


**WV's Partnership to Promote Community Well-Being**  
Quarterly Meeting  
1-19-2007 ♦ Charleston Civic Center  
Meeting Minutes



*Prepared by Michele Burnside of the WV Prevention Resource Center  
Approved At April 20<sup>th</sup> Partnership Meeting*

### **Attendance**

- **Partners:** Keith Adkins, Joe Barker, Jason Carlson, Don Chapman, Judy Crabtree, Karen Eskew, Michelle Foster, Sue Hage, Dave Harris, Mike Lacy, Steve Heasley, Helena Lee, Steve Mason, Bob Musick, Gig Robinson, Angela Saunders, Denise Smith, Bill Woodrum
- **WVPRC Staff:** Jamie Albert, Lara Berry, Jo Beyer, Zobeida Bonilla-Vega, Michele Burnside, Michele Bush, Wayne Coombs, Melissa Crawford, Julia Haines, Judy Hall, Angie Linger, Monica McFarland, Brenda Richards, Laura Sarver, Matt Smith, Lynn Wallace, Andy Whisman
- **Others:** Lisa Estep-Bruer (DADA), Amanda Fisher (Proxy for Lew Holloway), Paula Flaherty (MU Eval Team), Debi Gillispie (Proxy for Dale Humprheys), Neal Holtan (Central CAPT), Chad Judge & Phil Leinbach (reps of Jackson/Wirt county prevention efforts), Tou Lee (Central CAPT), Karen McComas (MU Eval Team), Linda Spatig (MU Eval Team), Anne Swedburg (MU Eval Team), Amy Turner (Executive Director of Mingo County STOP Coalition), Linda Watts
- **PARTNERS ABSENT:** Jean Ambrose, Lew Holloway (Sent Proxy), Dale Humprheys, (Sent Proxy), Gayle Manchin (Prior Commitment), Karen Salem, Judith Russell, Brenda Thompson (Legislative Session)

Partnership Chair Mike Lacy called for proxies. Amanda Fisher presented a proxy for Lew Holloway.

Lacy called the meeting to order and welcomed everyone.

Everyone in attendance introduced themselves including Dr. Neal Holtan and Karen McComas. Holtan is a consulting Physician with Minnesota Institute of Public Health & Central Center for the Application of Prevention Technologies. (CCAPT). He is replacing Tou Lee as West Virginia's CCAPT liaison. McComas is a new member of the Marshall Evaluation Team.

**TO DO:**

- **MICHELE BURNSIDE:** Add Holtan and McComas to WV Prevention Contact Directory and WV Partnership listserv. Add McComas to both SPF SIG listserves. **COMPLETE**

Lacy presented Andrew Gillette's resignation letter. Dave Harris moved to accept the letter. The motion was adopted.

**TO DO:**

- **MICHELE BURNSIDE:** Remove Gillette from WV Prevention Contact Directory and WV Partnership listserv. **COMPLETE**

The 10-27-2006 Partnership meeting minutes were reviewed. Judy Crabtree moved to approve the minutes. The motion was adopted.

HANDOUT: *Partnership 10-27-2006 Meeting Minutes*

**TO DO:**

- **MICHELE BURNSIDE: Remove draft watermark from, add approved date to, and repost to Partnership website the 10-27-2006 meeting minutes. COMPLETE**

Michele Bush reviewed the contents of the meeting packets. In addition to the items referenced throughout this document, the packet included flyers for Sexually Violent Predator Management Task Force meetings (Jan 17, Jan 18, and Feb 13) and Public Hearings (Feb 13); Public Policy Forum on Children's Issues (Feb 13); Children's Day at the Legislature (Feb 14); the WV Gang Prevention Summit (Feb 27-28); the State Health Education Council of WV Conference (April 30-May 2);

Michele Burnside, on behalf of the Policies & Procedures Workgroup, provided updates (please see handout) on membership, workgroups, and orientation.

HANDOUT: *Policies & Procedures WG 12-04-06 Mtg Notes*

Angie Saunders motioned to amend the 10-27-2006 Partnership meeting motion "to seek one County Prevention Partnership representative per region (from any county including those that did/will not receive planning or implementation grants) to serve as an ex officio (non-voting) member of the Partnership." to say "to seek one County Prevention Partnership liaison per WV DHHR designated region (from any county including those that did/will not receive planning or implementation grants) to the Partnership for a period of one year." The motion carried.

