

Agenda: Board Meeting

Date: July 31, 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		Darrell Hill, IT Mgr
	Dr. KyleeAnn Stevens				

1. Review and approve July 24, 2024, Meeting Minutes

Motion to approve by Dr. Buffington, seconded by Aron Gosling, motion carried.

2. Board Chair Updates

Reminder that every other week meeting schedule starts in August with the first/next meeting scheduled for August 14, 2024. The goal will be to get the draft agenda and materials delivered to Board members by the Thursday before the upcoming meeting to provide sufficient time to review materials and prepare ahead of time. This timing is particularly important and needed to enable quick decision making if needed/requested.

3. Program Administrator Updates

A. Biennial Budget Process

- Program Administrator provided an update and reminder about the state biennial budget planning process. First due date is August 9, 2024 for the agency profile/narrative. Next item due is a change request (for funding changes) which is due in October.

B. In-Person All Staff Meeting in August

- August 23 we'll host the first all staff, in-person meeting at the Judicial Center in St. Paul. Two judges and a county attorney from the 2nd judicial district will present on the topic of competency, the criminal case process, etc.

C. Salary Structure Benchmark and Compensation RFP

- No substantive changes were made since the initial review by the Board on July 10. Motion to approve the RFP for publication by Kirstin Kopp, seconded by Kelsey Shirkey, motion carried.

4. Last Meeting Follow-up

- A. Position Review and Approval
 - Staff Attorney, Human Resources Coordinator, and Learning & Development Specialist
 - The HR manager provided an overview and summary of the positions and the process used to recommend a salary range for each.
 - HR manager asked for additional approval to hire two learning & development specialists from the applicant pool if warranted, and for approval to post the forensic navigator position again to fill up to 5 positions to report to the newest supervisor.
 - Motion to approve & hire to fill the three new positions and the request to hire 2 learning and development specialists made by Kirstin Kopp. Elliot Butay seconded the motion, motion carried.
 - Motion to approve posting the forensic navigator position to hire up to 5 additional navigators by Kirstin Kopp, seconded by Dr. Buffington, motion carried.
- B. Follow-Up Discussion re: Joint Presentation
 - Continue to next meeting agenda

5. New Business

- A. AgileGov Contract Amendment
 - An amendment is needed to the AgileGov contract to transition from M365 business standard licenses to business premium licenses and to increase the number of available licenses from 50 to 100. The transition to premium gives us the ability to leverage additional and more robust security tools. The increase in license availability gives us room to grow over the next year without having to make several additional contract amendments. The increased cost of the contract is a bit over \$26,000.
 - Motion to approve the contract amendment by Elliot Butay, seconded by Kelsey Shirkey, motion carried.

6. Other Business

Decisions

Next Agenda