

Agenda: Board Meeting

Date: February 5, 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	Kirstin Kopp	X	Kelsey Shirkey		
X	Dr. KyleeAnn Stevens				

1. Review and approve January 8, 2025 Meeting Minutes

Minutes were approved by member consensus.

2. Board Chair Updates

A. Meeting Schedules

- Members agreed to a new ongoing meeting schedule of the first Wednesday of each month, 8:00 – 9:30 a.m. starting in March 2025.

B. Federal funding issues

- The Board Chair shared with the members that MNCAB's funding is not directly impacted by the discussions and actions at the federal level regarding funding issues.
- The Program Administrator and leadership team will be monitoring for potential impacts on partners and stay aware of what is going on generally.
- Members are asked to inform and/or reach out to the Program Administrator with any information of local impacts they may have information about.

C. Ad Hoc Committee Updates

- Member, Kirstin Kopp has agreed to chair the Policy Review committee
- Member, Dr. Jacki Buffington has agreed to chair the Programs and Services Review committee

3. Program Administrator Updates

A. Annual Conference – volunteer request

- The Program Administrator provided a brief update on the conference planning process and asked for a couple of volunteers to work with MNCAB employees to plan the evening celebration event. Two members volunteered and the Program Administrator will connect them with the employees planning the event.

B. Hiring Update

- The first round of interviews from the currently open forensic navigator posting are happening this week.
- The second round of interviews is scheduled for the week of March 3, 2025.

- The forensic navigator manager position will be posted in the next couple of days, with interviews tentatively planned for the week of March 10, 2025.

4. Ad Hoc Committee Updates

A. Policy Review

- Members reviewed the draft legislative policy language proposals and approved the content as drafted
- Board members agreed to move forward with items 1 through 5 since those are specific to board operations, and to include item 2, which is related to the content of court examiners reports if there is a benefit to MNCAB's legislative process

B. Programs and Services Review

- Members reviewed the Q&A exchange with the Certification Advisory Committee (CAC) and finalized the board's responses. The responses were reviewed by board members and approved sending them back to the CAC for the CAC's future action.

5. Past Meeting Follow-up

6. New Business

A. Quarterly Data Report

- Topic is deferred to March 5, 2025 meeting.

B. Board Policy 304 – Health and Safety

- The Program Administrator reviewed this new board policy with the members.
- The members had no concerns with the policy as drafted.
- Dr. Stevens moved to approve the policy, Elliot Butay seconded the motion, and the motion carried.

7. Other Business

- Ad hoc committees should consider future discussion items and schedule meetings. The Program Administrator will identify MNCAB employees who will provide staffing assistance to each committee and inform the committee chairs.
- Some ideas for future topics for each committee:
 - Policy Review – pay attention to legislation, review any proposed legislation that is relevant to MNCAB.
 - Programs and Services Review – look at the certification and recertification policy for revisions.

Decisions

- The board approved policy 304 – Health and Safety