Angie Saunders motioned to enact the County Prevention Partnership liaison recruitment process suggested by the Policies & Procedures WG (please see handout). The motion carried.

**TO DO:**

- **MICHELE BURNSIDE: Follow up with Monica McFarland re: inclusion of CPP liaison announcement at Jan RLO. COMPLETE**

Gig motioned that we suggest to the Governor the addition of a Partner representing the Governor's Highway Safety Program. Mike Lacy ruled out of order because motion conflicts with Executive Order

Gig motioned that the Partnership recommend to the Governor the appointment of Gary Winter of the Governor's Highway Safety Program as a Community-At-Large Member. The motion carried.

**TO DO:**

- **MELISSA CRAWFORD: Initiate process to secure appointment letter for Gary Winter. COMPLETE**

Mike reported those not on workgroup according to our records need to join a workgroup. The only non-ex officio member not currently on a work group agreed to join one.

Matt Smith, on behalf of the Underage Drinking Prevention WG, provided an update including plans for a Profile of Underage Drinking in WV by the end of Feb.

Jay D., CEO of PRIDE Youth Programs, presented a commercial for the World PRIDE Conference scheduled for April in Charleston. He said 3-4,000 participants are expected, and scholarships are available to West Virginians. He also said WV is to be complimented on its people and networks.

Melissa Crawford, on behalf of the Sub-Granting Work Group, reported the development of scoring criteria (please see handouts) for WV SPF SIG implementation grant applications. Crawford also reported the work group's decision to have PRC staff first review and score applications. The WG will then review applications (accepting the PRC scores or rescoring), discuss, and prepare recommendations for the Governor.

Angie Saunders, of the Sub-Granting Workgroup, motioned that the Partnership grant the Sub-Granting Workgroup the authority to act on their behalf to review and recommend grants to the Governor's Office. The motion carried.

Angie Saunders motioned that the Partnership grant the Sub-Granting Workgroup the authority to: (1) "Approve" plans where plans are at a level to be approved, and recommend applications for funding based upon those plans. (2) If a county's plan is not at a level for approval (major problems were identified by staff during plan review), recommend their implementation grant with a special condition that only funds for the project director and travel can be used until the plan deficiencies are corrected and the plan is approved. The motion carried.

Crawford stated the dates of the WG application review (Jan 31 and Feb) and emphasized all Partners are welcome to participate as long as they notify her in advance. Crawford also reported results from the WV SPF SIG Prevention Planning Grantee Questionnaire (please see handout).

*HANDOUTs:*

*WV SPF SIG Implementation Application Review Form FY 07*

*WV SPF SIG Prevention Planning Grantee Questionnaire Summary*

*Coordinated Planning and Sub-Granting Workgroup 11-1-2006 Meeting Notes*

Laura Sarver provided a SPF SIG Planning Grant fiscal update (please see handout).

*HANDOUT: SPF SIG Fiscal Report: Current 4 Month Award – Expenditures Through Nov 30, 2006*

Linda Spatig and Paula Flaherty, on behalf of the Evaluation Team from Marshall, provided a qualitative evaluation update.

*HANDOUTS: Notes from the Field Narrative & Notes From the Field PowerPoint Presentation Print Out*

A Community Development Specialist from each region provided reports on their regions SPF SIG Planning Grant activity (see reports below).

Phil Leinbach and Chad Judge of the Wirt and Jackson County Prevention Partnership and Amy Turner of the Mingo County Prevention Partnership presented reports on their counties' efforts (please see reports below).

Wayne Coombs then initiated a "What's next?" discussion. Partners indicated that the Partnership is indeed bigger than just the SPF SIG. County Prevention Partnership representatives in attendance were asked if they considered the CPPs as part of WV's Prevention System. They said yes, but loosely associated. They said State Partner presence at the local level and cross state communication are needed to solidify the relationship between the state and local partnerships.

Partners and staff divided into three small groups to discuss the questions: What should the WV Prevention System look like? What do we need to do to start building? Notes from the small group reports are listed below.

**What should the WV Prevention System look like?**

- Statewide - All 55 counties included w/ appropriate county-level variations.

