

Agenda: Board Meeting

Date: January 8, 2025

	Board Member		Board Member		Guest(s)
X	Ryan Flynn, chair	X	Elliot Butay, vice chair	X	Kim Larson, Prog Admin
X	Dr. Jacki Buffington	X	Aron Gosling	X	Jameelah Yozamp, HR Manager
X	Kirstin Kopp	X	Kelsey Shirkey	X	Melinda Hugdahl, Staff Attorney
X	Dr. KyleeAnn Stevens				

1. Review and approve November 20, 2024, December 18, 2024 Meeting Minutes

Minutes from both meetings were approved by consent.

2. Board Chair Updates

A. Establishing Board Subcommittees

- The committee discussed future meeting schedule and the inclusion of subcommittees. Each board member should participate in at least one subcommittee.
- Proposal to start with 2 subcommittees: one focused on policy topics and the other focused on programs (e.g., CAPs). Membership may be opened in the future to non-board member participants, e.g., members of the certification advisory committee. Members discussed a variety of options, ideas, structures, subcommittee names, etc.
- Kirstin Kopp moved to create two subcommittees, Policy Review and Programs and Services Review. Kelsey Shirkey seconded the motion. Motion carried.
- Members were asked to send their subcommittee preference to the Board chair.

B. The next full board meeting is set for Wednesday, February 5, 2025.

3. Program Administrator Updates

A. Classification & Compensation Study RFP Update

- The HR Manager provided a brief update to the members. Interviews with vendors are scheduled and additional scoring needs to occur after that. A recommendation will be presented at a future meeting.

B. New Office Space Update

- The Program Administrator provided information to the board about a couple of options for new office space. The members reviewed projected cost comparisons and pros and cons of each option.
- Pending confirmation from the Department of Administration on availability, Kelsey Shirkey moved to approve option b/second option. Dr. Buffington seconded the motion. Motion carried.

4. Past Meeting Follow-up

- A. Statutory Language Discussion
- B. Certification Advisory Committee Question Responses

Both topics will be diverted to the newly formed subcommittees for review and recommendation to the full board on next steps. A. is referred to the Policy Review subcommittee and B. is referred to the Programs and Services Review subcommittee.

5. New Business

- A. Intermittent Employee
 - The HR Manager let the members know that we will bring on an intermittent employee to support the HR team through the hiring push the next few months and the implementation of the classification and compensation study.

6. Other Business

Decisions

- Policy Review and Programs and Services Review subcommittees established.
 - Policy Review meeting is January 13, 2025, 8:00 – 9:30 a.m.
 - Programs and Services Review meeting is January 22, 2025, 8:00 – 9:30 a.m.
- Approval to move forward with leasing discussions and options as needed for option b space.