



WV's Partnership to Promote Community Well-Being
Regular Quarterly Meeting
4/21/2006 – Charleston Marriott
Meeting Minutes



ATTENDANCE

Present

- **Partners - Official:** Keith Adkins, Joe Barker, Don Chapman, Judy Crabtree, [Michelle Foster](#), Debi Gillispie (Proxy for Cindy Largent-Hill), Sue Hage, Dave Harris, Mike Lacy, Helena Lee, Judith Russell, Angela Saunders (Unofficial Partner, But Proxy for Andrew Gillette), [Denise Smith](#), Gary Winters (Proxy for Gig Robinson)
- **Partners - Unofficial** (*Pending Appointment Letter from Governor's Appointment Office*): Jason Carlson, Karen Eskew, Steve Mason, Bob Musick, Brenda Thompson,
- **WVPRC Staff:** [Jamie Albert](#), Michele Burnside, Michele Bush, Wayne Coombs, Monica McFarland, Kelli Jo McNemar, Brenda Richards, Laura Sarver, Andy Whisman, Mark Berry, Angie Linger, David Bailey, Melanie Jones
- **Others:** Renee Boothroyd (Pacific Institute for Research & Evaluation), Lisa Estep-Bruer (DADA & CREATE), Kim Cowley (MU Eval Team), Rick Deem, Denny Dodson, Paula Flaherty (MU Eval Team), Megan Freeland (WV State Legislature Staff), Tou Lee (Central CAPT), Anu Sharma, Linda Spatig (MU Eval Team)

Absent

- **Partners - Official:** Jean Ambrose, Andrew Gillette, Steve Heasley, Lew Holloway, Gayle Manchin, Gig Robinson, Karen Salem, Bill Woodrum
- **Partners - Unofficial** (*Pending Appointment Letter from Governor's Appointment Office*): Chris Wood

ITEMS DISCUSSED/DECISIONS MADE

Call for Proxies/Call to Order/Introductions/Meeting Packet Review/Meeting Notes Review & Approval:

Partnership Chair Mike Lacy called for proxies and then called the meeting to order. Everyone present introduced themselves. Michele Bush highlighted the contents of the meeting packets. Everyone present reviewed the January Partnership meeting notes. Sue Hage motioned to accept the notes. The motion carried.

[HANDOUT: 1-20-2006 Partnership Meeting Notes Draft](#)

Policies & Procedures Work Group Update: Work group member Mike Lacy provided the following update:

- **Executive Order:** The P&P WG decided we should stop pursuing our requested edits. For whatever reason, the Governor's Office has displayed reluctance to process the edits. Upon again reviewing our requested edits, the P&P WG agreed we can move forward with our appointment letter requests and additional by-law edits without contradicting the Executive Order.
- **Appointment Letters:** Despite repeated follow up by Melissa Crawford, the Governor's Appointment Office still has not processed our requested appointment letters. Jennifer Baldwin of the Appointment Office has assured Melissa that it is not for any particular reason. This administration just prefers to review all appointments, and Gov. Manchin has simply been too busy to get to it.
- **Membership/Vacancies:** Presuming that the appointment letters will eventually be processed, the Partnership currently has only one Executive Order-mandated vacancy to fill. One high school youth representative is needed because of the vacancy created when the former rep, Rudi Raynes, graduated from high school.

Monica McFarland stated that the Community & Youth Input Work Group plans to develop and distribute a flyer to facilitate recruitment of a new youth member. Dave Harris motioned to accept this plan. The motion carried.

- **By-Laws:** Since the By-Laws were last approved in July 2005, a few minor edits have been made for clarification purposes and to avoid Executive Order conflict. A copy of the By-Laws (with edits in red) was emailed to the Partnership more than 7 business days before this meeting.

Don Chapman noted that his office has changed its name to Office of Healthy Schools. Michele Burnside noted that the reference to the 10th edition of Robert's Rules should actually be Robert's Rules of Order Newly Revised. Debi Gillispie motioned to accept the revised By-Laws as corrected. The motion carried.

