

Agenda: Board Meeting

Date: July 10, 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	X	Forensic Navigator Supervisor, Mary Beth Bruflodt		

1. Review and approve July 3, 2024, Meeting Minutes

Motion by Dr. Stevens to approve, seconded by Kelsey Shirkey, motion carried.

2. Introductions with new Forensic Navigator Supervisor

3. Last Meeting Follow-up

A. Policy Approvals

- Community Engagement – The Board reviewed and noted that the implementation of this policy does not require any specific engagement but permits the Board and the Program Administrator to participate in events, programs, etc. in the future that increase awareness and provide educational information. Motion to approve by Dr. Buffington, seconded by Kirstin Kopp, motion carried.
 - A related discussion came up about invitations to speak/present information about the Board and its work. Guidance provided is to let the Board Chair and Program Administrator know and:
 - If the presentation is to a statewide or broad audience, defer to Program Administrator and connect to discuss.
 - If the presentation is to a local group confer with the Program Administrator re: presentation needs, One Voice policy, etc.
 - Informal requests for information, for example, an update on the work comes up during a work meeting, share the information and remain conscious of the One Voice policy.
 - A Board member noted that many questions they are hearing from local groups, programs, etc. is “How do we get a navigator?” and “What do they do?” The Program Administrator shared that she and the supervisors are working on some documentation to put on the website that will hopefully address some of these types of questions.

4. New Business

- A. Competency Attainment Program Application Review
 - Application received from DHS, Direct Care and Treatment (DCT) for a program at AMRTC. Dr. Stevens shared a summary of the program with the members, noting that it is the highest level of care available for Rule 20 patients, staff have been providing competency attainment education for years. The plan is to get some experience with the AMRTC program and then hopefully expand competency attainment programming to other facilities in the future.
 - Motion to approve certification by Elliot Butay, seconded by Aron Gosling, motion carried. Dr. Stevens abstained from the vote.
 - The Program Administrator raised a related question about what information regarding certified programs should be shared on the MNCAB website. The Board referred the question to the Certification Advisory Committee for discussion and a recommendation.
- B. Class and Comp Study Draft RFP
 - The HR Manager reviewed the draft RFP with the Board members. The Board members support moving ahead the RFP and ask that it come back for final approval after the HR manager and Program Administrator update a couple of sections.
- C. Draft Email Communication
 - The Board reviewed the draft email communication and overall agree with the plan and direction. Recommendations for additional content included, providing updates on all portions of the statute (curriculum development, certification advisory committee, programs approved, mission & vision, etc.)
 - The Program Administrator will revise and bring back at a later meeting.

5. Other Business

- A. Role of a Forensic Navigator
 - The forensic navigator supervisors have been working on a document that notes what a forensic navigator can and cannot do. The Program Administrator shared a draft with the Board for early input. Some items for clarification were noted. A revised draft will be presented at a future meeting.

Decisions

- Approved Policy 102 – Community Engagement
- Approved program certification application from DCT

Next Agenda