- County Prevention Partnerships working with WV Partnership to Promote Community Well-Being.
- State Coalition of Coalitions (like Iowa) with ability to lobby. But this entity must evolve from the community.
- State-level Partners physical presence at county/local partnership meetings/activities.
- Common Vision
- State-Level, Flexible Funding Stream
- MOUs Between State-Level & Local Partnerships
- State-Level Coordination of Local Efforts/Specialists (*Note: The WV Partnership has a Coordination of Specialists and Services Work Group.*)
- Comprehensive Coordinated Statewide Prevention Plan (*Note: The WV Partnership has a Comprehensive Plan Work Group.*)
- Determine/articulate the appropriate role of state government. Is it to support community priorities or determine community priorities?
- Communication loop across/between state and local Partnerships.
- Shared and comprehensive understanding of “prevention” concept.
- Support for “home-grown” efforts.
- Common messages from state Partnership to all audiences (policy makers, media, specialists, general public).
- Method for clarifying/outline/sketch out – If we wipe the slate clean, what would the prevention system look like?
- Promote healthy lifestyles – reduce all risky behaviors; broader, interrelated
- Holistic Approach
- Prevention is prevention is prevention.
- Think outside the box of substance abuse prevention, i.e. (mental health, gangs)
- Promote healthy families
- Resource identification and dissemination – state, county, local
- Have WV system go through the SPF process training. Already done at local level, but now needed at state level.
- Don’t loose focus on all counties and stages of development (more needs beyond funded counties).
- Partners need to be better “champions” within their own organizations.
- Consistent message – speak the same language.
- Identify other funding resources and disseminate information.

### **What do we need to do to start building it?**

- Use the research/evaluation to help improve deficient areas. What steps can we build on?
- Determine how to include counties not receiving WV SPF SIG implementation grants.
- Continue to build local capacity.
- Collaborative Activities
  - Continue to offer RLOs. – Partners try to get all counties to participate.
  - Forum to bring all areas of the counties together- give them the power to help themselves.
- Develop tools to hand to counties, i.e.
  - How to Hold a Drug Summit
  - How to Start A Drug Court
  - Etc.
- Peer To Peer Mentoring
- Help w/ Grant Writing
- Continue to utilize CDSs in non-implementation counties.
- Town hall meetings - target areas to find out what is going on/Info Dissemination
- E-communication to help locals talks about what is going on.
- Quarterly electronic newsletter.

- County-level database accessible.
- Prevention Training Calendar
- Newsfeed
- Contact Directory

Items for the April 20 meeting agenda were declared as follows: Funding Study Update by Steve Heasley; DOE Data Management Grant Update by Melanie Jones; Work Group Reports (Including Announcement of Chairs, Membership, Purpose Statements); WV SPF SIG Implementation Grant Update; 2 County Partnership Presentations (or Presentations by New County Liaisons)

The meeting adjourned.

**OTHER HANDOUTS:**

*The WV Partnership to Promote Community Well-Being 2006 Annual Report*  
*Intervention Workgroup 12-1-2006 Meeting Notes*  
*WV Children & Families Funding Study Workgroup 12-15-2006 Meeting Notes*

*All meeting notes referenced in this document are available on the Partnership website, which is accessible via [www.prevnet.org](http://www.prevnet.org). All other reports, if not included below, are available by contacting the WV Prevention Resource Center.*

**REPORTS**

**Community Development Specialists Region 1 County Reports  
Submitted by Angie Linger**

Eight out of the sixteen counties in Region 1 were invited to apply for the SPF-SIG Phase II Implementation grant. Of those eight, only six have applied for Phase II. Brooke County returned Phase I monies and are not applying for Phase II and Harrison County did not send in their application on time. They have also not turned in their comprehensive plan. Morgantown did submit their application on time, but have not submitted their comprehensive plan.

Most coalitions/partnerships in Region 1 will continue in some capacity. Some will be following under the FRN as a sub committee, while others will continue to function independently and might seek private non-profit status (501 c3).

Many partnerships have sought out private funding from various individuals, agencies and organization to assist with implementing projects. Some have applied for other grants; such as; the America Cancer Society's grant and Hamburger Helper grant.

Two Grant Writing 101 workshops were offered in Region 1. Approximately 35 people attended. This capacity building opportunity was offered to assist community members in writing grants for various projects within their counties.

**Community Development Specialists Region 1 County Reports  
To Be Submitted by Lara Berry**

**Community Development Specialists Region 3 County Reports  
Submitted by Julia Haines**

**Barbour:** This County was invited to apply for an implementation grant. They are almost finished with the application and are working on MOUs and letters of commitment.

