MINNESOTA
COMPETENCY ATTAINMENT BOARD

Agenda: Board Meeting

Date: July 24, 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	Certification Advisory Committee members

1. Review and approve July 17, 2024, Meeting Minutes

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

2. Program Administrator Updates

None this week

3. Joint Presentation with Certification Advisory Committee

Special Guest, Terra Carey, DCT's Chief Quality Officer

- Information sharing and discussion about the Competency Attainment Program certification process (https://www.revisor.mn.gov/statutes/cite/611.59)
- The guest shared standard definitions, noted some areas where discussion to determine the goals and objectives of establishing certification standards and practices. All agreed the information was helpful, providing the members with many things to think about and consider. The presenter offered her services/input in the future if helpful to the Board and/or the Certification Advisory Committee.

4. Last Meeting Follow-up

A. Program Administrator Policies (final input)

- 300(d) – Adaptable Work Arrangements, 300(c) – Outside Employment, and 400(d) – Mobile Device Usage
  - Staff reviewed the new phrase that was added to 400(d) to clarify the ability to determine what applications and services can be added/downloaded to Board issued mobile devices, the revisions made to 300(c) based on feedback from the last meeting. No additional concerns or questions were raised by Board members.

5. New Business

A. Position Approvals
- Staff Attorney, Human Resources Coordinator, Training & Development Specialist
- Board members asked that the position descriptions and the salary range comparables be sent out via separate email for additional review before the next meeting.
- Continue to the next meeting agenda for discussion and approval.

6. Other Business

A. Mandated reporter follow-up discussion. Some Board members noted that they presumed forensic navigators would be considered mandated reporters. Since the input received from the attorney general's office indicates we are not, the Board members and Program Administrator discussed the desire to implement policies and procedures that will support the public policy of the state of Minnesota and employees in reporting situations and concerns that arise during their work.

B. Board Follow-Up Discussion re: DCT presentation. Request to continue the board's discussion of the information presented, discussion on role clarification between the Board and Certification Advisory Committee, and next steps. Bring back to a future meeting.

Decisions

Next Agenda