

Agenda: Board Meeting

Date: May 7, 2025

	Board Member		Board Member		Guest(s)
X	Ryan Flynn, chair	X	Elliot Butay, vice chair	X	Kim Larson, Prog Admin
X	Kirstin Kopp	X	Aron Gosling	X	Lindsay Fiedler-Schiel, Forensic Navigator Supervisor
X	Dr. KyleeAnn Stevens	X	Kelsey Shirkey		

1. Review and approve March 5 and April 2, 2025 Meeting Minutes

Minutes from both meetings were approved by consensus.

2. Board Chair Updates

A. Open Board Position

- Dr. Jacqueline Buffington recently gave her notice of resignation from the board due to competing priorities in her life.
- Her position is the mental health professional with experience in competency position that the governor appoints. Members are invited to consider possible candidates and share the posting.

B. Legislative updates

- See updates from Policy Review Committee below.

3. Program Administrator Updates

A. Hiring Update

- The Program Administrator shared that the three new forensic navigator supervisors start today, May 7, 2025. One is a former forensic navigator, the other two are external hires.
- No additional updates on when hiring forensic navigators will resume.

B. Outreach Updates

- The Program Administrator shared the high-level plan for initiating an outreach effort later this summer. Members noted that it might be helpful to record a presentation and publish it on the website for on-demand viewing.

C. Office Space Updates

- No significant updates available. Continue to wait for the draft lease amendment that includes the costs for construction in the space.

4. Committee Updates

A. Policy Review

- The three proposed budget bills (governor, house, and senate) include small increases for MNCAB's base budget but likely not enough to staff up to fully meet the needs statewide. Time is getting short so MNCAB employees will continue to monitor progress and keep the committee updated as needed.
- The policy bill is moving forward after being approved by the conference committee members.

B. Programs and Services Review

- The committee received a summary presentation of the listening sessions held in April that the Certification Advisory Committee chair, committee staff, and the Program Administrator hosted for the 10 certified competency attainment programs. The sessions were successful and there are several thoughtful takeaways for future development and support for the certification process and the certified programs.

5. Past Meeting Follow-up

No topics discussed.

6. New Business

A. Programs and Services Committee: Task Focus

- Members discussed the topics that are relevant to the Programs and Services Committee and what the priority of the topics is/should be. The two main topics of interest are the operations of the forensic navigator program, the policies, procedures, and practices for competency attainment program certification, and the further development of the competency attainment curriculum.
 - Regarding the forensic navigator program, members noted their desire to know more about the standard practices of forensic navigators, the strategy for ongoing connections, and a deep dive into available data (qualitative and quantitative).
 - Regarding the competency attainment curriculum, members noted their interest in ensuring that the content is accurate, that it is appropriate and accessible for different audiences.
- These are two distinct but equally important tasks. The program administrator was asked what she sees as the short and long-term support and input needs from the Programs and Services committee. She shared:

- Short term – review and input on certification processes and the curriculum development. Employees have a project underway to revise and update the certification policy and procedures and the curriculum. The Programs and Services committee is a key group in the review of the materials prior to final approval from the full board. This project will progress over the summer and into early fall.
- Long term – input on the next steps of developing the forensic navigator program. Employees need some time to settle into the new manager and supervisor structure, case assignments to the newest forensic navigators, etc. It will also take time to prepare the information for which the board members have asked.
- Some members noted that was a reasonable recommendation and noted that it is good for the board to have the vision of the work overall but that the daily work is within the purview of the program administrator, the managers, and the supervisors. The discussion should reflect that perspective.
- The board chair presented an action plan as the discussion wrapped up:
 - The Programs and Services Committee will focus on providing support to the CAP and curriculum update projects over the next few months.
 - The program administrator will work with her team to prepare an in-depth presentation on the forensic navigator program for the fall.
 - The board will identify a date to hold an in-person meeting in the fall of 2025 which will include the forensic navigator program presentation topic.

Other Business

The board chair asked the three remaining Programs and Services Committee members to consider acting as the chair for the committee and to contact him if they are interested.

Decisions

None at this meeting.