

Quarterly Meeting of the SPAM/AEOW

The February 3, 2017 quarterly meeting of the State Prevention Advisory Board/AEOW was called to order by Chair Seyram Selase at 10:00 AM.

Present at the meeting was Chair – Seyram Selase, Shandra Witherspoon, Elana Parker-Merriweather, Dr. Annice Yarber-Allen, Deegan Malone, Dr. David Tytell, Janet Winningham, and Corporal Cedric Leonard

Representing the State of Alabama Department of Mental Health - Office of Prevention State Management Team:

Beverly Johnson, Catrina James, Brandon Folks, Erin Burleson, Tafeni English, Lauren Blanding, and Ashley Hudson

Chair Selase began by thanking all members for giving up a Friday for the SPAB meeting, as the usual day for these meetings is on Wednesday

Minutes from last SPAB meeting were approved as written by unanimous vote.

Beverly Johnson – Introduced Dr. Yarber- Allen who discussed Workplace forum for Feb. 13. Ms. Johnson then introduced Ms. Catrina James, Epidemiologist for the Alabama Department of Mental Health, Office of Prevention, to offer AEOW updates.

Ms. James began her report by reviewing the Bylaws looking at licensed tobacco outlets. Ms. James reported on doing a cover study regarding tracking the licensed tobacco outlets in the state of Alabama. Ms. James reported that this study would be driven on a compliance rate that would require 80% recommended 90% compliance with regard to tobacco sales. The study, keeping track of the licensed tobacco outlets in the state throughout March and April, could be reported on, according to Ms. James, as early as May or June.

Ms. James went on to discuss that in an effort to provide the SPAB with the best possible information regarding grants that would fall into the scope of the mission of the SPAB, within the next week the office will be working with Chair Selase to provide a synopsis of these grants. The synopsis that would be provided would be focused on Assessment, Capacity, Planning and Evaluation. The goal of these efforts would involve getting with Chair for some Overview training for the SPAB to better review the SPF framework so that the SPAB can better advise

and recommend/give feedback the state department of mental health in regard to funding issues. We are talking about the phase of the grant.

Chair Selase reported that April 29 national prescription drug takeback day.

The Chair recognized Ms. Tafeni English, PFS Consultant with the Alabama Department of Mental Health Office of Prevention to address the SPAB Bylaws. Ms. English discussed a recap of the discussion of the last meeting. In relation to the discussion regarding the bylaws there were some issues with attendance and the way we were voting and the bylaws. According to Ms. English, the issue at hand was the establishment of a Quorum. The Bylaws currently reflect that business would be conducted, as well as officers would be elected by a simple majority vote of the members present at any given meeting. The question would be raised if we had only two people present at a meeting, but had a membership of 42, would that be fair for those two be the voice for the whole board. Ms. English related that the establishment of a Quorum would be very important, and language regarding updating the bylaws would need to be put in place, for example, when these updates would take place. (such as at the annual meeting.) Another bylaw language issue involves the election of officers. The language of the bylaws state, at present, that officers would be elected by a “simple majority” of SPAB members present. The question, again, was that if one person was present at a meeting, would it be fair that that one person elect all of the officers. It was pointed out that, as the state management team, the representatives of the Alabama Department of Mental Health Officer of Prevention were not voting members.

Dr. David Tytell brought up some prior discussion in relation to a member being absent for two or more consecutive meetings that they would be removed from an active status from the SPAB. Ms. English stated that she felt that this issue should be part of any discussion of a bylaws update, in that the nature of the business conducted by this board would require the board to be engaged, and maintain an active voice in matters regarding the office of prevention.

Chair suggested that the discussion be organized into policy statements that could be voted on in terms of motions.

1. Attendance policy
2. Establishing a Quorum
3. Term for officers (Chair, Vice Chair and Secretary)
(currently the terms are for one year –
Question: can the business of the SPAB be done with one year terms)

1. Attendance Policy (By Laws - Section 4) Members are expected to attend meeting and are encouraged to participate in programing activities and to contribute to the resolution process of issues that come before the advisory board.

Proposed for discussion by Dr. David Tytell – Section 4 Subsection 3 – If any member of the SPAB misses two or more consecutive meetings, with no contact, would be removed from the board.

Elana Parker Merriweather recommended that the idea of offering the option of Conference Calling in the area of increasing attendance to SPAB meetings.

Dr. David Tytell made the formal motion that should any member of the SPAB miss two consecutive meetings (Either by physical attendance or electronically, i.e. the option of conference calling) with no contact, the SPAB member be terminated from the SPAB.

Moved by Dr. David Tytell – Alabama Department of Corrections

Seconded by Corporal Cedric Leonard – Montgomery County Sherriff's Department

2. Establishing a Quorum - Article 4 Section 1 Subsection 5 establish and defines a Quorum Statement - A. Any motions and decisions requiring a vote will be based on a Quorum. A Quorum is defined as $\frac{1}{2}$ of the voting membership present + 1 when the membership is an even number- when odd, a simple majority.

Moved by Bruce Kimble – Alabama Department of Correction

Seconded by Elana Parker Merriweather – Alabama Department of Public Health

3. Terms of Officers – Article 3 Section 5 Subsection 1 – Officers will be elected for a term of three years, and are eligible for re-election not to exceed two consecutive terms.

Moved by Sargent Cedric Leonard – Montgomery County Sherriff's Department

Seconded by Dr. David Tytell – Alabama Department of Correction

Motion proposed by Bruce Kimble that the current officers continue into the three year terms

This motion was seconded by Dr. David Tytell.

Chair Selase brought up another item for discussion which was the filling of the Vice Chair position that had been vacated by the resignation of Mr. James Keith.

Dr. Annice Yarber-Allen nominated Ms. Elana Parker Merriweather for the vacated Vice Chair position. This nomination was seconded by Dr. David Tytell

Kathrine McGuire of Boy's Club was nominated for a vacant SPAB slot.

Motion made by Dr. Tytell and second by Bruce Kimble

Elana Parker Merriweather announced opioid summit on March 10th.

Next Meeting Date for May 3rd.

Respectively Submitted By Bruce Kimble – Secretary of the SPAB