MINNESOTA
COMPETENCY ATTAINMENT BOARD

Agenda: Board Meeting

Date: July 2, 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	Dr. KyleeAnn Stevens	X	Kelsey Shirkey		
	Open Member				

1. Review and approve June 4, 2025 Meeting Minutes

Approved by consensus

2. Board Chair Updates

A. Bylaws Updates

- The program administrator reviewed some technical amendments to the bylaws with the members. Notable amendments include adjusting sections based on 2025 legislative changes.
  - Motion to approve the amended bylaws by Elliot Butay, seconded by Aron Gosling, motion carried.
- The board chair raised for discussion the proper timing for the board's executive elections (chair and vice chair). The main question is whether the timeframes are to be counted from the date the board began meeting in July 2023 or the date the bylaws were officially adopted in October 2024. All members agreed that the timing should be connected to the adoption of the bylaws.

3. Program Administrator Updates

A. Office Move

- The lease is signed but the space cannot be worked in until the city fire inspection occurs, and the construction work is cleared. The inspection is scheduled for July 3. Assuming all goes as planned, some staff will begin working in the space on Monday, July 7.
- The move from the MJC occurred on Friday, June 27 and went smoothly.

4. Committee Updates

A. Policy Review

- Financial Policies
  - The committee reviewed seven new finance policies at their last meeting, and they recommend board approval of all seven today.
  - The program administrator reviewed the seven policies with the full board.
  - The board chair noted that adopting these policies is important to establish appropriate financial practices for both employees and the board.
  - The board members agreed with the committee's recommendation and approved adoption of the financial policies.
- MNCAB insurance coverage
  - The committee reviewed options for general liability and crime insurance. It is important to purchase this insurance now that we are in a new office space and have and will acquire more fixed assets.
  - The committee agreed that the program administrator could continue with the purchase of appropriate insurance since it falls within her responsibilities and spending authority.

B. Programs and Services

- The committee reviewed two new competency attainment program applications. The applications were from one provider, SpringPath, who has three previously approved IRTS locations. This application was a request to add two more of their IRTS locations.
- The committee recommended approval and the full board agreed.
- The committee also reviewed a draft FAQ for prospective competency attainment programs. Members are providing feedback to MNCAB employees for final review and publication.

5. Past Meeting Follow-up

A. Fall Board Meeting Planning

- The program administrator will send out a survey to collect board member availability for an in-person board meeting in the fall. A final date will be selected at the next board meeting.

6. New Business

Decisions

1. Minnesota Competency Attainment Board Bylaws were adopted as amended. New effective date of July 2, 2025.
2. Financial Policies approved by the full board.
3. Two additional SpringPath IRTS facilities approved for certification.