MINNESOTA
COMPETENCY ATTAINMENT BOARD

Agenda: Board Meeting

Date: June 4, 2025

	Board Member		Board Member		Guest(s)
X	Ryan Flynn, chair		Elliot Butay, vice chair	X	Kim Larson, Prog Admin
X	Kirstin Kopp	X	Aron Gosling	X	Jameelah Yozamp, HR Mgr
X	Dr. KyleeAnn Stevens	X	Kelsey Shirkey	X	Gallagher Representatives

1. Review and approve May 7, 2025 Meeting Minutes

Minutes were approved by consensus.

2. Board Chair Updates

A. Dr. Stevens is the new chair of the Programs and Services Committee.

3. Program Administrator Updates

A. Conference and Celebration Event
- The conference went well, all presenters provided thoughtful, interesting, and engaging information. Overall feedback from employees is positive. A formal evaluation survey is out to collect specific feedback that will be used for future planning purposes.

B. Workplan Review
- The work plan for the next few months includes:
    i. Continued development and revision of policies and procedures.
    ii. The class & comp study.
    iii. Continued development of an outreach plan.
    iv. Office move and related activities – such as furnishing, connecting internet, etc.

4. Committee Updates

A. Policy Review
- Legislative session ended well for us. We received a modest base budget increase in each year of the biennium. Likely not enough to hire enough staff to meet the needs statewide, but we may get close. The policy bill also passed so some minor language changes will soon take effect in the authorizing statutes.

- A board member asked if any other members know more about the impact of the county of responsibility language for AMRTC. Board members discussed briefly, and a couple agreed to connect later to share more information.

B. Programs and Services

- The forensic navigator manager will provide staff support to the committee going forward.
- The members received a presentation/overview of the competency attainment curriculum and program certification project plan. The timeline is aggressive, so expectations are moderated.
    - A member suggested incorporating time for review by some key external partners, such as public defenders, county attorneys, and judges. The program administrator will ensure this is added to the plan.
- Committee members asked about resources and training provided by MNCAB to evaluators. This is not a priority due to the need for continued internal training development.

5. Past Meeting Follow-up

A. Fall Board Meeting Planning

- The presentation will include information about the agency overall, including about the forensic navigator program, certification practices and experiences, and other relevant information for the board's awareness.
- The program administrator will work with others to develop the presentation.
- The presentation will occur at an in-person meeting in the fall of 2025. A specific date will be determined at the July 2, 2025 board meeting.

6. New Business

A. Classification & Compensation Study Presentation

- Representatives from Gallagher, the vendor conducting the classification and compensation study provided an overview of the project to the board members and answered questions.

Decisions