program operational guidelines was discussed, and it was the consensus of the group to look at what may already exist rather than "re-inventing the wheel." Sub-Group members will send copies of relevant operational guidelines to Jamie who will share them with the Sub-Group. Examples of organizations that may have written program policies and procedures are teen courts, juvenile services, behavioral health service providers, and the Kentucky Early Intervention Program.

Local Advisory Group

It was suggested that the Mercer County Prevention Partnership, or a sub-committee of that group, could serve as the local advisory group for the Mercer County EIP.

Community Meeting

A meeting of community stakeholders will be organized by Steve either on November 9 or November 14, 2006. Jamie will make a presentation at that time about the EIP and its current status. Community capacity issues will be discussed at that meeting.

Curriculum

The use of the PRIME for Life curriculum was discussed, and it was suggested that it may not be appropriate for use by all age groups targeted by the EIP. Jamie will identify other curricula and provide information to the Sub-Group for review. Jamie was asked to inquire of the Prevention Research Institute in Lexington, KY,

developers of the PRIME for Life curriculum, if the instruction can be augmented with special topic instruction and presentations.

Staffing

The staffing needs of the EIP were discussed along with a proposed method of selection. Jamie informed the group that the Early Intervention Specialists would be employees of the Prevention Resource Center (PRC), Marshall University Research Corporation (MURC). The PRC has a hiring procedure involving public advertisement of the position, review of applications for employment, interview by an interview team, and recommendation of employment to the Director of the PRC and approval by MURC.

It was the consensus of the Sub-Group that representatives from Mercer County familiar with the community participate on the interview team.

Transportation

The need for transportation of youth/families to the EIP will be a critical aspect of the program. The Mercer County Day Report Center may be able to supply vans if the EIP pays for drivers. The EIP may also want to supply bus tokens for persons having access to public transportation.

Next Meeting

The next meeting will be a video conference conducted [November 21, 2006, 11 a.m.- noon](#). Denny will make the meeting arrangements.

PROGRAM SUB-GROUP

Intervention Workgroup West Virginia's Partnership to Promote Community Well-Being

Meeting Notes November 21, 2006

Persons Present Shannon Atwell, Child Law Services
Denny Dodson, WV Division of Juvenile Services
Bill Jesse, Mercer County Day Report Center
Jennifer Orren, FRN Education and Outreach Coordinator
Beth Sizemore, Child Law Services

Staff Present Jamie Albert, WV Prevention Resource Center

Background

The meeting was convened by Jamie Albert at 11:00 a.m. via video conference between two sites hosted by the WV Division of Juvenile Services. One site was in Charleston and the other in Princeton, Mercer County. The group reviewed the meeting notes from the October 24, 2006 meeting. An amendment to the section titled *Curriculum* was made as follows: "Shannon mentioned the Leadership and Resiliency Program as a possible curriculum for use with the EIP."

Operational Guidelines

Jamie reported that he had reviewed the policies and procedures documents supplied at the last meeting by Denny Dodson from the Bullit County, Kentucky Day Treatment School and from the Cumberland, New Jersey Day Program. The Bullit County guidelines focused on its substance abuse testing protocol and the Cumberland guidelines were a brief outline of its goals, admission criteria, and primary services. Jamie also reported that he had a copy of the operational guidelines from the Kentucky Early Intervention Program (KEIP). Those guidelines represent a comprehensive set of policies and procedures governing every facet of administration and operation of the KEIP. This material could serve as a good foundation for developing similar policies and procedures for West Virginia. The KEIP material is lengthy. The Sub-Group asked that a copy be emailed to members, if it can be obtained in electronic form.

Curriculum

Jamie informed the group that he had contacted Diana Burdette, Director of the Kentucky Early Intervention Program, regarding the appropriateness of using the PRIME for Life curriculum for all ages targeted by our program. She said that feedback from her PRIME for Life instructors indicates a problem when the curriculum is used for youth in their program ages 15 and under. She said in some circumstances, a 15 year-old may be OK with it, depending on the individual's developmental status. The Prevention Research Institute (PRI), authors of the curriculum, dropped its age-specific PRIME for Life versions earlier this year and went to a single version. Dianna believes this may be the source of the problem. They are looking at other curricula to use for the lower age groups. They are currently examining a curriculum called "Signals" that is used at one site in their state. It is written on a 5th grade level, and some evaluation has been done with kids in facilities that are using the curriculum. The PRIME for Life program continues to work well for 16 year-old and up.

