

Agenda: Board Meeting

Date: March 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	Jameelah Yozamp, HR Manager
X	Kirstin Kopp	X	Kelsey Shirkey	X	Allison Holbrook, Forensic Navigator Supervisor
X	Dr. KyleeAnn Stevens			X	Chayo Guzman, Office Supervisor

1. Review and approve February 5, 2025 Meeting Minutes

Minutes were approved by consensus

2. Board Chair Updated

- A. Legislative session – Chair, Vice Chair, Program Administrator, and Staff Attorney have been connecting with legislators, attending a couple of meetings to explain the MNCAB policy and budget requests. We’ve been looking for authors, but so far no one has signed on.

3. Program Administrator Updates

- A. Office Supervisor introductions
- B. Hiring Update
 - Forensic navigator posting is still open, interviews have been occurring this week. New forensic navigators starting next Wednesday.
 - Forensic navigator manager interviews are set for next week.
- C. Office Space Update
 - Department of Administration is still in conversation with the Town Square landlord. Not significant updates to provide.

4. Committee Updates

- A. Policy Review
- B. Programs and Services Review

No substantive updates from either committee this month. The Chair asked that the committees discuss establishing a regular meeting cadence.

5. Past Meeting Follow-up

A. Class and Comp Vendor Recommendation

- The HR manager reviewed with members the two vendor submissions, walking through the comparisons of their submissions. The HR manager recommended selecting Gallagher as the vendor to work with on the study.
- Elliot Butay moved to approve the selection of Gallagher. Dr. Stevens seconded the motion. Motion carried.

B. Quarterly Data Report

- A forensic navigator supervisor presented the quarterly data report to the Board. The data includes information through December 31, 2024.
- The supervisor answered some questions from board members about some of the day-to-day activities and results that we're seeing with forensic navigator involvement. This information was appreciated, and board members noted that they hope future data collection will include similar information so that MNCAB is able to show qualitative and quantitative data in the future.

6. New Business

A. Per Diem Request Process

- The Office Supervisor introduced and reviewed the process for submitting per diem payment requests. Information provided also included instructions on how to get set up as a "vendor" in the state's payment system so that per diem payments can be electronically processed.
- Members did not have questions about the new process. The office supervisor is available to help and answer questions.

7. Other Business

The Program Administrator shared that she is working with the IT manager to establish a general office email and phone number to share with the public/put on the website for general outreach purposes.

Some board members raised a couple of questions and shared some information.

- Question: Are bridge plans confidential and are they filed in the criminal case only?
- Answer: Yes, bridge plans are confidential as set in Minn. Stat. § 611.55, subd. 4(b) "Bridge plans and any supporting records or other data submitted with those plans are not accessible to the public." Bridge plans are also only filed in the criminal case, not accompanying civil commitment files.
- Question: What is or should be the role of a board member when they are participating in a justice partner/community meeting with the forensic navigator program also present?

- Answer: If a board member is participating in a meeting in their capacity as a justice system partner, that is the role they should maintain, particularly if MNCAB is also participating. If MNCAB is not participating and questions about the work come up, board members can respond if able to and are encouraged to refer to/pull in MNCAB as appropriate to the situation.

The board entered a closed session at the request of the Program Administrator.

- Closed session ended. Result of discussion is acknowledging the need to create and implement a complaint process for the various programs under MNCAB's purview, the forensic navigator program and the competency attainment programs + curriculum.

Decisions

- The board approved the selection of Gallagher to conduct the classification and compensation study.