MINNESOTA
COMPETENCY ATTAINMENT BOARD

Meeting Agenda: Certification Advisory Committee

Date: 08/12/2024
Location: Virtual

Attendance

	Member		Member		Guest(s)
	Sue Abderholden	X	Dr. Soniya Hirachan	X	Elliot Butay, Board V. Chair
	Kaaren Hensrud	X	Tami Lueck	X	Kim Larson, Prog Admin
X	Leah Kaiser		Jinny Palen	X	Lindsay Fiedler-Schiel, Supervisor
	Pat O'Malley	X	Dr. Kathryn Cranbrook		
	Krysta Delgado		Dr. Joshua Griffiths		

1. Review and approve July 8, 2024 meeting minutes

2. Introductions with new members

A. Deferred to September Certification Advisory Committee meeting due to no new members present at today's meeting.

3. Board Updates

A. Board personnel and operations update
   a. The Board recently approved three new positions – HR Coordinator, Learning and Development Specialist, Staff Attorney. Approved and classified by MMB. Will be posted in the next day or two.
      i. The Learning and Development Specialist will work in cooperation with the Certification Advisory Committee.
      ii. Specialist will focus directly on the competency attainment curriculum and work with the Certification Advisory Committee.
      iii. Specialist will take the lead on creating materials, documenting everything, and moving the work forward.
      iv. Request was made for a meet and greet once the Specialist is hired and discussion of cadence for this individual attending CAC monthly meeting.

4. Last Meeting Follow-Up

A. Discussion of joint Board/Certification Advisory Committee meeting with DCT Chief Quality Officer
   a. Discussed Certification Advisory Committee being that of a regulatory agency based on definitions shared during joint meeting.
   b. Discussed need for a model of annual re-certification for programs.
   c. Proposed that annual program re-certification is in the form of an acknowledgement or attestation.
   d. Annual review of new or existing providers that are expanding their services.
   e. Suggestion was made that the committee could provide technical assistance to certified programs.
   f. Suggestion was made to have a rotation of providers coming to the committee meeting to see what the committee is talking about and working on
   g. A question was raised as to whether we utilize this committee as a reviewing committee when a complaint comes in.
      i. Need to develop a process for reviewing grievances and complaints; guidelines/series of questions to walk through that process.
      ii. Discussed differences between complaints about individual clinicians versus complaints about the program. CAC will not review complaints related to individual clinicians as there are other regulatory Boards/agencies to review individual licenses and credentials.
   h. Need to develop annual reporting data expectations from certified programs such as quality metrics, who was served, etc.
   i. Interim Policy was shared with all regarding Certification:
      i. *All certified competency attainment programs agree to: 1. Understand and comply with the standards as set forth in Minn. Stat. § 611.59, 2. Develop if needed, and maintain policies and procedures necessary to meet the legal standards, 3. Be open to in-person visits from the Board and/or the Board's employees including forensic navigators, 4. Promptly inform the Board if the program is no longer able to meet one or more of the standards, and 5. Cooperate with the Board and respond in a timely manner to requests for information, either on a onetime basis or in conjunction with recertification or other projects/efforts*.

5. New Business

A. Overview of Certification Advisory Committee by Board Vice Chair
   a. No new members were present so postponed this item to September meeting.
B. A question was raised about the difference between Chapter 611 and Rule 20.
   a. Chapter 611.40 went into effect on April 1, 2024.
   b. Operates in parallel with the court's Rule 20.

c. Proposed amendments to Ch. 611 have been submitted and are under consideration by the Supreme Court.
d. Two resources shared for review:
    i. https://www.revisor.mn.gov/statutes/cite/611
    ii. https://www.mncourts.gov/mncourtsgov/media/Appellate/Supreme%20Court/Court%20Rules/Crim-Rules.pdf

6. Other Business

Recommendations

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