

Agenda: Board Meeting

Date: August 14, 2024

	Board Member		Board Member		Guest(s)
	Ryan Flynn, chair	X	Elliot Butay, vice chair	X	Kim Larson, Prog Admin
	Dr. Jacki Buffington	X	Aron Gosling	X	Jameelah Yozamp, HR Mgr
X	Kirstin Kopp		Kelsey Shirkey	X	Darrell Hill, IT Mgr
X	Dr. KyleeAnn Stevens				

1. Review and approve July 31, 2024, Meeting Minutes

Motion to approve by Kirstin Kopp, seconded by Aron Gosling, motion carried.

2. Board Chair Updates

None

3. Program Administrator Updates

- Hiring Update: Four positions are currently open for applications, forensic navigator, human resources coordinator, learning and development specialist, and staff attorney. Interviews are tentatively scheduled for late August through mid-September.
- Space Needs: A member asked if we would have enough office space for the new employees and what the plan is for providing office space. Program Administrator shared the update on the work with Department of Administration's real estate team. Estimated space needs have been determined and the Program Administrator will start the discussion with MJC to see if space is available in this building and then request help to look at other locations. One member noted concerns about officing in an available space that is near the LEC in St. Paul. More to come on this topic.

4. Last Meeting Follow-up

A. Follow-Up Discussion re: Joint Presentation

- Generally, everyone felt like this was a good conversation. The Certification Advisory Committee met earlier in the week and shared the same opinion. The Board discussed the need to make a specific ask to the CAC re: recommendations the Board would like to receive in the various certification questions. One of the members offered to make a list and circulate for review by email.

- The Program Administrator noted that the question of who pays for competency attainment programs – specifically the education component is coming up more and more frequently. There is no clear answer right now so continued conversation and learning is needed.

5. New Business

- A. Program Administrator Policies/Procedures
 - 303(a) Open Door Policy and 304(b) Workers' Compensation Procedures
 - Members discussed these briefly and made a couple of recommendations for slight clarification. Recommended bringing these to the next meeting as well so those who were not in attendance can share their input before implementation.

6. Other Business

- A. A member asked for some more data re: referrals, volume, number of bridge plans filed and some summary info re: them – like where referrals have been made, etc. The Program Administrator agreed to bring a more detailed summary of these items to a future meeting.

Decisions