

Agenda: Board Meeting

Date: August 28, 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 August 14, 2024, Meeting Minutes

Motion to approve the minutes by Dr. Stevens, seconded by Elliot Butay, motion carried.

2. Board Chair Updates

The Board Chair noted that with the legislative session coming up, the Board will plan to have some conversations this fall about potential statutory changes and a strategy for making proposals/seeking changes.

3. Program Administrator Updates

A. All Staff Meeting

- Employees will get their cell phones, headsets, and webcams at the meeting, which completes the standard equipment package for forensic navigators. The morning agenda is focused on values exercises and discussion. The afternoon agenda is a presentation by Ramsey County judges and a Ramsey County Attorney re: competency and civil commitment and their understanding of Minn. Stat. 611.

B. Hiring Update

- Forensic Navigator interviews were conducted this week. Hiring decisions pending.
- The HR Coordinator, L&D Specialist, and Staff Attorney positions remain open for applications.

C. Speaking Engagements

- This topic was deferred to a future agenda.

4. Last Meeting Follow-up

A. Program Administrator Policies/Procedures

- 303(a) Open Door Policy and 304(b) Workers' Compensation Procedures
 - The policies look good, no additional comments or suggestions were made by the Board members.

5. New Business

A. New Positions for Approval

- Forensic Navigator Manager
- Operations Manager
- Office Supervisor
- Finance Coordinator
- Systems Support Specialist
 - The Program Administrator and HR Manager provided an overview of these positions and the proposed future organizational chart.
 - The members had some discussion about the hiring sequence and when is it important to hire managers, supervisors, and other positions that support forensic navigator work vs. forensic navigators.
 - It was acknowledged that there isn't a specific formula or guidance to tell us how to do this so the Program Administrator and HR Manager are remaining flexible and assessing needs continuously. It was noted that just because a position has been approved and gets classified doesn't mean we have to hire a person to fill that position right away. Having it classified gives us the flexibility to make hiring timing decisions as needed.
 - There were no additional questions or discussion about the substance of the proposed position descriptions.
 - A motion to approve all five (5) position descriptions was made by Kelsey Shirkey, seconded by Elliot Butay, motion carried.

6. Other Business

- ### A.
- A member raised a question about how we can measure successes and barriers to the forensic navigator work. What kind of issues have come up? How are we measuring the data/info? The members agreed this is an interesting discussion and it will be discussed in more detail at a future meeting.

Decisions

- The Board approved the five new positions presented at this meeting: Forensic Navigator Supervisor, Operations Supervisor, Office Supervisor, Finance Coordinator, and Systems Support Specialist.