MINNESOTA
COMPETENCY ATTAINMENT BOARD

Agenda: Board Meeting

Date: June 26, 2024

	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 Mgr
X	Kirstin Kopp	X	Kelsey Shirkey	X	Darrell Hill, IT Mgr
X	Dr. KyleeAnn Stevens				

1. Review and approve June 12, 2024, Meeting Minutes

Motion to approve by Dr. Buffington, seconded by Dr. Stevens, motion carried.

2. Last Meeting Follow-up

A. Interagency Agreement with GAL Program Update
- All parties have agreed to the edits and the final, signed version will go to SCAO finance for approval and to encumber the funds for FY25.

B. FY25 Proposed Budget Review and Approval
- Overall the Board members agree that the proposed budget for FY25 looks good based on what we know and we can realistically anticipate. The Board Chair noted that as needed throughout the fiscal year, adjustments can be made to the budget to either address dollar amounts needed or to add unanticipated expenses.
- A Board member recommended increasing the line item for office/redesign costs considering the amount of anticipated employee growth in the next fiscal year and a need to move to a location with more office space.
- Other discussion occurred around the classification and compensation study. The HR manager explained what this is, how it generally works, and what we should be prepared for as a result.
- General motion to approve the budget was noted and will be held for a final vote at the July 3, 2024 meeting.

3. New Business

A. Rule 20 Public Hearing Report
- Move to next week's meeting

B. New Positions
- The Board briefly discussed the need to start hiring additional employees sooner than the fall when it's been anticipated that additional forensic navigators will be hired.

There is a need to bring in more administrative office support positions to support the increased forensic navigator hiring levels anticipated.

- The Program Administrator, HR manager, IT manager, and supervisors are meeting in early July to review the organization structure and hiring priorities. A proposed approach will be presented to the Board shortly after that meeting.

C. Policy Reviews
- One Voice – Looks good, no recommended changes
- Environmental and Local Sustainability – Looks good, the Board asked that the section re: community engagement be removed to a standalone policy
- Procurement – Did not review, will review when the revised procedures are also available
- Human Resources Management – Looks good, no recommended changes
- Code of Ethical Conduct – Looks good, recommend changing the consequences section to indicate that the Board's By Laws provide the consequences for Board members as a separate section from that for employees.
- Inclusive Workplace – This policy looks good too, no recommended changes
- The Board also discussed the future development of complaint processes; for internal employee needs and for external needs. The option and processes for reassigning forensic navigators should also be considered and included. For later development and review.
- The Program Administrator noted that a policy roadmap is in development and will be presented to the Board soon.

4. Other Business

A. A Board member asked about the draft "pamphlet" that was shared a few weeks ago and whether it has been used because there appears to be a need to adjust some of the ways that the information is presented to clarify the role of the forensic navigator. The Program Administrator shared that the supervisors have been working on a few sentences to clearly define the forensic navigator role and are also starting on the lists of what a FN can and can't do. More info will be presented to the Board for review when the draft is ready.

B. The Board Chair noted that the Board needs to also review and finalize the By Laws and the Mission & Vision statements. Plan for future agendas to include these topics.

Decisions