- **Memorandum of Understanding (MOU):** A WV SPF SIG MOU has been drafted. In the past, an MOU regarding WV SPF SIG administration was created and signed by several entities including the Governor's Office, DCJS, and the PRC. The latest version of this MOU is due for review and revision. Meanwhile, the Partnership requested that the P&P WG draft an MOU between the Partnership and PRC to clarify roles and responsibilities. The WG quickly came to the conclusion that one MOU for all parties responsible for WV's SPF SIG makes the most sense, especially since the other MOU needs revised anyway. Therefore, the WG drafted comprehensive MOU between all the responsible parties. A representative from each party review is currently reviewing and providing feedback.

The Partnership reviewed the Partnership section of the draft MOU and questioned only the statement about the Partnership being "the state's designated substance abuse prevention and intervention planning body." Lacy quickly explained that Whereas Clause #5 and Item #6B in Executive Order 8-04 clearly imply that designation. Judith Russell motioned that the Partnership section of the draft MOU be edited to include the specific Executive Order references. The motion carried. Mike Lacy motioned to accept the Partnership section of the MOU draft as amended. The motion carried. Mike Lacy motioned to allow himself authority on behalf of the Partnership to sign off on the final draft of the MOU. The motion carried.

- **Orientation Process Development Update:** As tasked by the Partnership at its January meeting, the P&P WG began to discuss and develop a process for Partnership orientation. The WG first reviewed all of the informative resources available (website, documents, etc.) and agreed a traditional paper orientation manual in a binder is unnecessary since all items that would be placed in the manual are already available online. As the WG continued to discuss the matter, it realized the issue is bigger than orientation. It is also a matter of Partner potential recruitment (when vacancy or representation gaps occur) and approval. Lacy requested additional time for the P&P WG to draft a process for this issue. It was also noted that the P&P WG would factor into its draft the CYI WG's process for recruiting a new youth member.

HANDOUTS:

1-6-06 Policies & Procedures WG Meeting Notes

Partnership By-Laws

WV SPF SIG MOU

WV SPF SIG Responsible Parties & WVPRC SPF SIG Staff Tables

2-16-2006 Policies & Procedures WG Meeting Notes

3-3-2006 Policies & Procedures WG Meeting Notes

TO DO

- **Policies & Procedure WG** – Meet to continue work on a Partnership member recruitment/approval/orientation process.

Partnership Retreat Update: Wayne Coombs referred Partners to the memo he recently mailed and reminded Partners to RSVP by the deadline.

TO DO

- **Partners** – Review Partnership retreat memo, mark calendar, RSVP.

Alternative Priority Setting & Funding Approaches Overview

Presenter: Renee Boothroyd of the Pacific Institute for Research & Evaluation

HANDOUT: Print Out of Power Point Presentation Titled "SPF SIG Outcome Based Prevention & Using Data to Determine Prevention Priorities"

Qualitative Evaluation Progress Overview: Evaluator Linda Spatig highlighted the contents of the eval team's latest notes from the field. Please see *HANDOUT: 4-18-2006 Partnership Notes from the Field*

Community Development Specialists Briefing: Three of the WVPRC's Community Development Specialists representing three of the four DHHR regions briefed the Partnership regarding SPF SIG RLO successes and challenges to this point.

Proposed Partnership Review Process of County Prevention Plans Presentation/Brief

Discussion/Approval: Andy Whisman requested that Partners review the *HANDOUT: County Prevention Plan Checklist* and provide feedback. Partners representing agencies that also administer grants were especially encouraged to review the checklist. The addition of a glossary was suggested. Andy reiterated plan timeline completion and implementation grant application timeline.

Suggested Agenda Items for Next Quarterly Meeting (July 21, 2006):

- Partnership Chair Election
- Policies & Procedures WG Update (Appointment Letters, MOU, Orientation Process)

- Sub-Granting WG Update
- Epi WG Update (Presentation of State Profile)
- Community Development Specialist Regional Reports (1 Hour)
- Vacant Youth Member Recruitment Discussion

OTHER HANDOUTS:

Share The Vision 2006 Save The Date Flyer

4-21-2006 Underage Drinking Prevention Efforts in WV Update

Memo from Partnership Underage Drinking Prevention WG to the Surgeon General re: Surgeon General's Call to Action on Preventing Underage Drinking

1-1-2006 Underage Drinking Prevention WG Meeting Notes

3-6-2006 Underage Drinking Prevention WG Meeting Notes

3-20-2006 Community Youth & Input Workgroup Meeting Notes

2-3-2006 Intervention WG Meeting Notes

3-31-2006 Intervention WG Meeting Notes