**Upshur:** County not invited to apply for phase 2 funding. They are not only finished prevention plan, but already implementing. Working on gaps and issues that don't require funding at this time and they plan to apply for funding ops as they come available. Upshur is actively seeking money for a part-time coordinator.

**Lewis:** County not invited to apply for phase 2 funding. Incorporating their plan into the FRN and making the coalition a sub-group and will try to work on issues that was presented by the data.

**Taylor:** County not invited to apply for phase 2 funding. (PATCH) is going to follow their plan that they put together and are going to start working on underage drinking. They are going to examine possibilities for gathering monies for bill boards and advertising to address their Community Readiness Score and start with raising awareness.

**Pendleton County:** The comprehensive plan was submitted to the PRC on 12/18/06. Although Pendleton County did not receive an invitation for an implementation grant, the Prevention Partnership still plans to meet quarterly to address substance abuse issues.

**Preston County:** County not invited to apply for phase 2 funding. The comprehensive plan was submitted to the PRC by the 12/20/06 deadline and the coalition will meet again in late January, to review goals and logic models. SPF SIG coordinator, Heidi O'Toole has resigned her position effective January 31<sup>st</sup>, 2007.

**Randolph County:** Randolph County is one of the counties invited to apply for an implementation grant. They submitted their comprehensive plan on December 20<sup>th</sup>. SPF SIG coordinator, Kelly Stadelman has resigned effective January 31<sup>st</sup>.

**Tucker:** County not invited to apply for phase 2 funding. The comprehensive plan was submitted to the PRC on January 2<sup>nd</sup>. Although Tucker County did not receive an implementation grant, their coalition still plans to meet on at least a quarterly basis to address substance abuse issues.

**Hampshire:** Not invited to apply for phase 2 implementation funding. However, the prevention partnership has decided to become a sub-committee of the FRN and work closely with the PIP grant committee. Group will actively seek other funding.

**Hardy:** Not invited to apply for phase 2 implementation funding. The SPF SIG partnership has made the decision to continue meeting as a separate group and continue with the planning/implementation efforts. The partnership has consistently had strong adult and youth membership and is very motivate to continue.

**Grant:** Not invited to apply for phase 2 implementation funding. Partnership has decided to merge with the Family Issues Task Force and form a sub-committee. Elements of the prevention plan are already being implemented.

**Mineral:** Not invited to apply for phase 2 implementation funding. This partnership has displayed an ongoing commitment to the development of a county-wide prevention plan and has already begun to implement. The group will become a sub-committee of the FRN.

**Berkeley County:** Berkeley County has been asked back for phase II. They have been having difficulties and will not be able to apply for the grant due to Telamon (the fiscal agent) not being able to cover the indirect cost required to carry the grant through. They are however looking into other foundation grants and other federal grants. The partnership continues to work hard despite the set back.

**Morgan County:** The Morgan County partnership has been asked back for phase II and the project director has been working very hard to complete the grant application. I have had the opportunity to read the logic model along with the budget and feel very confident as to their commitment to this process and the strategies that have been written in order for them to accomplish their goals.

**Jefferson County:** Jefferson County was not asked back for Phase II. However the partnership continues to be strong and FOCUS Coalition continues to offer the community a wide variety of services pertaining to drug prevention, education, and community awareness.

**Community Development Specialists Region 4 County Reports  
Submitted by Lynn Wallace**

**Fayette County:** Is ahead in the process their draft plan looks excellent as of Dec homework timeline, progressive moving on with thought and ideas for improvement specifics on plan and evaluation, seems to be very good at this time in January, as the project coordinator would say, we increased building new partnerships, and a pro-active county commission behind them at this time, also acting as the new fiscal agent in phase II of the plan. The partnership in Fayette County has added some majors resources with new partnerships in this county and new relationships have been establish.

**Raleigh County:** overall has been very pro-active in the process as well, they are working at building new as well continued maintenance on relationships with in their partnership, they are very hopeful for the possibility of the implementation phase II process. The project coordinator believe in, continuing to build capital and social relationships as well working on a sustainable prevention system for their county coalitions, and building new infrastructure by welcoming new partners for continued sustainability in the future.

