

Agenda: Board Meeting

Date: July 17, 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 July 10, 2024, Meeting Minutes

Motion to approve the minutes by Dr. Stevens, seconded by Kirstin Kopp, motion carried.

2. Program Administrator Updates

A. Case Screening Criteria

B. Employee Probation Performance Evaluation Measures

- The Program Administrator provided an update on the screening criteria that is used for determining which cases will be assigned a forensic navigator. The criteria will soon be published on the website for broad awareness. An update on the development of probationary performance evaluation measures was also provided. The Program Administrator has made some requests to partners to provide education on the topics to the employees.

3. Last Meeting Follow-up

A. Communication Review

- The members discussed the draft, recommended some revisions, and approved edits be made post meeting and the communication distributed after final review by the Program Administrator and the Board Chair.

B. Forensic Navigator Responsibilities

- The Board reviewed the revised version of the prior named Forensic Navigator “Dos and Don’ts”. A few additional suggestions were made, e.g., clarify that forensic navigators cannot conduct searches, cannot seize persons or property, and cannot sanction clients/defendants. Revisions will be made, and the document will be published on the Board’s website.

4. New Business

A. Policy Structure overview

- Quick review of the proposed policy and procedure structure. No concerns or changes were noted by Board members.

B. Policies for Review

- Board Policies
 - 400 – Information Security and Risk Management – Board members requested minor revisions to the policy. With the revisions, Dr. Stevens moved to approve the policy. Kelsey Shirkey seconded the motion, and the motion carried.
 - 202 – Travel and Reimbursement – Board members approved a minor edit noted by the Program Administrator in the purpose statement section. With the revisions, Dr. Buffington moved to approve the policy. Aron Gosling seconded the motion, and the motion carried.
- Program Administrator Policies
 - 300(d) – Adaptable Work Arrangements, 300(c) – Outside Employment, and 400(d) – Mobile Device Usage – Board members reviewed the policies, asked a few questions, and will take the next week to review in more detail if desired and provide additional feedback to the Program Administrator at the next meeting.

5. Other Business

- A. Meeting cadence – starting in August the Board will shift to every other week meeting schedule.
- B. Question re: competency attainment education materials, specifically when there will be materials created to supplement the published workbook, such as a facilitators guide, handouts, etc. There is no known date at this time since there are none to limited resources to create the materials. The Program Administrator will connect with a partner to inquire about assistance.

Decisions

- Approved Policy 202 – Travel and Reimbursement
- Approved Policy 400 – Information Security and Risk Management

Next Agenda