

Agenda: Board Meeting

Date: July 3, 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 Manager
X	Dr. KyleeAnn Stevens				

1. Review and approve June 26, 2024, Meeting Minutes

No changes noted. Motion to approve by Dr. Buffington, seconded by Aron Gosling, motion carried.

2. Last Meeting Follow-up

A. FY25 Proposed Budget Approval

- No additional substantive questions, comments, or changes were raised. Board members approved the proposed budget with the recognition that new positions will be approved by the Board through separate review processes and that the budget may be flexible and adjusted as needed throughout the year via Board discussions.
- Motion to approve the FY25 Budget with the above noted conditions by Elliot Butay, seconded by Dr. Stevens, motion carried.

B. Policy Approvals

- One Voice
- Environmental and Local Sustainability
- Procurement – revision
- Human Resources Management
- Code of Ethical Conduct
- Inclusive Workplace
 - Motion to approve all above policies by Dr. Buffington, seconded by Kelsey Shirkey, motion carried.
 - The Program Administrator will clean up formatting, remove draft watermarks, and get to the Board chair for signatures.

3. New Business

A. Mission and Vision Statements Review

- The Board members reviewed the draft vision and mission statements and made some additional adjustments. The new versions are:

- VISION: To promote wellness, safety, and justice in Minnesota by building pathways for competency attainment through collaboration, accountability, and innovation.
- MISSION: Guide the development of a Competency Attainment System by identifying best practices, establishing program standards, and implementing Forensic Navigator services.
- Motion to approve the revised vision and mission statements by Kirstin Kopp, seconded by Elliot Butay, motion carried.
- B. Competency Attainment Program Application Review
 - The application submitted by Hennepin County Human Services and Public Health for certification approval of their program at the Behavioral Health Center was reviewed by the Board. Members noted that this is a unique approach to providing competency attainment programming and it is encouraging to see their creative approach.
 - Motion to approve certification of the Hennepin County BHC program made by Dr. Stevens, seconded by Elliot Butay, motion carried.
- C. Rule 20 Public Hearing Report
 - The program administrator and vice chair shared some information about the public hearing for the proposed Rule 20 amendments. There is not a specific timeline for when the Supreme Court must decide on the proposed amendments.
 - In the future, MNCAB may want to submit public comments to proposed amendments or submit requests for changes to support efficient processes between Minn. Stat. 611 and court rules.

4. Other Business

- A. The Board chair recommended bringing the draft request for proposal for the Comp and Class Study to the Board for review as quickly as feasible so that the HR manager and others can post and move ahead with the process without delay.
- B. The Board chair would like to send a statewide communication celebrating the one-year mark for the Board and thanking those who have helped us along the way. The Program Administrator will draft something for review.
- C. The Program Administrator shared the timelines for statewide biennial budget planning. Our first documentation is due in early August, with subsequent information due in October.

Decisions

- Approved FY25 Budget
- Approved 5 new Board policies and 1 revised Board policy
- Approved the program certification application for Hennepin County's Behavioral Health Center

Next Agenda