**Pocahontas County:** has progressive building new relationships and social capital continue maintenance on present relationships, I think they will continue to do so in a pro-active manner in the future and help build capacity for the county partnership as well They Pocahontas county are very thankful for the WVPRC support and technical assistance in the planning grant year also and are planning on attended future RLO's. They were very up-beat and positive even as they were not in the first fifteen counties listed, now working on continue improvement that they are in the final 27, presently continue build capital and social relationships Example "" working with the snowshoe foundation and the FRN to provide in-kind services for community groups in need ,Snowshoe Foundation is providing resources and materials furnishings out of condos and rental properties, to help assist the FRN with goals and objectives for community groups, they are turning into a major resource for the community, and want to help assists with prevention efforts in the future also, And presently working very pro-active on other funding sources for the partnership in Pocahontas county..

**Mercer County:** In November the partnership met at least three weeks consecutively in effort to finalize the county prevention plan, the partnership recently met in January to make adjustments to the plan and cover budget details. Also have recruited a new member and have received feedback from partners about the proposed plan and budget for phase II. Community connection's is waiting on a confirmation letter from Concord University in order to name them the fiscal agent for phase II implementation funds.

**Wyoming County:** The prevention partnership in Wyoming county states they do not have the financial capacity to apply for the phase II implementation funding at this time.

**McDowell County: Did not apply for the planning year.**

**Summers County:** Summers county partnership has been busy working toward finalizing phase II application, having met no less than three times in the past 30 days have worked hard in increasing of capacity, and securing participation for key stakeholders. Although Summers county partnership had expressed some concerns and frustrations about not being one of 15 original counties for implementation, they have since worked hard at overcoming their disappointment and are now looking ahead to development of a comprehensive plan.

**Greenbrier County: Did not get invitation.** Greenbrier county prevention partnership not being in the final 27 counties receiving invitation, are planning at the end of the planning grant year, in combining the coalition efforts, of the Impact coalition and Champ coalition in a joint effort to continue to utilize the plan derived from the SPF-SIG planning grant year in 2006.

**Monroe: Did not get invited.** Prevention partnership, nevertheless the prevention partnership is making plans to continue their efforts made possible by the SPF-SIG planning in the process of planning community events that will enable further development of partnerships and community capacity, but will increase community awareness around substance abuse issues in Monroe County.

**Nicholas County:** Working progressively on county plan- It's finally coming together as they envisioned it 'according to one of the partnership members, they have brought a new partner to the table the Nicholas county community action, this agency will also serve as the new fiscal agent in phase II of the project, this is a concern for the Nicholas county FRN because it was hard to fiscally support reimbursement grant process once again, now the partnership is working on recruiting new members as well.

**Which leads to Webster county-----**

**Webster County: Did not get invited** but the project coordinator is partnering with Nicholas county coordinator in combine effort in completing the process of the counties comprehensive plan. And also will be using their completed plan to apply for alternate funding in the future.

**Braxton County: Did not get invited.** Prevention coalition is planning on continuing after the planning grant year, Based on the data of the planning grant year, they are exploring strategies as well other alternative funding sources.

**It is our intention in Region IV to provide leadership and technical assistance to county partnerships for Phase II process.**

**And Actions:** Will be to at this time assist in helping counties continue to build relationships ,networking, through collaboration and cooperation and continue to work on efforts for sustainability in county partnerships .

**Lessons learned! Region IV Is:** It's a new beginning in some partnerships; I believe they have learned a lot about relationship building, and importance of building trust as well, and the importance of building new partnerships and social capital though networking collaboration.

**Mingo County Prevention Partnership Report  
Submitted by Amy Turner**

STOP is an organization that has been around for about 6 years. They started out strong. They hired Amy Turner as their Executive Director in July of 2006, several months after the SPF-SIG planning grant began. One of the organization's problems was no focus. We were doing little in the three county area we covered: Logan, Wyoming and Mingo counties. Logan and Wyoming counties were building partnerships and we were not doing so well. STOP changed its focus and began looking at Mingo County primarily. Since then, we have rotated our monthly meetings between three small towns in Mingo County: Gilbert, Williamson and Kermit. We were slow in the beginning, but have been able to recruit various organizations in our county as part of our county partnership, STOP. Our partnership and fiscal agent is one in the same and it is now working quite well.

**Jackson & Wirt County Prevention Partnership Report  
To Be Submitted by Phil Leinbach**