The Program Sub-Group was interested in learning if the PRIME for Life curriculum could be augmented with special topic instruction and presentations. That type of augmentation is encouraged by the Prevention Research Institute and is used by the KEIP. The PRI recommends that the augmentation be discussed with them prior to usage if it constitutes a major addition to the curriculum.

The Leadership and Resiliency Program (LRP) was discussed and Beth Sizemore said she would send information to Jamie regarding a web site so he could share it with the others.

Community Meeting

Steve Collins is still working to arrange a meeting in Princeton with interested stakeholders to discuss the proposed EIP demonstration program. He hopes to have a date and location set by December 1st in order to make an announcement at the Intervention Workgroup meeting. Sub-Group members were asked to be thinking about who should attend and share that information with Steve.

Community Advisory Group

There was general agreement among those in the meeting that a sub-committee of the existing Mercer County Prevention Partnership, if that could be formed, would be the preferred Advisory Group for the Mercer County EIP. Jamie asked that he be supplied with names and contact information of those persons who would be available and willing to serve in that capacity.

Referral Sources

The group discussed the various sources anticipated to be making the majority of referrals to the EIP, i.e., the court system/juvenile probation, the Bureau of Children and Families/DHHR, the schools system, and teen courts. Jamie specifically mentioned the logic of developing a close working relationship with the Mercer County Teen Court as an excellent source of referrals of youth who are in the early stages of substance abuse.

Next Meeting

Jamie reminded Sub-Group members that the next Intervention Workgroup meeting will be held December 1, 2006 at the Wingate Inn in South Charleston from 9:00 a.m. until 1:00 p.m. The date for the next Program Sub-Group meeting will be scheduled at a later date.

Administration Subgroup of the Intervention Workgroup Meeting Notes

November 1, 2006 ♦ 9:00 a.m. – 9:00 a.m. ♦ WVPRC

Members Present: Lisa Bruer, Mike Lacy, Jamie Albert and Melissa Crawford

Future Meetings:

None set at this time

Review of Agenda and Work Plan

Jamie reviewed the agenda and the Early Intervention System Work Plan to outline for the group the portion assigned for this new subgroup.

Review of Position Description

Jamie provided the group with a copy of a draft position description for the Early Intervention Specialist. He stated that this position description has been reviewed by the full Intervention Workgroup at two different meetings, but no action was taken on it.

Various edits were made to the position description (see attached position description), including the following:

- Individual must be familiar with the local system.
- Add salary range from \$32,000 - \$38,000.
- Add familiarity with motivational interviewing.
- Delete specific reference to PRIME for Life.
- Add must coordinate with treatment providers.
- Change reference to “multi- disciplinary team” to “inter-disciplinary team”.

Jamie outlined MURC’s hiring procedure for everyone.

- Open positions are posted in-house via the WVPRC list serve and in the Marshall Job Bulletin.
- A job ad would be placed in the newspaper serving the location.
- A search committee would be formed including several experienced PRC employees and perhaps someone from the Intervention Workgroup and the local program.
- Resumes are screened for qualifications and interviews are scheduled.
- The search team conducts the interviews, makes a selection and recommendation for the Director of the PRC.
- Paperwork is sent to MURC for approval and processing.

Staffing Needs

Staffing needs at each local program would include the Early Intervention Specialist and some form of clerical assistance. This assistance could come in the form of a part-time position or shared assistance from an existing program.

Administrative Overhead Needs

Due to time constraints, Melissa volunteered to draft a space requirements document to cover office, conference and training space needs and provide to the subgroup at a later date.

Decisions to Be Made at Next Intervention Workgroup Meeting

- Review and approve position description.
- Review and approve staffing needs.
- Review and approve space requirements.